



Safety Statement

(Revision 13 Feb 2019 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
JMSL Company Safety Statement 2017	Rev 9	E Fleming	<ol style="list-style-type: none"> 1. Inspection Checklist Document 2. Revision Log updated to include comments section. 3. New JMSL SPA Template Attached 4. Training needs section amended to include, Extreme Heights etc 5. RSA Guidance for Driving For Works Policy and Vehicle Safety included. 6. Whistle Blowing 7. Temporary Works 8. RA's Amended and Additional RA included (2017 Rev in Red). 9. Safety Briefing Template Added 	May 2017
JMSL Company Safety Statement 2017	Rev 10	E Fleming	<ol style="list-style-type: none"> 1. Inclusion of reference to HAS Accident Reporting Guidance 2016 	June 2017
JMSL Company Safety Statement 2018	Rev 11	E Fleming	Additional Policies: <ol style="list-style-type: none"> 1. Protection of Children & Young Workers 2. Protection of Pregnant, Post Natal and Breastfeeding Employees 	Sept 2018


			3. Night Work & Shift Work 4. Disciplinary Policy	
JMSL Company Safety Statement 2018	Rev 12	E Fleming	Additional Policies: 1. Crystalline Silica 2. Sun Awareness	Oct 2018
JMSL Company Safety Statement 2019	Rev 13	E Fleming	Additional Policies: 1. Waste Management Policy 2. RA Atex	Feb 2019

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

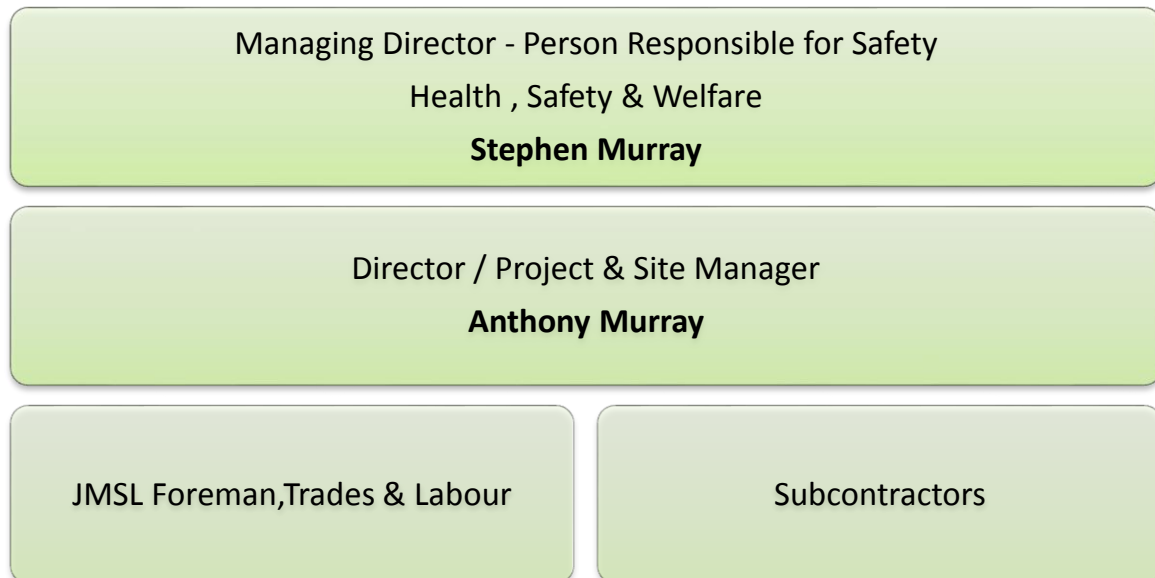
Date.....01/01/2019

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.



Managing Director / Contracts Manager / Project & Site Manager – 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

Project & Site 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.

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.

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

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.

Company First Aider is John Kiely

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.

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.

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

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)

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.

Control and Monitoring of Subcontractors

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.
- 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.

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.

[Contractor Assessment Form JMSL](#)

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.

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 are 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/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 Policy

The company is committed to a smoke free environment, due to both legislative requirements and general fire safety management. Any person found smoking on the premises will be subject to

disciplinary procedures. All parts of the work place are regarded as non-smoking areas. In addition outdoor areas, where smoking may cause a risk of fire or explosion, are also considered non-smoking areas.

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).

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.

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-site 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:

Recommendations : Disposal in accordance with official Regulations.

EWC-Codes:

No waste code number in pursuant to the European Waste 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:

Recommendation: 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

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

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.

Severity

		Low	Med	
		High		
Likelihood	Low	<i>Low</i>	<i>Med</i>	<i>Med</i>
	Med	<i>Med</i>	<i>Med</i>	<i>High</i>
	High	<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
JMSL Risk Assessments	Rev 2	S Murray	1. All Revision Marked in Red 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

	JOB SPECIFIC RISK ASSESMENTS	METHOD STATEMENT No.	Initial Rating
Ref	Risk Assessment	✓	
RA1	Use of MEWP & boom hoists		H
RA2	Fall arrest equipment		H
RA3	Working on roofs		H
RA4	Use of mobile scaffold towers		H
RA5	Working off scaffolding		H
RA6	Use of laser level		H
RA7	Use of abrasive wheels (Con Saws and Angle Grinders)		H
RA8	Working with Concrete, mortar and cement products		H
RA9	Use of company vans		H
RA10	Fire prevention on Site		H
RA11	Lifting operations (by mechanical means)		H

RA12	Working with excavations & Trenches		H
RA13	Working in proximity to overhead power lines		H
RA14	Working in proximity to underground Services		H
RA15	Working on live sewage connections		H
RA16	Work in confined spaces		H
RA17	Lone working		H
RA18	Chemicals & other hazardous materials		H
RA19	Discovering asbestos in a workplace		H
RA20	Working on a pontoon		H
RA21	Use of Podium Ladders		M
RA22	Manual lifting operations		M
RA23	Use of PPE		M
RA24	minor demolitions		M
RA25	Use of portable electrical equipment		M
RA26	Use of generator		M
RA27	Use of hand tools		M
RA28	General carpentry works		M
RA29	Blockwork and brickwork		M
RA30	Plastering/skimming/taping/jointing and filling		M
RA31	Working with lead (roof work only)		M
RA32	Vehicle movement on site / work areas		M
RA33	Work in and around occupied premises		M
RA34	Public Footpath		M
RA35	Material storage		M
RA36	Working with insulating materials e.g. Rock-wool, Fibreglass etc.		M
RA37	Use of Power Washer		M
RA38	Use of hired skips		M/L
RA39	Use of site office, canteen, welfare and storage facilities		M/L
RA40	Working in the office environment		M/L
RA41	Use of Pinhole/ Spark Tester		M/L
RA42	Crystalline Silica		M/L
RA43	Working in Atex Rated Areas		H

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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Platform overturning Vehicles or plant striking platform Falls from Heights - Persons Falls from Heights – Tools and material Unintentional lowering of platform Striking against overhead obstructions 	H H H M M M	L L L L L L	<ul style="list-style-type: none"> Operator must be competent and will have adequate in date MEWP/Boom Hoist training in place before use. Where hired working platforms used, proof of thorough examination is required. Certification of all machines will be kept on site. Operator to carry out quick pre use visual check prior to operation of machine. If applicable weekly inspections will be recorded by competent person on Form GA3. Work area will be cordoned off and access will be restricted to authorised personnel. Platforms must not be operated outside limits set by the manufacturer – SWL and windspeed limits. If working externally, weather conditions to be monitored. The operating area will be checked to ensure it is firm and level - all manholes, drain covers etc. will be protected. Platforms must not be left unattended in the raised position. Certified harnesses and lanyards are to be worn - use of handrail for access is forbidden. Platforms will be kept clean and tidy to avoid trips, slips and falls. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA.

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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Falls from Heights – Persons due to faulty/damaged equipment or incorrect use of equipment 	H	L	<ul style="list-style-type: none"> User must be competent and have adequate in date fall arrest awareness training. 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. Harness must not be exposed to ultraviolet light from welding operations or excess heat from Hot Works. Ensure harness fits comfortably. 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). Never attached lanyards together. Only attach Karabiners to a secure anchor point and ensure lanyard is the correct length for the task being carried out. Always clean harness according to manufactures instructions. Harness to be inspected and certified every 6 months by external competent body and record kept in site safety file. Weekly inspections where applicable should be recorded by competent person on Form GA3. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA

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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Falls from Heights - Persons Falls from Heights – Tools and material Manual handling injuries Slipping, Tripping and falling 	<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"> Safe access/egress and emergency routes will be arranged before work commences. Where edge protection is not in use, persons conducting roofing work must wear properly anchored fall arrest equipment. Proper arrangements must be made for bringing material to the roof, to prevent them from falling on persons and property below. All materials on the roof must be secured to prevent them from falling/blowing away. All ladders used to access the roof must be in good condition and properly secured to prevent movement. All employees conducting roof work will be competent in carrying out such activities. During adverse weather such as snow, ice, high winds, etc., work must cease. The Site Manager will not permit work to commence on a roof until the planned safety precautions are in place. Materials must never be dropped, or thrown down from roofs other than by means of a chute, or other suitable safe method. All materials will be removed from the roof, or properly secured at the end of each workday. Signs and barriers will be positioned to give warning of overhead work where appropriate.

							<ul style="list-style-type: none"> • SPA will be filled out by JMSL supervisor and operatives before starting works. • Task specific PPE to be worn as determined by SPA
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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)
4.	Use of mobile scaffold towers	<ul style="list-style-type: none"> • Person doing work • Persons in vicinity of works area 	<ul style="list-style-type: none"> • Overturning of tower • Falls from Heights - Persons • Falls from Heights – Tools and material • Collapse of tower 	<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"> • Specification for use of tower scaffolds will take into account the site ground conditions expected, height restrictions and obstructions. • Only trained CSCS certified operatives will erect, modify or dismantle scaffolding towers. • 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. • Persons and materials are to be removed before the tower is moved. • Ladder access will be internal and fixed to the narrowest side. • Tower will not be used in the vicinity of overhead power lines. • Tower will not be used in adverse weather conditions. • Towers will be kept clean and tidy to avoid slips, trips and falls. • Towers will not be overloaded. • Signs and barriers will be positioned to give warning of overhead work where appropriate. • SPA will be filled out by JMSL supervisor and operatives before starting works. • Task specific PPE to be worn as determined by SPA.

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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)
5	Working off scaffolding Note: JMSL employees will not erect scaffolding (except mobile scaffold towers) on sites but will engage competent subcontractors to do so as required.	<ul style="list-style-type: none"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Falls from Heights - Persons Falls from Heights – Tools and material Contact with overhead power-lines or electrical cables Collapse of scaffolds Site plant, machinery or traffic coming into contact with scaffolds Slips, trips, falls 	H H M H H M	L L L L L L	<ul style="list-style-type: none"> 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. Scaffold work is to be completed in accordance with ‘Code of Practice for Access and Working Scaffolds’. Certificate of Handover will be obtained from scaffold provider prior to use. All scaffolds will be inspected weekly and recorded on Scaffold Tag and Form GA3 by competent person from scaffolding provider/erecter. Scaffolds are not to be altered except by trained and competent persons. A prominent warning notice shall be placed on any scaffold that is partly erected or partly dismantled. 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. During erection and dismantling of scaffolds, access to the area will be restricted and properly zoned off. 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. Scaffolding to be cordoned off to prevent striking by plant, machinery or traffic.

						<ul style="list-style-type: none">• Signs and barriers will be positioned to give warning of overhead work where appropriate.• SPA will be filled out by JMSL supervisor and operatives before starting works.• Task specific PPE to be worn as determined by SPA.
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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)
6	Use of laser level	<ul style="list-style-type: none"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Laser beam striking eyes Laser beam striking skin 	M L	L L	<ul style="list-style-type: none"> Laser beams must not be directed towards personnel or vehicles. Only competent person to use laser level. Laser equipment should be switched off when not in use. Task specific PPE to be worn as determined by SPA.

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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Ejection Entanglement, loose clothing tangled in disc. Contact with moving parts Excessive Noise Electricity, fire, explosion Dusts from certain types of materials. Object striking eyes and body -Flying particles, cuts, amputation Bursting of the wheel or disc. 	<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> <p>L</p>	<ul style="list-style-type: none"> Only trained competent persons to use and mount abrasive wheels. All equipment found to be defective must be switched off and reported immediately to supervisor. Eye, ear and respiratory protection must be worn when using abrasive wheels. Loose items of clothing should not be worn to avoid entanglement. All machines should be inspected regularly to ensure they are in good condition. 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. Ensure the work area is clear of such materials and also of people who may be affected by such sparks. Good manual handling techniques to be employed when using equipment. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA. Reduce noise levels by selection of appropriate plant and equipment for the task. If noise levels are likely to exceed 80dB(A) (indicated by communication difficulties at arms length) appropriate ear protection will be made available. If noise levels are likely to exceed 85dB(A) wearing of hearing protection is mandatory.

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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Contact with cementitious products – concrete burns Splashes into eyes Contact with concrete plant e.g. mixers pumps Contact with concrete delivery vehicles Movement/collapse of shutters/excavation Incorrect manual handling of shutters, reinforcement and concrete 	M M H H H M	L L L L L L	<ul style="list-style-type: none"> All work to be planned in advance and competent personnel to be used to carry out work. Concrete deliveries and pours will be monitored to reduce risks to operatives and third parties from uncontrolled release, misdirected pours and external contamination. Shutters will be checked for stability before pour commences. 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. Eating and drinking prohibited whilst working with concrete - welfare facilities will be provided local to work area. All vehicles to be monitored and safe traffic routes to be designated and implemented to reduce the risk of contact with persons. Where possible, manual handling to be reduced by use of mechanical lifting devices. Task specific PPE to be worn as determined by SPA. 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. Cementitious products that come into contact with eyes and skin should be rinsed off immediately with plenty of warm water. Mixing only in well ventilated areas. MSDS to be obtained from supplier/contractor and retained in site safety file. SPA will be filled out by JMSL supervisor and operatives before starting works.

						<ul style="list-style-type: none"> Task specific PPE to be worn as determined by SPA.
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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)
9.	Use of company vans	<ul style="list-style-type: none"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Vehicle collisions Unsafe loading of vans Driving when tired or under the influence of intoxicants and medication 	H M H	L L L	<ul style="list-style-type: none"> Only competent, authorised and insured drivers are permitted to drive company vans. Drivers must obey the rules of the road and observe the safety rules i.e. speed limits, sign posts etc. Company vans will undergo annual DOE testing and any noted defects corrected. Drivers should not drive when feeling tired or drowsy Safe manual handling techniques to be followed when loading and unloading of vans – 2 persons if task requires. Insurance will be in place to cover the vehicles and drivers All defects and accidents must be immediately reported to the supervisor.

						<ul style="list-style-type: none"> • 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. • Drivers should not manoeuvre vehicles unless they have an unrestricted view and/or the assistance of a controller. • Passengers must never be carried unless vehicle is designed for carrying passengers and has a seat belt for the passenger. • Drivers must inform their employers of any penalty points obtained while driving • Company drivers will be briefed and have access to copy of HSA/RSA/Garda Sióchana Publication "Safe Driving for Work."
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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)
10.	Fire prevention on site	<ul style="list-style-type: none"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Electrical faults Smoking near flammable materials Hot work - welding, cutting Arson 	H H H H	L L L L	<ul style="list-style-type: none"> 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. Records should be maintained of routine fire inspections and the maintenance and testing of fire fighting equipment. All work areas and site buildings should be inspected on completion of works for potential fire hazards – Fire watch. Temporary electrical systems will be installed by competent electricians only. Hot work and use of naked flame appliances will be controlled as necessary, including the use of hot works permits. Smoking is prohibited on all JMSL sites. Adequate means of escape and access for emergency vehicles should be planned for during all stages of construction. Fire emergency exit routes will be established, and explained at site induction. Fire emergency exit routes should be adequately signed and kept free of obstruction. Work areas should be kept clean and tidy and free from any build up of flammable material.

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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Striking/arcng of overhead lines Damage to equipment or property Trapping between fixture and load Striking by falling objects Unplanned release or dropping of load 	H M H H H	L L L L L	<ul style="list-style-type: none"> A trained slinger/signaller (SOLAS CSCS or equal approved) to be available to co-ordinate all lifting activities. Work area to be surveyed to determine presence of overhead services. Lifting radius area to be cordoned off to reduce risk to personnel and vehicles. Work will stop when weather conditions prevent safe operations. Lifting will be supervised to ensure stability of the appliance and the load. Manufacturer's information on load weight, centre of gravity and slinging arrangements should be obtained in advance where practicable. Tail ropes should be used on large loads to steady and guide them. Slings must not be placed on sharp edges. The lifting appliance must be on a firm, level base. Loads in so far as is reasonably practicable should not be slewed over personnel, plant or property. All lifting equipment and accessories must be marked with the Safe Working Load. Current certificates or copies must be available for inspection on site of both lifting equipment and lifting gear. Forms GA1 and GA2 where necessary. Operations to be planned to ensure maximum safety of personnel and property. Correct lifting equipment must be provided, compatible with the loads to be lifted. SPA will be filled out by JMSL supervisor and operatives before starting works Task specific PPE to be worn as determined by SPA.

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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)
12.	Working with excavations and trenches (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.)	<ul style="list-style-type: none"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Hazardous underground services Electricity Working near plant and equipment or over water - drowning, electrocution, suffocation, crushing Working at heights Impact with machinery Risk of Undermining existing foundations – structural collapse 	H H H H H H	L L L L L L	<ul style="list-style-type: none"> All work should be carried out in accordance with the 'Code of Practice for Avoiding Danger from Underground Services' (2nd edition, May 2016) JMSL will request service layout drawings from relevant utility providers and building owner prior to any excavations commencing. No ground to be considered safe until investigated thoroughly. Excavation to be checked by competent person as required by Form AF3. Barriers to be provided to prevent people falling in. It may be necessary to check for dust, fumes or gasses prior to entry – Is excavation a confined space? Ensure adjacent structures (incl. trees) are protected and not undermined – Competent engineer's advice to be sought prior to excavations Operatives locating services must be trained in the use of the location equipment (CSCS – Location of Underground Services). SPA will be filled out by JMSL supervisor and operatives before starting works Task specific PPE to be worn as determined by SPA. Adequate welfare facilities to be made available local to work area for hand washing etc.

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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Contact by person, plant, equipment, vehicles or long metal object. Arcing over because of proximity of plant etc. 	<p>H</p> <p>H</p>	<p>L</p> <p>L</p>	<ul style="list-style-type: none"> Pre start liaison will be arranged with the ESB to agree diversions, safe clearance distances, shrouding and any other steps needed. Works to be planned, supervised and carried out as per ESB 'Code of Practice for Avoiding Danger from Overhead Electricity Lines' Work will be supervised by competent person. 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. 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. SPA will be filled out by JMSL supervisor and operatives before starting works Task specific PPE to be worn as determined by SPA. This risk assessment to be reviewed if working in proximity to overhead power lines

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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Contact with electricity, gas, water, sewage, fibre optic supplies Fire Explosion or asphyxia from gas leak Contact with sewage Weil's disease Flooding from water services 	<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"> JMSL will request service layout drawings from relevant utility providers and building owner prior to any excavations commencing. Consultation will be held with relevant authorities to agree precautions to be carried out before work begins. No ground to be considered safe until investigated. Thoroughly likewise all services are to be assumed to be live until proven otherwise. All work should be carried out in accordance with the 'Code of Practice for Avoiding Danger from Underground Services' (2nd edition, May 2016) Operatives locating services must be trained in the use of cable avoidance tools (CSCS – Location of Underground Services). Operatives will be briefed as to the current course of actions when discovering known/unknown services. Operatives briefed in emergency procedures when services are breached/damaged. Site Manager to ensure that services are located and marked before work begins. 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. SPA will be filled out by JMSL supervisor and operatives before starting works Task specific PPE to be worn as determined by SPA. Adequate welfare facilities to be made available for hand washing etc.

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 (Non confined space work)	<ul style="list-style-type: none"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Lack of oxygen Presence of flammable gases Presence of toxic gases Leptospirosis (Weil's disease) Working at heights 	H H H H H	L L L L L	<ul style="list-style-type: none"> Pipes should be ventilated by removal of chamber covers prior to the start of any work. Openings will be suitably fenced or closed off when not being worked upon – Safe work at heights. 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. Adequate ladder access will be provided to the place of work if required. Excavation will be adequately shored or battered. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA. Adequate welfare facilities to be made available for hand washing etc. and good hygiene practices to be maintained at all times Employees should use task specific gloves at all times when working near drains or underground cavities or waste materials – as per SPA. This risk assessment does not cover work in confined spaces.

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"> Person doing work 	<ul style="list-style-type: none"> Presence of toxic gases Lack of oxygen Working over water - Drowning Excessive heat Fire Explosion Contact with sewage 	H H H M H H H	L L L L L L L	<ul style="list-style-type: none"> 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. Where possible, eliminate need for entry by selection of alternative methods of work. This risk assessment to be reviewed if entry to confined space is required If gas monitors area used, manufacturer's instructions are to read and understood prior to use.

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

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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Burns, Fire, Explosion Eye Splashes, spills, inhalation - Employees not wearing personal protective equipment Inhalation, Skin Contact, Ingestion Unauthorised access to storage area 	<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"> 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. Refer to MSDS for First Aid Measures, Fire-fighting measures, accidental release measures, handling and storage, exposure and personal protection. Ensure Material Safety Data Sheet (MSDS) is available at location where chemicals are being used (site safety file normally). Empty containers must be disposed of in an appropriate manner. Smoking in, or near the storage area is prohibited. Adequate Supervision is to be provided Provision PPE as per the MSDS and manufactures instructions i.e. eye, respiratory, hand, skin and body protection Ensure the work area is well ventilated, especially in confined spaces Do not eat drink or smoke in areas where chemicals are being used. Keep lids on containers where possible If possible avoid spraying solvent-based products, as this causes greater contamination of the air than brush application Chemicals must never be mixed unless specified by manufactures. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA.

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"> Person doing work 	<ul style="list-style-type: none"> Exposure to Asbestos 	H	L	<ul style="list-style-type: none"> JMSL insofar as is reasonably practicable will ensure that employees' exposure to asbestos is minimised through adequate supervision, training and instruction. A copy of the preliminary health and safety plan and building asbestos report should be obtained from the PSDP or building owner where applicable. 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.

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"> Person doing work 	<ul style="list-style-type: none"> Trips & Falls Shock from sudden immersion in cold water <ul style="list-style-type: none"> Weight of waterlogged clothing Life jacket not being worn (or not inflating) Incapacity following injury – caused by striking an object during a fall, or whilst in the water. Fatigue or hypothermia where rescue is not immediate. 	M H H H	L L L L	<ul style="list-style-type: none"> Store all tools & materials in lay down area away from edge. Use of a full body harness attached by lanyard to a suitable anchorage point or proprietary fall prevention anchorage system. 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. Rescue Plan to be developed for site specific requirements.

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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Falls from heights – Persons due to uneven or unsecured base, over-reaching, carrying loads and overloading Falls from Heights – Tools and material Faulty equipment Materials falling - Persons being struck by falling objects 	<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"> Ladders will be only used for low risk short duration works Alternative means of working at heights will always be considered as an alternative to ladders. Always ensure that the area is safe and ladders are not creating a hazard to plant operators or other workers. Ladders must be checked before use to ensure they are in a safe condition – free from cracks and defects. If any part of the ladder is found to be faulty remove it immediately and report to site supervisor If supplies or equipment have to be carried, ensure that a shoulder bag or a tool belt is used, never overload Ensure ladder is stored in a safe place when not in use and is not creating a hazard to others. When using metal or metal reinforcement ladders, make sure there are no electrical hazards in the vicinity. All ladder types to have to be checked and signed off weekly by competent person on Form GA3. At any time there should only be one person on a stepladder and users should never stand on / straddle the top of the stepladder SPA will be filled out by JMSL supervisor and operatives before starting works – PPE as per SPA. If step ladder to be used Step Ladder Permit to be completed.

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"> Person doing work 	<ul style="list-style-type: none"> Incorrect manual handling - Back, neck, shoulder injury Dropped object – Injury to other body parts Trip, slip or fall 	M M M	L L L	<ul style="list-style-type: none"> Ensure mechanical lifting devices take precedent and strenuous manual handling is avoided as much as possible. All JMSL employees are trained in safe manual handling techniques with training updated periodically. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA.

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"> Person doing work 	<ul style="list-style-type: none"> Damaged or faulty PPE Non wearing of PPE Incorrect use of PPE 	M M M	L L L	<ul style="list-style-type: none"> All employees have a legal obligation to use and maintain the PPE provided to them Where this equipment is not being used or adequately maintained the companies disciplinary procedures apply. Monitoring of wearing of PPE will take place on a regular basis by the site supervisor. Damaged or defective PPE will be reported immediately to supervisor and replaced. PPE must display CE Mark. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA.

Ref No.	Activity	Persons Affected	Hazards	Risk Rating Without Controls	Risk Rating With Controls	Control Measures (including information, instruction and training)
24.	Minor Demolitions Note: 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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Location of unknown contaminated substances Striking hidden services incl. electrical Exposure to excessive noise Exposure to excessive vibration Exposure to excessive dust Inhalation of dust Skin contamination Unplanned collapse of structure Object striking eye Object striking body Slips, trips and falls 	M H M M M L M M M M	L L L L L L L L L L	<ul style="list-style-type: none"> Prior to removal of any load bearing elements, an engineering assessment will be made. Temporary Design Certificate required (TDC). Existing services will be located utilising site plans and location equipment. Work area will be sealed and cordoned off. Where possible water, gas and electric services will be isolated by competent bodies prior to work commencing. Dust to be controlled by dampening down, housekeeping and local exhaust ventilation if required. 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. Housekeeping will be maintained with all access and egress routes to be kept clear. Task specific PPE to be worn as determined by SPA. Welfare facilities will be made available for hand washing and eating away from demolition area. Rotation of operatives will be put in place to prevent fatigue if using drills, kango hammers etc. If noise levels are greater than 80 decibels (indicated by communication difficulties at arm's length) appropriate ear protection will be made available. Reduce noise levels by selection of appropriate plant and equipment for the task. 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. SPA will be filled out by JMSL supervisor and operatives before starting works.

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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)
25.	<p>Use of portable electrical equipment</p> <p>Non exhaustive list includes:</p> <ul style="list-style-type: none"> • Drills • Kangos • Chop saws • Skill saws • Jig saws • Transformers • Leads • Mixing drill • Cement mixer • Vacuum cleaner 	<ul style="list-style-type: none"> • Person doing work • Persons in vicinity of works area 	<ul style="list-style-type: none"> • Faulty equipment • Fire due to faulty equipment • Trips, slips and falls related to equipment and leads • Excessive noise • Excessive vibration • Inhalation of dust • Entanglement 	<p>H</p> <p>M</p> <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> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> • The use of electrical equipment will be monitored by site supervisor to ensure safe use by competent persons. • All equipment found to be defective must be switched off and reported immediately to supervisor. • Visual inspection of equipment and leads shall be carried out before use. • Only equipment operating at 110 volts or less to be permitted on site: higher voltages must be authorised in writing prior to use. • When on the spot adjustments or attachment changes are made, the tool must be disconnected from the main supply. • All guards must be used and under no circumstances should they be interfered with or removed. • Only trained and competent persons should test, repair and maintain portable electrical equipment. • Periodic PEE testing is required for all electrical equipment on site. Records will be kept on site/JMSL office. • All extension leads must be fully extended to prevent overheating and electrical fires. • Leads/extension cables must not trail across walkways to prevent trips. • Equipment should be used, cleaned and stored as per manufacturer's instructions. • Dust created must be managed by damping down or extraction. • SPA will be filled out by JMSL supervisor and operatives before starting works. • Task specific PPE to be worn as determined by SPA and manufacturer's instructions

						<ul style="list-style-type: none"> • Good manual handling techniques to be employed when using equipment. • Appropriate safe clothing to be worn by operatives to avoid entanglement with moving parts. • Noise <ul style="list-style-type: none"> ○ 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. ○ If noise levels are likely to exceed 85dB(A) wearing of hearing protection is mandatory. ○ Reduce noise levels by selection of appropriate plant and equipment for the task. ○ Noisy work areas should be marked with warning signs, advising wearing of ear protection. • Vibration <ul style="list-style-type: none"> ○ Identify the work situations with the highest level of vibration and arrange a rota for operators to reduce the time spent on them. ○ Select equipment, which produces lower levels of vibration where possible.
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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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Faulty Equipment Excessive noise Fire Fuel spills Slips, Trips and Falls Incorrect manual handling 	M M M M M M	L L L L L L	<ul style="list-style-type: none"> All equipment found to be defective must be switched off and reported immediately to supervisor. Noise levels will be monitored and appropriate hearing protection worn. A competent person must perform all maintenance procedures and checks. Fire protection must be located near operations at all times All fuel to be stored in an appropriate container. Gloves and glasses are to be worn when refuelling. Smoking will be prohibited. Generators should be kept as far as possible from work environment in a safe location. Ensure not to obstruct access and egress ways. Employ proper manual handling techniques when lifting generator – 2 persons at all times when lifting. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA. Reduce noise levels by selection of appropriate plant and equipment for the task. If noise levels are likely to exceed 80dB(A) (indicated by communication difficulties at arms length) appropriate ear protection will be made available. If noise levels are likely to exceed 85dB(A) wearing of hearing protection is mandatory.

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"> Person doing work 	<ul style="list-style-type: none"> Tool/object striking eyes, hands or other body parts Exposure to noise Exposure to vibration Tripping over tools 	M M M M	L L L L	<ul style="list-style-type: none"> Hand tools will only be used for the purpose in which they are intended to be used. Visual checks must be completed by operatives on tools prior to their use. All equipment found to be defective must be reported immediately to supervisor. Eye protection will be worn when using tools where there is risk of flying particles or other pieces of the tool breaking off. 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. Tools will not be left lying around, they constitute a severe tripping hazard and they are liable to get damaged. All tools will be kept clear of unnecessary grease, moisture or dirt. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA.

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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Excessive dust Strike by tool / material to eyes, hands or other body parts Contact with moving parts on machinery Faulty electrical equipment Incorrect manual handling Slips, trips and falls 	M H H M M	L L L L L	<ul style="list-style-type: none"> Housekeeping must be maintained around the work areas to prevent trips and slips. 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. Every effort will be made to bang down or remove nails in timber. The use of electrical equipment will be monitored by site supervisor to ensure safe use by competent persons. All equipment found to be defective must be switched off and reported immediately to supervisor. Visual inspection of equipment and leads will be carried out before use. Only equipment operating at 110 volts or less to be permitted on site: higher voltages must be authorised in writing prior to use. All guards must be used and under no circumstances should they be interfered with or removed. Safe manual handling techniques to be employed All work to be planned in advance and competent personnel to be used to carry out work. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA. Reduce noise levels by selection of appropriate plant and equipment for the task.

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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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Incorrect manual handling Strike by tool / material to eyes, hands or other body parts Skin contact with cementitious products Inhalation of dust Unplanned collapse Exposure to excessive noise 	M M M M H M	L L L L L L	<ul style="list-style-type: none"> Con saws and hand tools will be used in a safe manner by trained competent operatives. Dust to be controlled by dampening down, housekeeping and local exhaust ventilation where appropriate. Signs and barriers will be positioned to give warning of overhead work where appropriate. A stable working platform will be provided, normally by means of scaffolding or access towers fitted with edge protection. Where possible, lifting aids will be provided to reduce/prevent the need for manual handling. Toilets and hygiene facilities will be available. Work will be co-ordinated so as to reduce risks to third parties from falling objects. 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. All work to be planned in advance and competent personnel to be used to carry out work. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA.

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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Incorrect manual handling Inhalation of dust Object/dust getting into eyes Skin contact with cementitious products Injury due to incorrect use of utility knife 	M M M M M	L L L L L	<ul style="list-style-type: none"> Operatives to wear task specific PPE when mixing and applying cementitious products. Site housekeeping to be enforced to minimise contamination of work area and equipment. Hygiene and first-aid facilities will be made available local to work area. All work to be planned in advance and competent personnel to be used to carry out work. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA.

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"> Person doing work 	<ul style="list-style-type: none"> Swallowing lead Breathing lead dust, vapours, fumes 	M M	L L	<p><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></p> <ul style="list-style-type: none"> 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. Task specific PPE to be worn Welfare facilities to be provided for hand washing etc. MSDS to be obtained from supplier/contractor and retained in site safety file. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA. HSA publication 'Safety with Lead at Work' Guide should be consulted prior to working with lead.

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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Collisions with persons causing fatality or serious bodily injury Causing collapse of or falling into excavations Collision with other vehicles Collision with structures (permanent and temporary) Contact with overhead power lines Overturning of vehicles 	<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"> 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. Speed restrictions will be displayed and enforced as necessary. Signs requesting visiting vehicle drivers to report to site manager will be displayed. Vehicles intended for use on the public highway will comply with the current licensing requirements. Site vehicles will be fitted with required beacons and audible warnings. CSCS certified Signaller/Slinger must be provided for crane lifting operation. All employed and contract drivers should hold a current driving license. Plant operators must have required CSCS certification. Barriers and notices will be erected at overhead power lines Suitable fencing will be provided around excavations; where necessary exclusion zones may be necessary to prevent the excavation collapsing. If applicable, proof of thorough examination is required. Certification of all machines will be kept on site. If applicable, weekly inspections should be recorded by competent person e.g. Forms GA2 and GA3. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA.

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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Excessive noise Excessive vibration Inhalation of dust Slips, trips and falls Strike by tool, material or object to eyes, hands or other body parts Fall from heights 	M M M M M H	L L L L L L	<ul style="list-style-type: none"> 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). Details of existing services will should be obtained before work commences. Building owner Induction should be requested by JMSL to alert personnel of any hazards and necessary precautions required for the workplace. 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. Regular contact will take place with occupants to co-ordinate work and eliminate hazards to them. Hot work and use of naked flame appliances will be controlled as necessary, including the use of permit to work systems. Fire exit routes will be kept free from obstructions, or alternative routes to be clearly signed. No materials or tools to be left unattended on access and egress routes.. Noise, dust and vibration to be minimised and/or contained to boundaries of the site. 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. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA. Relevant MSDS to be obtained from supplier/contractor and retained in site safety file.

						<ul style="list-style-type: none"> • Reduce noise levels by selection of appropriate plant and equipment for the task. • 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. • If noise levels are likely to exceed 85dB(A) wearing of hearing protection is mandatory and relevant signage will be put in place.
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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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Excessive noise Excessive vibration Inhalation of dust Slips, trips and falls Strike by tool, material or object to eyes, hands or other body parts Fall from heights 	M M M M M H	L L L L L L	<ul style="list-style-type: none"> 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). Road signage / barriers to be put in place at start of work. Reference to Roadworks Type C Templated. Details of existing services will should be obtained before work commences. Building owner Induction should be requested by JMSL to alert personnel of any hazards and necessary precautions required for the workplace. 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. Regular contact will take place with occupants to co-ordinate work and eliminate hazards to them. Hot work and use of naked flame appliances will be controlled as necessary, including the use of permit to work systems. Fire exit routes will be kept free from obstructions, or alternative routes to be clearly signed. No materials or tools to be left unattended on access and egress routes.. Noise, dust and vibration to be minimised and/or contained to boundaries of the site. 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. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA.

						<ul style="list-style-type: none"> • Relevant MSDS to be obtained from supplier/contractor and retained in site safety file. • Reduce noise levels by selection of appropriate plant and equipment for the task. • 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. • If noise levels are likely to exceed 85dB(A) wearing of hearing protection is mandatory and relevant signage will be put in place.
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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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Injury from mechanical lifting/delivery equipment Back injuries from incorrectly lifting materials Environmental contamination Falling materials 	<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"> 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. Ensure that all material storage areas are level and stable. Whenever practicable mechanical lifting/delivery equipment to be provided minimising manual handling. Deliveries by HIAB, should be monitored and controlled and all lifting operations should not pass over personnel, plant and equipment or accommodation. Follow manufacturer's recommendations with respect to stacking requirements. For hazardous materials, Material Safety Data Sheets must be available and kept on site and material stored as per manufacturer's recommendation. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA.


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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Poor ventilation Inhalation of material Heat stress in confined areas 	M M M	L L L	<ul style="list-style-type: none"> In planning the use of insulating materials or other substitutes, dust suppressants should be considered. The area of work should be isolated by the use of enclosures or screens, so as to prevent the spread of dust and materials. Waste or old materials should be dampened down or left whole to reduce dust and then placed in bags or sealed containers for disposal. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA.

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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Contact with hazardous substances (cleaning agents) Electricity 	<p>M</p> <p>H</p>	<p>L</p> <p>L</p>	<ul style="list-style-type: none"> Supervisor to ensure that only competent operatives use equipment. Material Safety Data Sheets for detergents and cleaning agents to be available before equipment is used. Supply leads must be positioned so as to avoid physical damage, ingress of water, or interference from passing traffic. Machines should be visually inspected, together with their leads and hoses, by operators before they are used. The check shall look for signs of physical damage or poor electrical safety. Supplied/hired machines should be 110 volts or less, and fitted with waterproof connections. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA. Reduce noise levels by selection of appropriate plant and equipment for the task. If noise levels are likely to exceed 80dB(A) (indicated by communication difficulties at arms length) appropriate ear protection will be made available. If noise levels are likely to exceed 85dB(A) wearing of hearing protection is mandatory.

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"> Person doing work Persons in vicinity of works area 	<ul style="list-style-type: none"> Unintentional release of skip during raising & lowering Trapping between skip Incorrect manual handling injury when tipping into skip 	<p>H</p> <p>H M</p>	<p>L</p> <p>L L</p>	<ul style="list-style-type: none"> Skips should be placed so as not to obstruct traffic and pedestrian routes. Skips should have adequate barriers and signage placed around when used in and around occupied premises/roads. Skips to be placed on firm level ground where possible. A safe means of access to be provided if tipping into a skip is necessary. 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. Fires are not permitted in skips. Sufficient numbers of skips will be made available to allow the separation of waste. Skips should be covered/netted by Provider upon removal to prevent debris falling out onto a public highway. SPA will be filled out by JMSL supervisor and operatives before starting works. Task specific PPE to be worn as determined by SPA.


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"> Person doing work 	<ul style="list-style-type: none"> Fire Faulty electrical equipment Inadequate storage and use of cleaning chemicals Hot surfaces or heated products Slips on wet or greasy floors 	<div>H</div> <div>H</div> <div>M</div> <div>M</div> <div>M</div> <div>M</div>	<div>L</div> <div>L</div> <div>L</div> <div>L</div> <div>L</div> <div>L</div>	<ul style="list-style-type: none"> Siting of temporary buildings will be planned to ensure stability and availability of utility services. Safe loading and off loading of facilities to be carried out. Hot and cold running water should be supplied on site. Safe access should be provided to all buildings. Facilities to be cleaned at regular intervals. 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. First-aid facilities will be provided as required. Fire fighting equipment will be put in place as required prior to occupation of facilities. 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. Employees must not interfere with electrical systems or equipment. 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. Each employee is responsible for their own housekeeping. No Smoking in the Canteen

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"> Person doing work Visitors 	<ul style="list-style-type: none"> Faulty electrical equipment Slipping, tripping and falling Inadequate Ventilation, temperature, Lighting, Workstations Manual Handling – Arm, shoulder, wrist, neck Injuries Struck by or against objects, cuts Floor surfaces - Wet floors, uneven floors Poor housekeeping, trailing leads 	H M M M M M M	L L L L L L L	<ul style="list-style-type: none"> Good maintenance of floor covering, to be checked regularly Clear access and egress routes Keep floor area as clear as possible Regular inspection of all electrical appliances & fittings All electric cables on equipment suitably tied (tie wraps) Correct and safe use of guillotines, shredders, paper cutters, staplers, binding machines, etc Provision of height / back adjustable seating for VDU users and training provided Positioning of VDU screens at the recommended location relative to windows, lighting, to avoid glare or reflection Appropriate Luminance levels Provision of suitable breaks from VDU work Proper consideration of humidity levels Proper use of waste bins to help prevent fire No smoking policy implemented Provision of fire extinguishers at fire points Manual Handling Training to be given All visitors to premises will be supervised.

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"> Person doing work Visitors 	<ul style="list-style-type: none"> Faulty electrical equipment Slipping, tripping and falling Manual Handling – Arm, shoulder, wrist, neck Injuries Struck by or against objects, cuts Roof surfaces - Wet floors, uneven floors Poor housekeeping, trailing leads Roof Work Potential for Leading Edge Access & Egress From works Area. 	H M M M M M M M M	L L L L L L L L L	<ul style="list-style-type: none"> Please refer to , Working At Height RA, Leading Edge RA and Roof Work RA as appropriate to works location. Roof structure must be confirmed as structural sound and suitable for works prior to the commencement of works. Clear access and egress routes Keep roof area being tested free from materials and equipment to prevent trip hazard. Regular inspection of detector equipment before use. All electric cables on equipment in good condition. Operator to be suitably trained and certified

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"> Person doing work Visitors 	Inhalation of fine dust containing crystalline silica can cause lung damage (silicosis), <ul style="list-style-type: none"> Chronic silicosis, Accelerated silicosis, Acute silicosis, 	H	L	<ul style="list-style-type: none"> 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. Engineering controls such as Local Exhaust Ventilation (LEV) or containment measures should be used where appropriate. Wear suitable PPE such as coveralls and appropriate gloves. 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 protection and be CE marked. All RPE should fit the employee correctly.

						<ul style="list-style-type: none"> Any RPE worn should be properly fit tested
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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"> Person doing work Person in the area Visitors 	<p>Fire Explosion Due from:</p> <ol style="list-style-type: none"> 1. Vapour 2. Dust 3. Gases 4. <p>Inhalation of the above.</p>	H	L	<ul style="list-style-type: none"> Atex zoning of the area to be established , All hot works under strict permit and controls Site SOP for works in the area to be strictly adhered too. Appropriate tools and equipment only ie Non Sparking, Ex Rated, etc. Fire doors to be kept closed No mobile phone use No naked flames.

Appendix

SITE NAME: _____ **SITE NO:** C _____

COMPANY		SAFework PLAN		Live Services		YES	NO
TASK		Authorized by: _____		If you are breaking ground:			
EXACT LOCATION		DOCUMENTATION: Completed & Communicated		IMPACTS			
HOW MANY PEOPLE		Emergency procedure known <input type="checkbox"/>		Method Statement <input type="checkbox"/>		Inspect location. Look for indicators to service	
DATE		C/H Lines - System in Place <input type="checkbox"/>		Permits Required? Yes <input type="checkbox"/> No <input type="checkbox"/>		Mark the location of services before digging	
SUPERVISOR NAME & NO.		Risk Assessment <input type="checkbox"/>		Scale Permits Required <input type="checkbox"/>		Plans & Maps should be available & used on site	
						Always assume there will be more services	
						Cable in cutout should always be used	
						Take care. When possible hand dig	
						Depend on	

HAZARDS			STEPS REQUIRED	HAZARDS	SAFE PLAN	HAZARDS	
Plant Pedestrian Segregation	Working at Heights	Tools & Equipment				Manual Handling	House Keeping
Designated Route	Edge Protection	Suitability				Risk Assessment	Bin Present
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Clear Route	Scaffold Tagged	Inspected				Avoid	Cable Management
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Barriers	Podium Ladder	Guards				Training	Signs
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signs	MCWP	Checks				Clear Route	Barriers
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Vehicle Banksmen	Planned Tie Off Point	Authorized User				Assistance Required	Waste Segregation
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

CRBN TO PRINT NAME & SIGN BELOW

THINK! ACT! LIVE! SAFE! SAFETY FIRST!

JMSL Safety Briefing Record Template



Date: --/--/--

Location: JMSL Offices

Subject: _____

Print Name	Signed	Dated

Briefing Given By : _____

Signed: _____

Dated: _____

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