



SAFETY STATEMENT

For

METLAB LTD.

Issue No: R22

Issue Date: 03.01.2024

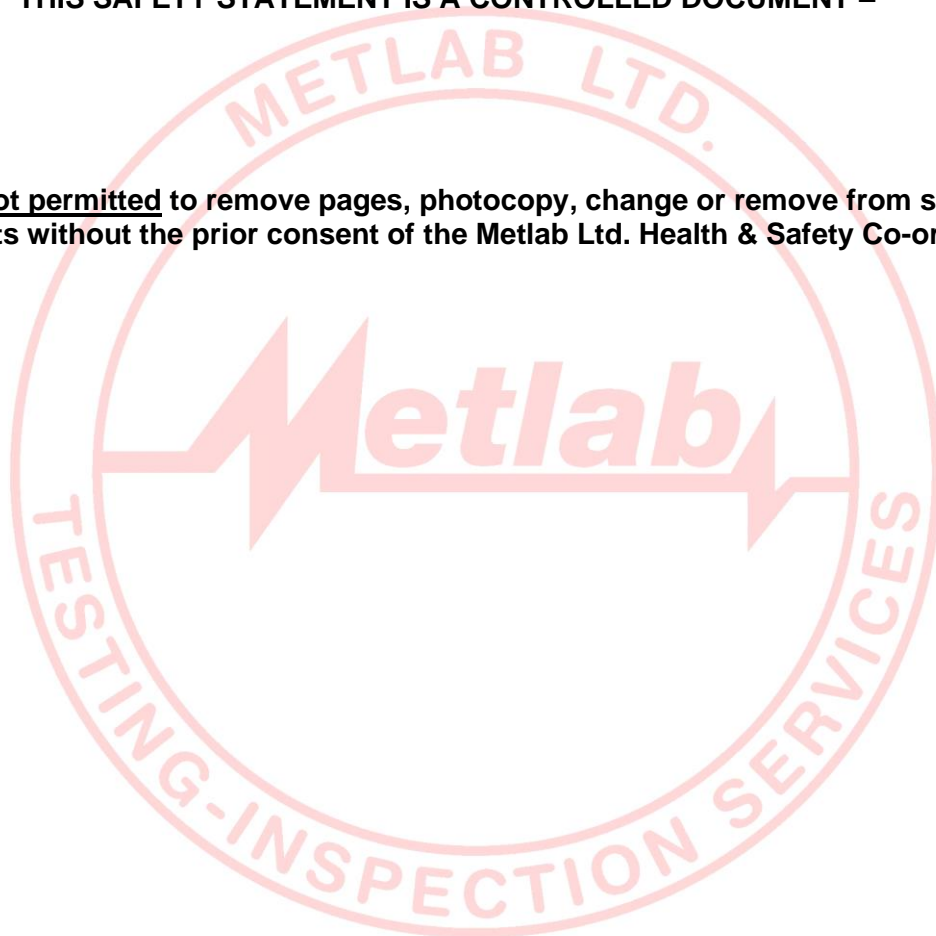
Issued By: Jim Humphreys

Signed:

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THIS SAFETY STATEMENT IS A CONTROLLED DOCUMENT –

Therefore, it is not permitted to remove pages, photocopy, change or remove from site any part of the contents without the prior consent of the Metlab Ltd. Health & Safety Co-ordinator.



1.1 Introduction

This safety statement covers all of the business activities of Metlab Ltd. as well as the on - site testing and inspection activities undertaken by Metlab. The company is a specialist engineering service provider, offering a wide range of testing in diverse workplaces. Company directors are Mr. Jim Humphreys, Mr John Coughlan. The activities fall into two main categories – Non-Destructive Testing and Construction Materials Testing, both areas of activity include inspection services also.

Non-Destructive Testing - consists of the following

- Radiography
- Ultrasonic inspection
- Magnetic Particle Inspection
- Dye Penetrant Inspection
- Eddy Current Testing
- Welding Inspection
- Borescope Inspection
- Replication
- Holiday Detection / Spark Testing
- Protective Coating Inspection

Testing is performed to verify that there are no significant defects in steel pipes, vessels, welds, etc. Access to the test area is normally provided and prepared by the client, including removal of insulation material and erection of scaffolding, etc for high-level access. Some test pieces are brought to the company premises for testing in the Workshop. However, most NDT testing is done in situ on site, in production plants, on utility pipelines, offshore on oil & gas platforms, and in workshops. Metlab may be employed directly, or as a sub-contractor. Clients include the powergen and Pharmachem sectors, mechanical & civil engineering contractors.

Construction Materials Testing consists of

- Soil, aggregate, Concrete & blacktop Testing
- Geomembrane Testing
- Geophysical Electrical Leak Location Surveying.
- Construction Quality Assurance testing

Clients include municipal bodies as well as civil engineering contractors and developers. The work is centred on the provision of testing and Construction Quality Assurance services for new build Landfill cells, pavement, rail links and new build ground works. A large volume of samples (soil and aggregates) are tested in house at the Cork and Dublin laboratories.

The company holds ISO9001 accreditation. Company premises are located in Cork and Dublin. Staff in Cork currently consists of two company directors, CMT and NDT operations manager, two administrators, approximately 11 NDT technicians and 4 Geotechnical staff, but this is subject to change.

Staff often spend prolonged periods of time working on clients' sites, and may be housed in temporary prefabricated structures. The company transport fleet in Cork consists of about 12 vehicles, including cars, vans, 4WDs.

Manpower in Dublin includes an Operations Manager, two Administrators, 7 NDT technicians and 3 CMT technician (subject to change). There is a transport fleet of about 10 vehicles cars, light vans and 4WDs.

1.2 Safety Policy Statement General

This company aims -

1). To provide a safe and healthy place of work, safe systems of work, and safe equipment for all employees when working at company premises, on clients' sites and operating company vehicles.

There is a major onus on clients to protect Metlab personnel working at their workplace. Section 12 of the *Safety, Health and Welfare at Work Act, 2005* states that "Every employer shall manage and conduct his or her undertaking in such a way as to ensure, so far as is reasonably practicable, that in the course of the work being carried on, individuals at the place of work (not being his or her employees) are not exposed to risks to their safety, health or welfare."

- 2). To ensure that all our activities comply with the *Safety, Health and Welfare at Work Act, 2005* and all other statutory provisions applying, including the *Radiological Protection Acts 1991 and 2002*, the *Safety, Health & Welfare (Offshore Installations) Act 1987*, *Confined Space Regulations 2001*, *Ionising Radiation Order 2000* and those covering Stress, Harassment, Equality, etc.
- 3). to integrate health and safety management into the company's daily management activities.
- 4). to ensure that risk assessment is an ongoing activity- especially as site-work involves changing circumstances.
- 5). to provide training and instruction where necessary, so as to enable our employees to perform their work safely.
- 6). to make available the necessary safety devices and protective equipment.
- 7). to consult with employees on Health & Safety matters, on an ongoing basis.
- 8). to keep this Safety Statement under review, so that it remains current as operational changes come about.
- 9). the detailed arrangements for achieving the above objectives are set out in the main part of the Safety Statement.
- 10). There is a specific duty on our employees to report to the company any defects in equipment, which might endanger them or others. Similarly, staff must report all accidents and/or near misses. The company undertakes to fully investigate said accidents, with a view to preventing recurrences.

Signed:



Jim Humphreys
Director

Date: 03rd January 2024

2.0 Document Control

This Safety Statement is a controlled document. All revisions/amendments will be recorded in Section 2.2 below. Document control is the responsibility of the safety co-ordinator Jim Humphreys, who is also responsible for keeping records of all revisions (see Section 3.2)

2.1 Amendment Procedure

One hard copy exists of this Safety Statement, in the care of the General Manager, who is the Health & Safety Coordinator for the company. This document will be updated as necessary to maintain standards of health & safety in operations.



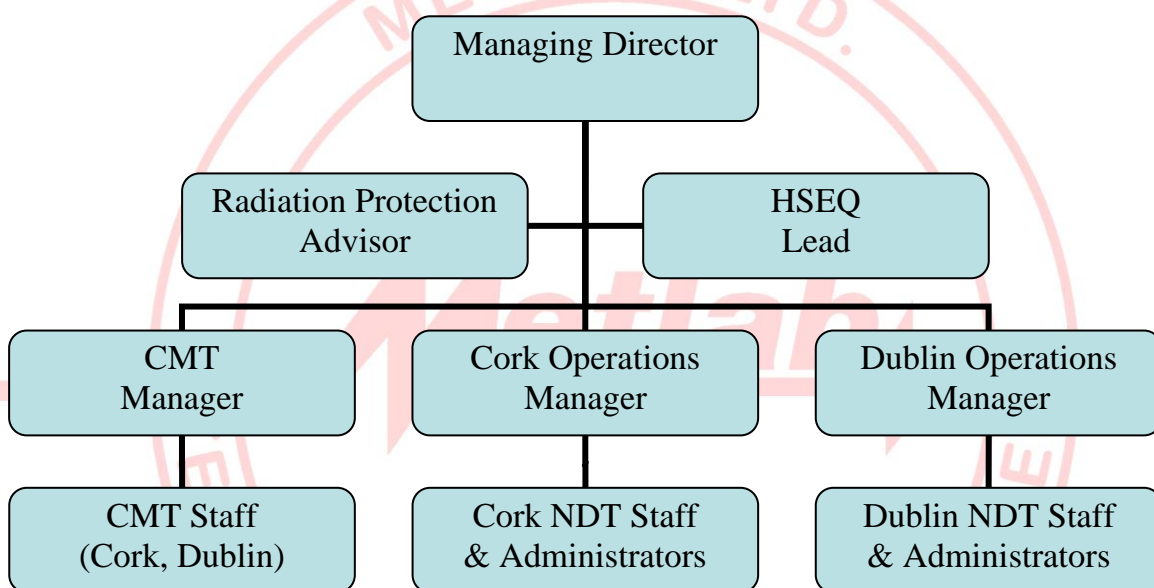
2.2 Amendment Record

Reference No.	Date of Revision	Brief description of change	Section No.	Page numbers replaced
1	04.05.07	Added reference to <i>SHWW (Work at Height) Regulations 2006</i>	4	12
2	04.05.07	Update of Training details	4	14
3	04.05.07	Added reference to <i>Code of Practice for employers & employees on the prevention and resolution of Bullying at Work 2007</i>	4	15
4	04.05.07	Added reference to <i>SHWW (Control of Noise at work) Regulations 2006</i>	5	21
5	04.05.07	Added reference to <i>SHWW (Control of Vibration) Regulations 2006</i>	5	21
6	04.05.07	Added reference to <i>SHWW (Work at Height) Regulations 2006</i>	5	24
7	18.03.08	Replaced all references to Metlab with Metlab. Change in Company Directors. Document Control change in responsibility Change in Overall Responsibility	All 1.1 2.0 3.0	All 3 5 7-8
8	14.11.09	Inclusion of reference to Moneygall lab. Amendment of organisation chart. First aiders	All 3.1 7.6	8 50
9	14.11.2010	All amendments in grey fill Risk assessment section no longer split between premises	Various 5.0	Various 18-33
10	11.05.2011	All amendments in grey fill	1.0	Removal of Moneygall references
11	5/12/2011	Replaced all references to Metlab with Metlab. Change in Company Directors. Document Control change in responsibility Change in Overall Responsibility	All 1.1 2.0 3.0	All 3 5 7-8
12	13/12/12	Removal of John Coughlan	All	All
13	4/1/14	Amendment of fire drill designated personnel, removal of Ger Fallon as a first aider,	7.0	
14	6/1/15	Addition of SOS and DOF Update to carriage of dangerous goods by road reference to 2013 Removal of reference to RPII for dosimetry	3.0	8 and 9 12 12
15	6.1.16	Review and sign off of Safety Policy Addition of Simon Wright and Estelle Walker Removal of RPII and replacement with EPA Inclusion of first aid course 11 th January 2016 Removal of ref to BINDT Membership	1.2 3.1 Rad First aid	Page 12 Page 13 Page 15
16	09/01/2019	Annual review & re-write	all	All
17	01/06/2020	<ul style="list-style-type: none"> Covid 19 Mitigation Plan Covid 19 Risk Assessment 		Appendix i Appendix ii
18	05/01/2021	General Review	All	None
19	17/09/2021	Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020 Safety, Health and Welfare at Work (Construction) Regulations 2013 to 2020. Industrial Relations Act 1990 (Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work) Order 2020 (S.I. No. 674 of 2020) - replaces the Codes of Practice on bullying prevention from the HSA (2007) and the Labour Relations Commission (2002). Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016).	Various	Various
20	04/01/2022	Annual review / date changes	Cover Page	0
21	05/01/2023	Annual review and removal of Appendix i and ii	Cover Page	0
22	03/01/2024	Annual review and role change anendmengts	Various	0

3.0 Organisation & Responsibilities

3.1 Management

The organisation chart is as follows:



Responsibility for the ongoing implementation of this Safety Statement rests with the following managers:

Overall Responsibility: -

Director Jim Humphreys

Compliance/Technical:

Jim Humphreys/David O'Mahony

Operational Responsibility

John Coughlan (NDT / Inspection Manager Cork)
David O Mahony (Group CMT Manager / HSEQ Lead)
Richard Robertson (NDT / Inspection Manager Dublin)
Estelle Walker (Radiation Protection Advisor)
Estelle Walker (Dangerous Goods Safety Advisor)
Jim Humphreys (Radiation Protection Officer)
David O'Mahony (Radiation Protection Advisor)

3.1 contd. –

Overall Responsibility

It is Jim Humphrey's duty to:

- Ensure that new personnel read this Safety Statement before commencing work, and that all staff are reminded of the contents of this Safety Statement at least annually.
- Amend and keep the Safety Statement updated as changes arise in the company's operations and in statutory requirements.
- Maintain a record of all revisions to the Safety Statement (see section 2.0), and communicate all changes to the relevant employees.
- Make sure that any new equipment conforms to health & safety standards (e.g. CE standard).
- Periodic safety inspections take place, and corrective action is promptly taken in respect of any deficiencies identified.
- Any sub-contractors/Third parties employed by Metlab Ltd are made aware of, and adhere to, the safety standards of the company and of its clients. He will ensure that all such third parties possess an up-to-date safety statement, as required under the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020 & Safety, Health and Welfare at Work (Construction) Regulations 2013 to 2020.

Operational Responsibility

John Coughlan (Cork) Richard Robertson (Dublin) David O Mahony (CMT) must ensure that: –

- All staff are trained in safe methods of work appropriate to their tasks.
- The content of the Safety Statement is implemented and observed at all times.
- All safety rules, regulations and procedures are kept under review.
- Ongoing consultation takes place with all staff on Health & Safety matters.
- All accidents are reported, recorded and investigated to prevent recurrence. (section 7.1)
- Statutory inspections take place as scheduled. (section 7.2)
- Lead fire drills (section 7.3) and emergency evacuations (section 7.4)

3.2 Health & Safety Coordinator

Jim Humphreys is the Health & Safety Coordinator for the company, and it is his responsibility to:

- Retain the hard copy and disc version of the Safety Statement.
- Be the 'Responsible Person' for the purposes of the reporting of injuries and dangerous occurrences to the Health & Safety Authority. This is required by the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020 & Safety, Health and Welfare at Work (Construction) Regulations 2013 to 2020.
- File all accident/incident report forms. (See Section 7.1 for reporting procedure)
- Lead an annual review and evaluation

3.3 Responsibilities of all Employees

All employees are legally obliged under the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020* to contribute to their own physical safety and health, and that of their colleagues.

Specifically, every employee must:

- Comply with health & safety law, take care of his/her own safety and health, and not endanger any other person by his acts or omissions at work.
- Not attend work in an intoxicated state from alcohol or drugs.
- Submit to a test by a doctor if suspected of being intoxicated at work.
- Co-operate with his employer to ensure that all legislation is complied with.
- Not engage in improper conduct or behaviour likely to endanger another (includes Sexual Harassment, Harassment & Bullying)
- Attend safety training
- Correctly use all work equipment, substances and personal protective equipment.
- Report to his employer -
 - *if about to carry out any dangerous work*
 - *any defect in the place of work, systems of work, articles or substances.*
 - *any dangerous contravention of the legislation.*
- It is also an offence for an employee to lie regarding previous levels of training received.
- Not interfere with, misuse or damage anything provided for health and safety protection (includes machine guards)
- Place another at risk by his work activities.
- Conform to the precautions documented in this Safety Statement.
- Observe all safety rules, instructions and procedures.
- Report directly to their function manager any observed incident, which could result in injury or illness.
- Report all accidents and dangerous occurrences to your In-Line Manager.
- Must report all hazards.
- If working on the premises of other employers, make themselves familiar with local safety and emergency procedures.

Arrangements & Controls in place

Working at Clients' Sites

Most of the work carried out is done at clients' sites. Whereas Metlab Ltd. does all that is reasonably practicable to ensure that the activities of company personnel are carried out safely, there is also an obligation on those in control of the workplace to ensure that the health and safety of contractors is secured. *Safety, Health and Welfare at Work (Construction) Regulations 2013 to 2020*.

Special controls applying are: -

- The company is commonly required to provide the client with a generic written record of a 'Task specific risk assessment' before commencing work. In order to identify and control site specific hazards the employees undergo training in how to carry out risk assessment. This is typically completed with the client's safety representative.
- Work Permits usually have to be obtained from the clients. Special permits are issued for Hot Work and Confined Space Entry and other site-specific requirements as identified by the client.
- Where clients do not have systems in place for ensuring contractor safety, personnel use Metlabs own risk assessment and permit to work procedure.

Working at height

Generally, ladders are only used for access onto fixed work platforms, and equipment is hoisted up and down rather than via a ladder. In most cases, the client provides/erects the necessary access equipment, e.g. moveable stairway, fixed scaffolding. Safety harnesses are provided to company employees as necessary.

Metlab personnel comply with the "Guide to the Safety, Health, and Welfare at work (general Applications) Regulations 2007 to 2020 work at heights". That is to:

- carry out risk assessments for work at height activities, and make sure that all work is planned, organised and carried out by a competent person.
- Follow the General Principles of Prevention (see page 17) for managing risks from work at height – take steps to avoid, prevent or reduce risks
- choose the right work equipment and select collective measures to prevent falls (such as guard rails) before other measures which may only reduce the distance and consequences of a fall (e.g. nets) or may only provide fall-arrest through personal protection equipment.

Working in Confined Spaces

Employees first obtain an Entry Permit from the client. A second person always acts as standby outside of the confined space. Employees ensure that all special precautions are in place, e.g. when using aerosols respiratory protection is provided and should be worn at all times. Employees must also first ensure with the client, that the confined space has been cleared of all harmful substances, and that a safe atmosphere will be maintained for the duration of the work period. The company and clients co-operate to ensure compliance with the *Confined Space Regulations 2001*. The company has a calibrated gas meter for the detection of O₂, CO & H₂S which is made available to the employees. The client is responsible for the provision of a suitable gas free environment and for the continual monitoring of the atmosphere during the inspection.

Contractors/Third Parties

The company employs 3rd parties. The company understands that it is required under the *Safety, Health & Welfare at Work Act, 2005* to ensure that all contractors are in possession of an up-to-date Safety Statement. The company must also ensure that the contractor's employees are informed of the hazards and controls in play at the workplace, by providing an induction to contractors.

Risk Assessment – clients' sites

The company's technical staff spends most of their time working on clients' sites, therefore their workplace is always changing. Most clients have strict health & safety procedures in place for contractors coming on site, and Metlab personnel are subject to these procedures. In many cases, the company's

Technicians must complete, for the client, before commencing work, a written risk assessment relating to the area where the job will be carried out. Where clients do not operate such a system Metlab uses their own generic risk assessment and method statements prior to arriving on site. For an on-site hazard identification and Risk Assessment the technicians use the Metlab working risk assessment template which is located in appendix 4 of this statement.

Radiography

- The company is licensed and regulated by The Environmental Protection Agency (EPA) for the transportation, custody and use of radiography equipment in the Republic of Ireland.
- The company complies with the *Radiological Protection Act 1991 (Ionising Radiation)*, the *Ionising Radiation Order (SI 125 of 2000)* and the *Carriage of Dangerous Goods by Road Regulations 2015*.
- For radiography, 2 employees always work together.
- Radiography work is carried out to EN and ASME standards.
- All radiation safety procedures are contained in the company's Radiation Safety Manual, which is a mandatory requirement.
- There is also a written company Radiological Intervention Plan, which contains details of what would be done in the event of an emergency involving the accidental release of radiation. An emergency kit is kept at both operational bases.
- Others are excluded from the work area by use of barriers and warning lights.
- Radiographers must be classified, and wear Thermo-lucent Dosimeters, which record radiation exposure levels – sent to an approved dosimetry provider for evaluation monthly. They also carry personal direct reading dosimeters, which record accumulative dose, and radiation survey meters, which measure radiation output over time.
- For radiography work, the company shall agree a Method Statement with the client.
- Gamma-ray units – a key is required to use. Winding mechanisms are regularly checked and certified as per manufacturer's recommendations.
- X-ray units use a key locking mechanism for electrical isolation. These are removed when the unit is unattended.

Accident Reporting

- All staff working for, or contracted to, the company they must report all accidents and near misses to their Operations manager or supervisor – John Coughlan, David O' Flaherty, or David O Mahony immediately.
- The company complies with the requirement to report any reportable accidents or dangerous occurrences to the HSA. (See Section 7.1)

Staff Welfare

- Adequate canteen and toilet facilities are provided on all sites.
- The legislation banning smoking in enclosed workplaces is complied with.
- An employee must inform the company if she becomes pregnant, whereupon the company will carry out a specific risk assessment on her duties, to ensure her ongoing wellbeing.

Consultation

A Safety Committee exists in the company, as per Schedule 4 of the *Safety, Health & Welfare at Work Act, 2005*. The committee members are; Conor Breen & David O' Mahony.

Communication

The contents of this document have been communicated to all employees. They will be reminded of it at least annually, and after amendments. New employees must read the safety statement upon commencement. Relevant sections must be conveyed to others who may be at risk. A copy of relevant extracts of the safety statement must be kept available at all workplaces of Metlab Ltd. employees, e.g. stored in company vehicles. Notice boards at the company premises are also a source of information for employees on health & safety.

First Aid

A First Aid box is kept in the Dark Room and Kitchen (Cork), and the dark room and the Kitchen (Dublin) and in every company vehicle. A number of employees of Metlab have previously been trained in occupational first aid and an emergency first aid course will take place on the 11th January 2015.

Training

The nature of the company's business means that a high level of safety training is required. Most clients demand evidence of training before allowing contractors onto their site. Some clients also insist on induction safety training. Trainee NDT technicians work with experienced Technicians. Training must be renewed at set intervals, and John Coughlan / Richard Robertson & David O'Mahony maintain a 'Qualification Summary' database and a file with the current training certification for each employee. Those carrying out radiography must be personally trained & certified to British Institute of Non-Destructive Testing PCN requirements. All technical employees have undergone the Safe-pass course. Other training is given according to site requirements, including MEWP operation, Confined space training, and Offshore safety (the *Safety, Health & Welfare (Offshore Installations) Act 1987* applies.) A list of First Aiders is shown in Appendix 7.6

Premises

The following applies to the company's base premises in Cork & Dublin. Adequate access and egress is provided in all areas on site. All visitors must report to Reception. There is a security device with intercom on the door from Reception to the office. In addition, CCTV is in use in Cork and Dublin. The buildings are in good condition, and include adequate emergency exits. Testing of electrical installation and emergency lighting are carried out periodically.

Manual Handling

Technical personnel do a significant amount of Manual Handling in the course of their work. A trolley and hand-truck are provided in the Workshop for lifting heavy items. Safety shoes are supplied. Each employee receives training in manual handling.

Equipment

- All electrical equipment is rated at 110v and is protected against electric shock. Cables and plugs are maintained in a safe condition.
- A range of hand tools are used, but none are particularly dangerous, e.g. spanners, screwdrivers, however on occasion a hand grinder is used for replication and polishing work – a vibration risk assessment is in place.
- Vehicles belonging to the company are maintained in good running condition, serviced regularly and checked on a weekly basis – vehicle checks are recorded on the weekly timesheet.
- Portable Electrical items are subject to PAT testing.

Materials

Aerosol chemicals are used in DPI and MPI inspections. Chemicals are used in the x-ray developing machine, and in etching work. MSDS sheets are displayed on the base premises. Personal protective equipment is provided by the company.

Personal Protective Equipment

A standard list of PPE is issued to all technical staff, including safety boots, gloves, helmet, high-visibility vest and safety harness. Specialised gear is issued as required. Suitability of PPE is reviewed by the employees. Requests for new equipment are formally addressed to the relevant manager via the compliance section of the timesheet.

Ventilation

Forced ventilation, Respiratory protective equipment or Breathing Apparatus are sometimes required, depending on circumstances, e.g. DPI in a confined space. This is rented or else provided by the client.

Emergencies

Fire: - several flammable materials are in use, notably aerosol chemicals for DPI & MPI. These are stored in a steel cabinet in the Workshops. Testing of the fire alarm is carried out periodically. Fire call points are tested periodically to ensure that they are operational, fire extinguishers are inspected annually by an approved fire safety specialist, periodic inspections are conducted to ensure all emergency exits are kept clear and that emergency lighting is working correctly. Employees working after hours and on clients' sites carry mobile phone numbers for the company managers, in the event of a problem.

Duties of employers to co-operate

As laid down by the *Safety, Health & Welfare at Work Act 2005, section 21*, the company undertakes to play its part to co-operate with other employers where the workplace is shared. The company coordinates its activities with other employers as necessary, to ensure the prevention of risks. The company informs other workers of any risks created by Metlab's activities.

Stress, Bullying & Harassment

The company is aware of its legal duty to assess the workplace for systems and practices which could lead to stress, and to put in place preventative measures. The *Safety, Health & Welfare at Work Act 2005, section 8* holds all employers responsible for the prevention of improper conduct by employees.

The company is also aware of the Industrial Relations Act 1990 (Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work) Order 2020 (S.I. No. 674 of 2020)

Metlab Ltd. as an employer upholds dignity and respect at work and will not tolerate any bullying or harassment in any form – this is company policy. Any employee having an issue re Work-related Stress, Bullying or Harassment should immediately contact Paul O' Mahony, John Coughlan or Jim Humphreys. The company undertakes to carry out a fair and full investigation of any issues reported, and to take appropriate action to protect its employees.

Miscellaneous

Calibration of equipment is controlled in the ISO 9001 approved Quality system.

Misuse of the internet

The internet is a resource of the Company; therefore, as with any resource, abuse will lead to disciplinary action.

The Company will police the internet at regular intervals to ensure this resource is being used for Company business only. Any employee found to be using the internet for personal use during working hours could face disciplinary action. You may use the internet for reasonable personal use outside of your normal working hours or during your lunch break in accordance with the terms of this policy. However, you must not under any circumstances access inappropriate or offensive websites or distribute or obtain similar material through the internet or email when using Company equipment, even if you are doing so in your own time. Examples of inappropriate or offensive material include racist material; pornography; sexually explicit images, text and related material; and the promotion of illegal activity or intolerance of others. Visiting gambling sites or “ chat rooms” is specifically forbidden.

The Company has the final decision as to whether it considers particular material to be inappropriate under this policy. Any user who is unsure of whether particular material would be considered appropriate by the Company should seek clarification from their line manager before accessing or distributing such material. If you are in any doubt as to whether the Company would consider certain material inappropriate, do not access or distribute it.

If you receive material which contains, or you suspect contains, inappropriate material or you access such material on the internet inadvertently, you must immediately report this to the system administrator. You must not under any circumstances forward, show to anyone else or otherwise distribute the material.



5.0 Risk Assessment

Explanatory Notes on Risk Assessment

Definitions:

A **hazard** is anything that has the potential to cause harm or loss.

Risk is the likelihood of the harm occurring, together with the severity of the injury/illness.

Controls are methods of eliminating or reducing hazards.

Risk Assessment is a careful examination of what could cause harm or loss, and weighing up whether enough precautions have been taken, or whether more should be done. In other words, identification of hazards, objectively assessing the level of risk that each hazard presents, and deciding whether the controls in place are adequate to minimise the risk or whether additional controls are called for.

Risk Rating

Each Health & Safety risk listed below is given a score, or a "Risk Rating". This is based on the seriousness of the risk in terms of - the Likelihood (**L**) of accident or injury occurring from the particular Hazard, and the Severity (**S**) of the injuries that would be involved. The risk is scored between 1 and 3 under both L and S, and these are multiplied together to give an overall Risk Rating (RR). The higher the Risk Rating (on a scale of 1 to 9) the more serious the risk, and therefore the greater the need to control it. **In general, an RR of less than 6 requires control as soon as practical, an RR over 6 requires immediate control, and an RR of 9 necessitates a cessation of work until the control is put in place.**

In preparing this Safety Statement, the concept of the '**Hierarchy of Control**' is used for effective control of hazards, i.e. each hazard is considered against the following list of control strategies: -

1. Elimination - eliminating the hazard from the workplace is the best way to control it.
2. Substitution – if it is not possible to eliminate the hazard, replace it with something less dangerous which will serve the same purpose.
3. Engineering solutions – if the hazard cannot be eliminated or replaced by a safer substitute, then reduce the chance of contact, e.g. interlocked machine guards.
4. Administrative controls – these are management steps like training, staff rotation, written procedures, etc
5. Personal Protective Equipment – this should only be used as an interim measure to reduce exposure to a hazard.



General examples of controls in workplaces are - changes to safer work practices, provision of safety equipment and Personal Protective Equipment /Clothing, use of safety signs, safety training, etc.

GENERAL PRINCIPLES OF PREVENTION

Good health and safety management is about preventing occupational injury or ill health. Under the *Safety, Health & Welfare at Work Act 2005*, the following 9 General Principles of Prevention must be applied by employers: -

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

It is the company's responsibility, through the named managers, to keep this risk assessment up to date. There must be ongoing hazard identification and risk assessment, especially to take account of changing circumstances.

All existing employees must ensure that they are aware of, and comply with, the hazard controls recorded in this safety statement.

Safety Induction training – all new personnel must read this Safety Statement before commencing work.



Area/Activity – GENERAL –Cork & Dublin							
No.	Area	Hazard	Potential risks	Current controls in place	Risk Rating L/S/RR	Recommended Control Suggestions	Revised Risk Rating L/S/RR
1	In House	Driving of company vehicles	Road traffic accident	<ul style="list-style-type: none"> • All employees must have a full clean driving licence, covering the class of vehicle being driven. • The Fleet is kept serviced by a competent service provider. It is the employee's responsibility to inform management when a service is due or if there are any issues with the vehicle. • Vehicles must be kept in a clean and tidy condition. Be aware that objects located on a back seat may cause serious injury to vehicle occupants in the event of an accident. All items of equipment should be kept in storage boxes / containers and be tied down. • All vehicles hold a current insurance and tax disc. • All accidents must be reported to the Gardai and the immediate manager / supervisor immediately. 	2/3/6	All personnel must comply with the controls. Employees must comply with the <i>Road Traffic Act</i> and the Penalty Points System. Employees are obliged to inform the company of any endorsements or penalty points received and to submit a copy of their driving license annually. All observations relating to occupational road risk must be communicated immediately to the appropriate manager.	1/3/3



1 Cont.				<p>Seatbelts must be worn by all vehicle occupants at all times.</p> <ul style="list-style-type: none">• Drivers must be suitable licensed / experienced to operate any vehicle that they may be in control of.• Vehicles may not be operated whilst the driver is under the influence of alcohol or narcotics. Operators should note that some over the counter drugs induce drowsiness and should not be combined with driving.• Drivers must not undertake long journeys whilst excessively fatigued.• Long journeys should be broken up by regular breaks.• Mobile phones must not be used whilst driving, unless they are operated via remote hands-free kit mounted within the car.• Before undertaking a journey on behalf of the company vehicle drivers should assess the prevailing and expected environmental conditions. Vehicles should not be operated under conditions that the driver considers to be unsafe.			
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				<ul style="list-style-type: none"> •In the event of an emergency or breakdown vehicles should be pulled over to the side of the road (or hard shoulder where available). The emergency services or vehicle recovery services should be alerted. Occupants must never sit in a stationary car whilst it is positioned on the side of the road. Where possible vehicles should be pulled into lay-bys. •When driving on a third-party site all local traffic management rules in force must be adhered to. Particular attention must be made to speed limits and parking restrictions. •All vehicle operators must be familiar with the Rules of the Road and obey them at all times. •In the event of a vehicle accident the Garda must be informed. •Any fines and / or penalties incurred are the responsibility of the vehicle driver. 			
2	In House	Smoking indoors in the workplace	Disease from Passive smoking, Fire caused by smoking indoors	Smoking point outside side door of Workshop. Company policy of no smoking in company vehicles, temporary workrooms.	1/3/3	All personnel must comply with these controls. Breaches of this mandatory requirement should be immediately reported to management.	1/3/3



3	In House	Manual Handling	Musculoskeletal injury	Staff are trained in manual handling. Gloves & safety shoes are supplied by the company. Manual handling risk assessments are in place.	2/3/6	Employees must employ safe techniques as trained. Comply with the written risk assessments. Always assess the task and ask for assistance as required.	1/3/3
4	In House	Manual Handling of heavy x-ray units in & out of vans	Back injury	X-ray units are to be lifted by 2 people.	2/3/6	Employ the techniques learnt during training: Follow the 8 principles of safe manual handling – 1 assess the task, area & environment, 2 - broad stable base, 3 – bend knees, 4- back straight (not necessarily vertical), 5 – firm palmer grip, 6 – Arms in line with trunk, 7 – weight close to centre of gravity, 8 – pivot in direction of movement Employees must not attempt to lift on without 2 nd person.	1/3/3



5	In House	Awkward Manual Handling of gamma-ray units in/out of transporting box in vans	Back injury		2/3/6	<p>If placing the source into the van use correct manual handling technique. That is when carrying the source to the van to hold the source close to your centre of gravity, using a firm palmar grip, with your arms in line with your trunk, bend your knees, keep your back straight and place the source into the boot. Change stance to place one foot inside of the boot and, with knees slightly bent, using the back leg to push off, lift the source and place it into the box. Ensure your lower back remains straight at all times and that the load is supported by quad muscles. Ensure the source is locked and then that the box is locked before closing the boot. When unloading again adopt the correct position that is have one foot in the boot, knees slightly bent, this time using the front leg to pull the source from the box. When the source is out of the box place your foot on the floor and with one foot in front of the other and knees slightly bent slide the source to the rear of the boot. Once in position, follow the 8 principles of safe manual handling – 1 assess the task, area & environment, 2 - broad stable base, 3 – bend knees, 4- back straight (not necessarily vertical), 5 – firm palmer grip, 6 – Arms in line with trunk, 7 – weight close to centre of gravity, 8 – pivot in direction of movement.</p>	1/3/3
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6	In House	Awkward Manual Handling of gamma-ray units in/out of the storage box	Back Injury		2/3/6	<p>When removing the source from the source container box, ensure there are no obstructions and that both doors to the bay are open to prevent any twisting. Follow the 8 principles - 1 assess the task, area & environment, 2 - broad stable base, 3 – bend knees, 4- back straight (not necessarily vertical), 5 – firm palmar grip, 6 – Arms in line with trunk, 7 – weight close to centre of gravity, 8 – pivot in direction of movement. Note before getting a firm palmar grip the source may need to be moved – do not twist when moving the source and if you have to slide it back to bring it close to your body, ensure that you use the power of legs to take the strain – that is with bended knees, and back straight, place one foot in front of the other, tilt slightly backwards while pulling the source, taking all of the strain in your thighs. Do not jerk, twist or use your upper body for this. When placing it into the box follow the same procedure but always try to place the source just inside the door to minimise the sliding required when taking out the source the next time</p>	1/3/3
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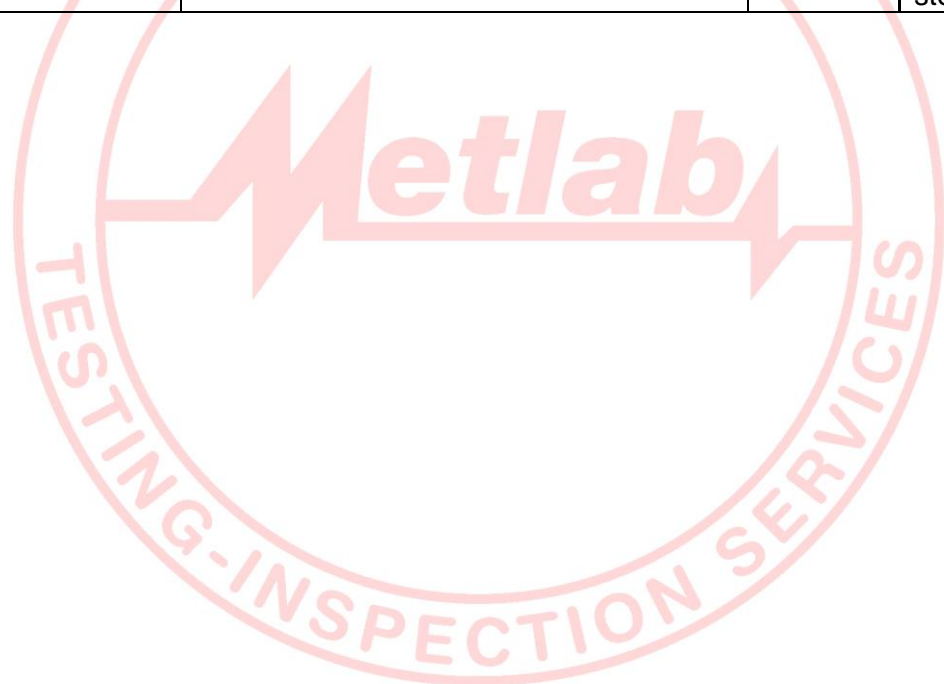
7	In House	Poor housekeeping	Slips Trips & Falls	<p>Adhere to good housekeeping measures by:</p> <ul style="list-style-type: none"> cleaning all spills immediately marking spills and wet areas mopping or sweeping debris from floors removing obstacles from walkways and always keeping them free of clutter securing (tacking, taping, etc.) mats, rugs and carpets that do not lay flat always closing file cabinet or storage drawers covering cables that cross walkways keeping working areas and walkways well lit replacing used light bulbs and faulty switches 	2/2/4	Management to conduct local workplace inspections periodically	1/2/2
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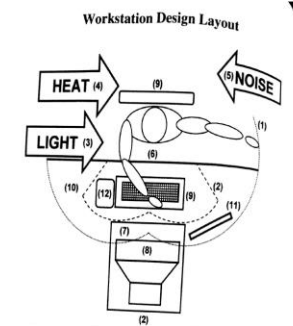



8	In House	Failure to use prescribed Personal Protective Equipment / Clothing	Various	Staff are issued with safety equipment as required. Failure to use PPCE is regarded as a breach of company policy	2/3/6	All employees must care for their equipment and use as instructed and trained. Employees to report faulty / worn PPE to local manager via the time sheet compliance section or else verbally or in writing.	1/3/3
9	In House	Working with chemicals	Eye, skin burns, dermatitis, inhalation	PPE supplied. SDS sheets to hand.	2/3/6	Employees must wear safety glasses and gloves, and respiratory protection if necessary. All employees to comply with the controls stipulated in the MSDS sheets. Employees must never use a chemical without referring to a copy of the MSDS sheet.	1/3/3
10	In House	Fire	Injury, loss	Adequate fire extinguishers and alarm system in both company premises, inspected annually. Some staff have completed fire-fighting training. Fire precautions register and associated checks being maintained.	1//3/3	Conduct fire drills. Post an "Assembly Point" sign in the car parking area. Post Evacuation procedure. Provide extinguishers in vehicles & temporary workplaces.	1/3/3



11	In House	Electricity	Shock, burns	Premises- installations are to a good standard and recertified in 2010 at Cork and Dublin. Portable equipment in good condition and subject to PAT testing.	1/3/3	Technicians must check leads & plugs for damage at every use. Report any wear and tear / faulty equipment immediately. All equipment that has been PAT tested is tagged and the record is stored on the register.	1/3/3
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11a	In house	VDU'S / display Screen Equipment	Work related upper Limb Disorders	<p>Eyes – Adequate lighting is provided in office areas. All computers are updated periodically, and staff should notify their line manager should they have issues with screens. Windows are fitted with blinds and these should be used as required. Phones should be kept within arm's reach of computers to avoid stretching or overreaching. Regular breaks away from the VDU are encouraged. Annual medical and eyesight test is provided by the company and all staff are to avail of this.</p>	2/3/6	<p>Correct Posture and workstation design layout to be adopted at all times – see below</p>  	1/3/3
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12	CMT	Testing using Nuclear Density Gauge	Radiation, manual handling injury	TLD dosimeter & survey meter used	1/3/3	<p>Employees must follow work procedures & use controls correctly as instructed in the radiation safety manual. Demarcate the area approximately 1m. Display warning notices. When carrying the NDM gauge in the storage box. Due to the design of the box it is difficult for one person to lift and carry the box using the correct manual handling technique that is to have arms in line with trunk and to keep the load close to your centre of gravity. Also, when the gauge is in the box, it creates an unequal load, that is that one side of the box is heavier than the other due to the weight of the gauge. To avoid the risk posed by these factors the gauge should be removed from the box and carried to the jeep on its own when leaving the workshop.</p>	1/3/3
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						<p>The box should be carried by two people to the vehicle and the gauge can be put back in at this point. This procedure also applies when on site and when bringing the gauge back into the workshop. Take care when putting the gauge back into the box to follow the 8 steps to correct manual handling as detailed in the training received that is:</p> <ol style="list-style-type: none"> 1 – Assess the task, the load & the environment. 2 – Keep your feet flat on the floor (make sure your heels don't leave the ground) 3 – Bend your knees 4 – Keep your back straight (does not have to be vertical) 5 – Obtain a firm palmar grip 6- Keep your arms in line with your trunk 7 – keep the weight close to your centre of gravity (your naval) 8 – Turn your feet in the direction of movement <p>Carrying the box containing the gauge should be avoided at all times</p>	
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						Always point feet in direction of movement. Take care when getting the NDM box out of the storage cabinet or when putting it back in. The area within the bay is restrictive so ensure a clear area is available to avoid having to twist to get the gauge out / in.	
13	NDT	Use of x-ray & gamma-ray equipment	Radiation exposure	TLD dosimeter, Pocket radiation monitor & survey meter must be used.	1/3/3	Employees must follow work procedure and use controls correctly as instructed in the radiation safety manual.	1/3/3
14	All staff	Minor injuries	Cuts / abrasions	A number of personnel are trained in Occupational First Aid. First Aid boxes on premises – the kitchen in Dublin, room 6 and the dark room in Cork.	2/3/6	Ensure the first aid checks are kept up to date and that all of the supplies are in date. Ensure First Aid boxes in all company vehicles. Responsibility of vehicle "owner" to keep box stocked.	1/3/3



15	Cork	Use of audio / mechanical / electrical equipment	Excess Noise Level	The following have been identified as having noise levels in excess of those defined in the <i>Control of Noise at Work Regulations 2006</i> – see MS RA.	3/3/9	Noise Survey carried out in Cork – risk assessment C13 – compliance with the control measures identified is mandatory.	2/3/6
16	All staff	Use of audio / mechanical / electrical equipment	Exposure to vibration	Anti vibration gloves issued. Limit exposure times. Tasks that involve exposure to hand arm vibration: Replication, fracture testing, compaction testing of aggregates.	2/3/6	Review protective measures against lower limits per Control of Vibration Regulations 2006. Risk assessment conducted and exposure levels identified.	2/3/6
17	Client site	Entering unfamiliar sites	Various	Site safety & emergency procedures are made known to company's employees when going on-site by client safety rep.	1/3/3	Employees must establish escape route & have fire extinguisher at hand if necessary (in company vehicle) and comply with site regulations.	1/3/3
18	Client Site	Entering site with no formal health & safety procedures for contractors		Work to Metlab's Safety Statement. Notify own supervisor of unacceptable safety hazard or risk, do not commence working until it is safe to do so.	2/3/6	Technician must first carry out and record a risk assessment. The controls deemed necessary must be applied to ensure a safe system of work, in accordance with the hierarchy of controls.	1/3/3



19	Client Site	Radiography testing at height	Struck by falling Front-end tube	Steel-rope bracelets are available.	2/3/6	If placing in unsafe position, tie off Front-end tube with bracelets. Request a steel rope from the technical manager before going to site.	1/3/3
20	Client site	Employees working in temporary workplaces		Company secure employee welfare – lighting, heating, ergonomics, first aid box, access & egress, etc	1/2/2	Before commencement on site the appointed project manager / senior technician will visit the site and order all necessary supplies required to ensure adequate welfare facilities are provided for by Metlab Ltd and the client.	1/2/2
21	At land-fill sites	Slip on sloping membrane	Slip into pond of water/ leachate	Always plan the route, where avoid walking directly on the liner.	1/3/3	Safety boots provided, walk slowly & diagonally upward or downward, avoid damp or wet liner and where possible walk on the protection layer instead of the plastic.	1/3/3



22	At land-fill sites - Load-bearing test	Test involves use of JCB or other heavy plant	Crushed by machine, cold / wet	Wear high vis vests, work beside own vehicle with hazard light flashing if possible, keep in communication with plant operators	1/3/3	Metlab Ltd. personnel must ensure that machine will not move while they are under it. The driver must remain with the vehicle. The engine must be switched off at all times when the technician is beneath the machine. Wear appropriate wet gear and place a mat between the ground and the technician for comfort and to avoid getting cold and wet. Maintain regular communication with the driver.	1/3/3
23	Client Site	Portable diesel generators	Electric shock, fumes, manual handling	Ensure equipment is serviced & properly maintained. 2 people to carry the generator. Lift as per training.	1/3/3	Personnel must follow safety instructions when using generator & keep it dry. When working in a trench always keep the generator out of the trench and position it so that you work upwind from the fumes.	1/3/3



24		Work in confined spaces	Various	Always ensure that an Entry Permit is first supplied & a trained stand-by person is present outside.	2/3/6	Employees must exercise extreme caution. Complete the confined space rescue plan before commencement of work. This will be in accordance with client site specific requirements. Never enter a confined space without having appropriate training, ensuring a competent door person is available and being authorised to do so by the client (e.g. permit issued)	1/3/3
25		Fall from a height		Safety harnesses are available. Client provides access equipment as required, e.g. Fixed Platform. Means of access specified in Method Statement	2/3/6	Technicians have been trained in MEWP use. All work at height should be pre planned and comply with client site requirements. Client to supply safe and secure access and egress to all test locations.	1/3/3

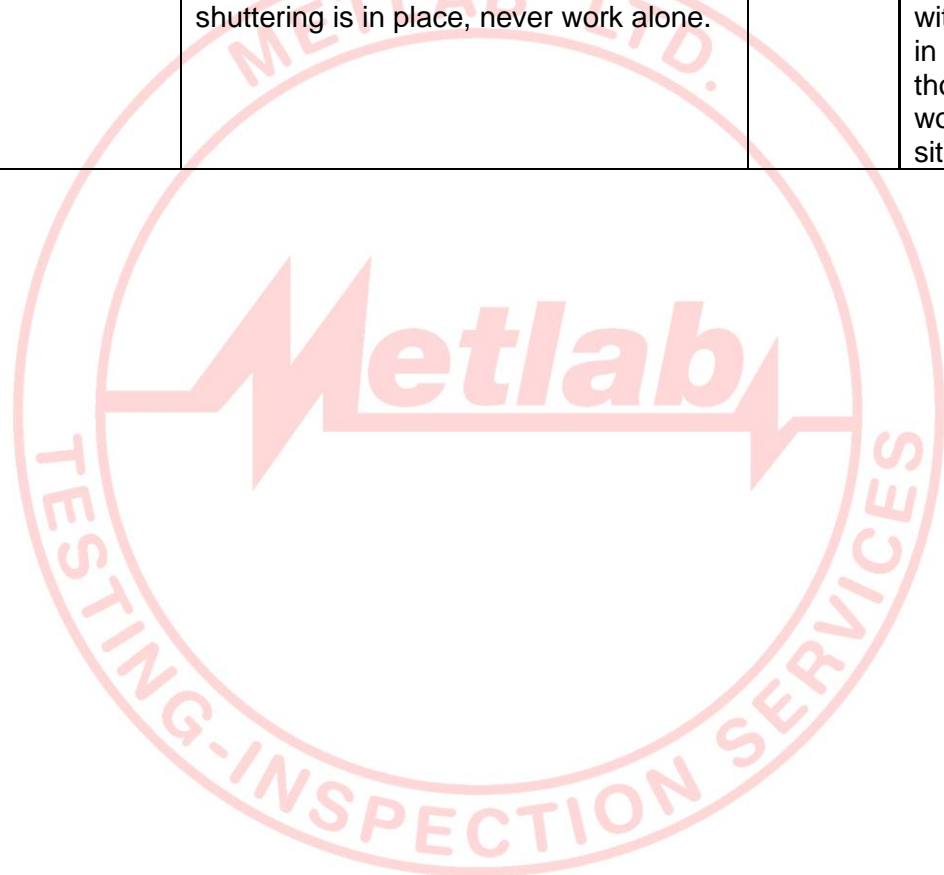


26	Client site	Use of ladders		Company policy is not to work off a ladder, and not to carry items by hand up/down ladders – always use hoisting equipment. If no alternative is available then use a 1 in 4 ladder angles, tie off at the top and ensure the ladder is footed. This can only be used for short term work.	2/3/6	Employees must adhere to policy	1/3/3
27	Client site	Mobile Generators – petrol/diesel fumes	Lung damage, manual handling	Ensure properly ventilated, perform routine servicing as required	2/3/6	Use outside only or in well ventilated areas. Always work up wind from the fumes. 2 people to share the load when carrying the generator.	1/3/3
28	Client Site	Use of aerosol chemicals (MPI & DPI)	Highly flammable, skin & eye irritation, hazardous vapours, can cause drowsiness/dizziness	Observe product SDS flash point data, never use near naked flames or hot work, wear appropriate PPE.	2/3/6	Store & use away from source of ignition & extreme heat, wear skin & eye protection, Read Safety Data Sheets, If in a confined space, use the correct Respiratory Protection &/or Fresh airflow.	1/3/3



Testing. Inspection. Quality Assurance.

29	Client Site	Working in trenches	Trench caves in-Suffocation	Ensure the trench walls are adequately supported or that trench boxes or shuttering is in place, never work alone.	2/3/6	Ensure trench is secure before entering. Comply with the controls identified in risk assessment C16 or those identified in the working risk assessment on site.	1/3/3
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30	Client site	Welding inspection	Arc eye, fumes, burns, cuts	Special safety glasses available.	2/3/6	<p>Employees must always safety glasses supplied. Never look directly at the flame. Wear respiratory protection if required when working in close proximity to welders with poor ventilation. Avoid the workshop area as much as possible, and if it is necessary to supervise the process try to stand near a doorway to minimise expose to the fumes. Welded samples are hot and may have sharp edges, therefore wear appropriate welder gloves for protection – allow samples to cool before putting them into the back of a van to prevent a fire hazard.</p>	1/3/3
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31	Client site	Falling objects	Head injury	Helmet provided and worn	2/3/6	Assess need for additional controls on site, e.g. netting. The client will be responsible for this. Never work in an area that is unsafe. Contact your manager immediately if there is a site-specific hazard.	1/3/3/
32	Client site	High winds	Struck by item, Blown off high level	Wear the safety helmet. Do not work at height in windy conditions. Working at height training provided.	2/3/6	Assess need for additional controls as required on site. The client will be responsible for this. Never work in an area that is unsafe. Contact your manager immediately if there is a site-specific hazard.	1/3/3
33	All facilities	Unauthorised personnel	Theft	Access control on front door, CCTV in place.	1/3/3	Roller shutter door should be kept closed at all times when not bring samples / equipment in or out. The same applies to the side door and the emergency exit at the rear of the building.	1/3/3



34	All staff	Electrical equipment	Electric shock	All Workshop equipment is rated 110V and has been subject to PAT testing. Building electrical recertification has taken place in 2010.	1/3/3	Existing controls adequate, technicians to visually inspect all kit prior to use. Any faulty equipment to be immediately quarantined and reported to management.	1/3/3
35	All staff	Testing with x-ray units	Radiation exposure	X-ray tests are carried out in a lead-lined container Access to container is controlled during test.	1/3/3	Safe working procedures must always be adhered to by all employees, as per the radiation safety manual. Always supervise the entrance during an exposure. Post notices and turn on the visual / audible gama alarm system.	1/3/3
36	All staff	Housekeeping	Slips, Trips, falls	Work areas are well maintained and Metlab operate a clean as you go policy.	2/3/6	All employees must contribute to ongoing good housekeeping. Management conduct workplace inspections periodically to ensure compliance.	1/3/3



37	All staff	Manual Handling – Pallet Racking above eye level	Back strain	Plan all lifts, use adequate lifting gear, & personnel.	2/3/6	Do not store any heavy items above eye level. Where there is a need to place items on top of the bay or on top of the racking it must be planned and supervised by a member of management and a risk assessment must be completed. Do not put any items in these locations without the consent and supervision of a manager and a plan must be in place.	1/3/3
38	All staff	High-level storage area over x-raying container – no edge protection	Fall from a height	Access restricted, access permitted under supervision only.	2/3/6	Fit edge protection & safe personnel access to this raised area. Do not put any items in these locations without the consent and supervision of a manager and a plan must be in place.	1/3/3
39	X-ray film Process	Chemical handling	Burns, flammable, skin sensitisation	MSDS sheets provided, nitrile & latex gloves provided	2/3/6	Use eye protection & gloves when handling chemicals – see Safety Data Sheets.	1/3/3



40	Dark Room	Contact with developing chemicals	Burns to eye, skin. Dermatitis.	MSDS sheets provided, nitrile & latex gloves provided	2/3/6	Handlers must wear eye protection & gloves – read Safety Data Sheets and comply with their recommendations.	1/3/3
41	All staff	Chemicals – especially Nitric acid & Hydrochloric acid	Severe Burns,	Observe SDS information. PPE compulsory	3/3/9	Use eye protection & gloves when handling chemicals – see Safety Data Sheets.	1/3/3
42	All staff	Use of any chemicals	Skin & respiratory Sensitisation, irritants, corrosives, flammable, danger to the environment	Observe SDS information. PPE compulsory	2/3/6	Install Chemical Storage unit in place. Eye wash bottles in the first aid kits. Always have a bottle with you when using chemicals.	1/3/3
43	Cork	Compressed Air	Explosion	Air receiver is subject to annual statutory inspection	1/3/3	Ensure annual inspection is carried out and that records are maintained.	1/3/3
44	Cork Geo Lab	Dust when handling dried soil samples	Inhalation	Dust masks & gloves are provided Keep Door opened for ventilation	1/3/3	Appropriate Masks should always be worn	1/3/3



45	Cork Geo lab	Manual handling of soil samples	Muscloskeletal injury	Hand-truck & trolley available in area, shaere the load.	2/3/6	Use hand-truck or trolley for transporting heavy bags & trays, carry equipment using correct manual handling technique – arms in line with trunk, load close to centre of gravity. Do not overexert – only carry loads you can comfortably manage. Always use the trolley for sample bags. When disposing of samples ensure that the tubs are emptied regularly. Do not let material build up to create a heavy load.	1/3/3
46	Cork Geo lab	Permeability test uses air pressure		Over-pressure relief in air supply. Tubing & test containers of correct pressure rating.	1/3/3	Maintain present high standards	1/3/3
47	All Labs	Water spillages on lino flooring	Slip		1/3/3	Staff must clean up spillages immediately	1/3/3
48	Cork top floor office	Structural steel beams at low level	He ad impact	Padding fitted to lowest section.	1/3/3	Fit padding to the beams, ensure this is not removed	1/3/3

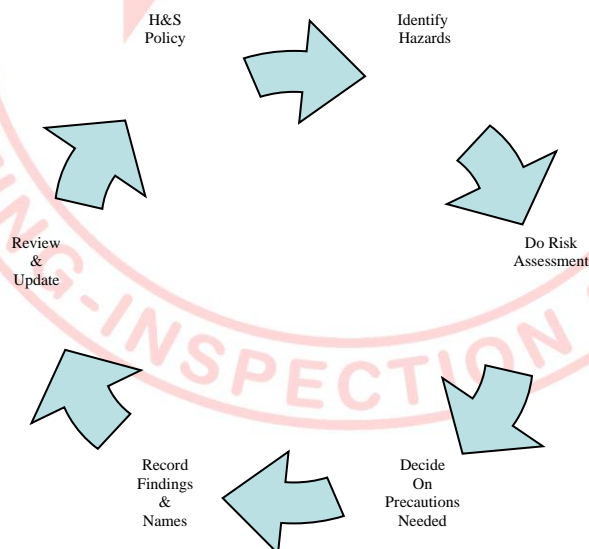
6.0 Review and Update of Safety Statement

Management's intention is to keep this safety statement relevant and current at all times. It forms a basis for health & safety management in the company.

As operational changes come about, a risk assessment will be carried out by John Coughlan, and the Safety Statement will be updated promptly (required under the *Safety, Health & Welfare at Work Act 2005, section 19 & 20.*) Additional controls deemed necessary by the risk assessment will be actioned as soon as possible, and details communicated to all relevant personnel.

As the Health & Safety Coordinator, Jim Humphreys will lead an annual Evaluation. The purpose of this is as follows:

- To review the past year's performance re accidents/occupational ill health - based on Accident Reports and audit data.
- To anticipate any changes required;
- To ensure that continuous improvement is occurring in health & safety, involving the development of policies, systems and techniques of risk control. The following cyclical framework is applied.



- The company will apply any lessons learned from experience during the review period.
- Performance is assessed by internal reference to key performance indicators, and external comparison with business competitors and best practice in the sector.



Annual report

The company's performance on Health & Safety matters will be outlined in each Annual Report, as per the legislation laid down by the *Companies Act*.

7.0 Accident Reporting & Fire Procedures

CONTENTS OF Section

7.1 Accident Reporting
7.2 Statutory Inspections
7.3 Drill Procedure
7.4 Emergency Evacuation Procedures
7.5 List of First Aiders



7.1 ACCIDENT REPORTING PROCEDURE

ALL ACCIDENTS AND NEAR MISSES MUST BE REPORTED, RECORDED AND FULLY INVESTIGATED, THE OBJECTIVE BEING TO PREVENT RECURRENCE OF A SIMILAR ACCIDENT IN THE FUTURE.

- This procedure is in addition to any existing practices.
- All employees are instructed to report all near misses and accidents, no matter how minor in nature. (Near misses are indicators of possible accidents waiting to happen.)
- The form below should be used.
- This form should be completed in full and signed by both parties. This should be done as soon as possible after the accident taking place.
- Once the facts have been recorded, John Coughlan and the Inline Operations will investigate how the accident was caused and, take action to prevent such an accident happening again.
- All accident reports must be kept on file for inspection and analysis.

2. REPORTING OF ACCIDENTS TO THE HEALTH & SAFETY AUTHORITY

As per the legislation, the company is obliged to report all 'reportable accidents', i.e. if the work accident results in the flooring fitter missing 3 or more workdays. This is the responsibility of Jim Humphreys as Health & Safety Coordinator.

Serious Near Misses must also be reported to the H.S.A., where a particularly dangerous occurrence has taken place but without injuring anybody.

Both accidents and dangerous occurrences can be reported online, see the H.S.A. web site – **[www. hsa.ie](http://www.hsa.ie)**. Use form IR1 for reporting an accident, and IR3 for a dangerous occurrence. Explanatory notes on how to fill out these forms are contained in the web site.



REPORT OF ACCIDENT/NEAR MISS

Name of person involved	
Site at which accident occurred	
Date of accident	
Start time on day of accident	
Finish time on day of accident	
Reported to site Safety Officer?	
Time of accident	
Exact location of accident	
Exact details of cause of accident	
Nature of occupational injuries/ ill-health	
Names of witnesses, if any	
If treated and where	
Name of doctor involved	
If absent from work and for how long	
What can be done to prevent a recurrence?	
Additional information	
Signature of person injured	
Signature of manager	
Date signed	



7.2 STATUTORY INSPECTIONS – RECORDS

Current certificates from statutory inspections are stored in the following pages.

CORK

List of company equipment subject to statutory inspections: -

- Air Receiver vessels - Compressor
- Forklift Truck
- Pallet Truck

DUBLIN

- Air Receiver Vessels - Compressor
- Pallet Truck

CORK, DUBLIN

- EPA statutory inspection (to ensure compliance with licence regulations)



7.3 EVACUATION DRILL PROCEDURE - CORK

THIS MUST BE CARRIED OUT TWICE A YEAR

- John Coughlan (deputy Jim Humphreys) sets off the fire alarm from the control panel.
- All personnel, on hearing the alarm, must switch off/ leave safe any equipment in their area.
- All staff must close all doors – internal and external – as they leave.
- All staff must immediately go to the Assembly Point in the car parking area. DO NOT RUN. You must not leave the Assembly Point for any reason without the knowledge and permission of Fiona Geary /Eva Humphreys.
- Fiona Geary /Eva Humphreys ensures that all staff and any visitors are accounted for in full, and that nobody leaves the Assembly Point until the All Clear is given. An up-to-date Fire Register is used for this count. (See Emergency Procedure for blank.)
- John Coughlan (deputy Jim Humphreys) ensures that the fire alarm can be heard in all parts of the premises.
- John Coughlan (deputy Jim Humphreys) gives Fiona Geary /Eva Humphreys the All Clear. All personnel are instructed to resume normal activities in an orderly fashion.
- John Coughlan (deputy Jim Humphreys) and Fiona Geary /Eva Humphreys review the success of the drill, noting how long it took to verify that everybody was evacuated.
- John Coughlan (deputy Jim Humphreys) addresses any issues arising.
- John Coughlan (deputy Jim Humphreys) keeps a record of every drill conducted.



7.3 EVACUATION DRILL PROCEDURE - DUBLIN

THIS MUST BE CARRIED OUT TWICE A YEAR

- Richard Robertson / Shannon Keenan (deputy Richard Robertson) sets off the fire alarm from the control panel.
- All personnel, on hearing the alarm, must switch off/ leave safe any equipment in their area.
- All staff must close all doors – internal and external – as they leave.
- All staff must immediately go to the Assembly Point in the car parking area. DO NOT RUN. You must not leave the Assembly Point for any reason without the knowledge and permission of Richard Robertson (deputy Richard Robertson).
- Richard Robertson /Shannon Keenan (deputy Richard Robertson) ensures that all staff and any visitors are accounted for in full, and that nobody leaves the Assembly Point until the All Clear is given. An up-to-date Fire Register is used for this count. (See Emergency Procedure for blank.)
- Richard Robertson /Shannon Keenan (deputy Richard Robertson) ensures that the fire alarm can be heard in all parts of the premises.
- David O' Flaherty (deputy Shannon Keenan) gives Richard Robertson (deputy Richard Robertson) the All Clear. All personnel are instructed to resume normal activities in an orderly fashion.
- David O' Flaherty (deputy Shannon Keenan) and Richard Robertson (deputy Richard Robertson) review the success of the drill, noting how long it took to verify that everybody was evacuated.
- David O' Flaherty (deputy Shannon Keenan) addresses any issues arising.
- David O' Flaherty (deputy Shannon Keenan) keeps a record of every drill conducted.



7.4 EMERGENCY EVACUATION PROCEDURE – CORK PREMISES

ON DISCOVERING A FIRE OR OTHER CAUSE FOR EVACUATION, EMPLOYEES MUST -

- Immediately raise the alarm at a Break Glass unit, unless the alarm has sounded automatically.
- If time allows and it is safe to do so, switch off any equipment in your area.
- Close all doors- internal and external - as you leave.
- All personnel must immediately go to the Assembly Point in the car parking area. DO NOT RUN. Nobody should leave the Assembly Point for any reason.
- Fiona Geary /Eva Humphreys ensures that all personnel are accounted for using an up-to-date Fire Register. (See overleaf for blank)
- John Coughlan (deputy Jim Humphreys) contacts the Fire Brigade (Tel 999 or 112 from a mobile) with Site address, Exact location and Type of incident. He also contacts other emergency services if required. He then waits for the Fire Brigade and directs them to the problem area on arrival.
- While waiting for the fire service, John Coughlan (deputy Jim Humphreys) returns to the site to ensure that everybody has left, and to fight the fire- **but only if it is safe to do so.**



7.4 EMERGENCY EVACUATION PROCEDURE – DUBLIN PREMISES

ON DISCOVERING A FIRE OR OTHER CAUSE FOR EVACUATION, EMPLOYEES MUST -

- Immediately raise the alarm at a Break Glass unit, unless the alarm has sounded automatically.
- If time allows and it is safe to do so, switch off any equipment in your area.
- Close all doors- internal and external - as you leave.
- All personnel must immediately go to the Assembly Point in the car parking area. DO NOT RUN. Nobody should leave the Assembly Point for any reason.
- Richard Robertson /Shannon Keenan (deputy Richard Robertson) ensures that all personnel are accounted for using an up-to-date Fire Register. (See overleaf for blank)
- Richard Robertson / Shannon Keenan (deputy Richard Robertson) contacts the Fire Brigade (Tel 999 or 112 from a mobile) with Site address, Exact location and Type of incident. He also contacts other emergency services if required. She / he then waits for the Fire Brigade and directs them to the problem area on arrival.
- While waiting for the fire service, Richard Robertson / Shannon Keenan (deputy Richard Robertson) returns to the site to ensure that everybody has exited; and to fight the fire- but only if it is safe to do so.

