



# Safety Statement

(Revision 17 Oct 2021 by E Fleming)



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## **Introduction**

This safety statement details John Murray & Sons Building Contractors Ltd. (hereinafter referred to as JMSL) Health, Safety and Welfare Policy.

The statement specifies how the company plans to minimise the risk of injury and ill health at work.

JMSL is confident it has the full support of all employees in achieving its aims of ensuring Health Safety and Welfare.

It is therefore very important that you read the following document carefully and understand your role and the overall arrangements for health and safety within the company.

## **Company Description**

JMSL are a Waterford based building contractor who undertake small to medium scale construction projects for both private and public sector clients.

The company consists of 2 managers, 1 foreman, 2 employees and 1 office administrator and owns an office and store unit located on the outskirts of Waterford City.

The company itself carries out very little construction work but engages and manages subcontractors to carry out individual work packages.

The company does not own any items of plant, large equipment, or scaffolding, instead hiring in and subcontracting plant and equipment when needed.

JMSL, when appointed by a client as Project Supervisor Construction Stage (PSCS) will carry out its role as PSCS as per the Safety, Health and Welfare at Work (Construction) Regulations 2013. A copy of these regulations is held at JMSL's office.

The Company achieved 'Safe T Cert' certification in November 2013. 'Safe T Cert' is an internationally recognised safety management standard for the Construction Industry and is certified by the Institute of Occupational Safety & Health (IOSH).

## Safety Statement Revision Log

Document Name	Revision No	Revised By	Date
JMSL Company Safety Statement 2011	Draft	B Murray	January 2011
JMSL Company Safety Statement 2012	Rev 0	B Murray	January 2012
JMSL Company Safety Statement 2012	Rev 1	B Murray	January 2013
JMSL Company Safety Statement 2013	Rev 2	B Murray	August 2013
JMSL Company Safety Statement 2013	Rev 3	B Murray	November 2013
JMSL Company Safety Statement 2014	Rev 4	B Murray	May 2014
JMSL Company Safety Statement 2014 Rev 5	Rev 5	E Fleming	April 2014
JMSL Company Safety Statement 2015 Rev 6	Rev 6	E Fleming	January 2015
JMSL Company Safety Statement 2015 Rev 7 July	Rev 7	E Fleming	July 2015
JMSL Company Safety Statement 2017 Rev 8	Rev 8	E Fleming	February 2016

Document Name	Revision No	Revised By	Revision Comments	Date
<b>JMSL Company Safety Statement 2017</b>	Rev 9	E Fleming	<ol style="list-style-type: none"> <li>1. Inspection Checklist Document</li> <li>2. Revision Log updated to include comments section.</li> <li>3. New JMSL SPA Template Attached</li> <li>4. Training needs section amended to include, Extreme Heights etc</li> <li>5. RSA Guidance for Driving For Works Policy and Vehicle Safety included.</li> <li>6. Whistle Blowing</li> <li>7. Temporary Works</li> <li>8. RA's Amended and Additional RA included (2017 Rev in Red).</li> <li>9. Safety Briefing Template Added</li> </ol>	May 2017
<b>JMSL Company Safety Statement 2017</b>	Rev 10	E Fleming	<ol style="list-style-type: none"> <li>1. Inclusion of reference to HAS Accident Reporting Guidance 2016</li> </ol>	June 2017
<b>JMSL Company</b>	Rev 11	E Fleming	Additional Policies: <ol style="list-style-type: none"> <li>1. Protection of Children &amp; Young Workers</li> </ol>	Sept 2018

<b>Safety Statement 2018</b>			<ol style="list-style-type: none"> <li>2. Protection of Pregnant, Post Natal and Breastfeeding Employees</li> <li>3. Night Work &amp; Shift Work</li> <li>4. Disciplinary Policy</li> </ol>	
<b>JMSL Company Safety Statement 2018</b>	Rev 12	E Fleming	<p>Additional Policies:</p> <ol style="list-style-type: none"> <li>1. Crystalline Silica</li> <li>2. Sun Awareness</li> </ol>	Oct 2018
<b>JMSL Company Safety Statement 2019</b>	Rev 13	E Fleming	<p>Additional Policies:</p> <ol style="list-style-type: none"> <li>1. Waste Management Policy</li> <li>2. RA Atex</li> </ol>	Feb 2019
<b>JMSL Company Safety Statement 2020</b>	Rev 14	E Fleming	<p>Additional Policies:</p> <ol style="list-style-type: none"> <li>1. Sub-Contractor Section expanded.</li> <li>2. RCA outlined</li> <li>3. Audit Close out section</li> <li>4. Plant Operator Duties</li> </ol>	March 2020
<b>JMSL Company Safety Statement 2020</b>	Rev 15	E Fleming	<p>Additional Policies/Items:</p> <ol style="list-style-type: none"> <li>1. COVID 19, Policy, SOP, RA44</li> <li>2. Chemical Symbol Old/New</li> <li>3. Glove Types &amp; Suitability</li> <li>4. Trainer Qualifications</li> <li>5. IAuditor Audit System</li> <li>6. Inspection Report Close Outs</li> </ol>	April 2020
<b>JMSL Company Safety Statement 2021</b>	Rev 16	E Fleming	<p>Additional Policies/Items:</p> <ol style="list-style-type: none"> <li>1. Risk Assessment Layout Revision to include individual Rev date.</li> <li>2. Mental Health &amp; Wellbeing Policy Added</li> <li>3. Vaping addition to smoking policy</li> <li>4. PPE &amp; Glove Policy and Guidance</li> <li>5. GDPR Policy Added</li> <li>6. Right to Disconnect Policy</li> </ol>	April 2021
<b>JMSL Company Safety Statement 2021</b>	Rev 17	E Fleming	<p>Additional Policies/Items:</p> <ol style="list-style-type: none"> <li>1. Naming Convention Safety Roles Amended.</li> <li>2. Revised RA Register Added</li> <li>3. RA 45 WFH Added</li> <li>4. Sub-Contractor Evaluation Post Contract Reference Added</li> <li>5. Legislative Register Added</li> </ol>	Oct 2021

## Policy Statement

It is the policy of management at JMSL insofar as is reasonably practicable:

- To promote standards of health, safety and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007, the Safety, Health and Welfare at Work (Construction) Regulations 2013 as well as all other statutory provisions and Codes of Practice.
- To provide and maintain a safe and healthy working environment for employees of this company.
- To co-operate with, and seek the co-operation of, clients, main contractors, sub-contractors and enforcing authorities, to ensure work is carried out in a safe manner.
- To review the contents of this Safety Statement (specifically Risk Assessments) as changes occur in work operations and periodically, to ensure this document is relevant.
- To ensure that the Safety Statement is in a form, manner and language that is reasonably likely to be understood by employees and is easily accessible to them.
- To consult with our employees on matters of safety, health and welfare and ensure that they are notified of and understand their specific duties under current legislation.
- To provide appropriate information, instruction, training and supervision to employees as required by task.
- To commit to the implementation of continual improvement processes in the further development of the Company Health & Safety Management System and to the ongoing identification and adherence to new legislation and industry best practices.
- To commit to the principles of prevention.

JMSL will use a Safety Consultant to give advice and information on how to comply with this safety statement but **everyone** including employees, sub-contractor employees and self-employed persons, have the responsibility to co-operate with JMSL to comply with statutory provisions as per Section 13 of the SHWW Act 2005 and Section 29 of the SHWW (Construction) Regulations 2013, and to achieve a healthy and safe workplace for themselves and others affected by their work.

Signed .....



Date.....29/10/2021

Stephen Murray (Managing Director)



## Responsibilities

### Organisational Structure of John Murray & Sons Building Contractors Ltd.

As JMSL is a small tightly run company, roles of contracts, project and site manager will often interchange between the management team of Stephen and Anthony Murray depending on the project and workload.

### JMSL ORGANIZATION & SAFETY STRUCTURE 2021



### Managing Director /Safety Manager, Mr Stephen Murray

It is Stephen Murray's responsibility insofar as is reasonably practicable to (non-exhaustive list):

- Ensure that the place of work is safe and that any equipment / plant supplied is in good working order and regularly maintained.
- Ensure that all employees are aware of the company policy with regard to safety.
- Ensure adequate resources are made available to manage work safely.
- Seek the advice of a competent safety advisor if required.
- Liaise with clients, main contractors etc. with regard to safety matters.
- Ensure that adequate insurances are in place.
- To provide appropriate information, instruction, training and supervision to employees in order to ensure that they can do their work safely.
- Provide for safety, health and welfare in planning and pricing contracts.
- Ensure that the company safety statement is reviewed regularly.
- Monitor the implementation of safety, health and welfare policy in the company.
- Monitor accidents/dangerous occurrences on sites.
- Provide or organise training courses to meet identified needs.
- Liaise with the appointed Safety Representative (if applicable) on matters relating to health and safety.
- Consult the Health and Safety Authority when required.
- Investigate any reportable accident.
- Arrange for suitable first aid boxes, properly stocked, for each site and monitor use on sites.
- Ensure that subcontractors and self-employed persons are aware of company policy and have confirmed that they will comply.

- Ensure that subcontractors have issued their own health and safety documentation (as per JMSL subcontractor requirements) and copy has been received and reviewed.
- Ensure that such number of Occupational First-Aiders are on site as is necessary, taking account of the size and hazards of the project.
- Ensure that adequate welfare facilities are provided for employees.
- Ensure that Method Statements & Risk Assessments are prepared for specific tasks

### **Director & Project Site Safety Manager – Mr Anthony Murray**

It is Anthony Murray's responsibility insofar as is reasonably practicable to (non-exhaustive list):

- Implement the company's Safety, Health and Welfare Policy and to bring it to the attention of all employees and others in the workplace who may be affected by the Policy.
- Ensure that visitors /sub-contractors and employees comply with the company's safety, health and welfare procedures.
- Organize and plan the work activities so that work is carried out to the required safety standards and with the minimum of risk.
- Know the broad requirements of relevant safety legislation and regulations.
- Plan and maintain a tidy site, arranging for the removal of refuse daily and ensure that sub-contractors keep their work area tidy.
- To identify and establish areas of responsibility with sub-contractors to avoid confusion.
- Check that all machinery and plant, including power and hand tools, are maintained in good condition.
- Ensure that personal protective equipment is worn and task specific.
- Carry out site inductions (if applicable) for all employees, subcontractors, visitors, reps etc as per JMSL site induction form.
- Advise personnel on safety issues and carry out toolbox talks.
- Maintain relevant safety records on site in the site safety file – GA3 etc.
- Ensure Safe Plan of Action (SPA) system is in place.
- Ensure that First Aid Boxes are maintained properly and that all employees know the location of the facilities.
- Record all accidents, incidents and near misses.
- Periodically inspect the site and rectify any hazards identified.
- Ensure that Method Statements & Risk Assessments are prepared for specific tasks

### **Duties of Employees**

- Employees (including full or part-time, permanent or temporary, regardless of any employment or contractual arrangement they may have) also have duties under the Act. They must: Comply with relevant laws and protect their own safety and health, as well as the safety and health of anyone who may be affected by their acts or omissions at work.
- Ensure that they are not under the influence of any intoxicant to the extent that they could be a danger to themselves or others while at work.
- Cooperate with their employer with regard to safety, health and welfare at work.
- Not engage in any improper conduct that could endanger their safety or health or that of anyone else.
- Participate in safety and health training offered by their employer.
- Make proper use of all machinery, tools, substances, etc. and of all personal protective equipment provided for use at work.
- Report any defects in the place of work, equipment, etc. which might endanger safety and health.

### Duties Of Foreman & Plant Operators

- Know the legal requirements affecting the use of their machine and ensure that the machine is used in accordance with those requirements.
- Ensure that any defect in the machine is reported immediately to the Plant Manager. Not to continue to operate the machine if the defect affects its safe use.
- Never carry out any repairs to the plant.
- Check, prior to starting work, with the site agent or other supervision of the location of underground or overhead services. Do not approach or excavate within a distance of 0.5m of underground services.
- Make regular inspections of the machine, daily or before each shift. If the machine is a lifting appliance, then the weekly inspections are to be made and recorded in the document provided for the purpose.
- Where a risk assessment shows that hearing protection is required for certain types of plant, then the hearing protection provided is to be worn as instructed.
- Never try to use the machine for work for which it was not designed. If in doubt, ask the Plant Manager for advice.
- Ensure that if the machine is used for lifting purposes it is sited on firm, level, well consolidated base with suitable bearing timbers used under extended outriggers, if applicable.
- Wear suitable safety footwear and protective clothing as you are exposed to the same hazards as others on the site when not in the cab of the machine.
- Ensure when operating the machine that other persons are well clear, especially if reversing.
- Report all accidents or damage, however minor, to supervision.
- Ensure, if necessary, that you work with a banksman and, if so, you are both sure before starting work of the meaning of signals which may be used. (In the case of cranes, the signalling system used should be the one recommended by the Federation of Civil Engineering Contractors).
- Suggest ways to eliminate hazards or improve working methods

## Legislative Updates & Guidance Documents

JMSL actively monitor changes to H&S legislation and relevant guidance documents by means of the H.S.A website, <http://www.hsa.ie/eng/>, [https://www.hsa.ie/eng/Publications\\_and\\_Forms](https://www.hsa.ie/eng/Publications_and_Forms), <https://www.hsa.ie/alerts>

/IOSH Bulletins and Magazine and by means of regular communication with JMSL safety advisor.

### Legislative Register

Acts	Regulations & Orders	Codes Of Practice
<ul style="list-style-type: none"> <li>➤ Safety, Health and Welfare at Work Act 2005</li> <li>➤ Chemicals Acts 2008 and 2010</li> <li>➤ Organisation of Working Time Act 1997</li> <li>➤ Safety in Industry Act 1980</li> <li>➤ Dangerous Substances Act 1972</li> </ul>	<ul style="list-style-type: none"> <li>➤ General Application Regulations 2007</li> <li>➤ Exposure to Asbestos - SI 589 - 2010</li> <li>➤ Construction Regulations 2013</li> <li>➤ Et al</li> </ul>	<ul style="list-style-type: none"> <li>➤ Code of Practice for the Chemical Agents Regulations</li> <li>➤ Code of Practice for the Design and Installation of Anchors</li> <li>➤ Code of Practice for Working in Confined Spaces</li> <li>➤ Code of Practice for Avoiding Danger from Underground Services</li> </ul>

<ul style="list-style-type: none"> <li>➤ Factories Act 1955</li> <li>➤ Non-Fatal Offences Against the Person Act, 1997</li> <li>➤ Et al</li> </ul>		<ul style="list-style-type: none"> <li>➤ Code of Practice for Safety in Roofwork</li> <li>➤ 2016 Code of Practice for the Chemical Agents Regulations</li> <li>➤ Code Of Practice for Biological Agents 2013</li> <li>➤ Et al</li> </ul>
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Toolbox talks will be undertaken regularly with an opportunity afforded to ensure employees can contribute and/or comment on safety issues. This interaction will be captured on the toolbox talk records and closed out/actioned as appropriate using the following template;

**JMSL Safety Management System Control Procedure**

<b>Previous Recommendations</b>	<b>Actioned</b>

**Note :**

**Communicated to Operatives Via, (Please Confirm means of communication , Initial and Date once issue has been communicated effectively to all operatives)**

Toolbox Talk		Safety Briefing		Monthly Safety Meeting	
<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>

**General Arrangements**

**Process for Consultation With Employees**

JMSL recognises its duty to ensure that adequate information on hazards, risks and controls will be provided to all employees.

As JMSL is a small company employees are in daily contact with managers and are openly encouraged to express any health & safety issues that they may have.

Stephen Murray is responsible for the distribution of health and safety information to all employees by:

- Giving Safety Statement Briefings (on update of document or changes to risk assessments).
- Giving Toolbox talks which are also used as continuous training and a means of consultation with the workforce. Toolbox talks will be held as complexity/duration of works dictates.
- Using site notice boards which will be used to facilitate the flow of health and safety of information to employees.
- Developing Method Statements and Risk Assessments for work tasks.

- Ensuring that daily Safe Plan of Action (SPA) is being filled out by the site supervisor and communicated to the employees involved in the task. Employees will sign SPA to say that its contents have been communicated to them and it is understood by them.

### **Whistle Blowing**

Due to the size and nature of JMSL company it has been agreed that where an issue of whistle blowing occurs and the employee or others feels unable to approach management or safety representative should on be appointed, E Fleming will be available in a confidential manner to communicate the issue identified in confidence and in a strictly confidential manner to management.

### **Temporary Works**

Where a temporary works certificate is required JMSL will employ the services of a suitable competent and qualified person to carry out such certification.

### **Safety Representative**

JMSL will facilitate the appointment of a site Safety Representative as/by the PSCS in accordance with Regulation 23.(1), (b) of the Construction Regulations, 2013 where more than 20 persons are normally employed on a site.

### **Information, Instruction, Training and Supervision**

JMSL is committed to providing the information, instruction, training and supervision that is necessary to ensure safety at work insofar as is reasonably practicable.

JMSL has a programme of health and safety training for managers and employees.

Training shall be adapted to take account of new or changed risks and shall be repeated periodically as required.

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

At site induction, JMSL will ensure that all employees and subcontractors hold current proof of:

- SOLAS Safe Pass
- Manual Handling Training
- Relevant SOLAS CSCS
- MEWP training
- Abrasive Wheel Training
- Fall Arrest Awareness Training

Additional training shall be as required and identified within site specific risk assessments. JMSL will address training needs such as working at “Extreme Heights” at the planning stages of any works to be undertaken and where such training and experience is not available in house will source training or sub-contractor the works to a suitably competent contractor.

### **Training Qualifications**

JMSL will ensure that trainers etc are suitable trained , qualified and experienced, relevant qualifications and certification will be requested prior to training attendance or certification , these records will be held with JMSL SMS

### First Aid Provisions

First Aid Boxes should be provided on every JMSL site and should be stocked in accordance with guidelines issued by the Health and Safety Authority (see below). Training will be carried out by an organisation competent to do so. Refresher training will be provided at intervals not greater than 2 years. Each First Aid person will be responsible for the maintenance of appropriate first aid supplies. Whenever first aid is given, a record of the injury and details of treatment must be documented by the First Aid person, and a copy left in the incident report in the site safety file.

Record will also be kept in Incident Log at JMSL office.

### Sun Awareness

JMSL will provide Sunscreen as identified as a required control based on site specific risk assessment, drinking water will be available also. In extreme weather suitable breaks from the sun will be arranged during the works day.( See UV &Outdoor section of this document)

### Silicosis, ( Crystalline Silica Dust)

Inhalation is the primary route of exposure to crystalline silica dust. For any kind of dust, there are different particle sizes. It is the respirable (smallest particle size) fraction of crystalline silica dust which is of critical concern for its health effects, since these can penetrate deep into the lung.

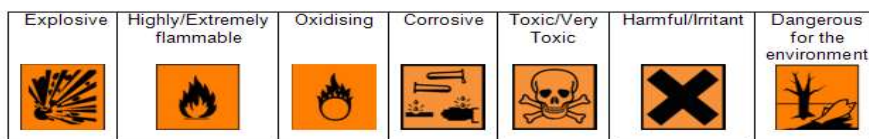
The Safety, Health And Welfare At Work (General Application) (Amendment) Regulations 2016 S.I. No. 36 of 2016 contains a Prohibition on silica – Regulation 128 “An employer shall ensure that no sand or other substance containing free silica is introduced as an abrasive into any blasting apparatus. JMSL have a Risk Assessment relating to Crystalline Silica and actively monitor hazard identification and site specific controls by means of MSRA.

## CHEMICAL CLASSIFICATION & SAFETY PROCEDURES

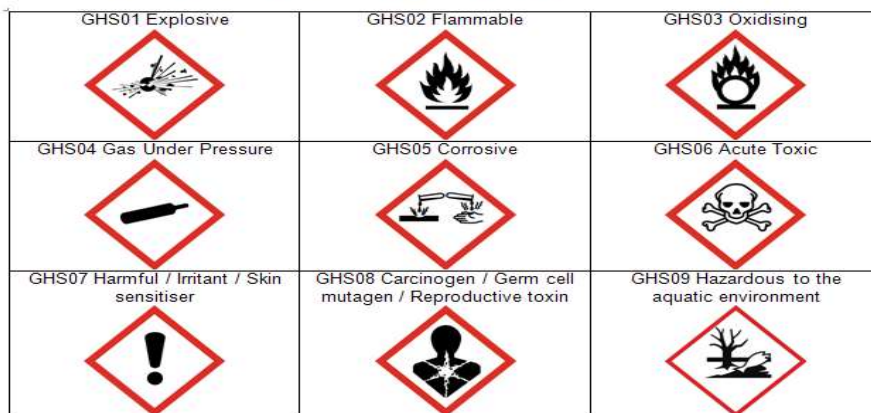
Chemicals are classified into various hazard classifications in accordance with their physiochemical properties and health hazards. Each class of chemical has a pictorial symbol called a danger symbol. Addressing the risks posed by a chemicals classification is key to its safe use.

- Hazard Warning Symbols

- Old: 7 orange / black 'hazard symbols'



- New: 9 hazard 'pictograms' (red / black diamonds)



## PHYSIOCHEMICAL

### **Explosive Chemicals (E)**



These are chemicals or mixtures capable of producing an explosive or pyrotechnic effect with substantial release of heat and gases under the right conditions. Explosions can be initiated by heat, shock, friction etc. Explosives which are shock sensitive are particularly dangerous as they can be detonated merely by touching their container – functional groups such as azides, acetylides, diazo, nitoso, haloamine, ozonides are sensitive to shock and heat and can explode violently.

### **Oxidising Chemicals (O)**



These are substances that can readily release oxygen thus intensifying a fire. Fire or explosions can occur when strong oxidising substances come into contact with easily oxidisable substances such as metals, metal hydrides or organics. Examples of oxidising chemicals include Hydrogen Peroxide, Hypochlorites (bleach) and concentrated Nitric Acid.

### **Flammable Chemicals (F = Highly flammable and F+ = Extremely Flammable)**



Flammable chemicals ignite easily. They are divided into extremely flammable, highly flammable and flammable and this classification depends mainly on their “flashpoint”. **Flashpoint** is defined as the lowest temperature at which the vapour on the surface of the liquid will ignite. The lower the flashpoint, the easier it is to ignite a material.

**Extremely flammable:** Flashpoint < 08C and boiling point of [ 358C

**Highly flammable:** Flashpoint < 218C

**Flammable liquid:** Flashpoint between 218C and 558C. There is no flammability danger symbol on the label of a flammable liquid.

## HEALTH

### **Toxic Chemicals (T+ = Very toxic and T= Toxic)**



Toxic agents can cause serious damage to health if they are allowed to enter the body. The classification of toxic agents is based on their LD50 values (medial lethal dose). **The LD50 is the average exposure to a single dose of a chemical agent which causes at least 50% of test subjects (rats, mice etc.) to die.** There are LD50 values for ingestion, skin exposure and inhalation of chemicals. Very toxic agents can cause damage to health at very low levels. Toxic chemicals also cause damage at low levels. Examples include phosgene, hydrogen cyanide and nicotine.

### **Harmful Chemicals (Xn)**



These chemical agents can cause damage to the health of persons exposed to them but do not present as serious a health risk as toxic chemicals.

### **Irritant Chemicals (Xi)**



These chemical agents can cause inflammation of the skin and mucous membranes.

### **Sensitising Chemicals (Xn or Xi)**



**Respiratory sensitiser:** is a substance which when breathed in can trigger an irreversible allergic reaction in the respiratory system. Once this sensitisation has taken place, further exposure to the substance, even to the tiniest trace, will produce symptoms.

**Skin sensitiser:** is a substance capable of causing an allergic reaction in the skin. Once this sensitisation has taken place, further exposure to the substance, even to the tiniest trace, will produce symptoms of dermatitis.

**Note:** Sensitisation does not necessarily take place right away, it may happen after several months or even years of contact with the sensitiser.

### **Corrosive Chemicals (C)**



These chemical agents destroy living tissue on contact. Where exposure is through inhalation or ingestion, then the damage can occur within the respiratory or alimentary tracts. Examples include acids and caustic soda.

### **Carcinogens**

- **Category 1:** substances known to cause cancer in humans, Classified as Toxic



- **Category 2:** substances that should be regarded as if they are carcinogenic to humans – sufficient evidence based on long-term animal studies and other information that human exposure may result in cancer. Classified as toxic.



- **Category 3:** substances that cause concern owing to possible carcinogenic effects. Classified as harmful



### **Teratogens/Reproductive toxins**

- **Category 1:** substances that produce or increase the incidence of non-heritable effects. Classified as Toxic





- **Category 2:** substances that should be regarded as if they are reproductive toxins to humans – sufficient evidence that human exposure may result in development of genetic mutations. Classified as Toxic.



- **Category 3:** substances that cause concern owing to possible reproductive toxin effects. Classified as Harmful.



## Mutagens

- **Category 1:** substances known to produce heritable genetic defects. Classified as Toxic.



- **Category 2:** substances that should be regarded as if they are mutagenic to humans – sufficient evidence that human exposure may result in development of genetic mutations. Classified as Toxic.



- **Category 3:** substances that cause concern owing to possible mutagenic effects. Classified as Harmful.



Each year, hundreds of thousands of workers are exposed to hazardous materials in the workplace. JMSL observe the Principles of Prevention when assessing chemical use in the workplace to reduce exposure to chemicals and where possible eliminate or replace chemicals to this end. All chemicals must be stored in a suitable container, IE diesel etc, SDS sheets are available onsite at all times.

## First Aid Procedures

### A) SKIN SPLASHES

- Remove contaminated clothing.
- Flush skin with water for at least 10 minutes.
- Seek medical treatment.

### B) EYE SPLASHES

- Flush the eyes with water for several minutes.
- After the eyes have been rinsed, ask the employee to close both eyes and cover the eyes with a clean cloth.
- Seek medical treatment.

### C) INHALATION OF VAPORS OR GASSES

- Remove affected person to safe area.
- Apply CPR if breathing has stopped.
- Send for immediate medical help.

### D) INGESTION

- Wash mouth with water.
- Do not induce vomiting.
- Call 911/112 or send to hospital.

### E) FIRST AND SECOND DEGREE BURNS

Unless the SDS indicates otherwise, flush the injured area with gently running water for at least 15 minutes. If larger area, immerse the burned area in cold water or apply ice packs to the affected area.

If available, wrap the burn with Water Jel or place burn gell on the burn. Do not apply butter, oil, or cream to a burn. Cover the burned area with a clean cloth. Seek medical attention. Treat the employee for shock, if necessary.

Remember before handling a chemical your employees need to read the SDS sheet of each chemical to beware of the particular first aid procedures. In all cases when a patient is transported to hospital give the SDS sheet of contaminating chemical to medical personnel.

## Occupational Dermatitis

Dermatitis is an inflammation of the skin. The term dermatitis is synonymous with eczema. The skin becomes red, itchy, and can be blistered. The skin becomes hard, thickened and cracked. Many people suffer from skin conditions. Most of these are not work related. In some instances these started during childhood. Dermatitis is the main work- related skin disease.

An important clue for diagnosis is the site of the area affected. If it is the hands, contact dermatitis should always be suspected. The next question is whether the ‘contact’ arises from work or outside work.

A work related cause is suggested if:

- The rash is mainly on the hands and exposed skin
- The condition improves away from work and relapses on return
- More than one person is affected in same work area or handling same materials

The following suggest a non-occupational cause:

- there is a history of childhood/ endogenous eczema
- there is major involvement of the body trunk or covered area of skin

Occupational dermatitis is a skin disorder caused by coming into *contact* with certain substances in the workplace. It is therefore termed contact dermatitis. Contact dermatitis is the most common work related disease in Ireland.

Both irritant and allergic contact dermatitis can occur together and it is not uncommon for an employee to be exposed to several irritants and sensitisers simultaneously. An irritant contact dermatitis may also develop first, rendering the skin more susceptible to penetration by sensitisers. It is also possible that an original allergic contact dermatitis might be later sustained by an irritant.

Table 1 lists a number of well-known substances and work activities which can cause occupational dermatitis. Substances which are skin irritants or sensitisers have the symbol *Xi* on the packaging (bag or container). The safety data sheet will also have valuable information on the health hazards associated with the substance and protective and preventive measures. Also some substances with the toxic symbol **T** or very toxic **T+** can affect the skin, while others with the corrosive symbol *C* can cause burns.

The following safety and risk phrases indicate substances which are harmful to skin:

- Avoid contact with skin (S24 )
- Wear suitable gloves (S37)

- Irritant to skin (R38)
- May cause sensitisation by skin contact (R43)
- Toxic in contact with skin (R24)
- Very toxic in contact with skin (R27)
- Causes burns (R34)
- Causes severe burns (R35)

There are other substances which have the capacity to penetrate intact skin and be absorbed directly into the body without necessarily having any effect on the skin. These are identified with the notation *Sk* under the Code of Practice, 2007, Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001. Under this Code substances with the *Sen* notation apply only to respiratory sensitisers.

Table 1 Substance Groups and Work Activities	
Substance Groups	Work Activities
<b>Irritants</b>	
Wet cement	Contact with wet cement in construction
Cutting oils	Metal workshops, RA 2
Solvents	Dry cleaning, galvanising
Degreasers	Cleaning metals
Alkali's	Cleaning agents
Acids	Crystal glass manufacture
<b>Sensitisers</b>	
Latex	Health care, food preparation
Chromate's	Contact with wet cement
Nickel	Cheap jewellery manufacture, repair
Epoxy resins	Electronics industry
Formaldehyde	Furniture manufacture
Wood dust	Saw milling, wood-working , furniture manufacture RA 9,10,11,15,32,41
Flour	Handling grain at docks, milling, baking
Printing plate chemicals	Printing fixing and developing
Adhesives	Book binding, installing floor coverings

Employees are entitled to information about hazards in the workplace and those contained in the Risk Assessment. They are also entitled to information on the protective and preventive measures to be taken.

Employees who are likely to work with and be exposed to substances causing dermatitis need information, instruction and supervision so that they know and understand the following;

- Label and safety data sheet for chemicals used in the workplace
- Substances which are known to cause dermatitis in the workplace
- Risk Assessment
- Proper use of control measures
- Need to report any failures in control measures
- Risks to health
- Symptoms of sensitisation
- Importance of reporting symptoms at an early stage
- Role of health surveillance

- Self examining and reporting

### Purchase of Chemicals/ Supplier

JMSL will ensure that all chemicals purchased are from a reputable supplier with an established presence in the market. SDS are freely available and all products are suitably contained and labelled in accordance with current chemicals regulations. All transport shall be in accordance with these regulations as outlined above.

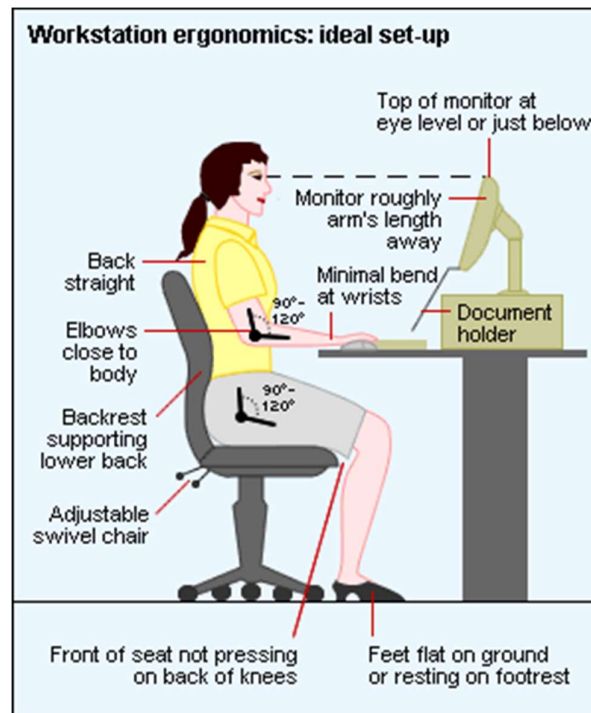
## VDU & Workstation Policy

The Safety, Health and Welfare at Work, (General Application) Regulations 2007, Chapter 5 of Part 2 outline the requirements that must be adhered to in relation to Display Screen Equipment.

*“workstation” means an assembly comprising display screen equipment, which may be provided with a keyboard or input device or software, or a combination of the foregoing, determining the operator and machine interface, and includes—*

- (a) a work chair and work desk or work surface,*
- (b) any optional accessories and peripherals, and*
- (c) the immediate work environment of the display screen equipment.*

The employer must inform employees that they are entitled to be provided with an appropriate eye and eyesight test, which would be carried out by a competent person. JMSL complies with this by using a notice board in the office to inform employees of this entitlement and offer guidance on appropriate sitting/workstation arrangements.



**VDU Screening is Available to all  
JMSL Office employees!**

## **Emergency Procedures**

JMSL will ensure insofar as is reasonably practicable that emergency routes and exits remain clear of obstruction and in the event of danger it is possible for persons to evacuate the work area / site quickly and safely and on to a safe area (assembly point).

In the event of an emergency or incident of serious and imminent danger, the site manager/supervisor should notify all persons concerned of the risks involved and the steps to be taken. The site manager/supervisor should take action and give instructions to enable employees to either stop work or immediately leave the place of work and proceed to a designated safe place (Assembly Point will be outlined in the site induction).

Possible hazardous situations which may require evacuation are: Serious fire, explosion, rupture of gas or fuel line, serious accidents, collapse of building or structure, flooding, electrocution, chemical spills or articles falling on personnel.

### **Accident Reporting Procedures for Employees**

In accordance with HSA *Guidance on the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016*

All accidents, incidents and near misses must be reported without undue delay to the site supervisor. The person in charge will decide what level of investigation is required and arrange for the investigation to take place as soon as possible.

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

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

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

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

### **Accident Procedures**

All incidents no matter how small will be recorded in JMSL Incident Report Form, blank copies of which are kept in the site Safety File and copied and recorded to the main incident log at JMSL's office.

If accident is reportable, Form IR1 – Incident Report Form is to be submitted to HSA online at [www.hsa.ie](http://www.hsa.ie)

The HSA shall be notified of any accident that results in a person being absent from work for 3 or more calendar days.

If incident is classified as a dangerous occurrence, Form IR3 – Form of Notification of a Dangerous Occurrence is to be submitted to HSA online at [www.hsa.ie](http://www.hsa.ie)

All incidents, accidents and near misses will be recorded by Stephen Murray or Anthony Murray. Pending the severity or potential severity that could have arisen from the incident a full accident investigation shall be carried out by Stephen Murray.

Corrective and preventative actions will be put in place and recorded.



Use this root-cause analysis template to analyze a recurring problem and help eliminate the root causes. Begin by describing the issue and its impact. Next, list potential reasons why the issue happened and identify the root cause and take/attach photo evidence for verification. Provide a prevention strategy and recommend solutions before completing the RCA template with digital signatures.

Inspection

**Root-Cause Analysis**

**Issue Details**

Date issue reported Date

Brief description of the issue  
Enter text

Rate the impact to productivity  
 Low  Medium  High

**Possible Root Cause**

List potential reasons why the issue happened

CAUSE

Brief description of a cause  
Enter text

Rate probability as the root cause  
 High  Medium  Low

What is the root cause of the issue?  
Enter text

Categorize the root cause of the issue Select ▾

**Prevention Strategy**

Solution to be implemented  
Enter text

Estimated cost  
Enter text

Are there special considerations?  
 Yes  No

Estimated cost Enter text
Are there special considerations? Yes No
Are there incidental findings to be reviewed for corrective action? Yes No
<b>Completion</b>
Full Name and Signature of RCA Team Leader <span>Sign</span>
List RCA Team Members
MEMBER
Full Name and Signature <span>Sign</span>

## Control and Monitoring of Subcontractors

MSL will manage its Sub-Contractors, from initial evaluation, selection and pre-contract work processes; to ongoing monitoring and supervision whilst Sub-Contractors are working on sites; to the completion of formal documented evaluations against Health & Safety, Quality, Environmental and Commercial considerations based on their physical performance on sites and finally to their ongoing inclusion or removal from a formal documented Company Sub-Contractor Approved List based on post contract review or pre works questionnaires”.

### Responsibilities of Subcontractors and Self-Employed Persons

Contractors are themselves employers in their own right and as such have statutory non-transferable health & safety duties towards their own employees and those who may be affected by their works, irrespective of who the client, PSCS, main contractor may be.

All Contractors must comply with their own Safety Statement and Method Statements and the Safety, Health and Welfare of Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007, the Safety, Health and Welfare at Work (Construction) Regulations 2013 and all other relevant legislation applicable in Ireland.

- All subcontractors must provide JMSL with a Site Specific Safety Statement covering the scope of work and specific to the area where the proposed work will take place on the site.
- All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public. Subcontractors must take responsibility for safe execution of their own scope of work and supply adequate equipment to ensure a Safe System of Work.
- Subcontractors must provide and name experienced and competent safety supervision on site.
- Assessment of risks associated with any substance, process or work activity on site which will be hazardous to safety, health or environment, must be provided to JMSL before work commences. Any material or substance brought on site, which has health, fire or explosion

hazards must be used or stored in accordance with Regulations and current recommendations. Information must be provided to anyone who may be affected on site.

- English is the first language on this contract and all documentation, reports, site signs etc will be in English. Each contractor must ensure that their employees understand all instructions given to them by providing an interpreter. It is the employee's responsibility to ask if they do not understand an instruction given on any health and safety requirement.
- No power tools or electrical equipment greater than 110 volts may be brought onto site without written permission. All transformers, generators, extension leads, plugs and sockets must be to the latest standard for industrial use and must be in good condition.
- Any accident, dangerous occurrence, injury sustained or damage caused by sub-contractor's employees must be reported immediately to the JMSL Site Supervisor. A detailed investigation is to be carried out and a copy of the contractors report submitted to the site Safety Officer including a copy of any Statutory Report forms required by the Health & Safety Authority.
- Sub-contractors employees must comply with the safety instructions given by the Project Management.
- JMSL Safety Manager / Advisor will be appointed to inspect sites and report on health and safety issues. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action.



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- All sub-contractors must comply with the requirements of Schedule 3 and 4 in the Safety, Health & Welfare at Work (Construction Regulations) 2013, with regard to the provision of Safe Pass and CSCS Training for their employees and must show the valid card to the Project Management before starting work on site. Any employee without the appropriate training card will not be allowed on site.
  - Scaffolding and work at height equipment used by sub-contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the regulations and Code of Practice.
  - Sub-contractor's employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site, unless authorised by JMSL.
  - All plant or equipment brought onto site by sub-contractors must be safe and in good working order, fitted with any necessary guards and safety devices and a copy of any necessary certificates to be provided to JMSL and will be kept in the site Safety File.
  - Information and assessment on noise levels of plant, equipment or operations carried out by the sub-contractor should be provided to JMSL before work commences.
  - Suitable welfare facilities and first aid equipment must be provided by sub-contractors for their employees in accordance with the Regulations, unless arrangements have been made for the sub-contractor's employees to use the project facilities.



- All personnel on site will receive Site Safety Induction. In addition, Sub-Contract supervision will carry out a site safety induction for their own personnel. Each person attending the induction training must sign the attendance sheet at the end of the induction course. The sub-contractor must provide an interpreter where the employee is not fluent in the English language.
- An adequate number of Tool Box Talks by subcontractors will be required as defined prior to commencement of project. Details and attendance records will be recorded and must be returned to JMSL for the site Safety File. Sub-contractor toolbox talks to be given by their own representative.
- All personnel and visitors to site must wear appropriate PPE. Sub-Contract supervision must ensure that this requirement is monitored and enforced.
- JMSL currently require that Work Permits are required for the following:
  - Hot work permit
  - A Frame Ladder Use (Risk Assessed)
- Subcontractors must comply with work permit requirements.
- Smoking is prohibited on all JMSL sites. This policy applies to all employees, consultants, contractors and visitors to our workplaces.
- Provide to the Project Manager information required for the Safety File under the 2013 Construction Regulations. Information contained in the file includes that which will assist persons carrying out construction / maintenance work on the structure at any time after completion of the current project.
- Provide effective safe working procedures and instruction.
- Carry out Risk Assessments and provide Method Statements if required.
- Attend safety meetings, if required.
- Control the safety (working conditions and methods) of your employees. Ensure that your personnel are provided with safety instructions and equipment relevant to their trade or duties including training in manual handling, abrasive wheel training, fire watch, cartridge gun etc.
- Provide adequate fire protection for your construction facilities as required.
- Any chemical or waste containers must be clearly marked with their contents at all times. Discharge of materials to road drains or the storm water system is not permitted. The off-site disposal of any chemicals used on site must be in accordance with appropriate regulations.
- Every Contractor on site is responsible for ensuring that the Manufacturers Safety Data Sheet (MSDS) is copied to the site team for all substances on site and that his employees have read the MSDS sheet before using the substance. Operatives should also read the safety label on each substance also.
- All sub- contractors will be required to carry out their own Safe Plan of Action (SPA) on a task basis. The SPA will be filled out and signed off by all the operatives who will be involved in the task.

## Sub-Contractor EHS Compliance

JMSL shall request annually or sooner that all contractors/subcontractors complete and return the following EHS questionnaire so it may be reviewed to ensure competency of the contractors in relation to safety management and performance prior to appointment

“Dear Contractor,

As part of our Safe Management System (SMS), JMSL are updating our approved contractor list for 2020.

To prequalify to work with JMSL, can you completed and return the attached questionnaire and information requested prior to 13<sup>th</sup> March next.”

### GENERAL INFORMATION

1. Company details	
Company Name:	
Address:	
Telephone:	
Service Provided:	
Fax:	
Primary contact name:	
Primary contact telephone number:	
Primary contact e-mail:	
Questionnaire Completed by:	
Job Title:	
Sign/Date:	/

### INSURANCES

Please confirm that your company have the following insurance policies in accordance with our criterion. **Please provide documentary evidence from your insurance broker.**

Insurance Policy	Minimum Indemnity Limit	Please Tick ( )	Amount of Cover	Expiry Date
Employers Liability	€13 million			
Public Liability	€6.5 million			
Contractors All Risk				

Please note you will not be invited to tender unless this office has an up to date copy of your insurance policy on file.

## Relevant Contracts Tax System

Please note if your application is successful you will be requested to provide your Tax Number and VAT Number. This information is required for the Relevant Contracts Tax (RCT) system.

All contracts awarded by JMSL will be notified to the Revenue Commissioners

## HEALTH & SAFETY

### HEALTH & SAFETY STATEMENT

Please enclose a copy of your firm's Health & Safety Statement.

#### Please confirm the following:

Is your safety statement up to date? **Yes / No**

Is it signed by the head of the Company? **Yes / No**

Does your safety statement describe your arrangements for ensuring all work equipment (owned, hired or borrowed) is accompanied by all appropriate training, maintenance and inspection records? **Yes / No**

Has your safety statement been brought to the attention of all your staff? **Yes / No**

Does your safety statement contain procedures for Issue, use and maintenance of Personal Protective Equipment? **Yes / No**

Does your company have a hazard identification and risk assessment procedure in place? **Yes / No**

Do you have procedures in place to deal with emergencies? **Yes / No**

### ACCIDENTS

Have your firm had any notifiable accidents that have occurred on Construction sites for which your firm has / had possession over the past 7 years? **Yes / No**

If "Yes", please provide details.

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**CONVICTIONS**

Have your firm incurred any convictions over the past 7 years in respect of Health & Safety provisions in any jurisdiction? **Yes / No**

If "Yes", please provide details.

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**SAFETY TRAINING**

Please provide information in relation to the following:

- What access to safety advice your company has i.e. in-house expertise or external advice.  
*(If in-house expertise is used, please give details of your safety officer's qualifications; if external advice is sought, please supply the name of the competent person/company that provides health and safety advice and their qualifications)*

<i>NAME / COMPANY</i>	<i>QUALIFICATIONS</i>	<i>CONTACT DETAILS</i>

- Confirm that all your employees are holders of current SAFE PASS certificates
- Confirm that all relevant employees of your firm hold appropriate certification under Construction Skills Certification Scheme as per the Safety, Health & Welfare at Work (Construction) Regulation 2006.

This firm declares that it fully understands and has a working knowledge of the obligations, duties and responsibilities associated with providing a building service under the Safety, Health & Welfare at Work Act 2005 and the Safety, Health & Welfare at Work (Construction) Regulations 2006, S.I. 504 of 2006 Part 3. General Duties of Contractors and Others and if appointed to do so, is insured and competent to carry out the role of General Contractor in accordance with the above statutes.

I hereby confirm that all the information submitted to JMSL is correct:

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

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

### CHECKLIST

- Verification Form
- Updated Contact Details
- Copy of Insurance Schedule
- Safety Statement
- Details of notifiable accidents  
and/or convictions if applicable
- Details of Safety Training

Please return completed form with attachments to: [info@jmsl.ie](mailto:info@jmsl.ie)

For JMSL Personnel Only	
Questionnaire reviewed by:	
Sign/ Date:	
Is an audit required?	Yes/ no
Comments:	
Accepted/ Rejected:	

### Review of Safety Performance Post Contract Subcontractors and Self-Employed Persons

JMSL will assess the performance of sub-contractors by means of a **post contract contractor assessment form**, this process allows for improved performance in future works and the identification of areas which should be monitored going forward. This is a confidential inhouse assessment and forms part of JMSL safety management systems.

### Safety Statement Accessibility

All JMSL employees will be made aware of the Safety File and its contents through Safety Statement Briefings (on update of document or changes to risk assessments).

Employees will confirm that they have been briefed on the Safety Statement by signing and dating an attendance sheet (see Appendix).

A copy of the safety statement will be held at JMSL office/stores and will always be available for employees to consult.

Each JMSL site will also have a site-specific safety statement as part of the site Safety File.

## Monitor & Review

### Safety Statement review

As part of the review process, JMSL will refer to any records which have been kept, such as accident/incident reports, health-surveillance results, training records, inspection and audit reports and maintenance logs etc.

The Safety Statement will be reviewed on a regular basis and will take into account any staff changes, the introduction of new laws, new work practices, or articles.

JMSL will assess and review the health and safety information, instruction, supervision, and training required. Regular monitoring will take place and the Safety Statement will also be reviewed if changes in work practices require extra or special precautions or controls. Expert advice will be sought when necessary.

Note: Any revisions will be brought to the attention of all employees.

## Site Audits

JMSL has a programme for ongoing site audits and inspections. Frequency of site audits and inspections will be decided by JMSL governed by the level of activity on each site. Site audits and inspections will be carried out internally (by Stephen Murray) or by an external health and safety advisor E Fleming.



Recommendations for improvement will be made by the auditor and these must be actioned and signed off by the site manager within a set time (depending on the level of the identified risk involved).

Walk around inspection checklists are available to facilitate supervisors/foreman conducting weekly site audits.

### Accident & Incident Reports

As previously mentioned, proper accident investigation is a learning process and can be turned into an effective tool of a proactive and preventive Safety Management Programme.

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

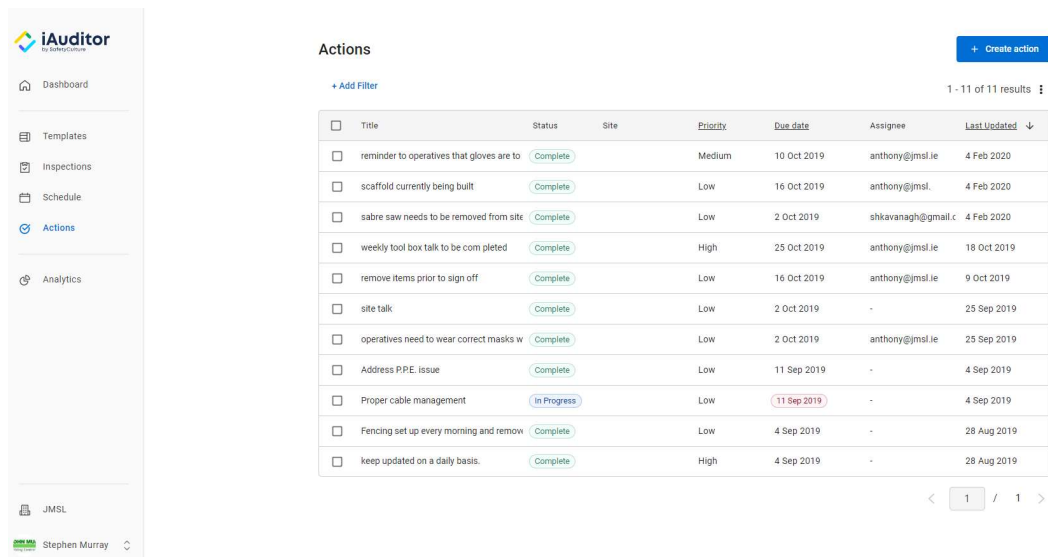
On review of Safety Statement JMSL will analyse the accident and incident data to find out the immediate and underlying causes of any injuries, illness or incidents to identify any trends and common features and will put in place control measures to avoid recurrence.

**Review of Risk Assessments**

The risk assessments shall be reviewed when there are changes in the work procedures, when new articles or chemicals are introduced or a process is adapted, in case of accidents and health impairments and in any case on a periodic basis to ensure that its findings are still current. Once a control measure has been implemented in the process, its effectiveness should be monitored.

Regular evaluation of the situation is needed to detect slowly deteriorating situations (i.e. reduced effectiveness of a control measure) and changes in the work practices.

**Audit Close Outs**



JMSL use IAuditor to track observations and ensure close out.

JMSL Safety Advisor will ensure all observations will be closed out and this information captured by means of the following addition to report structure where IAuditor is not in use.

**JMSL Safety Management System Control Procedure**

Previous Recommendations	Actioned

**Note :**

**Communicated to Operatives Via, ( Please Confirm means of communication , Initial and Date once issue has been communicated effectively to all operatives)**

Toolbox Talk		Safety Briefing		Monthly Safety Meeting	
Initials	Date	Initials	Date	Initials	Date

## Safe T Cert Audit

JMSL received and maintained 'Safe T Cert' certification since November 2013 following by yearly audits by one of the scheme's auditors.

A number of Health & Safety targets were set out for JMSL in the 2018 audit and will be implemented throughout the coming year.

JMSL aims to reach these targets, implement the recommendations and achieve a higher score for the September 2019 audit and beyond.

## Manual Handling Management Policy

JMSL workers involved in work which requires them to undertake lifting, lowering, pushing or pulling of materials have increased rates of musculoskeletal injuries to their bodies, in particular to their lower back as a result of manual handling.

According to Part VI of the General Application Regulations 2007 manual handling of loads means, "any transporting or supporting of a load by one or more employees, and includes lifting, putting down, pushing, pulling carrying or moving a load, which by reason of its characteristics or unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees" (General Application Regulations 2007).

John Murray & Sons Ltd will take all precautions as far as is reasonably practicable to eliminate, and or reduce, the level of manual handling activity that it required by its employees and staff. All necessary resources will be provided to ensure that our manual handling management policy will be effective in reducing the level of manual handling activity undertaken by our employees and or staff.

By adopting this manual handling policy the objective is to eliminate or reduce the potential for manual handling related injuries to all members of staff.

JMSL manual handling management policy will be based on a systematic approach to the;

- risk assessment of unavoidable manual handling activities i.e. manual handling of machine/motor part(s)
- risk assessments to be completed as defined in the Safety, Health and Welfare at Work (General Application) Regulations 2007: referring in particular to Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 4 of Part 2: Manual Handling of Loads, published by the Health and Safety Authority
- regular review of any manual handling risk assessments to ensure that the control measures identified are appropriate and effective
- consultation between all staff and management in relation to our manual handling management policy
- communication between employees and management on all issues relating to manual handling activities
- recognition and acceptance in relation to both employees and managements legal obligations
- providing mechanical aids/lifting equipment whenever possible and ensuring that appropriate training is provided in the use of the mechanical aid or lifting equipment
- the provision of manual handling training for all employees based on statutory requirements

Any significant manual handling activities will require a manual handling risk assessment to be completed under the guidelines as detailed in the Guide to the Safety, Health and Welfare at Work



(General Application) Regulations 2007 Chapter 4 of Part 2: Manual Handling of Loads, published by the Health and Safety Authority.

## Vehicle and Plant Management Policy

It is the policy of John Murray & Sons Ltd to ensure, as far as reasonably practicable, that all our vehicles and plant equipment comply with all statutory requirements and are operated and maintained according to manufacturer's guidelines, so as to ensure the safe performance of each item. In order to ensure that our vehicles and plant equipment operate and perform safely, the following rules apply;

- all vehicles and plant will be maintained in good working order and operated according to the manufacturers' guidelines and recommendations
- all operators of company vehicles will be competent operators and fully trained e.g. C.S.C.S. certified where applicable
- all vehicles and plant will be serviced and repaired by competent organisations and or persons
- all drivers will comply and operate their vehicles and in accordance with all legal requirements including those set out in the Road Traffic Act 1961 – 2006
- no unauthorised carrying of passengers is allowed at any time
- seat belts are to be worn at all times when driving vehicles
- keys are to be removed from the ignition of the vehicle when the driver is leaving the vehicle unattended for any period of time
- no employee may operate or drive any vehicle or item of plant if they under the influence of intoxicants e.g. alcohol, drugs or any medication that may affect their concentration or ability to drive
- all employees will report any defects in any vehicle or plant to Mr. Stephen Murray JMSL & works foreman as soon as possible and if they believe that a vehicle or item of plant is unsafe to operate they will cease to operate that vehicle immediately
- any driver who feels tired or unwell while driving vehicle or operating an item of plant equipment will stop operating the vehicle or plant immediately, take a fifteen-minute break, and then decide if they are capable of completing their task safely. If they still feel unable to complete their task they should phone Mr. Stephen Murray JMSL, inform him and await his instructions

If there is a requirement to hire plant or vehicles for any purpose, it is the policy of John Murray & Sons Ltd to ensure that all hired plant and vehicles that enter our work area are in good working order and are supplied with up to date certification, where certification is legally required e.g. mobile cranes, mobile elevated work platforms (M.E.W.P.'s) and harnesses.

## Driving for Work Policy

The purpose of John Murray & Sons Ltd driving for work policy is to commit to providing and maintaining a safe and healthy working environment for all employees who are, or who may be, required to drive a road vehicle as part of their work with the company. JMSL recognises its duty therefore to comply with the,

- Safety, Health and Welfare at Work Act 2005
- Road Traffic Act 1961-2006
- all other relevant legislation including Directives and Regulations which are applicable to driving, road transport and road safety

The main aim of our driving for work policy is to;

- protect the safety, health and welfare of our drivers
- all other road users
- members of the public
- any person(s) who may be affected by our actions or in-actions

by ensuring appropriate consideration and planning is given in relation to all journeys undertaken by our employees with particular attention being given to;

- the driver; selecting the most appropriate driver to undertake the journey(s)
- the vehicle, using the most appropriate vehicle available for the journey
- the required journey(s) to be undertaken, using primary routes to reach desired destinations

John Murray & Sons Ltd will provide the required resources including training and finance to ensure that our driving for work policy is effective and relevant as far as reasonably practicable.

Our driving for work policy will be reviewed on an ongoing basis and where it is deemed necessary, amendments will be made.

All road traffic accidents or incidents must be reported to Mr. Stephen Murray JMSL and they will be fully investigated to identify the cause(s) and introduce measures that can be taken to eliminate or reduce the likelihood of such an accident occurring again.

### **Additional Controls**

In accordance with the RSA Driving for works policy JMSL have appointed Stephen Murray as manager of JSML Driving for Work policy

Mr Anthony Murray will as a key part of the support infrastructure with E Fleming as Safety Adviser.

All employees will be advised of their duties and responsibilities in this matter by means of a safety briefing (Please see attached Safety Briefing Template)

### **Evaluate**

There are three main factors JMSL driving for work policy assesses:

- **People:** each driver will be identified and assessed in terms of competency, training and health.
- **Vehicles:** each vehicle's suitability, condition, ergonomic factors, safety equipment.
- **Journeys:** each route should be identified and its planning, scheduling, timing, distance, and relationship to weather conditions should be assessed. (During MSRA & SPA )

For complete details about all of these, refer to the Driving for Work Checklist(PDF)

### **Improve**

The RSA approved checklist shall be adopted by JMSL and completed by Mr Stepehn Murray and/or Anthony Murray to identify areas which require improvements within the company ,

<http://www.rsa.ie/Documents/Driving%20for%20work/Driving%20for%20Work%20Checklist.pdf>

### **Record**

A record of JMSL Driving for work policy, checklist, employee briefings will be maintained and reviewed as part of JSML ongoing H&S management system.

[http://www.rsa.ie/Documents/Driving%20for%20work/Collision\\_Recording\\_Form.pdf](http://www.rsa.ie/Documents/Driving%20for%20work/Collision_Recording_Form.pdf)

[http://www.rsa.ie/Documents/Driving%20for%20work/Daily\\_Work\\_Vehicle\\_Checklist\\_Form.pdf](http://www.rsa.ie/Documents/Driving%20for%20work/Daily_Work_Vehicle_Checklist_Form.pdf)

### **Implement**

All approved changes to JMSL Driving for Work policies and additional checks etc will be communicated to all employees.

## **Review and Measure**

JMSL will regularly schedule risk assessments and evaluate the effectiveness of the existing programme.

## **Stress, Harassment and Bullying Management Policy**

John Murray & Sons Ltd is committed to providing the required resources to ensure a place of work for all management and employees which is free of all forms of stress, harassment and bullying as far as is reasonably practicable.

JMSL recognise the fundamental right of all management and staff to be treated with respect and dignity in their workplace and we will communicate and consult with management and employees to ensure that our policy remains appropriate and effective.

Workplace bullying is repeated inappropriate behaviour by co-worker(s), client(s), or other business contacts. It may be direct or indirect to other(s), whether verbal, physical or otherwise at the place of work and / or in the course of employment. Bullying can be defined as offensive, abusive, intimidating, malicious or insulting behaviour, or abuse of power conducted by an individual or group against other(s), which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and which may cause them to suffer stress. It may be direct or indirect in its nature. Bullying is behaviour which is generally persistent, systematic and ongoing.

The following is a list of behaviours which manifests itself as bullying. This list is a non-exhaustive list;

- personal insults and name calling
- persistent unjustified criticism or sarcasm
- public or private humiliation
- shouting at staff in public or in private
- distribution of unachievable tasks or deadlines
- manipulation of the victim's reputation through rumours, gossip, ridicule, etc.
- persistent voiced criticism
- social exclusion and isolation of the victim
- physical abuse or threats of physical abuse
- physical conduct of a sexual nature
- intimidating or threatening behaviour
- offensive comments, jokes, either spoken word, emails, text messages or faxes
- racial or sectarian harassment
- harassment regarding an individual's sexual orientation, gender or age

Any employee / non-employee who believes that he or she is being discriminated against should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he/she should seek personal support and assistance from; a work manager and/or work supervisor

## **Smoking/Vaping Policy**

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

## Alcohol & Drugs Policy

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

## Mental Health & Well Being

JMSL continue to ensure an open door policy to management, site supervisors and our safety advisor in relation to any mental health or well being issues employees or staff which to bring forward confidentially. Mental health awareness forms an integral part of our ongoing TBT and External Safety Briefings. Information relating to how to access mental health and well being services is available during or after these briefings to all members of the JMSL team.

## Equal Opportunities Policy

The company recognises its moral and legal responsibilities to provide an equal opportunity workplace. The objective of JMSL is to improve business success by:

- attracting and retaining the best possible employees
- providing a safe, respectful and flexible work environment
- delivering our services in a safe, respectful and reasonably flexible way.

The way we will do this is by:

- ensuring that all recruitment, selection and promotion decisions are based on the best qualified and experienced candidate who can perform the genuine occupational requirements of the position
- providing equal opportunity in employment to all suitably able people without discrimination or harassment based on personal characteristics
- ensuring employees are treated fairly and equitably in an environment free of bullying, harassment and sexual harassment.

## PPE Policy

Personal Protective Equipment (PPE) means any device or appliance designed to be worn or held by an individual for protection against one or more health and safety hazards. Respiratory Protective Equipment Respiratory Protective Equipment (RPE) is a particular type of Personal Protective Equipment, used to protect the individual wearer against inhalation of hazardous substances in the workplace air.

### **What does PPE stand for?**

PPE stands for personal protective equipment. PPE means any device or appliance designed to be worn or held by an individual for protection against one or more health and safety hazards.

### **What regulations apply to PPE?**

Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 2 Chapter 3 covers Use of Personal Protective Equipment at work.

European Union (Personal Protective Equipment) Regulations 2018 provide that PPE may not be placed on the market or brought into service unless it complies with basic health and safety requirements. It is deemed to be in conformity with the Regulations if it bears the CE mark”.

### **When must PPE be used?**

The fundamental principle is that personal protective equipment (PPE) should only be used as a last resort. The safety and health of employees must be first safeguarded by measures to eliminate workplace risks at source, through technical or organisational means (e.g by substituting hazardous chemical ) or by providing protection on a collective basis (e.g providing scaffolding instead of harnesses).

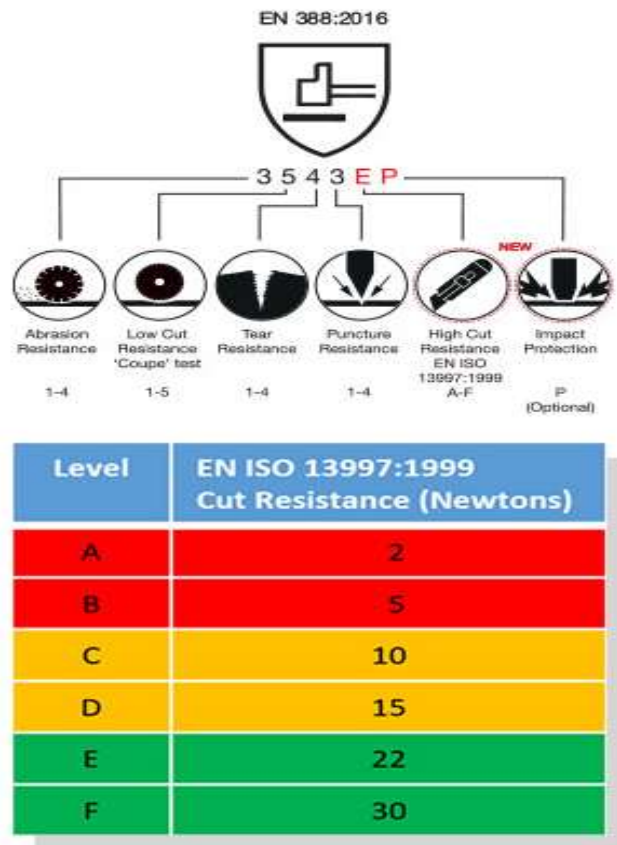
Collective protective measures covering numbers of employees in a workplace must have priority over protective measures applying to individual employees.

If these measures are not sufficient, only then should PPE be used to protect against the hazards that are unavoidable.

**Protective Gloves**

Where protective gloves are necessary, clear procedures backed up by training need to be established to cover their use, cleaning, removal, replacement and storage.

The EN 388, , is the European standard used to evaluate mechanical risks for hand protection. Gloves with a EN 388 rating are third party tested, and rated for abrasion, cut, tear, and puncture resistance. Cut resistance is rated 1-5, while all other physical performance factors are rated 1-4.



**GDPR Policy**

**DATA PROTECTION LEGISLATION (GDPR) and PRIVACY NOTICE**

**Data Protection**

As an employee of the Company (JMSL), your personal details will be stored in order that the Company may effectively administer this employment agreement. We will hold this detail in

line with General Data Protection Regulation (EC/2016/679) and the Law Enforcement Directive (EC/2016/680). It is a term of this contract that you agree to the Company processing such information. Please refer to the Privacy Notice.

The above legislation was introduced to regulate personal data held either on computer or within a manual filing system. As an employer it is our responsibility to ensure that the documentation held is relevant, accurate and where necessary, kept up to date. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects under the legislation. As an employee you will have the right, upon written request, to be told what personal data about you is being processed. You will also have the right to be informed of the source of the data and to whom it may be disclosed.

We are not obliged to supply this information unless you make a written request and we have received payment of the fee as set out in the legislation.

## **Right to Disconnect Policy**

### **Introduction**

The health and wellbeing of our employees is of the utmost importance to us and we encourage and support our employees to prioritise their own wellbeing. Disconnecting from work is vital for your wellbeing, and to help you achieve a healthy and sustainable work-life balance.

The organisation recognises that every employee is entitled to switch off outside of their normal working hours and enjoy their free time away from work without being disturbed, unless there is an emergency or agreement to do so.

To encourage and support our employees in balancing their working and personal lives whether they work traditional hours in the workplace, work remotely or flexibly, we have adopted a 'Right to Disconnect' company policy, which includes best practice guidance around wellbeing, working hours, the use of technology and more.

### **What is the Right to Disconnect?**

The Right to Disconnect refers to an employee's right to be able to disengage from work and refrain from engaging in work-related electronic communications, such as emails, telephone calls or other messages, outside normal working hours. In summary, the Right to Disconnect has three main elements:

1. The right of an employee to not routinely perform work outside normal working hours.
2. The right to not be penalised for refusing to attend to work matters outside of normal working hours.
3. The duty to respect another person's right to disconnect (e.g., by not routinely emailing or calling outside normal working hours).

### **Employer and Employee Obligations**

The creation of a culture in which employees feel they can disconnect from work and work-related devices necessitates a joint approach by both the company and our employees. Detailed below is an outline of both employer and employee obligations in order to enable such a culture.

### **Employer obligations**

1. Providing detailed information to employees on their working time, in accordance with the Terms of Employment Information Act, 1994 – 2014, by way of a contract of employment.

2. Ensuring that employees are informed of what their normal working hours are reasonably expected to be under the Employment (Miscellaneous Provisions) Act 2018.
3. Ensuring that employees take rest periods, in accordance with the Organisation of Working Time Act, 1997.
4. Ensuring a safe workplace, including reviewing our risk assessment and, where necessary safety statement in line with the Safety, Health & Welfare at Work Act, 2005 and taking account of our obligations under section 8(2)(b) of the Safety, Health & Welfare at Work Act,

2005 which extends to ‘managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health and welfare at work of his or her employees at risk’.

Not penalising an employee for acting in compliance with any relevant provision or performing any duty or exercising any right under section 27 of Safety, Health & Welfare at Work Act, 2005.

### **Employee Obligations**

1. Ensuring that you manage your own working time.
2. Taking reasonable care to protect your safety, health and welfare and the safety, health and welfare of co-workers while at work, in line with section 13(1)(a) of the Safety, Health & Welfare at Work Act, 2005.
3. Cooperating fully with any appropriate mechanism utilised by the company to record working time including when working remotely.
4. Being mindful of your colleagues’, customers’/clients’ and all other people’s right to disconnect (e.g., by not routinely emailing or calling outside normal working hours).
5. Notifying management in writing of any statutory rest period or break to which you are entitled to and were not able to avail of on a particular occasion and the reason for not availing of such rest period or break.
6. Being conscious of your work pattern and aware of your work-related wellbeing and taking remedial action if necessary.

### **The Role of Managers**

Managers play a central role in the successful implementation of this Right to Disconnect policy. It is expected that Managers will respect the Right to Disconnect of their team members and should demonstrate clear commitment to the Policy through leadership and being active role models in this respect.

### **Working Hours**

Each individual employee’s ‘normal working hours’ are outlined in their contract of employment. We, as a company, strive for a culture whereby our employee’s wellbeing is of paramount importance, and with that we encourage and expect that staff disconnect from work emails, messages, etc., outside of their normal working hours and during annual leave. However, legitimate reasons where it is necessary to contact staff outside of normal working hours, can include the following:

- Ascertaining availability for rosters;
- To fill in at short notice for a sick colleague;
- Where unforeseeable circumstances may arise;

- Where an emergency may arise;
- Where business and operational reasons require contact out of normal working hours.

The above is a non-exhaustive list.

In certain circumstances, business and operational needs may dictate that there will be situations which clearly require some out-of-hours working by some employees depending on the service being provided, the employee's role, the needs of customers/clients, working across global time zones and the unique requirement of critical services. Receiving communications from another time zone does not necessarily mean that you need to respond in the same time period. Expectations will be communicated in relation to responding to digital communications globally, where appropriate.

All employees within the company may not have the same normal working hours. Some may work a more traditional hourly pattern (for example, 8.00am to 4.30pm) and others may work flexibly or have varying working time patterns. This Policy is in place to ensure all employees are aware that they have the right to disconnect.

### **Employee Wellbeing**

Employees working from home are encouraged to schedule post-work leisure activity, in order to create some separation from the end of their workday and the beginning of their personal time. Employees, including those engaging in flexible working arrangements or remote working are reminded to switch off from work, to monitor their working hours and to take breaks, away from work devices, in accordance with the Organisation of Working Time Act 1997.

### **Raising Concerns**

While being conscious of the fact that due to business and operational needs and depending on a number of factors, including the role of the employee, customer/client needs, nature of the business, global reach of the employer, that circumstances may arise that necessitate that communications are sent and received outside of employee's normal working hours. However, when contact outside normal working hours becomes the norm, this needs to be addressed. Best practice suggests that employees should attempt to resolve the problem with the person(s) informally in the first instance. In circumstances where an employee feels that it would be too difficult to do this on their own, an alternative approach would be to seek support from, or for an initial approach to be made by their manager or a member of Human Resources. If an informal process has not been successful in resolving the issue, then the formal company grievance procedure may be utilised.

## **Covid-19 Policy, SOP**

### **Policy Statement**

JMSL will ensure that we will continue to provide a professional service to our clients during this time of crisis within Ireland and globally.

We have developed standard operating procedures and proactive controls to protect both our employees while also ensuring that our client's requirements and controls are strictly met at all times.



This SOP has been developed in conjunction with a site-specific risk assessment procedure and checklist to ensure all hazards are identified, risks rated, and suitable controls are in place in accordance with HSE, WHO and CIF guidance.

We shall continue to meet client needs to the best of our ability while ensuring the safety of our employees and those with whom they interact.

### **Standard Operating Procedure for: Managing Covid – 19 in the Workplace**

1. **Feeling Unwell** – Stay at home if you have a fever and/ or cough. In all instances phone your GP / health care provider /HSE Live 1850 24 1850 for advice, then a follow up phone call with your supervisor / manager furnishing the relevant form / doctor’s cert. Coronavirus testing is required on assessment from the GP if you have developed symptoms [see [HSE](#) website] and within the last 14 days have been or you are a –
  - a. In close contact with a confirmed case of coronavirus
  - b. Travelled to affected areas listed at this link: [HSE list](#)
  - c. Health care worker
  - d. Vulnerable person
  
2. You need to **self-isolate from other people** if you have:
  - a. A fever and/ or cough or other symptoms
  - b. Been in close contact with a confirmed case of coronavirus.
  - c. Recently been to affected areas [ [HSE list](#) ] and/ or have developed symptoms.
  - d. Recently been in a health care centre / hospital where patients with coronavirus were being treated and have developed symptoms.
  
3. Coronavirus is **spread** in sneeze / cough droplets and for one to be infected, it has to get from an infected person’s nose or mouth into your eyes, nose or mouth [direct contact]. One can also become infected by indirect contact [hands / objects / surfaces]. (**Note:** Studies suggest that it may persist on surfaces for a few hours or up to several days) The best thing to protect against Coronavirus [Covid-19] is to:
  - a. Wash your hands properly and regularly with soap and water or an alcohol-based hand rub. Soap and water are most effective – remove jewellery beforehand. You should wash your hands:
    - i. After coughing / sneezing
    - ii. Before / after eating
    - iii. Before / after preparing food
    - iv. If you were in contact with someone who has a fever or respiratory symptoms
    - v. Before / after being on public transport or in a crowd [especially an indoor crowd]
    - vi. When you arrive / leave buildings including your home or any other home
    - vii. If you have handled animals / animal waste
    - viii. Before having a cigarette / vaping
    - ix. If your hands are dirty
    - x. After toilet use
  - b. **Do not wear gloves instead of washing your hands unless required for specific job** - the virus gets on them in the same way it gets on your hands. Also, your hands can get contaminated when you take the gloves off.
  - c. Cover your mouth and nose with a tissue or crook of elbow/your sleeve when you cough and sneeze. Turn away from other people.
  - d. Put used tissues into a bin and **wash your hands** after coughing, sneezing or using tissues. Use single use tissues and dispose of immediately.
  - e. Do not touch your eyes, nose or mouth if your hands are not clean.
  - f. Do not share objects that touch your mouth; cups, glasses, dishes or cutlery.
  - g. Minimise virus transmission via hard surfaces [sinks, doors, handles, railings, counters, steering wheels, machinery/vehicle parts etc.] by use of regular disinfectants [follow cleaning product directions regarding use / PPE].

- Clean shared areas regularly
  - **Do Not** share equipment without it firstly being disinfected unless wearing gloves and these are removed & disposed of correctly straight after, or correct hand washing procedure follows straight after using.
  - Use electronic means as far as possible instead of paper-based documents.
  - When handling documents follow the procedures set out by the HSE – **avoid coughing / sneezing** on the document; **wash hands** before and after; **keep hands away from face**; keep **physical distancing** with persons delivering or collecting documents.
  - File away documents and keep work spaces tidy
- h. Ventilate work areas i.e. open windows/ doors
- i. **Physical distancing** – slow the spread of Covid-19 by minimising contact between potentially infected persons and healthy individuals.
- i. Working from home facilitated where possible
  - ii. **Ensure Minimum 2M distances between people:**
    - a. Alter working arrangements or physical set up where necessary
    - b. Stagger work times/ breaks
  - iii. Reduce number of people and interactions with people at work and home:
    - a. Maximum of 4 people in a social gathering – outside
    - b. Avoid non-essential indoor visits to other people’s homes
    - c. Indoor - Avoid meeting if at all possible
      - i. Use telephone/ video conferencing/ internet including in the same building
      - ii. Cancel or postpone travel/ training/ meetings/ workshops that are not absolutely necessary
- iv. Avoid crowded spaces.
- v. Avoid meetings. IF meetings are absolutely necessary, hold the meetings in a larger room where people can sit **2M apart**. Maximum number of people 5.
- vi. Keep persons in the cab of a truck to a minimum (2M apart), use other vehicles or meet on site

4. You are **more at-risk of serious illness** if you catch coronavirus and you:
- a. Are 60 years of age and over.
  - b. Have a long-term medical condition – e.g. heart disease, lung disease, diabetes, cancer, high blood pressure.
  - c. Have a weak immune system [immunosuppressed] – there are many things which can cause weak immune system [e.g. cancer treatment / HIV / treatment for autoimmune diseases / organ or bone marrow transplant / etc. Consult your GP / health care provider if you are concerned].

At-risk groups should take these extra precautions:

- a. Tell visitors not to visit if they have symptoms of coronavirus.
- b. Meet people in a well-ventilated room or outdoors.
- c. Ask visitors to wash their hands properly.

5. **Pregnant staff members** should take extra care to prevent infection. The effects of Covid-19 on pregnant persons is still

not fully known but other lung viruses can cause severe illness in pregnant woman. Pregnant staff members should

consider remote working where possible and follow the advice of their GP / health care provider in the first instance.

6. **Smoking** affects the immune system in the airways, lung tissue and throughout the body. This reduces your natural

protection against infections like coronavirus. Quit smoking.

7. For the **most up to date information** and guidance relating to **coronavirus** refer to the HSE’s Health Protection

Surveillance Centre’s website at this link: <https://www.hpsc.ie/> and note that this information may change frequently due

to the fact the new viruses in the human population cause more information to be generated as doctors and scientists

study their effects. For general information on coronavirus check out the [HSE](#) website.

8. Mind your **mental health** and well-being by following the advice on the HSE’s website at this link: [HSE - minding your mental health](#)

9. JMSL Site supervisors should promote most up-to-date HSE posters on COVID-19 measures and good hand

hygiene practices in the workplace using posters available:

[Covid -19 Poster](#)

[HSE Handwashing Technique](#)

[HSE Alcohol Handrub Technique](#)

[WHO Hand rub Wash](#)

**At a minimum ENSURE:**



Tick the  box to identify PPE Required – Tick the  when PPEs in place

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face Mask	Gloves	Eye Protection	Overalls	Face Protection	Respiratory Equipment	Other	

**Do NOT wear gloves instead of washing your hands**  
**Facemasks of little benefit unless specifically required i.e. not necessary for just walking around**

**Covid -19 Questionnaire / Self Declaration – Issue 1.0**

In the interests of safety of the people of this site, their families and the community, JMSL ask that you complete the following questionnaire / self-declaration. Your co-operation and support are appreciated. You will be requested to leave the site if you answer ‘YES’ to Questions 1, 2 or 3.

Question	Yes	No
1. Have you been in close contact with anyone who are confirmed with having COVID-19 virus?		
2. Do you live in the same household with someone who has symptoms of COVID-19 who has been in isolation within the last 14 days?		
3. Do you have any of the following typical COVID-19 symptoms; fever, high temperature, persistent coughing, or breathing difficulties / shortness of breath		

4. Have you returned to the island of Ireland from another country within the last 14 days?		
If 'YES', where		

I Confirm that I have responded to the questions above truthfully bases on my current condition and I commit to advise JMSL Site Management Team and exclude myself from site if this situation changes, (i.e. if a point in the future, I would answer "Yes" to any of the above questions).

Name \_\_\_\_\_

Company \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## JMSL LTD COVID 19 Risk Assessment

### Summary Sheet

**Additional Information:** COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in December 2019. This illness can affect your lungs and airways.

#### How COVID-19 is spread

The spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person. Air borne droplets produced during coughing or sneezing by an infected person may be transmitted to another person in close proximity.

It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)

#### **Prevention:**

**Wash** your hands properly and often using soap and water to help avoid contamination. [HSE Handwashing Technique](#)

**Cover** your mouth and nose with a tissue or sleeve when coughing or sneezing. Discard the used tissue and wash your hands.

**Avoid** touching eyes, nose, or mouth with unwashed hands.

**Clean** and disinfect frequently touched objects and surfaces.

**Try** to avoid contact with people who are unwell.



**This Risk Assessment and Risk Ratings shall be TAILORED by JMSL Ltd Site Supervisor to make it job/site specific and also the Risk Assessment should take into consideration any Communications/Instructions from JMSL Ltd Head Office and Client Requirements on COVID 19 Response.**

## Waste Management Policy

### Legislation

Waste Management Act, 1996,

Code of Practice for Chemical Agent Regulations 2011

The WEEE Directive 2002/96/EC is an EU Directive founded on the principle of "Producer Responsibility" and its general objectives are:

*“to prevent waste of electrical and electronic equipment (WEEE) and to promote the reuse, recycling and recovery of such wastes to improve the environmental performance of all operators involved in the life cycle of electrical and electronic equipment, e.g. producers, distributors and consumers and in particular those operators directly involved in the treatment of waste electrical and electronic equipment”*

1. General Waste
2. Electrical Waste
3. Chemical Waste

Should skip facilities not be provided on site/yard, a fully licensed waste management company (JMSL Ltd) in accordance with the Waste management Act, 1996, will be employed to provide an on-skip for the collection and subsequent removal of general waste from site, this waste will be sorted off site by said company for the purposes of recycling. Copies of all disposal certificates associated with wastes removed from works site shall be provided to the client indicating the waste taken from site.

All electrical waste shall be removed and recycled in accordance with the WEE directive and this arrangement confirmed with licensed waste management company appointed for works.

All chemicals will used during scope of works will have MSDS sheets available on -site and waste will be disposed of as per MSDS in the event of spillage or redundant product.

All chemical and liquid waste will be disposed off as per MSDS.

Packaging and material shall be disposed of in accordance with MSDS as below,

### **Disposal Considerations:**

Reccomendations : Disposal in accordance with officiaial Regulations.

**EWC-Codes:**

No waste code number in pursuant to the European Water catalogue can be stipulated for this product since only the intended application by the consumer allows an assignment to be made. The waste code number must be stipulated with the producer.

**Uncleaned Packaging:**

Reccommendation: Disposal must be made according to official Regs.

**Regulatory Information:**

This product is not subject to identification regulations under EC Directives and the Ordinance on Hazardous Materials, Observe the general safety regulations when handling chemicals

**PPE Requirements**

- Gloves
- Safety Glasses
- Head Protection to be worn
- PPE as Per MSDS for chemical usage.

### Protection of Children & Young Workers

In accordance with the 2007 General Application Regulations, JMSL will ensure that young workers are suitably inducted, trained and supervised on site at all times.

JMSL will ensure that by means of safety briefings, toolbox talks and employees meetings all employees including young workers will have an opportunity to communicate concerns or observations to management or a site safety representative.

### Protection of Pregnant, Post Natal and Breastfeeding Employees

In accordance with the 2007 General Application Regulations JMSL will ensure that Pregnant employees & visitors to site, Post Natal and Breastfeeding employees are afforded due care and consideration at all times, with appropriate measures and controls in place to afford dignity and care in the workplace.

### Night Work & Shift Work

In accordance with the 2007 General Application Regulations JMSL will ensure that night works and shift work are well planned and are in accordance with current employment regulations:

[http://www.citizensinformation.ie/en/employment/employment\\_rights\\_and\\_conditions/employment\\_rights\\_and\\_duties/employment\\_law\\_update.html](http://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/employment_rights_and_duties/employment_law_update.html)

Night works and shift works will be kept to a minimum where possible.

### Outdoor Work/UV Radiation

UV radiation: Ultraviolet radiation. Invisible rays that are part of the energy that comes from the sun, can burn the skin, and cause skin cancer. UV radiation is made up of three types of rays -- ultraviolet A (UVA), ultraviolet B (UVB), and ultraviolet C (UVC).

UVC is the most dangerous type of ultraviolet light but cannot penetrate earth's protective ozone layer. Therefore, it poses no threat to human, animal or plant life on earth. UVA and

UVB, on the other hand, do penetrate the ozone layer in attenuated form and reach the surface of the planet. UVA is weaker than UVB but passes further into the skin than UVB. It is now generally accepted that both UVA and UVB cause skin cancer, including melanoma. For this reason, sunscreens are recommended that block both kinds of radiation -- UVA and UVB.

In addition to natural light from the sun, artificial light from tanning lamps contains UVA and UVB. Electric arc lamps can also generate ultraviolet light to heat furnaces for melting and to enable motion-picture projectors to show movies.

Though ultraviolet light can damage health, it can also maintain or improve health. When ultraviolet light strikes human skin, it triggers the production of vitamin D, which promotes the growth of bones and teeth

### **Engineering Controls**

- UV radiation should be contained or confined to a restricted area when practicable.
- UV radiation can be easily contained with opaque materials, such as cardboard or wood. Transparent materials, such as glass, PVC (polyvinylchloride), plexiglass and perspex, block UV radiation in varying degrees. Generally, carbonated plastics provide adequate UV protection. Some kinds of clear glass (including some kinds of window glass and optical glass) transmit significant amounts of UV-A radiation.
- A high-power UV source should have interlocked access, so that it is shut off when the protective enclosure is open.

### **Administrative Controls**

- Whenever UV radiation cannot be contained or confined, worker exposure should be minimized by limiting exposure times and increasing the distance between workers and the sources. Measurements are required to determine safe working distances and exposure times.
- Areas where exposure to UV radiation is possible should have appropriate warning signs.

### **Personal Protection (PPE)**

Workers exposed to UV radiation in excess of the above guidelines should use the following personal protective equipment:

- UV-blocking safety eyewear (goggles, spectacles, face shields, welding shields, etc.) with side-shields where applicable,
- long-sleeved, closely-woven clothing that covers as much of the body as practicable, and
- sun-screen with a sun-protection factor (SPF) of 30 or higher and effective against UV-A and UV-B on all exposed skin.

### **Work Gloves**

JMSL will ensure that glove selection is appropriate for the task being undertaken.

### **Mechanical Hazard**

Mechanical Hazards are associated with the handling of rough or sharp objects which could abrade, cut or pierce the skin, such as glass, thin metal sheet and masonry blocks. A mechanical hazard is not associated with moving machinery, in fact, it can be extremely dangerous to wear gloves which could catch in moving parts or serrated blades.

### **Chemical Hazard**

Whether total immersion, or merely splash, is involved, any substance which would irritate, inflame or burn the skin is classed as a Chemical Hazard. Some substances can cause the skin to become sensitised over a period of time while others have an immediate and painful effect.

### **Category III - Mortal Risks**

Gloves approved to BSEN374 offer protection against chemical splash, immersion and protection against micro organism hazards. There are many different chemicals in regular use in industry today. If you are in doubt about the suitability or the useful life of a glove against a particular chemical, contact your Arco Branch for details.

### **Thermal Hazards - Hot and Cold**

Thermal hazards come in many forms. Heat can be radiated or conducted, or it may be actual flames. Cold can be anything from cold water to frozen gases. It is important that we know the type of hazard, and the temperature involved in order to recommend suitable protection.

### **Static Electricity**

We all produce electricity which, unless it is allowed to "earth", can build up and discharge in the form of a static "spark", like the jolt you sometimes get when closing the car door. This static electricity must be conducted safely away from the body before the build up becomes critical in high risk areas. Gloves containing a conductive element safely discharge electrostatic build up, effective in highly flammable atmospheres and in many 'clean' situations, are approved to BSEN388.

### **Fighting Fires**

Firefighters need hand protection which not only protects from heat, but which forms a barrier against liquids and mechanical hazards. Not all "shouts" involve fires, consider chemical spills and traffic accidents. Designed specifically for the arduous conditions associated with Firefighting and Emergency Response. Firefighting gloves offer protection against mechanical and thermal hazards. Approved to BSEN659.

### **The Threat of Radiation**

Wherever Radiation is present, workers need very specialist protection. To protect against ionising radiation, gloves must contain a certain amount of lead, and this amount has to be marked on the glove. The standard specifies how the lead content is calculated. Approved to BSEN421

### **Preventing Overexposure to UV Radiation From the Sun**

In Ontario, during the midday hours on clear summer days, UV radiation from the sun can easily exceed the exposure limits quoted above. When practicable, the exposure of outdoor workers to solar UV radiation should be minimized by:

- making use of natural or artificial shade, or



- scheduling alternative tasks when the sun is most intense
- While working in direct sunlight when UV levels are high, outdoor workers should:
- limit the amount of time you work outdoors in the sun from 11 a.m. to 4 p.m.
  - seek shade as much as possible, especially during breaks
  - wear a wide brim hat (8 cm or more); attach a back flap and visor to a construction helmet
  - wear tightly woven clothing covering as much of the body as is practicable
  - apply broad spectrum sunscreen with a Sun Protection Factor (SPF) of 30 or higher on exposed skin. Reapply at noon and often if perspiring heavily
  - apply a broad spectrum lip balm with a SPF of 30 or higher
  - wear eyeglasses that effectively filter ultraviolet rays. The ANSI Z80.3–2001 standard for non-prescription sunglasses should be followed as applicable.

## Disciplinary Policy

With cognisance Safety Health and Welfare at Work Act 2005 and JMSL policies relating to safety breaches JMSL will follow a 1# Verbal 2# for repeat observations, where the breach is of a serious/grievous nature and employee may be instantly dismissed ( where it is in compliance with current H&S legislation & Employment Law)

## Risk Assessments

### Risk Assessment Methodology

**Hazard:** Anything that can cause harm while carrying out a work related activity (e.g. electricity, working at heights, poor housekeeping).

**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 a person, so that the company can weigh up whether it has taken enough precautions or should do more to prevent harm.

**Risk Rating:** Method of quantifying risk (see below)

The risk rating shall be assessed by asking the following 2 questions:

1. What would be the severity of harm suffered by the identified hazard?

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

2. What is the likelihood of the identified hazard occurring?

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

Then using the following table, the overall risk rating is decided after controls are assigned.

		<b>Severity</b>		
		<b>Low</b>	<b>Med</b>	
<b>Likelihood</b>	<b>Low</b>	<i>Low</i>	<i>Med</i>	<i>Med</i>
	<b>Med</b>	<i>Med</i>	<i>Med</i>	<i>High</i>
	<b>High</b>	<i>Med</i>	<i>High</i>	<i>High</i>

Control measures stated on the following risk assessments are intended to reduce the assessed risk to an acceptable level.

JMSL Risk Assessments are reviewed at least annually or when new work activities are introduced.

#### Risk Assessment Revision Log

Document Name	Revision No	Revised By	Revision Comments	Date
<b>JMSL Risk Assessments</b>	Rev 2	S Murray	1. All Revision Marked in <b>Red</b> 2. RA41 Added	July 2016
	Rev 3	E Fleming	No Changes	Sept 2018
	Rev 4	E Fleming	1. Crystalline Silica RA, Policy. 2. Sun Awareness	Oct 2018
	Rev 5	E Fleming	Additional of RA Atex	Feb 2019
	Rev 6	E Fleming	Covid – 19 RA44 Added	April 2020
	Rev 7	E Fleming	Working From Home RA45 (Ergonomic Assessment)	May 2021
	Rev 8	E Fleming/S Murray	Post Control Risk Rating Inserted	Oct 2021

Ref No.	JOB SPECIFIC RISK ASSESSMENTS	Initial Rating	RISK (Post) RA	Date of Revision
		Low (L) Medium (M) High (H)	Low (L) Medium (M) High (H)	
RA1	Use of MEWP & boom hoists	H	L	Rev 5
RA2	Fall arrest equipment	H	L	Rev 5
RA3	Working on roofs	H	L	Rev 5
RA4	Use of mobile scaffold towers	H	L	Rev 5
RA5	Working off scaffolding	H	L	Rev 5

RA6	Use of laser level	H	L	Rev 5
RA7	Use of abrasive wheels (Con Saws and Angle Grinders)	H	L	Rev 5
RA8	Working with Concrete, mortar and cement products	H	L	Rev 5
RA9	Use of company vans	H	L	Rev 5
RA10	Fire prevention on Site	H	L	Rev 5
RA11	Lifting operations (by mechanical means)	H	L	Rev 5
RA12	Working with excavations & Trenches	H	L	Rev 5
RA13	Working in proximity to overhead power lines	H	L	Rev 5
RA14	Working in proximity to underground Services	H	L	Rev 5
RA15	Working on live sewage connections	H	L	Rev 5
RA16	Work in confined spaces	H	L	Rev 5
RA17	Lone working	H	L	Rev 5
RA18	Chemicals & other hazardous materials	H	L	Rev 5
RA19	Discovering asbestos in a workplace	H	L	Rev 5
RA20	Working on a pontoon	H	L	Rev 5
RA21	Use of Podium Ladders	M	L	Rev 5
RA22	Manual lifting operations	M	L	Rev 5
RA23	Use of PPE	M	M/L	Rev 5
RA24	minor demolitions	M	L	Rev 5
RA25	Use of portable electrical equipment	M	L	Rev 5
RA26	Use of generator	M	L	Rev 5
RA27	Use of hand tools	M	L	Rev 5
RA28	General carpentry works	M	L	Rev 5
RA29	Blockwork and brickwork	M	L	Rev 5
RA30	Plastering/skimming/taping/jointing and filling	M	L	Rev 5
RA31	Working with lead (roof work only)	M	L	Rev 5
RA32	Vehicle movement on site / work areas	M	L	Rev 5
RA33	Work in and around occupied premises	M	L	Rev 5
RA34	Public Footpath	M	L	Rev 5
RA35	Material storage	M	L	Rev 5
RA36	Working with insulating materials e.g. Rock-wool, Fibreglass etc.	M	L	Rev 5
RA37	Use of Power Washer	M	L	Rev 5
RA38	Use of hired skips	M/L	L	Rev 5
RA39	Use of site office, canteen, welfare and storage facilities	M/L	L	Rev 5
RA40	Working in the office environment	M/L	L	Rev 5

RA41	Use of Pinhole/ Spark Tester	M/L	L	Rev 5
RA42	Crystalline Silica	M/L	L	Rev 5
RA43	Working in Atex Rated Areas	H	L	Rev 5
RA44	Covid -19	H	M/L	Rev 6
RA45	WFH , Ergonomic Assessment	M/L	L	Rev 7

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
1.	Use of MEWP and Boom Hoists	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Platform overturning</li> <li>Vehicles or plant striking platform</li> <li>Falls from Heights - Persons</li> <li>Falls from Heights – Tools and material</li> <li>Unintentional lowering of platform</li> <li>Striking against overhead obstructions</li> </ul>	<p>H</p> <p>H</p> <p>H</p> <p>M</p> <p>M</p> <p>M</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Operator must be competent and will have adequate in date MEWP/Boom Hoist training in place before use.</li> <li>Where hired working platforms used, proof of thorough examination is required. Certification of all machines will be kept on site.</li> <li>Operator to carry out quick pre use visual check prior to operation of machine.</li> <li>If applicable weekly inspections will be recorded by competent person on Form GA3.</li> <li>Work area will be cordoned off and access will be restricted to authorised personnel.</li> <li>Platforms must not be operated outside limits set by the manufacturer – SWL and windspeed limits.</li> <li>If working externally, weather conditions to be monitored.</li> <li>The operating area will be checked to ensure it is firm and level - all manholes, drain covers etc. will be protected.</li> <li>Platforms must not to be left unattended in the raised position.</li> <li>Certified harnesses and lanyards are to be worn - use of handrail for access is forbidden.</li> <li>Platforms will be kept clean and tidy to avoid trips, slips and falls.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
2.	Use of fall arrest equipment	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Falls from Heights – Persons due to faulty/damaged equipment or incorrect use of equipment</li> </ul>	H	L	<ul style="list-style-type: none"> <li>User must be competent and have adequate in date fall arrest awareness training.</li> <li>User will carry out pre use check. Ensure shock absorber has not been extended or harness is not damaged in any way. Inspect webbing for cuts fraying, stretching and damage due to heat, water, corrosives and solvents. Check all attachments buckles, straps lanyard.</li> <li>Harness must not be exposed to ultraviolet light from welding operations or excess heat from Hot Works.</li> <li>Ensure harness fits comfortably.</li> <li>Ensure harness is stored in a clean dry area in accordance to manufactures instructions (preferably hung up in a clean dry area away from direct sunlight).</li> <li>Never attached lanyards together.</li> <li>Only attach Karabiners to a secure anchor point and ensure lanyard is the correct length for the task being carried out.</li> <li>Always clean harness according to manufactures instructions.</li> <li>Harness to be inspected and certified every 6 months by external competent body and record kept in site safety file.</li> <li>Weekly inspections where applicable should be recorded by competent person on Form GA3.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
3.	Working on Roofs	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Falls from Heights - Persons</li> <li>Falls from Heights – Tools and material</li> <li>Manual handling injuries</li> <li>Slipping, Tripping and falling</li> </ul>	<p>H</p> <p>M</p> <p>M</p> <p>M</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Safe access/egress and emergency routes will be arranged before work commences.</li> <li>Where edge protection is not in use, persons conducting roofing work must wear properly anchored fall arrest equipment.</li> <li>Proper arrangements must be made for bringing material to the roof, to prevent them from falling on persons and property below.</li> <li>All materials on the roof must be secured to prevent them from falling/blowing away.</li> <li>All ladders used to access the roof must be in good condition and properly secured to prevent movement.</li> <li>All employees conducting roof work will be competent in carrying out such activities.</li> <li>During adverse weather such as snow, ice, high winds, etc., work must cease.</li> <li>The Site Manager will not permit work to commence on a roof until the planned safety precautions are in place.</li> <li>Materials must never be dropped, or thrown down from roofs other than by means of a chute, or other suitable safe method.</li> <li>All materials will be removed from the roof, or properly secured at the end of each workday.</li> <li>Signs and barriers will be positioned to give warning of overhead work where appropriate.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
4.	Use of mobile scaffold towers	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Overturning of tower</li> <li>Falls from Heights - Persons</li> <li>Falls from Heights – Tools and material</li> <li>Collapse of tower</li> </ul>	<p>H</p> <p>M</p> <p>M</p> <p>M</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Specification for use of tower scaffolds will take into account the site ground conditions expected, height restrictions and obstructions.</li> <li>Only trained CSCS certified operatives will erect, modify or dismantle scaffolding towers.</li> <li>All tower scaffolding shall be inspected by a competent person on erection, after alteration or adverse weather conditions. Inspections recorded on scaffolding tag and/or Form GA3.</li> <li>Persons and materials are to be removed before the tower is moved.</li> <li>Ladder access will be internal and fixed to the narrowest side.</li> <li>Tower will not be used in the vicinity of overhead power lines.</li> <li>Tower will not be used in adverse weather conditions.</li> <li>Towers will be kept clean and tidy to avoid slips, trips and falls.</li> <li>Towers will not be overloaded.</li> <li>Signs and barriers will be positioned to give warning of overhead work where appropriate.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>



Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
5	<p>Working off scaffolding</p> <p><b>Note:</b> JMSL employees will not erect scaffolding (except mobile scaffold towers) on sites but will engage competent subcontractors to do so as required.</p>	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Falls from Heights - Persons</li> <li>Falls from Heights – Tools and material</li> <li>Contact with overhead power-lines or electrical cables</li> <li>Collapse of scaffolds</li> <li>Site plant, machinery or traffic coming into contact with scaffolds</li> <li>Slips, trips, falls</li> </ul>	<p>H</p> <p>H</p> <p>M</p> <p>H</p> <p>H</p> <p>M</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>JMSL will ensure that all scaffolds on its sites will be erected, altered and dismantled by a trained, competent and experienced person – CSCS or equivalent standard.</li> <li>Scaffold work is to be completed in accordance with ‘Code of Practice for Access and Working Scaffolds’.</li> <li>Certificate of Handover will be obtained from scaffold provider prior to use.</li> <li>All scaffolds will be inspected weekly and recorded on Scaffold Tag and Form GA3 by competent person from scaffolding provider/erecter.</li> <li>Scaffolds are not to be altered except by trained and competent persons.</li> <li>A prominent warning notice shall be placed on any scaffold that is partly erected or partly dismantled.</li> <li>Ladders used to access a scaffold shall extend 1 metre above the stepping off point. Ladders shall be of suitable construction and secured to prevent movement.</li> <li>During erection and dismantling of scaffolds, access to the area will be restricted and properly zoned off.</li> <li>Employees working on scaffolds will be required to wear suitable fall arrest equipment and be clipped on to a suitable anchor point, where full railing protection is not available.</li> <li>Scaffolding to be cordoned off to prevent striking by plant, machinery or traffic.</li> <li>Signs and barriers will be positioned to give warning of overhead work where appropriate.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
6	Use of laser level	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Laser beam striking eyes</li> <li>Laser beam striking skin</li> </ul>	<p>M</p> <p>L</p>	<p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Laser beams must not be directed towards personnel or vehicles.</li> <li>Only competent person to use laser level.</li> <li>Laser equipment should be switched off when not in use.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
7.	Use of abrasive wheels - Consaw and angle grinder	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Ejection</li> <li>Entanglement, loose clothing tangled in disc.</li> <li>Contact with moving parts</li> <li>Excessive Noise</li> <li>Electricity, fire, explosion</li> <li>Dusts from certain types of materials.</li> <li>Object striking eyes and body -Flying particles, cuts, amputation</li> <li>Bursting of the wheel or disc.</li> </ul>	<p>H</p> <p>H</p> <p>H</p> <p>M</p> <p>M</p> <p>M</p> <p>H</p> <p>H</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Only trained competent persons to use and mount abrasive wheels.</li> <li>All equipment found to be defective must be switched off and reported immediately to supervisor.</li> <li>Eye, ear and respiratory protection must be worn when using abrasive wheels.</li> <li>Loose items of clothing should not be worn to avoid entanglement.</li> <li>All machines should be inspected regularly to ensure they are in good condition.</li> <li>Sparks from loose particles can cause fires or explosion if near to flammable materials - Ensure JMSL Hot Works Permit is in place before any such operations take place.</li> <li>Ensure the work area is clear of such materials and also of people who may be affected by such sparks.</li> <li>Good manual handling techniques to be employed when using equipment.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> <li>Reduce noise levels by selection of appropriate plant and equipment for the task.</li> <li>If noise levels are likely to exceed 80dB(A) (indicated by communication difficulties at arms length) appropriate ear protection will be made available.</li> <li>If noise levels are likely to exceed 85dB(A) wearing of hearing protection is mandatory.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
8.	Working with concrete, mortar and cementitious products	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Contact with cementitious products – concrete burns</li> <li>Splashes into eyes</li> <li>Contact with concrete plant e.g. mixers pumps</li> <li>Contact with concrete delivery vehicles</li> <li>Movement/collapse of shutters/excavation</li> <li>Incorrect manual handling of shutters, reinforcement and concrete</li> </ul>	<p>M</p> <p>M</p> <p>H</p> <p>H</p> <p>H</p> <p>M</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>All work to be planned in advance and competent personnel to be used to carry out work.</li> <li>Concrete deliveries and pours will be monitored to reduce risks to operatives and third parties from uncontrolled release, misdirected pours and external contamination.</li> <li>Shutters will be checked for stability before pour commences.</li> <li>When mixing concrete on site, consideration to be given to inhalation of dust, manual handling of concrete from mixer to work area and contact with mixers.</li> <li>Eating and drinking prohibited whilst working with concrete - welfare facilities will be provided local to work area.</li> <li>All vehicles to be monitored and safe traffic routes to be designated and implemented to reduce the risk of contact with persons.</li> <li>Where possible, manual handling to be reduced by use of mechanical lifting devices.</li> <li>Task specific PPE to be worn as determined by SPA.</li> <li>Avoid breathing in cement dust, as well as the dust created by the surface treatment of hardened concrete, which may contain high silica content. RPE will be worn where there is a risk of exposure to dusts of this kind.</li> <li>Cementitious products that come into contact with eyes and skin should be rinsed off immediately with plenty of warm water.</li> <li>Mixing only in well ventilated areas.</li> <li>MSDS to be obtained from supplier/contractor and retained in site safety file.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
9.	Use of company vans	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle collisions</li> <li>Unsafe loading of vans</li> <li>Driving when tired or under the influence of intoxicants and medication</li> </ul>	<p>H</p> <p>M</p> <p>H</p>	<p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Only competent, authorised and insured drivers are permitted to drive company vans.</li> <li>Drivers must obey the rules of the road and observe the safety rules i.e. speed limits, sign posts etc.</li> <li>Company vans will undergo annual DOE testing and any noted defects corrected.</li> <li>Drivers should not drive when feeling tired or drowsy</li> <li>Safe manual handling techniques to be followed when loading and unloading of vans – 2 persons if task requires.</li> <li>Insurance will be in place to cover the vehicles and drivers</li> <li>All defects and accidents must be immediately reported to the supervisor.</li> <li>Operators must not use a mobile phone while driving and should only use phone when safe to do so e.g., pulling in at a safe location or using hands free.</li> <li>Drivers should not manoeuvre vehicles unless they have an unrestricted view and/or the assistance of a controller.</li> <li>Passengers must never be carried unless vehicle is designed for carrying passengers and has a seat belt for the passenger.</li> <li>Drivers must inform their employers of any penalty points obtained while driving</li> <li>Company drivers will be briefed and have access to copy of HSA/RSA/Garda Siochana Publication “Safe Driving for Work.”</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
10.	Fire prevention on site	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Electrical faults</li> <li>Smoking near flammable materials</li> <li>Hot work - welding, cutting</li> <li>Arson</li> </ul>	<p>H</p> <p>H</p> <p>H</p> <p>H</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>If required, the Safety Plan will include details of fire prevention provisions, such as supply and maintenance of fire fighting equipment, control of hot work, emergency procedures in the event of fire, control of smoking on site, and prevention of the build up of flammable materials such as in waste skips.</li> <li>Records should be maintained of routine fire inspections and the maintenance and testing of fire fighting equipment.</li> <li>All work areas and site buildings should be inspected on completion of works for potential fire hazards – Fire watch.</li> <li>Temporary electrical systems will be installed by competent electricians only.</li> <li>Hot work and use of naked flame appliances will be controlled as necessary, including the use of hot works permits.</li> <li>Smoking is prohibited on all JMSL sites.</li> <li>Adequate means of escape and access for emergency vehicles should be planned for during all stages of construction.</li> <li>Fire emergency exit routes will be established, and explained at site induction.</li> <li>Fire emergency exit routes should be adequately signed and kept free of obstruction.</li> <li>Work areas should be kept clean and tidy and free from any build up of flammable material.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
11.	Lifting operations (by mechanical means)	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Striking/arcing of overhead lines</li> <li>Damage to equipment or property</li> <li>Trapping between fixture and load</li> <li>Striking by falling objects</li> <li>Unplanned release or dropping of load</li> </ul>	<p>H</p> <p>M</p> <p>H</p> <p>H</p> <p>H</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>A trained slinger/signaller (SOLAS CSCS or equal approved) to be available to co-ordinate all lifting activities.</li> <li>Work area to be surveyed to determine presence of overhead services.</li> <li>Lifting radius area to be cordoned off to reduce risk to personnel and vehicles.</li> <li>Work will stop when weather conditions prevent safe operations.</li> <li>Lifting will be supervised to ensure stability of the appliance and the load.</li> <li>Manufacturer's information on load weight, centre of gravity and slinging arrangements should be obtained in advance where practicable.</li> <li>Tail ropes should be used on large loads to steady and guide them.</li> <li>Slings must not be placed on sharp edges.</li> <li>The lifting appliance must be on a firm, level base.</li> <li>Loads in so far as is reasonably practicable should not be slewed over personnel, plant or property.</li> <li>All lifting equipment and accessories must be marked with the Safe Working Load.</li> <li>Current certificates or copies must be available for inspection on site of both lifting equipment and lifting gear. Forms GA1 and GA2 where necessary.</li> <li>Operations to be planned to ensure maximum safety of personnel and property.</li> <li>Correct lifting equipment must be provided, compatible with the loads to be lifted.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
12.	<p>Working with excavations and trenches</p> <p><b>(JMSL will always engage a competent groundwork subcontractor to carry out excavations. Although JMSL employees may be required to work above or around excavations, they will not be permitted to enter excavations unless authorised to do so.)</b></p>	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Hazardous underground services</li> <li>Electricity</li> <li>Working near plant and equipment or over water - drowning, electrocution, suffocation, crushing</li> <li>Working at heights</li> <li>Impact with machinery</li> <li>Risk of Undermining existing foundations – structural collapse</li> </ul>	<p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>All work should be carried out in accordance with the 'Code of Practice for Avoiding Danger from Underground Services' (2<sup>nd</sup> edition, <b>May 2016</b>)</li> <li>JMSL will request service layout drawings from relevant utility providers and building owner prior to any excavations commencing.</li> <li>No ground to be considered safe until investigated thoroughly.</li> <li>Excavation to be checked by competent person as required by Form AF3.</li> <li>Barriers to be provided to prevent people falling in.</li> <li>It may be necessary to check for dust, fumes or gasses prior to entry – Is excavation a confined space?</li> <li>Ensure adjacent structures (incl. trees) are protected and not undermined – Competent engineer's advice to be sought prior to excavations</li> <li>Operatives locating services must be trained in the use of the location equipment (CSCS – Location of Underground Services).</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works</li> <li>Task specific PPE to be worn as determined by SPA.</li> <li>Adequate welfare facilities to be made available local to work area for hand washing etc.</li> </ul>



Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
13.	Working in proximity to overhead power lines	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Contact by person, plant, equipment, vehicles or long metal object.</li> <li>Arcing over because of proximity of plant etc.</li> </ul>	H H	L L	<ul style="list-style-type: none"> <li>Pre start liaison will be arranged with the ESB to agree diversions, safe clearance distances, shrouding and any other steps needed.</li> <li>Works to be planned, supervised and carried out as per ESB 'Code of Practice for Avoiding Danger from Overhead Electricity Lines'</li> <li>Work will be supervised by competent person.</li> <li>Where work will be carried out beneath the overhead line ideally the lines should be diverted or made dead. Where this is not possible, it will be necessary to take additional precautions to those above, including: access for plant and materials and the working of plant should be under the direct supervision of a responsible person; plant, equipment or tools that could reach beyond the safe clearance limited should never be allowed to work under the line.</li> <li>Operations involving the movement of long metal objects (such as ladders and scaffolding tubing) in the vicinity of the overhead lines are to be subject to specific authorisation and supervision.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works</li> <li>Task specific PPE to be worn as determined by SPA.</li> <li><b>This risk assessment to be reviewed if working in proximity to overhead power lines</b></li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
14.	Working in proximity to underground services	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Contact with electricity, gas, water, sewage, fibre optic supplies</li> <li>Fire</li> <li>Explosion or asphyxia from gas leak</li> <li>Contact with sewage</li> <li>Weil's disease</li> <li>Flooding from water services</li> </ul>	<p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>JMSL will request service layout drawings from relevant utility providers and building owner prior to any excavations commencing.</li> <li>Consultation will be held with relevant authorities to agree precautions to be carried out before work begins.</li> <li>No ground to be considered safe until investigated. Thoroughly likewise all services are to be assumed to be live until proven otherwise.</li> <li>All work should be carried out in accordance with the 'Code of Practice for Avoiding Danger from Underground Services' (2<sup>nd</sup> edition, May 2016)</li> <li>Operatives locating services must be trained in the use of cable avoidance tools (CSCS – Location of Underground Services).</li> <li>Operatives will be briefed as to the current course of actions when discovering known/unknown services.</li> <li>Operatives briefed in emergency procedures when services are breached/damaged.</li> <li>Site Manager to ensure that services are located and marked before work begins.</li> <li>Where possible, Trial holes to be dug, by hand to confirm locations, taking into account of physical indications such as junction boxes, manholes and ground conditions.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works</li> <li>Task specific PPE to be worn as determined by SPA.</li> <li>Adequate welfare facilities to be made available for hand washing etc.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
15.	Working on live sewage connections <b>(Non confined space work)</b>	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Lack of oxygen</li> <li>Presence of flammable gases</li> <li>Presence of toxic gases</li> <li>Leptospirosis (Weill's disease)</li> <li>Working at heights</li> </ul>	<p>H</p> <p>H</p> <p>H</p> <p>H</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Pipes should be ventilated by removal of chamber covers prior to the start of any work.</li> <li>Openings will be suitably fenced or closed off when not being worked upon – Safe work at heights.</li> <li>Supervisor should determine whether monitoring equipment capable of detecting flammable gases, toxic or explosive atmosphere, and lack of oxygen and presence of methane and hydrogen sulphide is required.</li> <li>Adequate ladder access will be provided to the place of work if required.</li> <li>Excavation will be adequately shored or battered.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> <li>Adequate welfare facilities to be made available for hand washing etc. and good hygiene practices to be maintained at all times</li> <li>Employees should use task specific gloves at all times when working near drains or underground cavities or waste materials – as per SPA.</li> <li><b>This risk assessment does not cover work in confined spaces.</b></li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
16.	Working in confined spaces	<ul style="list-style-type: none"> <li>Person doing work</li> </ul>	<ul style="list-style-type: none"> <li>Presence of toxic gases</li> <li>Lack of oxygen</li> <li>Working over water - Drowning</li> <li>Excessive heat</li> <li>Fire</li> <li>Explosion</li> <li>Contact with sewage</li> </ul>	<ul style="list-style-type: none"> <li>H</li> <li>H</li> <li>H</li> <li>M</li> <li>H</li> <li>H</li> <li>H</li> </ul>	<ul style="list-style-type: none"> <li>L</li> <li>L</li> <li>L</li> <li>L</li> <li>L</li> <li>L</li> <li>L</li> </ul>	<ul style="list-style-type: none"> <li>Confined space must be defined prior to task commencing – confined space could be any room or space if certain factors allow it to become so.</li> <li>Where possible, eliminate need for entry by selection of alternative methods of work.</li> <li>This risk assessment to be reviewed if entry to confined space is required</li> <li>If gas monitors area used, manufacturer’s instructions are to read and understood prior to use.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
17.	Lone Working  <b>JMSL will insofar as is reasonably practicable ensure that employees work in teams of more than one person.</b>	<ul style="list-style-type: none"> <li>Person doing work</li> </ul>	<ul style="list-style-type: none"> <li>Injury associated with activity</li> <li>Health problems e.g. heart attack</li> <li>Inflicted injury e.g. assault from 3rd party</li> </ul>	<p><b>H</b></p> <p><b>H</b></p> <p><b>H</b></p>	<p><b>L</b></p> <p><b>L</b></p> <p><b>L</b></p>	<ul style="list-style-type: none"> <li>Where hazardous substances, live electrical work, work at height etc. are involved, lone working must be avoided</li> <li>The limits of the task and the limits of the individual should be considered before work is authorised.</li> <li>Manual handling factors should be considered so that employees will be able to manage loads adequately.</li> <li>Line of communication should be kept open at all times – mobile phone.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
18.	Using chemicals and other hazardous materials	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Burns, Fire, Explosion</li> <li>Eye Splashes, spills, inhalation - Employees not wearing personal protective equipment</li> <li>Inhalation, Skin Contact, Ingestion</li> <li>Unauthorised access to storage area</li> </ul>	<p>H</p> <p>H</p> <p>H</p> <p>M</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>JMSL insofar as is reasonably practicable will ensure that employees' exposure to chemicals and other hazardous materials is minimised through adequate supervision, training and instruction.</li> <li>Refer to MSDS for First Aid Measures, Fire-fighting measures, accidental release measures, handling and storage, exposure and personal protection.</li> <li>Ensure Material Safety Data Sheet (MSDS) is available at location where chemicals are being used (site safety file normally).</li> <li>Empty containers must be disposed of in an appropriate manner.</li> <li>Smoking in, or near the storage area is prohibited.</li> <li>Adequate Supervision is to be provided</li> <li>Provision PPE as per the MSDS and manufactures instructions i.e. eye, respiratory, hand, skin and body protection</li> <li>Ensure the work area is well ventilated, especially in confined spaces</li> <li>Do not eat drink or smoke in areas where chemicals are being used.</li> <li>Keep lids on containers where possible</li> <li>If possible avoid spraying solvent-based products, as this causes greater contamination of the air than brush application</li> <li>Chemicals must never be mixed unless specified by manufactures.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
19.	Discovering Asbestos in a workplace	<ul style="list-style-type: none"> <li>Person doing work</li> </ul>	<ul style="list-style-type: none"> <li>Exposure to Asbestos</li> </ul>	H	L	<ul style="list-style-type: none"> <li>JMSL insofar as is reasonably practicable will ensure that employees' exposure to asbestos is minimised through adequate supervision, training and instruction.</li> <li>A copy of the preliminary health and safety plan and building asbestos report should be obtained from the PSDP or building owner where applicable.</li> <li><b>On discovering asbestos or if unsure about what material is present in work area, leave area immediately and contact site manager or building owner immediately - Only qualified persons (licensed contractor) to carry out any form of asbestos works.</b></li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
20.	Working on a pontoon	<ul style="list-style-type: none"> <li>Person doing work</li> </ul>	<ul style="list-style-type: none"> <li>Trips &amp; Falls</li> <li>Shock from sudden immersion in cold water               <ul style="list-style-type: none"> <li>Weight of waterlogged clothing</li> <li>Life jacket not being worn (or not inflating)</li> <li>Incapacity following injury – caused by striking an object during a fall, or whilst in the water.</li> <li>Fatigue or hypothermia where rescue is not immediate.</li> </ul> </li> </ul>	<p>M</p> <p>H</p> <p>H</p> <p>H</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Store all tools &amp; materials in lay down area away from edge.</li> <li>Use of a full body harness attached by lanyard to a suitable anchorage point or proprietary fall prevention anchorage system.</li> <li>Personal safety device which, when fully inflated (if inflatable), will provide sufficient buoyancy to turn and support even an unconscious person face upwards. These must be worn at all times whilst working on pontoon. Those using life jackets need to be trained and instructed in their proper use and storage, and the equipment regularly inspected and maintained.</li> <li>Rescue Plan to be developed for site specific requirements.</li> </ul>



Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
21.	Use of podium ladder and step ladder	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Falls from heights – Persons due to uneven or unsecured base, over-reaching, carrying loads and overloading</li> <li>Falls from Heights – Tools and material</li> <li>Faulty equipment</li> <li>Materials falling - Persons being struck by falling objects</li> </ul>	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Ladders will be only used for low risk short duration works</li> <li>Alternative means of working at heights will always be considered as an alternative to ladders.</li> <li>Always ensure that the area is safe and ladders are not creating a hazard to plant operators or other workers.</li> <li>Ladders must be checked before use to ensure they are in a safe condition – free from cracks and defects.</li> <li>If any part of the ladder is found to be faulty remove it immediately and report to site supervisor</li> <li>If supplies or equipment have to be carried, ensure that a shoulder bag or a tool belt is used, never overload</li> <li>Ensure ladder is stored in a safe place when not in use and is not creating a hazard to others.</li> <li>When using metal or metal reinforcement ladders, make sure there are no electrical hazards in the vicinity.</li> <li>All ladder types to have to be checked and signed off weekly by competent person on Form GA3.</li> <li>At any time there should only be one person on a stepladder and users should never stand on / straddle the top of the stepladder</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works – PPE as per SPA.</li> <li>If step ladder to be used Step Ladder Permit to be completed.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
22.	Manual lifting operations	<ul style="list-style-type: none"> <li>Person doing work</li> </ul>	<ul style="list-style-type: none"> <li>Incorrect manual handling - Back, neck, shoulder injury</li> <li>Dropped object – Injury to other body parts</li> <li>Trip, slip or fall</li> </ul>	<p>M</p> <p>M</p> <p>M</p>	<p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Ensure mechanical lifting devices take precedent and strenuous manual handling is avoided as much as possible.</li> <li>All JMSL employees are trained in safe manual handling techniques with training updated periodically.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
23.	Use of PPE	<ul style="list-style-type: none"> <li>Person doing work</li> </ul>	<ul style="list-style-type: none"> <li>Damaged or faulty PPE</li> <li>Non wearing of PPE</li> <li>Incorrect use of PPE</li> </ul>	<p>M</p> <p>M</p> <p>M</p>	<p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>All employees have a legal obligation to use and maintain the PPE provided to them</li> <li>Where this equipment is not being used or adequately maintained the companies disciplinary procedures apply.</li> <li>Monitoring of wearing of PPE will take place on a regular basis by the site supervisor.</li> <li>Damaged or defective PPE will be reported immediately to supervisor and replaced.</li> <li>PPE must display CE Mark.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
24.	Minor Demolitions  <b>Note:</b> This assessment is restricted to minor demolitions – e.g. Breaking out door opes and knocking / altering stud walls etc.	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Location of unknown contaminated substances</li> <li>Striking hidden services incl. electrical</li> <li>Exposure to excessive noise</li> <li>Exposure to excessive vibration</li> <li>Exposure to excessive dust</li> <li>Inhalation of dust</li> <li>Skin contamination</li> <li>Unplanned collapse of structure</li> <li>Object striking eye</li> <li>Object striking body</li> <li>Slips, trips and falls</li> </ul>	M  H M M M M L M M M M	L  L L L L L L L L L L	<ul style="list-style-type: none"> <li><b>Prior to removal of any load bearing elements, an engineering assessment will be made. Temporary Design Certificate required (TDC).</b></li> <li>Existing services will be located utilising site plans and location equipment.</li> <li>Work area will be sealed and cordoned off.</li> <li>Where possible water, gas and electric services will be isolated by competent bodies prior to work commencing.</li> <li>Dust to be controlled by dampening down, housekeeping and local exhaust ventilation if required.</li> <li>Suspect substances (Asbestos) or contamination to be investigated before work commences. Where contaminants found during demolition process the area must be evacuated and tests carried out to ascertain the contents.</li> <li>Housekeeping will be maintained with all access and egress routes to be kept clear.</li> <li>Task specific PPE to be worn as determined by SPA.</li> <li>Welfare facilities will be made available for hand washing and eating away from demolition area.</li> <li>Rotation of operatives will be put in place to prevent fatigue if using drills, kango hammers etc.</li> <li>If noise levels are greater than 80 decibels (indicated by communication difficulties at arm’s length) appropriate ear protection will be made available.</li> <li>Reduce noise levels by selection of appropriate plant and equipment for the task.</li> <li>If the noise level is likely to exceed 85dB (A), wearing of hear protection will be mandatory and signage will be put in place to advise persons entering work area of this.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
25.	Use of portable electrical equipment  Non exhaustive list includes: <ul style="list-style-type: none"> <li>• Drills</li> <li>• Kangos</li> <li>• Chop saws</li> <li>• Skill saws</li> <li>• Jig saws</li> <li>• Transformers</li> <li>• Leads</li> <li>• Mixing drill</li> <li>• Cement mixer</li> <li>• Vacuum cleaner</li> </ul>	<ul style="list-style-type: none"> <li>• Person doing work</li> <li>• Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>• Faulty equipment</li> <li>• Fire due to faulty equipment</li> <li>• Trips, slips and falls related to equipment and leads</li> <li>• Excessive noise</li> <li>• Excessive vibration</li> <li>• Inhalation of dust</li> <li>• Entanglement</li> </ul>	H M M  M M M M	L L L  L L L L	<ul style="list-style-type: none"> <li>• The use of electrical equipment will be monitored by site supervisor to ensure safe use by competent persons.</li> <li>• All equipment found to be defective must be switched off and reported immediately to supervisor.</li> <li>• Visual inspection of equipment and leads shall be carried out before use.</li> <li>• Only equipment operating at 110 volts or less to be permitted on site: higher voltages must be authorised in writing prior to use.</li> <li>• When the spot adjustments or attachment changes are made, the tool must be disconnected from the main supply.</li> <li>• All guards must be used and under no circumstances should they be interfered with or removed.</li> <li>• Only trained and competent persons should test, repair and maintain portable electrical equipment.</li> <li>• Periodic PEE testing is required for all electrical equipment on site. Records will be kept on site/JMSL office.</li> <li>• All extension leads must be fully extended to prevent overheating and electrical fires.</li> <li>• Leads/extension cables must not trail across walkways to prevent trips.</li> <li>• Equipment should be used, cleaned and stored as per manufacturer's instructions.</li> <li>• Dust created must be managed by damping down or extraction.</li> <li>• SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>• Task specific PPE to be worn as determined by SPA and manufacturer's instructions</li> <li>• Good manual handling techniques to be employed when using equipment.</li> </ul>

						<ul style="list-style-type: none"> <li>• Appropriate safe clothing to be worn by operatives to avoid entanglement with moving parts.</li>   <li>• <b>Noise</b> <ul style="list-style-type: none"> <li>○ Noisy activities that may cause concern and annoyance should be identified. If noise levels are likely to exceed 80dB(A) (indicated by communication difficulties at arms length) appropriate ear protection will be made available.</li> <li>○ If noise levels are likely to exceed 85dB(A) wearing of hearing protection is mandatory.</li> <li>○ Reduce noise levels by selection of appropriate plant and equipment for the task.</li> <li>○ Noisy work areas should be marked with warning signs, advising wearing of ear protection.</li> </ul> </li>   <li>• <b>Vibration</b> <ul style="list-style-type: none"> <li>○ Identify the work situations with the highest level of vibration and arrange a rota for operators to reduce the time spent on them.</li> <li>○ Select equipment, which produces lower levels of vibration where possible.</li> </ul> </li> </ul>
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Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
26.	Use of Generator	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Faulty Equipment</li> <li>Excessive noise</li> <li>Fire</li> <li>Fuel spills</li> <li>Slips, Trips and Falls</li> <li>Incorrect manual handling</li> </ul>	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>All equipment found to be defective must be switched off and reported immediately to supervisor.</li> <li>Noise levels will be monitored and appropriate hearing protection worn.</li> <li>A competent person must perform all maintenance procedures and checks.</li> <li>Fire protection must be located near operations at all times</li> <li>All fuel to be stored in an appropriate container.</li> <li>Gloves and glasses are to be worn when refuelling.</li> <li>Smoking will be prohibited.</li> <li>Generators should be kept as far as possible from work environment in a safe location.</li> <li>Ensure not to obstruct access and egress ways.</li> <li>Employ proper manual handling techniques when lifting generator – 2 persons at all times when lifting.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> <li>Reduce noise levels by selection of appropriate plant and equipment for the task.</li> <li>If noise levels are likely to exceed 80dB(A) (indicated by communication difficulties at arms length) appropriate ear protection will be made available.</li> <li>If noise levels are likely to exceed 85dB(A) wearing of hearing protection is mandatory.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
27	Use of hand tools	<ul style="list-style-type: none"> <li>Person doing work</li> </ul>	<ul style="list-style-type: none"> <li>Tool/object striking eyes, hands or other body parts</li> <li>Exposure to noise</li> <li>Exposure to vibration</li> <li>Tripping over tools</li> </ul>	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Hand tools will only be used for the purpose in which they are intended to be used.</li> <li>Visual checks must be completed by operatives on tools prior to their use.</li> <li>All equipment found to be defective must be reported immediately to supervisor.</li> <li>Eye protection will be worn when using tools where there is risk of flying particles or other pieces of the tool breaking off.</li> <li>Open-bladed knives, screwdrivers, and other sharp tools are to be carried and used so as not to cause injury to the user or others.</li> <li>Tools will not be left lying around, they constitute a severe tripping hazard and they are liable to get damaged.</li> <li>All tools will be kept clear of unnecessary grease, moisture or dirt.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
28.	General carpentry works	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Excessive dust</li> <li>Strike by tool / material to eyes, hands or other body parts</li> <li>Contact with moving parts on machinery</li> <li>Faulty electrical equipment</li> <li>Incorrect manual handling</li> <li>Slips, trips and falls</li> </ul>	<ul style="list-style-type: none"> <li>M</li> <li>H</li> <li>H</li> <li>H</li> <li>M</li> <li>M</li> </ul>	<ul style="list-style-type: none"> <li>L</li> <li>L</li> <li>L</li> <li>L</li> <li>L</li> <li>L</li> </ul>	<ul style="list-style-type: none"> <li>Housekeeping must be maintained around the work areas to prevent trips and slips.</li> <li>Identify hazards associated with any solvents, adhesives or other chemicals being used. Appropriate precautions must be taken to prevent adverse exposure to these materials. Material Safety Data Sheets should be reviewed to identify safety precautions and emergency procedures. Material Safety Data sheets must be maintained on site.</li> <li>Every effort will be made to bang down or remove nails in timber.</li> <li>The use of electrical equipment will be monitored by site supervisor to ensure safe use by competent persons.</li> <li>All equipment found to be defective must be switched off and reported immediately to supervisor.</li> <li>Visual inspection of equipment and leads will be carried out before use.</li> <li>Only equipment operating at 110 volts or less to be permitted on site: higher voltages must be authorised in writing prior to use.</li> <li>All guards must be used and under no circumstances should they be interfered with or removed.</li> <li>Safe manual handling techniques to be employed</li> <li>All work to be planned in advance and competent personnel to be used to carry out work.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> <li>Reduce noise levels by selection of appropriate plant and equipment for the task.</li> </ul>



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Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
29.	Blockwork and brickwork	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Incorrect manual handling</li> <li>Strike by tool / material to eyes, hands or other body parts</li> <li>Skin contact with cementitious products</li> <li>Inhalation of dust</li> <li>Unplanned collapse</li> <li>Exposure to excessive noise</li> </ul>	<ul style="list-style-type: none"> <li>M</li> <li>M</li> <li>M</li> <li>M</li> <li>H</li> <li>M</li> </ul>	<ul style="list-style-type: none"> <li>L</li> <li>L</li> <li>L</li> <li>L</li> <li>L</li> <li>L</li> </ul>	<ul style="list-style-type: none"> <li>Con saws and hand tools will be used in a safe manner by trained competent operatives.</li> <li>Dust to be controlled by dampening down, housekeeping and local exhaust ventilation where appropriate.</li> <li>Signs and barriers will be positioned to give warning of overhead work where appropriate.</li> <li>A stable working platform will be provided, normally by means of scaffolding or access towers fitted with edge protection.</li> <li>Where possible, lifting aids will be provided to reduce/prevent the need for manual handling.</li> <li>Toilets and hygiene facilities will be available.</li> <li>Work will be co-ordinated so as to reduce risks to third parties from falling objects.</li> <li>Weather conditions will be monitored when working at heights and operations will be curtailed when the stability of any access equipment is under question, or atmospheric temperature adversely affect the curing of the mortar.</li> <li>All work to be planned in advance and competent personnel to be used to carry out work.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
30.	Plastering, skimming, taping, jointing and filling	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Incorrect manual handling</li> <li>Inhalation of dust</li> <li>Object/dust getting into eyes</li> <li>Skin contact with cementitious products</li> <li>Injury due to incorrect use of utility knife</li> </ul>	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Operatives to wear task specific PPE when mixing and applying cementitious products.</li> <li>Site housekeeping to be enforced to minimise contamination of work area and equipment.</li> <li>Hygiene and first-aid facilities will be made available local to work area.</li> <li>All work to be planned in advance and competent personnel to be used to carry out work.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
31.	Working with lead (Sheet lead - Roof work only)	<ul style="list-style-type: none"> <li>Person doing work</li> </ul>	<ul style="list-style-type: none"> <li>Swallowing lead</li> <li>Breathing lead dust, vapours, fumes</li> </ul>	<p>M</p> <p>M</p>	<p>L</p> <p>L</p>	<p><b><i>When handling a clean solid lead sheet, the potential risk of exposure to lead is not considered to be significant. Significant lead exposure could occur if the work involves the stripping off of old existing sheets from a roof where the underside is corroded. Lead dust could be released and then inhaled. Suitable respiratory protection should be worn and good occupational hygiene practiced.</i></b></p> <ul style="list-style-type: none"> <li>Every effort will be made to reduce workplace lead levels to a minimum, in so far as is reasonably practicable, so as to be safe and without risk to safety and health.</li> <li>Task specific PPE to be worn</li> <li>Welfare facilities to be provided for hand washing etc.</li> <li>MSDS to be obtained from supplier/contractor and retained in site safety file.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> <li>HSA publication 'Safety with Lead at Work' Guide should be consulted prior to working with lead.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
32.	Vehicle movement on site/work areas	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Collisions with persons causing fatality or serious bodily injury</li> <li>Causing collapse of or falling into excavations</li> <li>Collision with other vehicles</li> <li>Collision with structures (permanent and temporary)</li> <li>Contact with overhead power lines</li> <li>Overturning of vehicles</li> </ul>	<p>H</p> <p>H</p> <p>H</p> <p>M</p> <p>H</p> <p>H</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Vehicles routes will be planned to avoid danger to all persons (incl. pedestrians), contact with structures or overhead power lines and to be clear of all excavations.</li> <li>Speed restrictions will be displayed and enforced as necessary.</li> <li>Signs requesting visiting vehicle drivers to report to site manager will be displayed.</li> <li>Vehicles intended for use on the public highway will comply with the current licensing requirements.</li> <li>Site vehicles will be fitted with required beacons and audible warnings.</li> <li>CSCS certified Signaller/Slinger must be provided for crane lifting operation.</li> <li>All employed and contract drivers should hold a current driving license. Plant operators must have required CSCS certification.</li> <li>Barriers and notices will be erected at overhead power lines</li> <li>Suitable fencing will be provided around excavations; where necessary exclusion zones may be necessary to prevent the excavation collapsing.</li> <li>If applicable, proof of thorough examination is required. Certification of all machines will be kept on site.</li> <li>If applicable, weekly inspections should be recorded by competent person e.g. Forms GA2 and GA3.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
33.	Working in and around occupied premises (or 'live' buildings)	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Excessive noise</li> <li>Excessive vibration</li> <li>Inhalation of dust</li> <li>Slips, trips and falls</li> <li>Strike by tool, material or object to eyes, hands or other body parts</li> <li>Fall from heights</li> </ul>	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>H</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Physical barriers and notices will be installed to isolate works from occupants and members of the public. A copy of the Safety File will be requested (If applicable).</li> <li>Details of existing services will should be obtained before work commences.</li> <li>Building owner Induction should be requested by JMSL to alert personnel of any hazards and necessary precautions required for the workplace.</li> <li>The Site Manager should request information with owner/occupier to ensure full knowledge of existing hazards, demarcation of areas, and responsibility with respect to work hazards.</li> <li>Regular contact will take place with occupants to co-ordinate work and eliminate hazards to them.</li> <li>Hot work and use of naked flame appliances will be controlled as necessary, including the use of permit to work systems.</li> <li>Fire exit routes will be kept free from obstructions, or alternative routes to be clearly signed.</li> <li>No materials or tools to be left unattended on access and egress routes..</li> <li>Noise, dust and vibration to be minimised and/or contained to boundaries of the site.</li> <li>Site Managers monitoring to include: initial checks to ensure safe systems of work are in place before work begins, that barriers and signage have not been removed or tampered with and that working area are left safe and secure at the end of each work period.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>

						<ul style="list-style-type: none"> <li>• Relevant MSDS to be obtained from supplier/contractor and retained in site safety file.</li> <li>• Reduce noise levels by selection of appropriate plant and equipment for the task.</li> <li>• Noisy activities that may cause concern and annoyance should be identified. If noise levels are likely to exceed 80dB(A) (indicated by communication difficulties at arms length) appropriate ear protection will be made available.</li> <li>• If noise levels are likely to exceed 85dB(A) wearing of hearing protection is mandatory and relevant signage will be put in place.</li> </ul>
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Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
34.	Working in and around public footpath and occupied premises (or 'live' buildings)	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Excessive noise</li> <li>Excessive vibration</li> <li>Inhalation of dust</li> <li>Slips, trips and falls</li> <li>Strike by tool, material or object to eyes, hands or other body parts</li> <li>Fall from heights</li> </ul>	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>H</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Physical barriers and notices will be installed to isolate works from occupants and members of the public. A copy of the Safety File will be requested (If applicable).</li> <li>Road signage / barriers to be put in place at start of work. Reference to Roadworks Type C Templated.</li> <li>Details of existing services will should be obtained before work commences.</li> <li>Building owner Induction should be requested by JMSL to alert personnel of any hazards and necessary precautions required for the workplace.</li> <li>The Site Manager should request information with owner/occupier to ensure full knowledge of existing hazards, demarcation of areas, and responsibility with respect to work hazards.</li> <li>Regular contact will take place with occupants to co-ordinate work and eliminate hazards to them.</li> <li>Hot work and use of naked flame appliances will be controlled as necessary, including the use of permit to work systems.</li> <li>Fire exit routes will be kept free from obstructions, or alternative routes to be clearly signed.</li> <li>No materials or tools to be left unattended on access and egress routes..</li> <li>Noise, dust and vibration to be minimised and/or contained to boundaries of the site.</li> <li>Site Managers monitoring to include: initial checks to ensure safe systems of work are in place before work begins, that barriers and signage have not been removed or tampered with and that working area are left safe and secure at the end of each work period.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> </ul>

						<ul style="list-style-type: none"> <li>• Task specific PPE to be worn as determined by SPA.</li> <li>• Relevant MSDS to be obtained from supplier/contractor and retained in site safety file.</li> <li>• Reduce noise levels by selection of appropriate plant and equipment for the task.</li> <li>• Noisy activities that may cause concern and annoyance should be identified. If noise levels are likely to exceed 80dB(A) (indicated by communication difficulties at arms length) appropriate ear protection will be made available.</li> <li>• If noise levels are likely to exceed 85dB(A) wearing of hearing protection is mandatory and relevant signage will be put in place.</li> </ul>
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Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
35.	Storing of materials	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Injury from mechanical lifting/delivery equipment</li> <li>Back injuries from incorrectly lifting materials</li> <li>Environmental contamination</li> <li>Falling materials</li> </ul>	<p>H</p> <p>M</p> <p>M</p> <p>M</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Ensure that minimum quantities of materials supplied to site in line with the programmed works, thus reducing quantities of materials stored which prevent unnecessary damage.</li> <li>Ensure that all material storage areas are level and stable.</li> <li>Whenever practicable mechanical lifting/delivery equipment to be provided minimising manual handling.</li> <li>Deliveries by HIAB, should be monitored and controlled and all lifting operations should not pass over personnel, plant and equipment or accommodation.</li> <li>Follow manufacturer's recommendations with respect to stacking requirements.</li> <li>For hazardous materials, Material Safety Data Sheets must be available and kept on site and material stored as per manufacturer's recommendation.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>


Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
36.	Working with insulating materials e.g. rockwool, fibre glass, polyiso (rigid), EPS etc.	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Poor ventilation</li> <li>Inhalation of material</li> <li>Heat stress in confined areas</li> </ul>	<p>M</p> <p>M</p> <p>M</p>	<p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>In planning the use of insulating materials or other substitutes, dust suppressants should be considered.</li> <li>The area of work should be isolated by the use of enclosures or screens, so as to prevent the spread of dust and materials.</li> <li>Waste or old materials should be dampened down or left whole to reduce dust and then placed in bags or sealed containers for disposal.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
37.	Use of power washer	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Contact with hazardous substances (cleaning agents)</li> <li>Electricity</li> </ul>	M H	L L	<ul style="list-style-type: none"> <li>Supervisor to ensure that only competent operatives use equipment.</li> <li>Material Safety Data Sheets for detergents and cleaning agents to be available before equipment is used.</li> <li>Supply leads must be positioned so as to avoid physical damage, ingress of water, or interference from passing traffic.</li> <li>Machines should be visually inspected, together with their leads and hoses, by operators before they are used.</li> <li>The check shall look for signs of physical damage or poor electrical safety.</li> <li>Supplied/hired machines should be 110 volts or less, and fitted with waterproof connections.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> <li>Reduce noise levels by selection of appropriate plant and equipment for the task.</li> <li>If noise levels are likely to exceed 80dB(A) (indicated by communication difficulties at arms length) appropriate ear protection will be made available.</li> <li>If noise levels are likely to exceed 85dB(A) wearing of hearing protection is mandatory.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
38.	<p>Use of hired in skips</p> <p>It is the duty of the skip provider to ensure that all equipment is in good working condition and drivers are trained and competent to drive and operate plant</p>	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Persons in vicinity of works area</li> </ul>	<ul style="list-style-type: none"> <li>Unintentional release of skip during raising &amp; lowering</li> <li>Trapping between skip</li> <li>Incorrect manual handling injury when tipping into skip</li> </ul>	<p>H</p> <p>H</p> <p>M</p>	<p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Skips should be placed so as not to obstruct traffic and pedestrian routes.</li> <li>Skips should have adequate barriers and signage placed around when used in and around occupied premises/roads.</li> <li>Skips to be placed on firm level ground where possible.</li> <li>A safe means of access to be provided if tipping into a skip is necessary.</li> <li>When used in conjunction with a debris chute, skips should be covered to prevent materials and dust contaminating the surrounding area or falling on to passing pedestrians/employees.</li> <li>Fires are not permitted in skips.</li> <li>Sufficient numbers of skips will be made available to allow the separation of waste.</li> <li>Skips should be covered/netted by Provider upon removal to prevent debris falling out onto a public highway.</li> <li>SPA will be filled out by JMSL supervisor and operatives before starting works.</li> <li>Task specific PPE to be worn as determined by SPA.</li> </ul>


Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
39.	Use of site office, canteen, welfare and storage facilities	<ul style="list-style-type: none"> <li>Person doing work</li> </ul>	<ul style="list-style-type: none"> <li>Fire</li> <li>Faulty electrical equipment</li> <li>Inadequate storage and use of cleaning chemicals</li> <li>Hot surfaces or heated products</li> <li>Slips on wet or greasy floors</li> </ul>	<ul style="list-style-type: none"> <li>H</li> <li>H</li> <li>M</li> <li>M</li> <li>M</li> </ul>	<ul style="list-style-type: none"> <li>L</li> <li>L</li> <li>L</li> <li>L</li> <li>L</li> </ul>	<ul style="list-style-type: none"> <li>Siting of temporary buildings will be planned to ensure stability and availability of utility services.</li> <li>Safe loading and off loading of facilities to be carried out.</li> <li>Hot and cold running water should be supplied on site.</li> <li>Safe access should be provided to all buildings.</li> <li>Facilities to be cleaned at regular intervals.</li> <li>Toilets and hygiene facilities will be arranged suitable for likely numbers of employees using them and type of work undertaken and adequate maintenance procedures put in place.</li> <li>First-aid facilities will be provided as required.</li> <li>Fire fighting equipment will be put in place as required prior to occupation of facilities.</li> <li>All spillages of water, oil, grease etc. should be cleaned up immediately. The canteen floor should only be washed when the area is not occupied.</li> <li>Employees must not interfere with electrical systems or equipment.</li> <li>Ensure all spillage of chemicals are cleared up immediately in accordance with the Material Safety Data Sheet. Ensure a Material Data Safety Sheet is obtained for each chemical and is easy accessible.</li> <li>Each employee is responsible for their own housekeeping. No Smoking in the Canteen</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
40.	Working in the office environment	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Faulty electrical equipment</li> <li>Slipping, tripping and falling</li> <li>Inadequate Ventilation, temperature, Lighting, Workstations</li> <li>Manual Handling – Arm, shoulder, wrist, neck Injuries</li> <li>Struck by or against objects, cuts</li> <li>Floor surfaces - Wet floors, uneven floors</li> <li>Poor housekeeping, trailing leads</li> </ul>	<ul style="list-style-type: none"> <li>H</li> <li>M</li> <li>M</li> <li>M</li> <li>M</li> <li>M</li> <li>M</li> </ul>	<ul style="list-style-type: none"> <li>L</li> <li>L</li> <li>L</li> <li>L</li> <li>L</li> <li>L</li> <li>L</li> </ul>	<ul style="list-style-type: none"> <li>Good maintenance of floor covering, to be checked regularly</li> <li>Clear access and egress routes</li> <li>Keep floor area as clear as possible</li> <li>Regular inspection of all electrical appliances &amp; fittings</li> <li>All electric cables on equipment suitably tied (tie wraps)</li> <li>Correct and safe use of guillotines, shredders, paper cutters, staplers, binding machines, etc</li> <li>Provision of height / back adjustable seating for VDU users and training provided</li> <li>Positioning of VDU screens at the recommended location relative to windows, lighting, to avoid glare or reflection</li> <li>Appropriate Luminance levels</li> <li>Provision of suitable breaks from VDU work</li> <li>Proper consideration of humidity levels</li> <li>Proper use of waste bins to help prevent fire</li> <li>No smoking policy implemented</li> <li>Provision of fire extinguishers at fire points</li> <li>Manual Handling Training to be given</li> <li>All visitors to premises will be supervised.</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
41.	Use of Pinhole/Holiday Detector (Roof Spark Testing ) 	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Faulty electrical equipment</li> <li>Slipping, tripping and falling</li> <li>Manual Handling – Arm, shoulder, wrist, neck Injuries</li> <li>Struck by or against objects, cuts</li> <li>Roof surfaces - Wet floors, uneven floors</li> <li>Poor housekeeping, trailing leads</li> <li>Roof Work</li> <li>Potential for Leading Edge</li> <li>Access &amp; Egress From works Area.</li> </ul>	H M M  M M M M M M	L L L  L L L L L L	<ul style="list-style-type: none"> <li>Please refer to , Working At Height RA, Leading Edge RA and Roof Work RA as appropriate to works location.</li> <li>Roof structure must be confirmed as structural sound and suitable for works prior to the commencement of works.</li> <li>Clear access and egress routes</li> <li>Keep roof area being tested free from materials and equipment to prevent trip hazard.</li> <li>Regular inspection of detector equipment before use.</li> <li>All electric cables on equipment in good condition.</li> <li>Operator to be suitably trained and certified</li> </ul>

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
42.	Where concrete, stone or sand based materials are used, there is a potential for exposure to crystalline silica dust.	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Visitors</li> </ul>	Inhalation of fine dust containing crystalline silica can cause lung damage (silicosis), <ul style="list-style-type: none"> <li>Chronic silicosis,</li> <li>Accelerated silicosis,</li> <li>Acute silicosis,</li> </ul>	H	L	<ul style="list-style-type: none"> <li>Seek to substitute the silica containing material with a suitable alternative if possible. • Use safe systems of work such as wet methods for dust removal/suppression.</li> <li>Engineering controls such as Local Exhaust Ventilation (LEV) or containment measures should be used where appropriate.</li> <li>Wear suitable PPE such as coveralls and appropriate gloves.</li> <li>Respiratory Protective Equipment (RPE) should either be a FFP3 disposable respirator or a P3 particulate filter fitted to a half or full face mask to provide effective</li> </ul>

						<p>protection and be CE marked. All RPE should fit the employee correctly.</p> <ul style="list-style-type: none"> <li>Any RPE worn should be properly fit tested</li> </ul>
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Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
43.	<p>Works Within Atex ( EX ) Rated areas/zoned</p> 	<ul style="list-style-type: none"> <li>Person doing work</li> <li>Person in the area</li> <li>Visitors</li> </ul>	<p>Fire Explosion Due from:</p> <ol style="list-style-type: none"> <li>Vapour</li> <li>Dust</li> <li>Gases</li> <li></li> </ol> <p>Inhalation of the above.</p>	H	L	<ul style="list-style-type: none"> <li>Atex zoning of the area to be established ,</li> <li>All hot works under strict permit and controls</li> <li>Site SOP for works in the area to be strictly adhered too.</li> <li>Appropriate tools and equipment only ie Non Sparking, Ex Rated, etc.</li> <li>Fire doors to be kept closed</li> <li>No mobile phone use</li> <li>No naked flames.</li> </ul>



Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
44	<p><b>Site Office Environment/ Home Office Environment</b></p> <p><b>Dealing with the Clients</b></p> <p><b>Dealing with contractors</b></p> <p><b>Working on Site</b></p>	<ul style="list-style-type: none"> <li>• Person doing work</li> <li>• Persons working in the area.</li> </ul>	<ol style="list-style-type: none"> <li>1. Risk of infection from potential exposure to COVID – 19.</li> <li>2. Contact with a contaminated work surface, phone, front counters, site visits/meetings etc</li> </ol>	H	M/L	<ul style="list-style-type: none"> <li>• Apply Hierarchy of Control using the accompanying COVID 19 Checklist</li> <li>• All staff to make themselves familiar with the COVID-19 Information being circulated by email and on the Intranet Home Page and follow the instructions therein.</li> <li>• Comply with the HSE guidelines on “<i>Social distancing</i>” is keeping a space of 2 metres (6.5 feet) between you and other people. Do not shake hands or make close contact if possible</li> <li>• Provide soap and water and hand sanitizer, antiseptic wipes/products in the workplace and ensure that supplies are maintained.</li> <li>• Place hand rubs/disinfectants in multiple locations including meeting rooms to encourage hand hygiene.</li> <li>• Clean hands often aby using Soap and water for at least 20 seconds or hand sanitizer</li> <li>• When coughing or sneezing cover your mouth and nose with a tissue or crook of your elbow. Discard the used tissue and wash hands with soap and water. <b>Do not</b> cough or sneeze into your hands</li> <li>• Clean and disinfect frequently touched objects and surfaces such as workstations, countertops and door handles. Normal cleaning agents will suffice, following the directions on the label.</li> <li>• Avoid touching your eyes, nose or mouth if your hands are not clean.</li> <li>• Wash your hands before and after eating.</li> <li>• Employee attendance and working arrangements in place to enable provision of services while minimising potential exposure to the virus. Shift arrangements/Remote Working in place for other</li> </ul>

						<p>relevant employees. Employees to minimise movement around buildings or site offices use phone or email.</p> <ul style="list-style-type: none"> <li>• Mass gatherings including meetings have been postponed, where feasible conference calling / video conferencing to be utilised.</li> <li>• Safe work arrangements to continue, whereby additional requirements are identified, the relevant line manager/JMSL Supervisor to undertake risk assessment and communicate controls to employees or other interested parties. The Health &amp; Safety Section are available to provide guidance as required</li> </ul>
	<b>Working Within 2m , Close Working</b>		<p>Risk of infection from potential exposure to COVID – 19.</p> <p>Contact with a contaminated work surface, phone, front counters, site visits/meetings etc</p>	<b>H</b>	<b>M/L</b>	<p>Please refer to the following guidance document for further information, SOP :</p> <p><a href="https://cif.ie/coronavirus/">https://cif.ie/coronavirus/</a></p> <p>Stages of the construction process where &lt;2m tasks can be eliminated /mitigated: (including a non-exhaustive list of examples)</p> <p>☒Design – sections of materials are:</p> <ul style="list-style-type: none"> <li>• A) 2.5m long or longer OR</li> <li>• B) Materials can be installed by an individual (lightweight/ fixings are simplified</li> <li>• C) Mechanical means for lifting and access can be used while keeping construction personnel &gt;2m apart</li> </ul> <ul style="list-style-type: none"> <li>• Planning for work: RAMS / Planning / Sequencing / Coordination / Communication – All tasks planned via a pre-planned safe system of work shall consider eliminating</li> <li>• RAMS must consider elimination of work within 2m as the first priority. Where this is not possible the RAMS must detail the control measures for persons working</li> </ul>

						<p>In Ireland, the Health Service Executive (HSE) has recommend a 2 metre safe distance between individuals to avoid transmission hazards. Where a risk assessment identifies work where 2 m separation cannot be maintained, additional safety precautions are required to manage the risk.</p> <p>Requirements for personnel working within 2m of each other:</p> <ul style="list-style-type: none"> <li>• No worker has symptoms of COVID-19.</li> <li>• The close contact work cannot be avoided.</li> <li>• PPE is present in line with the RAMS / Risk Assessment (full face shield etc).</li> <li>• An exclusion zone for</li> </ul>
	<b>Sensitive Risk Group</b>		Risk of infection from potential exposure to COVID – 19	<b>H</b>	<b>M/L</b>	<ul style="list-style-type: none"> <li>• Apply Hierarchy of Control using the accompanying COVID 19 Checklist</li> <li>• Sensitive risk group employees should follow all of the above and notify their Line Manager, Site Supervisor and/or Tom Murphy</li> </ul>
	<b>Internal Meetings/Staff Training</b>		Contact with a contaminated work surface, phone etc	<b>H</b>	<b>M/L</b>	<ul style="list-style-type: none"> <li>• Apply Hierarchy of Control using the accompanying COVID 19 Checklist</li> <li>• <b>All scheduled training and meetings are to be cancelled</b></li> <li>•</li> </ul>
	<b>Site Visits</b> (E.g. Pre works inspections, EHS Inspections)		Risk of infection from potential exposure to COVID – 19	<b>H</b>	<b>M/L</b>	<ul style="list-style-type: none"> <li>• Apply Hierarchy of Control using the accompanying COVID 19 Checklist</li> </ul>
	<b>Travelling Outside of the Country for Work</b>		Risk of infection from potential exposure to COVID – 19	<b>H</b>	<b>M/L</b>	<ul style="list-style-type: none"> <li>• Apply Hierarchy of Control using the accompanying COVID 19 Checklist</li> <li>• All employees to ensure compliance with any staff communication/instruction from JMSL Management</li> <li>• Avoid travel to infected areas.</li> <li>• If you have travelled to one of the affected areas you should, on returning home, isolate yourself from other</li> </ul>

						<p>people for a period of 14 days – this means going into a different, well ventilated room alone, with a phone; phone your GP or emergency department</p> <ul style="list-style-type: none"> <li>• Employees who become sick while travelling abroad should contact their line manager</li> <li>• <b>Note Government Lock Down Compliance must be strictly adhered too if in operation at time of risk assessment</b></li> </ul>
	<b>Health Surveillance</b>		Risk of infection from potential exposure to COVID – 19	<b>H</b>	<b>M/L</b>	<ul style="list-style-type: none"> <li>• Apply Hierarchy of Control using the accompanying COVID 19 Checklist</li> <li>• Managed through self-surveillance. Follow HSE advise <a href="http://www.hse.ie">www.hse.ie</a></li> <li>• If you have underlying medical conditions or are categorised as a high-risk group as per the HSE guidance, <a href="https://www2.hse.ie/conditions/coronavirus/at-risk-groups.html">https://www2.hse.ie/conditions/coronavirus/at-risk-groups.html</a> Call to inform your line manager and HR.</li> </ul>
	<b>Emergency Procedures</b>		Risk of infection from potential exposure to COVID – 19	<b>H</b>	<b>M/L</b>	<ul style="list-style-type: none"> <li>• Where an individual has been to an affected region (<a href="http://www.hse.ie">www.hse.ie</a>); been in close contact with a confirmed / probable case of COVID-19 in the last 14 days: <ul style="list-style-type: none"> <li>▪ <b>Has Symptoms – Self Isolate</b>; Phone GP without delay and phone to inform line manager and HR;</li> <li>▪ <b>Does NOT have Symptoms</b> – for advice visit <a href="http://www.hse.ie">www.hse.ie</a> and phone line manager and HR.</li> </ul> </li> </ul> <p><b>Confidentiality</b> Individual’s health status is confidential information and should not be shared with others.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>• <i>If an employee is confirmed to have COVID-19, the employer should inform all employees of their possible exposure to the virus while maintaining the confidentiality of the employee concerned</i></li> <li>• <i>Employees who are well but who have a family member at home with COVID-19 should notify their Safety Coordinator, Stephen Murray and /or JMSL management and remain at home.</i></li> <li>• <i>This Risk Assessment and Risk Ratings shall be <b>TAILORED</b> by <b>EACH</b> section to make it job/site specific</i></li> </ul>						


## DOCUMENT CONTROL SHEET ( RA 45 )

<b>Client</b>	JMSL
<b>Project Title</b>	Health & Safety
<b>Project No.</b>	SA001
<b>StitcherAds Project No.</b>	TBC
<b>Project Phase</b>	Covid-19 Controls
<b>Document Title</b>	Remote Working/Working From Home RA
<b>Report No.</b>	N/A

Rev.	Status	Author(s)	Reviewed By	Approved By	Issue Date
F	Final	E Fleming			Oct 2021

### REGISTRATION OF AMENDMENTS

Rev.	Page No.(s)	Details of Amendment	Date

		<b>Working From Home/Remote Working Risk Assessment</b>	
<b>Assessment Date:</b>		<b>Review Date:</b>	
<b>Assessors Name:</b>		<b>Job Title:</b>	
<b>Task:</b> Risk assessment for the activities associated with working from home/remote working. Answer 'yes' or 'no' as applicable and then make a note of what needs to be done to reduce or remove the risk if necessary			

**Desk Area**

Do you have adequate space to work comfortably?		
Is there enough space underneath your desk to stretch your legs?		
Are there trailing electrical cables around your working area that need to be tied up?		
Is your working area warm, well-lit and well-ventilated?		
Do you need a desk lamp to improve lighting?		
Is your working area clutter free so that you can focus easily on the task?		

**Display Screens Set-Up**

Is your desk chair set up correctly? Is your lower back supported, are there armrests and are your feet flat on the floor?		
Do you have enough surface space on your desk to work comfortably?		
Are your keyboard and mouse clean and within easy reach, without having to stretch?		
Is your display screen clean and positioned so there is no glare from a window or light?		
Is your display screen level with your eyes so it doesn't cause discomfort to your neck or head?		
Can you easily reach everything that you need without twisting and straining your upper body?		

<b>Fire and Electrical Safety</b>		
Are smoke detectors working and checked regularly, e.g. every month?		
Do you regularly dispose of waste, including papers, to prevent a build-up of fire 'fuel'?		
Does any electrical equipment spark or show signs of burns and so needs removing from use?		
Do any wires look damaged or frayed and so need removing from use?		
Do you regularly inspect your electrical equipment to check for signs of wear and tear?		
Do you switch off equipment when not in use?		
Do you have emergency arrangements in place in case of fire?		

<b>Stress and Welfare</b>		
Do you take regular breaks away from your workstation?		
Do you carry out regularly stretches at your desk to avoid stiff or sore muscles?		
Do you sit with a good posture or are you hunched over the desk?		
Do you have easy access to first aid equipment if required?		
If you regularly use a computer, do you have your eyes tested every year?		
Can you easily reach everything that you need without twisting and straining your upper body?		

<b>Manual Handling</b>		
Are all items that you need for work within easy reach?		
Are heavy items stored on lower shelves to avoid the need for lowering them?		
Do you know how to correctly pick up, carry and lower heavy items?		

<b>Slips, Trip and Falls</b>		
Are floor coverings, such as carpets and rugs, secure?		
Do you frequently carry hot drinks and food upstairs/downstairs and risk tripping?		
Are stairways and corridors clear of trip hazards?		
Is the floor area around your desk clear of boxes, papers and wires?		


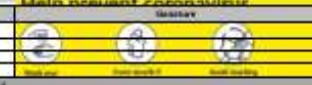
<b>Lone Working</b>		
Are you familiar with StitcherAds lone working health and safety policy?		
Do you know the name and number of a manager or supervisor who you can get in touch with easily?		
Do you have an agreed system for Regularly 'checking in' your Line manager if you are not visibly online each day?		
Is your home kept secure whilst you're working there?		
Are important files and laptops kept locked away securely when not in use?		

<b>Number of Actions Required</b>	
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<b>Date Actions Completed</b>	
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# DAILY SAFE START

Date:	Contractor:	Activity:	Exact work location (place level, grid ref, room, etc):	Duration of weekly works: Start: _____ Finish: _____	Method statement – ID#, number, revision, date: Issue date: _____ MMS ID: _____	Person completing this form: Name: _____ Position: _____	
Project Name: _____		Installation / Project: _____					
Description of works: Sequence of the Works (Step by Step): _____ _____ _____			<b>Permits required</b> <input type="checkbox"/> HOTWORK <input type="checkbox"/> ELEVATION <input type="checkbox"/> CHIMNEY BRASS <input type="checkbox"/> HOP WORK <input type="checkbox"/> LIVE SERVICE <input type="checkbox"/> LOTO <input type="checkbox"/> OTHER			<b>Existing Live Services:</b> <b>Do Not Use Services (Above/Below Grid)</b> 1. Gas <input type="checkbox"/> Others (e.g. medical gas, Steam and air, ...) 2. Electricity <input type="checkbox"/> 3. _____ 3. Water <input type="checkbox"/> 4. _____ 4. Telecom <input type="checkbox"/> 5. _____ 5. Data <input type="checkbox"/> 6. _____	
			<b>PPS required - Please tick (1-5 mandatory)</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20				
<b>Hazard Identification / Tick As required</b> 			<b>Associated Risk</b> Description: _____ 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____		<b>Control Measures to be in place (Tick prior to work commencing and during task)</b> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____		
<b>30 SECOND CHECK:</b> Following all checks over each time we return from one area to another we will complete a 30 second scan of the work area to ensure that there is no safety of potential hazards in the area. (Please tick box to confirm)			<b>30 SECOND CHECK:</b> Following all checks over each time we return from one area to another we will complete a 30 second scan of the work area to ensure that there is no safety of potential hazards in the area. (Please tick box to confirm)		<b>Coronavirus COVID-19</b> <b>Main message coronavirus</b> 		
Sign Off: I have been involved in completing this form, I understand it and will work in accordance with it and with the Method Statement referenced at the top of the page. Where conditions change I will alert my Supervisor.							
Print Name: _____		Signature: _____		Print Name: _____		Signature: _____	
1. _____		2. _____		3. _____		4. _____	
5. _____		6. _____		7. _____		8. _____	
9. _____		10. _____		11. _____		12. _____	
13. _____		14. _____		15. _____		16. _____	
17. _____		18. _____		19. _____		20. _____	
<b>Notes:</b> This form is not to be used as a substitute for a task specific risk assessment (Method Statement / MMS). It is to be used to support the PPS and ensure the operatives carrying out the task are fully aware of the hazards and risks associated with their work and the controls measures required to mitigate / manage those risks in order to ensure that works are conducted safely. The form remains the responsibility of the work team in its completion.							

## Safety Statement Briefing to Employees

I have been briefed on the contents of the Company Safety Statement and agree to cooperate in the implementation of the Company Safety, Health and Welfare Policies.

Furthermore, I have been briefed on my duties as an employee under Section 13 of the Health, Safety and Welfare at Work Act 2005 and Duties of Employees and Other Persons at Work (As per section 29 of the SHWW Construction Regulations 2013).

DATE	EMPLOYEE NAME (PLEASE PRINT)	EMPLOYEE SIGNATURE