



**www.wfl.ie**

***WILLIAM FARRELL***

***LIMITED***

***COMPANY SAFETY STATEMENT***

***2017 - 2018***

**Reviewed: August 2017**

**Next Review: August 2018**

## **Health and Safety Policy Statement**

It is the policy of William Farrell Ltd., in so far as is reasonably practicable, to seek and provide safe working conditions for all William Farrell Ltd. personnel, whether working on a full time, part time or voluntary basis and to enlist the active support of William Farrell Ltd. personnel and contractors in achieving such conditions.

William Farrell Ltd. is committed to:

- Ensuring this OH&S policy is appropriate to the nature and scale of the organisations OH&S risks.
- The prevention of injury and ill health and continual improvement in OH&S management and OH&S performance.
- Compliance with applicable legal requirements and with other requirements to which the organisation subscribes that relate to its OH&S hazards.
- Provides a framework for setting and reviewing OH&S Objectives.
- Promoting standards of health, safety and welfare that comply with the provisions current legal and regulatory requirements as well as codes of practice and other requirements.
- Providing and maintaining a safe working environment, safe systems of work and to protecting William Farrell Ltd. personnel and the public, in so far as is reasonably practicable.
- Ensuring that all William Farrell Ltd. personnel whether full time, part time or voluntary are informed of the Organisation Health & Safety Policy through their Safety Induction to William Farrell Ltd. and ongoing Safety Training.
- Making available William Farrell Ltd. Health & Safety Policy to interested third parties.
- Providing William Farrell Ltd. personnel with the information, training and supervision that they need to carry out their activities safely and efficiently and to develop safety awareness among contractors and the public.
- Defining responsibilities with respect to health and safety matters.
- Encouraging full and effective joint consultation, with William Farrell Ltd. personnel and third parties, on all health and safety matters.
- The Continual Improvement of their Safety Statement, and to ensuring that it is reviewed annually to ensure that it remains relevant and appropriate to William Farrell Ltd.

To ensure that the above commitments are met, Senior Management are committed to playing an active role in the implementation of the Safety Statement and undertake to review and revise it in the light of experience and developments.

*William Farrell Ltd.*

Managing Director

Date: 4<sup>th</sup> August 2017

**William Farrell Limited**  
**Company Health & Safety Statement**

**INDEX**

<b>Contents</b>	<b>Page No</b>
General Statement of Policy	1
Index	2
Introduction	4
<b>Safety Responsibilities</b>	
➤ Managing Director	6
➤ Safety Manager	7
➤ Contracts Manager	8
➤ Foreman	9
➤ Employees	10
➤ Sub-Contractors	12
<b>Office Hazard Identification &amp; Risk Assessment</b>	
➤ Method of Risk Classification	13(a)
➤ Access & Egress	14
➤ Housekeeping	15
➤ Electrical	16
➤ Manual Handling	17
➤ Fire	18
➤ Computer Work-Station's	19
➤ Office Chemicals	20
➤ Pregnancy in the Workplace	21
➤ Using Stairs in the Workplace	22
➤ Electromagnetic Field	22
<b>Site Hazard Identification &amp; Risk Assessment</b>	
➤ Access & Egress	24
➤ Housekeeping	25
➤ Working at Heights	26
➤ Scaffolding	27
➤ Ladders	29
➤ Electrical	30
➤ Power-tools	31
➤ Manual Handling	33
➤ Working in Ducts or Manholes	34
➤ Noise	35
➤ Fire	36
➤ Mobile Elevated Work-platform / Hoists	38
➤ Site Transport	39
➤ Site Chemicals	40
➤ CAD Welding	41
➤ Confined Space	42
➤ Installation of Racking, Trays, Trunking & Conduit	43
➤ Transformer Installation	44
➤ Mechanical Lifting Operations	45
➤ Mechanical Pulling of Cables	46
➤ Portable Tools	47

**William Farrell Limited**  
**Company Health & Safety Statement**

**Index -- Continued**

➤ Powering on New Distribution Systems	48
➤ Termination of Cables	49
➤ Installation of Fittings, Sockets & Junction Boxes	50
➤ Switchgear & Distribution Boards	51
➤ Excavations	52
➤ Lone Working	53
➤ Vibration (Hand-Arm)	54
➤ Biological Agents	55
➤ Sharps & Needles	56

**Company Safety Policies**

➤ Safety Training Policy	58
➤ First Aid Policy	59
➤ Fire Safety Policy	60
➤ Accident Policy	61
➤ Dignity at work Policy	62
➤ Pregnant Employees Policy	64
➤ Work Equipment Policy	65
➤ Personal Protective Equipment Policy	66
➤ Safety Representative Policy	67
➤ Disciplinary Policy	68
➤ Smoking Policy	69
➤ Working At Heights Policy	70

## **Introduction**

The main activities of the Company are:

- General Construction
- Electrical Installations
- Mechanical Installations
- Data Installations
- Fire Detection and Fighting Systems
- Maintenance of Building Services

As all the above Company activities occur on different locations, the following hazard identification and risk assessment are based on the overall hazards faced by Company employees in their everyday workplace.

The Safety policies, in relation to the site section of the Company's activities are laid out in this section and all site based employees are expected to follow these policies.

Also identified in this section of the Safety Manual is the safety training requirements for the company employees.

## **SECTION 1**

### **SAFETY RESPONSIBILITIES**

**William Farrell Limited**  
**Company Health & Safety Statement**

**1. Managing Director's Responsibilities :**

- 1.1 Make adequate resources available to facilitate the introduction of the Company safety policy.
- 1.2 Take advice from the Safety Officer on changes to the Company safety policy, purchasing of equipment, provision of safety training and the installation of safe working systems where necessary.
- 1.3 Review safety reports on all accidents to Company personnel and proposed changes to work procedures or systems, where necessary.
- 1.4 Set an example, by wearing all necessary personal protective equipment, where it is required by the Company safety policy.
- 1.5 Over-see all disciplinary proceedings if and when necessary.
- 1.6 Have a direct input into the purchasing of equipment for the Company, to ensure that all equipment, meets at least the minimum safety requirements.

## **William Farrell Limited**

### **Company Health & Safety Statement**

#### **2 Safety Officer's Responsibilities :**

- 2.1 Up date the Company safety manual when necessary, in cases of statutory change or changes in work systems or procedures.
- 2.2 Ensure that a copy of the Company's safety statement is on site and that all staff and employees are aware of its requirements and that it is in a language that can be understood by all staff.
- 2.3 Prepare a method safety statement where necessary, for any additional hazardous activity on Company work sites and ensure compliance of same.
- 2.4 Monitor all aspects of safety and health at the Company premises and on all the Company work sites.
- 2.5 Carry out regular site safety surveys and ensure compliance of Company safety policy.
- 2.6 Ensure Site Foreman carries out regular equipment surveys to ensure all tools and equipment meets the relevant safety standards and report provided to the Safety Officer.
- 2.7 Review all sub-contractors safety statement and monitor all sub-contractors employed by the Company to ensure their compliance of the Company safety policy.
- 2.8 Advise management on changes in legislation, regulations or directives, which may have an effect on Company activities.
- 2.9 Advise on statutory tests on plant and equipment and have a copy of the relevant test certificate on file for inspection, if required.
- 2.10 Monitor accidents / dangerous occurrences on sites and provide reports with advice on remedial action where appropriate.
- 2.11 Provide, organize or request training courses to meet identified needs.
- 2.12 Liaise with Directors, Contracts Managers and foremen on matters relating to health and safety.
- 2.13 Advise Directors on the implementation of the Company policy and on any revisions required.
- 2.14 Monitor compliance of personal protective equipment policy.
- 2.15 Make sure all protective equipment meets the standard required by law.
- 2.16 Consult with the Health and Safety Authority when required.
- 2.17 Advise the Company on action required where improvement, prohibition notices or prohibition orders have been served on the Company.
- 2.18 Investigate any accidents/incidents/near misses and advise the Managing Director on position vis-à-vis the injured party, potential claims, insurance or HSA implications.
- 2.19 Make sure all relevant test certificates on file for inspection if required.
- 2.20 Prepare annual reports on the management of safety and health in the Company and on performance in endeavoring to reduce the number of accidents and improving housekeeping and efficiency on work sites and Company offices.

**William Farrell Limited**  
**Company Health & Safety Statement**

**3. Contract Manager Safety Responsibilities :**

- 3.1 Adequate provision for safety, health and welfare is made in planning contracts.
- 3.2 That a site-specific safety statement is prepared for each site, before the project commences.
- 3.3 They provide supplementary hazard identification and risk assessment information for projects when necessary as an addendum to the original safety statement.
- 3.4 That the safety statement is posted on site.
- 3.5 That the provisions of the Company safety policy statement are executed from project inception to completion on the site.
- 3.6 That the Site Supervisors under their control implement this policy.
- 3.7 That all plant and machinery allocated for their site is in accordance with the regulations and are inspected as required, and that all servicing and repairs are carried out to ensure compliance with all legal requirements.
- 3.8 That all personnel recruited for or assigned to each site are suitable for and competent to carry out the work on site.
- 3.9 That all sub-contractors and self-employed persons employed by William Farrell Limited are aware of Company policy and have confirmed that they will comply.
- 3.10 That all necessary personal protective equipment will be provided to meet the safety requirements of the work site.
- 3.11 Adequate first aid equipment is provided for the work site.
- 3.12 That adequate facilities and arrangements for the welfare of employees are provided and maintained, and to liaise with the main contractor to provide toilet and washing facilities, as per size and nature of the project.
- 3.13 A “Method Statement” is be prepared if necessary, for any work / operation which is outside the scope of the original safety statement. This must be done in consultation with the Safety Officer.
- 3.14 They monitor accidents / dangerous occurrences on sites and provide regular reports to the Managing Director and Safety Officer, with advice on remedial action.
- 3.16 They advise the Managing Director and Safety Officer on action required, where improvement notices, improvement directions, prohibition notices or prohibition orders have been served on the Company.
- 3.17 On completion of the project, provide information to the main contractor for the safety file, which should include :
  - Safety Data Sheets for all chemicals and compounds used in the project.
  - Up to date drawings of the project work area.
  - Any test certificates where appropriate, which outline safe operating and maintenance procedures for equipment installed on the project.

**William Farrell Limited**  
**Company Health & Safety Statement**

**4. Each Appointed Site Foreman Must :**

- 4.1 Be familiar with the Company policy applicable to the work on which they are engaged and make sure, that they are observed.
- 4.2 Display site-specific safety statement on site and bring to the attention of other workers, any additional hazards which have been identified.
- 4.3 Hold regular 'Toolbox 'safety meetings as required.
- 4.4 Make sure all necessary protective equipment / clothing is available for company employees, and make sure that all personnel including sub-contractors are instructed in the correct use of all safety equipment.
- 4.5 Make certain that all plant and machinery are maintained in good condition and operators are only employed on equipment for which they have been properly trained and certified.
- 4.6 Report defects in plant and equipment to Health and Safety Officer if you cannot have the defects corrected yourself.
- 4.7 If a permit to work is in place, all conditions must be followed, and all personnel must understand all conditions before starting procedure.
- 4.8 Request from Head office when necessary, safety data sheets on all chemicals and compounds being used on the project.
- 4.9 Maintain a tidy workplace. Arrange for regular clean-up periods. Appoint a person responsible where appropriate. Insist that all Company employees, subcontractors, self-employed and visitors wear required PPE on site. Do not allow anyone to work without the required PPE.
- 4.10. Ensure that all portable power tools on site are 110v where possible.
- 4.11 Ensure that all access and egress points, throughout the site comply with the regulations and where appropriate liaise with the Main Contractor.
- 4.12 Make sure where required, that there is good sound scaffolding and platform areas, and ensure they conform to the Regulations, and when necessary liaise with the Main Contractor.
- 4.13 Check all ladders are sound and tied while in use.
- 4.14 Ensure all sub-contractors comply with the site safety procedures.
- 4.15 Make sure that all floor and roof edges are guarded and that all openings in floors and roofs are guarded or safely boarded and liaise with the Main Contractor when necessary
- 4.16 Maintain safety records on site.
- 4.17 Ensure that first aid boxes are maintained properly, and restocked as necessary.
- 4.18. Immediately investigate all accidents on site to company employees, and sub-contractors to our company in accordance with the accident procedures and report all accidents to Contracts Manager and Safety Officer.
- 4.19. Ensure that all appropriate safety precautions are taken in respect of any overhead electric cables.
- 4.20. Show a personal example by wearing the safety equipment provided.
- 4.21. Meet the HSA Inspector on visits to the company work sites.

**William Farrell Limited**  
**Company Health & Safety Statement**

**5. Each Employee Must :**

- 5.1 Wear **proper** and appropriate **Protective Equipment**.
  - Wear a hardhat, Hi-Viz and safety boots at all times on site.
  - Wear a safety harness when at risk from falling from a height.
  - Make sure you **receive and understand all instruction** for any protective equipment issued to you.
  - Wear safety glasses / goggles when grinding, cutting and drilling or when the area or site requires them to be used.
  - Store your protective equipment properly and in a safe place / manner to avoid having it stolen, damaged or contaminated.
- 5.2 Carry out your job in such a way, that you or other people are not put in danger.
- 5.3 Not use any equipment that you know is or can see to be damaged or that you have not been trained in the safe use of.
- 5.4 Report to the Site Supervisor / Foreman all defects / damage on equipment.
- 5.5 Use correct tools or equipment for the job you have been allocated, if you do not have the correct equipment or tools, ask your Site Supervisor / Foreman.
- 5.6 Report to the Site Supervisor / Foreman any accidents, dangerous events or near misses.
- 5.7 Avoid any action, horseplay or situation, which would place you or other work colleagues at risk of injury
- 5.8 Keep work area clean and tidy to avoid tripping hazards.
- 5.9 Do not leave tools or equipment in a place where they may cause an accident.
- 5.10 If someone else has left tools or equipment in a place where it is likely to cause an accident move them or get the person responsible to move them.
- 5.11 If you are asked to work in an area that is dangerously untidy, badly lit or has an excess of oil, water on the floor, report it to you Site Supervisor / Foreman.
- 5.12 If you have to pass through an area which is dangerous to get to your place of work inform your Site Supervisor / Foreman.
- 5.13 If you feel you can not perform your duties safely, due to position of work area, lack of pace around work area, lighting or other possible workplace hazards, then inform your Site Supervisor / Foreman.
- 5.14 You must follow all safety procedures and carry out your work as per all safety training.
- 5.15 If you come across any hazard or situation that may cause somebody to be injured, you must do something about it, such as :
  - Move the obstruction.
  - Cover the hole.
  - Mop up the spill.
  - Turn off or disconnect the machine.
  - Report the incident to Site Foreman/Supervisor.

**William Farrell Limited**  
**Company Health & Safety Statement**

**5. Employees Safety Responsibilities -- Continued**

- 5.16 If you cannot take immediate action then, warn anybody who may be in danger and put up a 'Keep Clear' sign until the hazard has been removed.
- 5.17 If you have not been trained or you do not feel able to take action, then tell your Site Supervisor / Foreman Immediately.
- 5.18 You must follow all safety instructions, from you Supervisor or any safety instructions that come with machinery, tools, substances or chemicals even if you do not agree with them. They are there for your safety 'So follow them '.
- 5.19 Develop a safety culture for your work area and encourage others to do the same.
- 5.20 You must keep tools and equipment in good condition and not miss-use tools or equipment.
- 5.21 You must not intentionally interfere with :
- Safety appliances.
  - Toilets.
  - Washrooms.
  - Canteens.
- 5.22 If your Employer, Site Supervisor / Foreman asks you to do something, or stop doing something, so that you comply with all health and safety obligations you must do so.
- 5.23 You must comply with the safety policy, as set out in the company safety manual.
- 5.24 You must attend all safety meetings/tool box talks and safety training courses, organized by your employer when requested.
- 5.25 No site operative must be under the influence of alcohol or illegal substances in the work place.
- 5.26 All site operatives must comply with the management in relation to testing for substances by a medical practitioner.
- 5.27 You must carry out or put into action all safety procedures and systems in which you have been trained.
- 5.28 All employees sign a document to acknowledge receipt and understanding of the company safety manual, and are encouraged to make suggestions or raise any concerns that will enhance the safety of all staff.
- 5.29 The Risk Assessments and control measures in Section 2 of the Company safety manual have been written to comply with the Health, Safety and Welfare at Work Act 2005, The Construction Regulations 2013, General Applications Regulations 2007, and all other Regulations which are relevant to our work procedures. It is strongly recommended that you re-read and remain familiar with the Risk Assessment and Control Measures that are relevant to you.

**William Farrell Limited**  
**Company Health & Safety Statement**

**6. Sub-Contractors Responsibilities:**

- 6.1 Sub-contractors and self-employed persons must provide their up to date safety statement when requested to do so.
- 6.2 Self-employed persons must conform to the duties and responsibilities of employees.
- 6.3 Sub-contractors must produce evidence when requested, showing that appropriate insurance is in place.
- 6.4 Sub-contractors and self-employed persons have a duty to bring to the attention of William Farrell Ltd and anyone else that may be affected by any process or use of any materials that may endanger the health and safety of other people at work.
- 6.5 Sub-contractors and self employed persons shall comply with the requirements of this safety manual and co-operate with the Site Supervisor in providing a safe place of work, a safe system of operation and wearing of protective clothing and equipment.
- 6.6 Sub-contractors must ensure all their employees and others under their care are provided with and wear safety helmets, Hi-Viz, safety boots and other personal protective equipment necessary for the safe execution of their work.
- 6.7 Sub-contractors and their employees must check with the Site Supervisor, if a permit to work system is in operation, **and must follow all instructions on the permit.**
- 6.8 Sub-contractors' employees and self-employed persons must attend any safety courses, site safety meetings/tool box talks prepared for workers on projects managed by this Company.
- 6.9 All sub-contractors have a duty to report any defect in the plant and equipment, place of work, or system of work without unreasonable delay.
- 6.10 Sub-contractors must only use competent and suitable trained personnel on site.
- 6.12 Sub-contractors must ensure that their managers, supervisors and employees are aware of the obligations placed upon them concerning health and safety in their place of work.

## **SECTION 2**

### **OFFICE WORK AREA HAZARD IDENTIFICATION**

### **RISK ASSESSMENT AND CONTROL MEASURES**

## METHOD OF RISK CLASSIFICATION

In order to prioritise the level of risk associated with identified hazards the following method will be used:

**The identified hazards will be evaluated in accordance with their probability and severity, and classified in the categories indicated below.**

(Likelihood (L) x (S) Severity) = Risk Rating (RR)

### Likelihood Categories:

Category	Definition
1	Almost Impossible
2	Very unlikely
3	Unlikely
4	Likely
5	Almost Certain

### Severity Categories:

Category	Definitions
1	Minor Injury
2	Lost time injury
3	Long Term Absence
4	Major Permanent Incapacity
5	Fatality

**William Farrell Limited**  
**Company Health & Safety Statement**

**Risk Matrix:**

		PROBABILITY				
		1	2	3	4	5
SEVERITY	5	LOW	MED	HIGH	HIGH	HIGH
	4	LOW	MED	HIGH	HIGH	HIGH
	3	LOW	MED	MED	HIGH	HIGH
	2	LOW	LOW	MED	MED	MED
	1	LOW	LOW	LOW	LOW	LOW

Category	Definitions
<b>1-5 Low</b>	Acceptable level of risk. Risk is controlled as far as reasonably practicable. Existing Controls to be continuously monitored.
<b>6-11 Medium</b>	Control Measures should be implemented to reduce risk further to <b>As Low As is Reasonably Practicable. (ALARP)</b>
<b>12-25 High</b>	Unacceptable level of risk. Hazard <b>MUST</b> be avoided or control measures must be implemented to reduce the level of Risk significantly.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Access & Egress
<b>Risk of Injury From</b>	Slips, Trips & Falls
<b>Risk Rating Using Controls Below</b>	1,3 - Low

**1. Control of Risk :**

- 1.1. All access to the office area is only allowed through the main entrance at the front of the building.
- 1.2. Where access to the storage area is necessary, then the pedestrian walkways, which are clearly marked, must be used.
- 1.3. All entrances & exits must be kept clear of obstacles.
- 1.4. All stairways must be kept free of obstacles.
- 1.5. Turn on lights before entering an area / office.
- 1.6. Fire doors must not be blocked.
- 1.7. Fire doors must not be wedged open.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	House-Keeping
<b>Risk of Injury From</b>	Slips, Trips & Falls, Falling Material
<b>Risk Rating Using Controls Below</b>	3,2 - Medium

**2. Control of Risk :**

- 2.1. Where electrical equipment is in use, the cable must be placed so as not to present a trip hazard and if this is not possible, then the cables must be covered with a heavy mat.
- 2.2. All electrical cables under desks should be tie-up to prevent tripping hazard.
- 2.3. Boxes must not be placed in walkways between desks.
- 2.4. Lose items not be left unattended on the floor around desks
- 2.5. All spillages must be cleaned up or reported as soon as possible.
- 2.6. Non-working lights should be reported and replaced as soon as possible.
- 2.7. Never walk into a dark room, always turn on the light first.
- 2.8. Damaged floor coverings must be reported and replaced as soon as possible.
- 2.9. All stairways and corridors must be kept free from obstructions.
- 2.10. When carrying any objects, make sure that the walkway is clear from obstructions.
- 2.11. Each person must be responsible for the housekeeping in his or her own work area.
- 2.12. If you find an obstruction in the way, then move it or report it as soon as possible.
- 2.13. Report all hazards, which you think may cause an injury to your fellow workers.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Electricity
<b>Risk of Injury From</b>	Contact with Live Wires
<b>Risk Rating Using Controls Below</b>	1,5 - Low

**3. Control of Risk :**

- 3.1. Only a trained competent person will be allowed to repair electrical faults.
- 3.2. All faults must be reported as soon as possible.
- 3.3. Check machine for damage before use.
- 3.4. Do not use machine if any damage is visible.
- 3.5. Damaged leads must be replaced and never taped.
- 3.6. All broken or damaged plug tops must be replaced.
- 3.7. No over-loading of sockets.
- 3.8. Open bar electrical fires are strictly forbidden.
- 3.9. Turn off all computers and other machines at the end of the working day.
- 3.10. If a machine shows any sign of overheating, unplug it or turn off power immediately.

**Signs of Overheating:**

- Smoke.
- Discoloration of plug.
- Plug or Machine hot to touch.
- Smell of burning from machine.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Manual Handling
<b>Risk of Injury From</b>	Incorrect Lifting Technique, Poor Posture
<b>Risk Rating Using Controls Below</b>	2,3 - Medium

**4. Control of Risk :**

- 4.1. All members of staff will have a valid manual handling certificate.
- 4.2. When lifting, staff should use correct lifting techniques as per training.
- 4.3. Heavy boxes or equipment should not be stored above shoulder height.
- 4.4. If a piece of equipment is too heavy or bulky, get help to lift it.
- 4.5. When lifting any load, remember to use the eight principles of lifting :
  - **Assess** the weight of **the load** and **the area** where it is to be moved to.
  - **Broad stable base**, take a good wide stance so as not to over-balance.
  - **Bend your knees**, not your back - to get close to the load.
  - **Keep your back straight**, thought not necessary up right.
  - Get a **firm palmer grip**; don't just use your fingers.
  - Keep the **weight close to your centre** of gravity, your belly button.
  - Keep your **arms close to your body**, to prevent putting a strain on your back.
  - **Pivot your feet**, not your body in the direction you wish to go.
- 4.6. Remember to use your legs and arms (power muscles) to lift not your back muscles.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Fire
<b>Risk of Injury From</b>	Smoke Inhalation, Flames
<b>Risk Rating Using Controls Below</b>	1,5 - Medium

**5. Control of Risk :**

- 5.1. All office staff will be trained in appropriate evacuation procedures.
- 5.2. Two fire wardens will be selected for the office area.
- 5.3. The office area is a designated 'No Smoking Area'.
- 5.4. All emergency exits will be clearly marked.
- 5.5. All fire fighting equipment will be checked on an annual basis or as required.
- 5.6. Emergency exits must be kept clear from obstacles & obstructions.
- 5.7. Fire doors must not be wedged open.
- 5.8. Do not block or obstruct emergency exits, even for a short time, if you find one blocked, then remove the obstruction immediately and / or report it.
- 5.9. Fire orders, Evacuation procedures plans & the assembly point identification will be posted in prominent places around the office area.
- 5.10. If the fire alarm is sounded, follow the correct procedure immediately.
- 5.11. At the end of your working day, turn off all electrical equipment and if possible un-plug from the power supply.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Work-Stations Lay-Out
<b>Risk of Injury From</b>	Incorrect positioning of V.D.U's, Incorrect sitting posture, Continuous time spent at work screen
<b>Risk Rating Using Controls Below</b>	1,4 - Low

**6. Control of Risk**

- 6.1. VDU screen should be positioned at right angles to direct sunlight, to reduce glare & reflections.
- 6.2. The screen settings should be adjustable to the individual's requirements.
- 6.3. The screen must be adjustable for:
  - Brightness
  - Contrast
- 6.4. The screen must be free from flicker or movement.
- 6.5. Chairs should be adjustable in :
  - Height
  - Back rest tilt
  - Back rest height
  - Seat width
  - Arm rest height
- 6.6. Work should be arranged to allow for changes in work position.
- 6.7. Document holder should be used to reduce strain on neck & shoulders.
- 6.8. If the work routine does not allow for a natural break, then rest breaks of '5 minutes per hour should be used to break continuous work practices.
- 6.9. Eye testing will be available for continuous VDU users on request.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Office Chemicals
<b>Risk of Injury From</b>	Chemical Fumes, Chemical burns, Eye contact with chemicals
<b>Risk Rating Using Controls Below</b>	1,4 - Low

**7. Control of Risk :**

- 7.1. The used printer cartridges must be disposed of safely, as per Company policy.
- 7.2. In the event of any, eye contact with a chemical, the office first aider should be contacted.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Pregnancy in the workplace
<b>Risk of Injury From</b>	Physical shocks, biological agents, handling loads, stress
<b>Risk Rating Using Controls Below</b>	1,4 - Low

**8. Control of Risk :**

- 8.1. Pregnant employees should avoid coming into contact with biological agents.
- 8.2. Flexible work pattern.
- 8.3. Avoid uncomfortable whole body vibration.
- 8.4. Avoid manual handling tasks and reduce manual handling to lowest practicable level.
- 8.5. Workstation and chairs to be assessed as pregnancy progresses to avoid any postural problems.
- 8.6. In later stages of pregnancy, employees are encouraged to avoid using the stairs as much as possible.
- 8.7. Ensure the hours of work and the volume and pacing of work are not excessive.
- 8.8. Travel is not recommended from week 35.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Using stairs in the workplace
<b>Risk of Injury From</b>	Slips, trips and falls
<b>Risk Rating Using Controls Below</b>	1,3 - Low

**9. Control of Risk:**

- 9.1. Employees are encouraged to use the stair banisters.
- 9.2. It is not recommended to carry large or heavy items up or down stairs. Ask a colleague for help.
- 9.3. Points of entry to stairs must be kept clear at all times.
- 9.4. Employees are encouraged to ensure lighting is switched on in stair ways.
- 9.5. Employees are encouraged to check shoe laces or any other trailing material from clothing or foot wear.

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Electromagnetic Field
<b>Risk of Injury From</b>	Exposure to EMF's resulting in vertigo, nausea, shocks & burns
<b>Risk Rating Using Controls Below</b>	1,4 - Low

**10. Control of Risk:**

- All equipment used by WFL is CE marked
- Pregnant employees must inform Management
- Any employees with heart condition must also inform management
- Appropriate PPE provided
- Limitation of Exposure of the General Public to EMFs (0 Hz to 300 GHz) does not exceed limitations.

## **SECTION 3**

### **SITE HAZARD IDENTIFICATION**

### **RISK ASSESSMENT AND CONTROL MEASURES**

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Access & Egress
<b>Risk of Injury From</b>	Falling Objects, Falling Through Openings, Slips, Trips & Falls
<b>Risk Rating Using Controls Below</b>	2,3 - Medium

**1. Control of Risk :**

- 1.1 Provision of good roads, gangways, passageways, passenger hoists, staircases, ladders and scaffolds will be available to access the work area.
- 1.2 All walkways must be stable and free from obstruction such as stored material and waste.
- 1.3 Adequate barriers, secure fencing, fixed covers and edge protection will be provided to prevent falls from hazardous leading edges, openings or holes.
- 1.4 Overhead protection will be provided as necessary to prevent injury from falling objects.
- 1.5 All work areas, walkways and access areas must be suitably and adequately lit.
- 1.6 Nails in timber will be hammered down or removed.
- 1.7 The work area must be kept tidy, and materials stored safely.
- 1.8 Proper arrangements will be provided for collection and removal of scrap.

**Note:**

The provision and control of proper access and egress points are the responsibility of the Main Contractor on the site.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Housekeeping
<b>Risk of Injury From</b>	Slips, Trips & Falls. Falling Objects
<b>Risk Rating Using Controls Below</b>	2,3 - Medium

**2. Control of Risk :**

- 2.1. The immediate work area must be kept tidy.
- 2.2. All work material must be stacked and secured in a safe place, so as not to become a trip hazard for other site personnel.
- 2.3. All struts and cable trays must be stacked and secured in a safe place, so as not to become a trip hazard for other site personnel.
- 2.4. When working in a mobile work-platform or hoist, all tools, equipment (screws & bolts) should be secured from falling.
- 2.5. A regular daily clean up of the work area should be carried out.
- 2.6. All off-cuts and packaging should be removed from the work area and disposed of in the site rubbish bins.
- 2.7. When working at heights all tools & equipment must be secured to reduce the risk of injury to other site personnel working below the work area.
- 2.8. Extension leads and power cables should be positioned so as not to present a trip hazard in the work area.
- 2.9. When running cables, warning signs and hazard tape should be used to warn other site personnel of the hazard.

**Note:** The provision and removal of rubbish bins on site is the responsibility of the Main Contractor

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Working At Heights
<b>Risk of Injury From</b>	Falling From A Height, Objects Falling From A Height
<b>Risk Rating Using Controls Below</b>	3,3 - Medium

**3. Control of Risk :**

- 3.1. Proper and safe access must be provided, i.e. scaffolding or ladders.
- 3.2. A risk assessment to be carried out to ensure the correct access is provided.
- 3.3. Podium ladders and mobile access towers are used to access ceilings and internal work areas instead of A Ladders. Podium ladders are used when a risk assessment has been carried out deeming it suitable for use.
- 3.4. Site Specific rules issued by the individual PSCS for particular projects such as ladder permits are followed as required.
- 3.5. When accessing scaffolding always check the scaffold tag to ensure the scaffold is signed off as safe to use.
- 3.6. When accessing a roof. The Roof must be inspected before work commences.
- 3.7. Guardrail edge protection must be provided.
- 3.8. Where no guardrail edge protection is possible, a safety harness, securely anchored must be worn, when working near the leading edge.
- 3.9. Toe board edge protection, must be provided to stop materials falling from the roof.
- 3.10. Physical barriers or covers must be provided for opes and fragile parts of the roof.
- 3.11. Safety harnesses, securely anchored must be worn when working at opes that are not boarded.
- 3.12. Good housekeeping must be observed, to ensure people do not trip and fall over the edge.
- 3.13. All tools and work equipment must be safely secured, when being lifted on to a roof, using as a safe method as is necessary.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Scaffolding
<b>Risk of Injury From</b>	Collapse Of Scaffold, Falls From Scaffold, Objects Falling From Scaffold
<b>Risk Rating Using Controls Below</b>	2,4 - Medium

**4. Control of Risk :**

- 4.1. Where the use of scaffolding is required it will be erected, altered and dismantled by a trained, experienced, competent person in accordance with the construction regulations.
- 4.2. There must be proper access to the work platform.
- 4.3. The working platforms must be fully boarded.
- 4.4. All platforms will be 3 to 5 boards wide, depending on use.
- 4.5. The working platform will extend at least 600mm beyond the end of the working face.
- 4.6. Every scaffold board on a working platform shall have at least 3 supports - the supports not more than 1.5 metres apart.
- 4.7. Scaffold boards must either be tied down or over hanging each end support by at least 50mm and not more than 150mm.
- 4.8. All boards must be free from obvious defects and arranged to avoid tipping or tripping.
- 4.9. All internal access ladders must be securely fixed.
- 4.10. Ladder must extend 1metre above working platform.
- 4.11. All uprights will be provided with base plates or where necessary, timber sole plates to prevent slipping or sinking.
- 4.12. Scaffold must be braced along the diagonals, along its length and at right angles to its length to stiffen it
- 4.13. Scaffold must be tied to the building at least every 4 metres vertically and 6 metres horizontally.
- 4.14. Vertical supports to be not more than 2 to 2.5 metres apart.
- 4.15. Guardrails must be positioned along the outside edge and at the ends of any working platform from which people or materials could fall more than 2 metres. The guardrail must be over 950mm above the working platform.
- 4.16. Toe boards must be positioned along the outside edge and at the ends of any working platform. The toe boards to be at least 150mm high with no more than 800mm between the toe board and guardrail.

**William Farrell Limited**  
**Company Health & Safety Statement**

**4.1 Mobile Tower / Wheeled Scaffold :**

- 4.1.1 Mobile towers must only be used on firm and even surfaces.
- 4.1.2. Mobile towers must be erected by a trained, competent and experience person, who is aware of the height limitations and the correct means of access.
- 4.1.3. Trestle scaffolds must only be used on level ground and for light work of a short duration and must be fitted with ladder access and fall protection.
- 4.1.4. Ensure all person come off the mobile towers prior to moving or positioning the tower.
- 4.1.5. Ensure the wheel are locked at all times when in use.
- 4.1.6. Ensure the tower is erected and signed off by persons trained to CSCS Mobile access tower.

**4.2 Inspection :**

- 4.2.1 A competent person must inspect the scaffold regularly, at least once a week and always after bad weather. The Project Manager / Safety Officer will decide on the required frequency of inspections for a particular project.
- 4.2.2. The person who carries out the inspection must record and sign the results of inspection (form GA3 Report of scaffolding) including defects that were put right during the inspection.

**4.3 Notes :**

- 4.3.1 The provisions, erection, control and checking of scaffolding is the responsibility of the Main Contractor on the site.
- 4.4.1 Regulations and Forms, Form GA3 Report of scaffolding.
- 4.5.1 The competent person must be named / identified. This could be the Supervisor, Foreman or Scaffolder.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Ladders
<b>Risk of Injury From</b>	Falls From Ladders, Ladders Slipping, Falling Objects
<b>Risk Rating Using Controls Below</b>	2,4 - Medium

**5. Control of Risk :**

- 5.1. All ladders, stepladders and trestles must be inspected before being used.
- 5.2. All ladders, stepladders and trestles must be in good condition and free from obvious defects.
- 5.3. Ensure ladders are the right equipment to use for the job, rather than scaffolding etc.
- 5.4. Ladders must rest on a secure flat base and be secured near the top (even if they are to be used for only a short time).
- 5.5. Ladders that cannot be secured at the top, must be secured near the bottom, weighted or footed to prevent slipping. Footing is not considered effective for ladders longer than 5 meters.
- 5.6. Ladders must rise at least 1.00m (3ft. 3in.) above their landing area or the work platform.
- 5.7. Ladders must be properly positioned for access.
- 5.8. Ladders must be positioned at the correct angle or pitch – 300 mm (1ft) out at the base for every 1.21 meters (4ft) vertical height.
- 5.9. Do not lean sideways from a ladder - it is safer to move the ladder.
- 5.10. All stepladders and trestles must have cords, stays or chains fitted to prevent them spreading. They should be of sufficient and equal length.
- 5.11. Stepladders and trestles in use must be spread to their fullest extent and placed at right angles to the work area whenever possible.
- 5.12. Stepladders and trestles must be placed on a level surface.
- 5.13. The top thread of a pair of steps must not be used as a work platform unless a proper extension for handholds is provided. The rear part of the steps should not be used for foot support.
- 5.14. Ladders must not be painted, as this may cover up any defects. Clear varnish may be used to protect the wood if necessary.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Electricity, Lock-out and Tagging out of Electrical Services
<b>Risk of Injury From</b>	Contact With Live Wires, Electrocutation
<b>Risk Rating Using Controls Below</b>	3,4 - High

**6. Control of Risk :**

- 6.1 The energy source must be identified and disconnected.
- 6.2 Carry out checks for back feeds or back up systems e.g. generators and if present disconnect all systems.
- 6.3 De-energize the appliance by turning the main isolator switch to the off position.
- 6.4 Lock off the isolator switch using the approved locks.
- 6.5 Tag the lock using the hi-visibility tags supplied.
- 6.6 The tags must clearly identify the type of work being carried out and the authorized peoples involved.
- 6.7 Test all the circuits to make sure the system is dead.
- 6.8 Conductive material such as watches, rings, jewellery or belt buckles should not be worn.
- 6.9 Properly insulated tools and equipment must be used.
- 6.10 Always remove substances such as swarf which may contribute to a short circuit or arcing.
- 6.11 This procedure must be strictly controlled and monitored by the site supervisor.
- 6.12 The site supervisor will be the only person who can authorize the locking out and tagging off and working on electrical equipment.
- 6.13 Locks can only be removed by the person who applied them.
- 6.14 This person must check all apparatus before switching the power back on to ensure that the appliance or circuit is safe to be energized.

**Note:**

The locating, marking of power lines and contact with the ESB is the responsibility of the Main Contractor on the Site.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Power-Tools
<b>Risk of Injury From</b>	Electric Shock, Ejection Of Material From Machine, Entanglement,
<b>Risk Rating Using Controls Below</b>	2,4 - Medium

**7. Control of Risk :**

- 7.1 All power tools must be maintained to a safe working condition.
- 7.2 Check power tool for obvious defects before use
- 7.3 Any power tool which becomes defective must be taken out of service until the defect has been fixed.
- 7.4 Any power tool with defective wiring or where wiring is showing signs of wear must be removed from service until the wiring has been replaced or repaired by a competent trained electrician.
- 7.5 All power tools must be properly guarded as per the regulations and the manufactures specifications.
- 7.6 The guards on any power tool must not be removed for any reason other than a maintenance check or service.
- 7.7 Any power tool on which the guard is found to be defective or faulty, must be removed from service until the guard has been repaired or replaced.
- 7.8 Operators of power tools must use protective eyewear.
- 7.9 If using power tools while standing on a ladder, be sure of level, balance and security of ladder before starting work.
- 7.10 When not in use all power tool and machines must be unplugged ---- if only for a short time.
- 7.11 Never leave a power tool on automatic power unattended, always turn of power, before and wait until power tool has stopped tuning before putting to down.

**William Farrell Limited**  
**Company Health & Safety Statement**

**7.1 Control Of Risk --- Angle Grinders**

- 7.1.1 All manufactures instructions must be followed.
- 7.1.2. The operator must be fully trained in the use of the machine and the intended work, in the correct way to mount the grinding wheel on to the machine and in the correct operation of the machine.
- 7.1.3. The machine must be fitted with the proper guard as supplied with the machine.
- 7.1.4. The operator must not use a machine with a damaged guard or grinding wheel.
- 7.1.5. The operator must report all defects to his supervisor.
- 7.1.6. The operator must wear appropriate protective equipment such as
  - Safety glasses
  - Safety hat
  - Gloves
  - Foot protection
- 7.1.7. The operator must take such precautions as are necessary to ensure the safety of all personal in the vicinity of the operation.
- 7.1.8. Before starting grinding operation remove all flammable material or objects if possible from the work area.
- 7.1.9. When grinding, fire-fighting equipment must be near at hand.
- 7.1.10. When grinding fire blankets must be used to cover flammable material or objects.
- 7.1.11. A permit to work system may be necessary check with site supervisor before starting operation.
- 7.1.12. A fire watch may be necessary, check with site supervisor before starting operation.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Manual Handling
<b>Risk of Injury From</b>	Incorrect Lifting Techniques
<b>Risk Rating Using Controls Below</b>	2,3 - Medium

**8. Control of Risk :**

- 8.1 All employees will have the necessary manual handling training received.
- 8.2 Manual handling of loads will only be carried out when the use of mechanical equipment is not practicable.
- 8.3 Employees who are physically unsuited for the task must identify it themselves and will not be required or allowed to undertake manual handling.
- 8.4 Employees must wear suitable protective clothing when lifting hazardous materials or substances.
- 8.5 If a piece of equipment is too heavy or bulky, get help to lift it.
- 8.6 When lifting any load, remember to use the eight principles of lifting :
  - **Assess** the weight of **the load** and **the area** where it is to be moved to.
  - **Broad stable base**, take a good wide stance so as not to over-balance.
  - **Bend your knees**, not your back - to get close to the load.
  - **Keep your back straight**, thought not necessary up right.
  - Get a **firm palmer grip**; don't just use your fingers.
  - Keep the **weight close to your centre** of gravity, your belly button.
  - Keep your **arms close to your body**, to prevent putting a strain on your back.
  - **Pivot your feet**, not your body in the direction you wish to go.
- 8.7 Remember to use your legs and arms (power muscles) to lift not your back muscles.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Working In Ducts Or Manholes
<b>Risk of Injury From</b>	Contact with rats urine – Weils disease
<b>Risk Rating Using Controls Below</b>	1,5 - Low

**9. Control of Risk :**

- 9.1. Site supervisor must make sure that ducts or manholes are pumped free of water before site operatives begin cable pulling in these areas.
- 9.2. All cuts or abrasions must be covered with a water proof plaster.
- 9.3. Gloves must be worn at all times during this procedure.
- 9.4. All employees should wash their hands properly at break times and at the end of the working day.
- 9.5. Confined space awareness training to be provided for any person required to access manholes or ducts.
- 9.6. Confined space entry training is required for any person required to enter a confined space in the course of their working day.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Noise
<b>Risk of Injury From</b>	Prolonged Periods Of Noise
<b>Risk Rating Using Controls Below</b>	2,3 - Medium

**10. Control of Risk :**

- 10.1 Employees must wear ear protection, if they have to work for prolonged periods of time in very noisy surroundings.
- 10.2. A risk assessment must be carried out and a method statement drawn up before any work is carried out in these areas.
- 10.3. Plant or machinery will be fitted with silencers where necessary.
- 10.4. Where noise levels are likely to exceed 80db, suitable and adequate hearing protectors will be made available to all employees likely to be affected.
- 10.5. Where noise levels are likely to exceed 85db, the employer must
  - Display mandatory warning signs, in accordance with the Safety, Health and Welfare at Work (Signs) Regulations 1995 (S.I. No. 132 of 1995), to convey information that-
  - The noise level at that workstation is likely to exceed that upper exposure action value, and hearing protectors are available and must be worn, and
  - Ensure that such workstations are protected by barriers or other suitable means from unauthorised access, where the said measures are technically feasible and where the risk of exposure so justifies such restrictions.
- 10.6. Where noise levels are likely to exceed 87db over the working week, the employer must carry out a risk assessment and suitable and adequate arrangements must be put in place to reduce the risk of exposure.
- 10.7. Warnings signs will be displayed in all relevant work areas.
- 10.8. Hearing protection will be checked on a regular basis and replaced as required.
- 10.9. Where possible noisy equipment will be sited away from working and public areas.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Fire
<b>Risk of Injury From</b>	Burns, Fumes, Smoke Inhalation, Explosions.
<b>Risk Rating Using Controls Below</b>	2,4 - Medium

**11 Control of Risk ---- General**

- 11.1 All sites must have the correct number and type of fire extinguishers.
- 11.2 Fire extinguisher must be positioned in the correct places and have suitable signs posted.
- 11.3 There must be adequate escape routes as per site size and layout.
- 11.4 All escape routes must be kept clear.
- 11.5 All escape routes must be adequately sign posted and all employees must be made aware of their position.
- 11.6 All employees must be instructed on emergency procedures and emergency drills will be practiced where necessary.

**Note:**

Fire and emergency plan are the responsibility of the Main contractor on the site.

**11.1. Control of Risks ---- Flammable Liquids**

- 11.1.1 All flammable liquids must be stored in a proper storage area.
- 11.1.2. The amount of flammable liquid on site must be kept to a minimum.
- 11.1.3. All sources of ignition must be kept away from flammable liquids and proper signs posted.
- 11.1.4. Only properly constructed safety containers must be used.
- 11.1.5. Safety data sheets on all liquids are available from the Safety Manager and people who use the liquids are encouraged to read these sheets and conform to the precautions detailed.

**11.2. Control of risk ---- Temporary Heaters**

- 11.2.1. Only properly designed, installed and operated heaters must be used on site.
- 11.2.2. All temporary heaters must be on a firm base to avoid toppling and be positioned away from combustible material.
- 11.2.3. All heaters must be turned off at the end of the working day.
- 11.2.4. No superser or LPG fires allowed on site.
- 11.2.5. No improvised heaters fired by scrap allowed on site.

**11.3. Control of Risks ---- Other Combustible Material**

- 11.3.1 There must be proper waste receptacles on site.
- 11.3.2 Waste materials must be removed regularly from site.

**Note:**

The provision and removal of waste receptacles is the responsibility of the Main Contractor on the site.

**11.4. Control of Risk ---- Smoking**

- 11.4.1 All smoking on site should be regulated.
- 11.4.2. Due to the legislation regarding smoke free workplaces all site offices and canteens will be non-smoking areas from the 29th of March 2004
- 11.4.3. No smoking signs should be posted :
  - Where fuel is dispensed.
  - Where vehicles are re-fuelled.
  - Where combustible materials are stored.
  - Where combustible materials are being applied.
  - Where Gases are stored.
  - On roof installation.

**Note:**

While the overall control of smoking and erection of 'No Smoking' signs is the responsibility of the Main Contractor on the site, each Independent Contractor on site should be responsible for the control of smoking and erection of 'No Smoking' sign in the area under their direct control or where combustible material or gases under their control are stored.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Mobile Elevated Work-Platforms
<b>Risk of Injury From</b>	Falling From Platform, Being Crushed, Trapping Of Limbs In Cables, Electrocution, Overturning Of Platform
<b>Risk Rating Using Controls Below</b>	2,3 - Medium

**12 Control of Risk:**

- 12.1 All work platforms must have a current certificate of test and examination.
- 12.2 The operator of the work platform must be competent, fully trained and certified.
- 12.3 Before using the platform the operator should know
  - How to operate the platform.
  - How to deal with emergencies such as loss of power.
  - How to check the platform for damage.
  - The safe working load.
  - The safe maximum wind speed for operation.
- 12.4 Before use the operator must check that
  - The ground is prepared and conditions are suitable for the type of work platform to be used.
  - There will be clear access to the work area for the work platform.
  - The work platform will be protected from being struck by other construction traffic.
  - Dangerous holes, steps or drops are fenced off.
  - Precautions are in place to protect against contact with overhead power lines.
- 12.5 A safety harness attached to the platform should be worn to protect against falls.
- 12.6 The operator must make sure that the tyres are properly inflated.
- 12.7 The stabilizers must be extended before platform is raised.
- 12.8 Barriers should be placed around work platform, as necessary.
- 12.9 Operator must only stand on the work platform area, and not on the guardrail.
- 12.10 When extending the work platform take care that fingers and arms are not in a position where they can be crushed between guardrail and the structure.
- 12.11 Never lean over the guardrail when the work platform is being extended.
- 12.12 When the work platform is descending the operator must make sure that other workers stand clear of the area.
- 12.13 Work platforms must not be used to transport people or material around a site.
- 12.14 Care must be taken not to overload the work platform.
- 12.15 All tools and materials must be secured to the platform, when the platform is in use.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Site Transport
<b>Risk of Injury From</b>	Being Crushed, Slips, Trips And Falls From The Vehicle.
<b>Risk Rating Using Controls Below</b>	2,4 - Medium

**13 Control of Risk:**

- 13.1 Operators will receive proper training if not competent when recruited.
- 13.2 Employees under 18 years of age will not be permitted to operate mobile plant or transport vehicles.
- 13.3 Vehicles must be driven safely as per training.
- 13.4 Vehicles must be securely loaded as per training.
- 13.5 Vehicles will be kept in good repair and all defects must be reported to Site Foreman.
- 13.6 The steering, handbrake and footbrake must be checked before work commences.
- 13.7 Passengers must be prevented from riding in dangerous positions on vehicles or from being carried on vehicles that are unsuitable for passengers.
- 13.8 There must be a system to control the movement of vehicles on site to avoid danger to workers and others.
- 13.9 When vehicles are reversing, they must be controlled by properly trained personnel.
- 13.10 Hi-visibility vests or jackets must be worn on site.
- 13.11 Safety belts where fitted must be worn.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Site Chemicals
<b>Risk of Injury From</b>	Inhalation Of Gases, Fumes Or Air Borne Contaminants, Skin Absorption Of Chemicals, Burns From Chemical Splashes.
<b>Risk Rating Using Controls Below</b>	1,4 - Low

**14 Control of Risk:**

- 14.1 All hazardous substances on site must be identified, before work commences, special attention should be paid to maintenance contracts and refurbishment projects.
- 14.2 All hazardous substances identified will have safety data sheets available from the Safety Manager in head office.
- 14.3 All safety measures and precautions identified on the safety data sheet must be followed, before or when working in hazardous area.
- 14.4 Where possible all hazardous substances will be replaced with non-hazardous substances.
- 14.5 If hazardous substances are to be used in a confined space, fresh air supply and fume extraction system must be used.
- 14.6 All hazardous substances must be stored in a safe area away from all sources of ignition and have proper signs posted.
- 14.7 Where it is not possible to substitute a hazardous substance with a non-hazardous substance, appropriate the company will supply personal protective equipment, which complies with the latest regulations.
- 14.8 Training in the use of personal protective equipment must be given, before employee is allowed into hazardous area.
- 14.9 Other employees and site worker must not be allowed into hazardous area without personal protective equipment.
- 14.10 Signs must be posted outside hazardous work area.
- 14.11 Where possible, dust-inhibiting measures must be taken, including dampening of floors and surfaces, vacuum cleaning and exhaust ventilation of power tools.
- 14.12 Work area must be cleaned and hazardous rubbish disposed of in a safe manner.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Cad Welding Used For Jointing Cables
<b>Risk of Injury From</b>	Burns, Eye exposure to welding arc, Explosion of substance.
<b>Risk Rating Using Controls Below</b>	2,4 - Medium

**15 Control of Risk:**

- 15.1 The material for this procedure must be stored in a watertight container away from all external sources of ignition.
- 15.2 Full face visors must be worn during this procedure.
- 15.3 The CAD moulds must be stored in an airtight container.
- 15.4 The moulds should be inspected for any traces of water moisture, if moisture is present it must be removed and mould dried completely as water can react violently with the RR10 welding material.
- 15.5 Both ends of the cables for jointing must be securely fitted in to the CAD mould.
- 15.6 Care must be taken when RR10 welding material and the ignition powder are being poured in to the mould.
- 15.7 This procedure must be carried out away from all sources of ignition and area should be checked for any combustible material which should be removed if possible or covered with a welding blanket.
- 15.8 Only the flint gun supplied must be used to ignite the RR10.
- 15.9 No naked flames or smoking are allowed during this procedure.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Working In Confined Spaces
<b>Risk of Injury From</b>	Fire, Explosion, Asphyxia
<b>Risk Rating Using Controls Below</b>	2,4 - Medium

**16 Control of Risk:**

- 16.1 Confined space safety training will be given to all employees who may be required to enter a confined space.
- 16.2 Oxygen levels must be checked prior to entering a confined space.
- 16.3 A strict permit to work system will apply to any confined space entry.
- 16.4 No single employee will be allowed to enter a confined space.
- 16.5 An employee must be posted outside the confined space to monitor the oxygen levels and to raise the alarm if necessary.
- 16.6 Each employee entering the confined space will have a safety line attached which will be held by the site operative on the out side of the confined space area where deemed necessary.
- 16.7 In cases of emergency no site operative is to enter the confined space, the safety line will be used to pull the site operatives from the confined space into the fresh air.
- 16.8 The site supervisor will monitor all confined space procedures.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Installation Of Ladder Rack, Tray, Trunking And Conduit
<b>Risk of Injury From</b>	Cuts, Falling Material, Grit in Eyes
<b>Risk Rating Using Controls Below</b>	1,5 - Low

**17 Control of Risk:**

- 17.1 Safety gloves must be worn when cutting work material.
- 17.2 The piece being cut must be braced or held securely in position.
- 17.3 When drilling fixing holes, eye protection should be worn to reduce the risk of injury from grit or flying metal.
- 17.4 If a MEWP is to be used to hoist work material in to position care must be taken not to exceed the SWL of the machine.
- 17.5 Where a MEWP is to be used then the risk assessment for Mobile Elevated Work Platforms will apply.
- 17.6 When working in service shafts or ducts scaffolding access may be required. Scaffolding must be signed over before operatives enter work area. If necessary a safety harness must be worn when working in the shaft.
- 17.7 Abrasive wheels training to be provided to all persons using abrasive cutting tools.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Installation Of Transformers/Generators
<b>Risk of Injury From</b>	Impact, Entanglement, Falling Material
<b>Risk Rating Using Controls Below</b>	2,4 - Medium

**18 Control of Risk:**

- 18.1 Lifting operation will be under the control of the banks man and the crane driver.
- 18.2 Spreader beam, shackles and chains must have a current test certificate with a SWL clearly marked.
- 18.3 The skid must be placed on an even and level surface.
- 18.4 The transformer will be pushed / placed mechanically in to position by site transport or the site crane.
- 18.5 The transformer will be secured into position.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Mechanical Lifting Operations
<b>Risk of Injury From</b>	Entanglement, Falling Material
<b>Risk Rating Using Controls Below</b>	3,3 - Medium

**19 Control of Risk:**

- 19.1 All lifting equipment and lifting gear must have a certificate of thorough test and examination and weekly inspection (GA1 & GA2).
- 19.2 Items without a current certificate must not be used.
- 19.3 All loads must be slung properly with the center of gravity in the middle.
- 19.4 Loads must not be lifted on inclines or rough terrain as they may swing when lifted.
- 19.5 Large cable drum will be moved by site transport i.e. teleported or site crane.
- 19.6 A solid bar may be used and slid through the core of the drum.
- 19.7 When unloading large drum chocks must be used to reduce the risk of the drum rolling.
- 19.8 Drums should be tied securely in place.
- 19.9 All lifting equipment must have a current test certificate with a clearly stated safe working load.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Mechanical Pulling Of Electrical Cables
<b>Risk of Injury From</b>	Entanglement, Contact with cable
<b>Risk Rating Using Controls Below</b>	2,4 - Medium

**20 Control of Risk:**

- 20.1 Work area must be cordoned off and proper signage warning of the hazards erected.
- 20.2 The cable winch operator will control the cable winding operation.
- 20.3 No site operative will be allowed to stand on or near the PTO of the mechanical device.
- 20.4 Cable rollers will be strategically placed at points to allow for the easy movement of the cable.
- 20.5 Where the cable pull is over a long area, then the winch operator will be in contact with other site operatives by radio. If snags occur, the winch operator must be contacted and the operation suspended until the snag has being cleared.
- 20.6 No site operative is to attempt to clear a snag while the cable pulling operation is on-going.
- 20.7 Safety gloves must be worn at all times during this procedure.
- 20.8 Where the installation is being carried out at height then the safety procedures for MEWP, ladders or scaffolding will also apply.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Portable Tools
<b>Risk of Injury From</b>	Cuts, Abrasions, Eye Injuries
<b>Risk Rating Using Controls Below</b>	1,4 - Low

**21 Control of Risk:**

- 21.1 All personnel will be instructed in the safe working procedures for portable tools.
- 21.2 All power tools must be 110v or battery operated only on site.
- 21.3 When using tools, which produce high levels of noise, then hearing protection must be worn.
- 21.4 Safety glasses or goggles must be worn when using drills, especially when drilling overhead, to reduce the risk of injury from grit or flying metal.
- 21.5 Full face visors must be worn when using a chop-saw or angle grinder.
- 21.6 Long hair must be tied back.
- 21.7 Rings or jewelry should not be worn.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Powering On New Distribution Systems
<b>Risk of Injury From</b>	Fire, Electric Arcing
<b>Risk Rating Using Controls Below</b>	2,4 - Medium

**22 Control of Risk:**

- 22.1 Only a qualified competent electrician can authorize the powering on of new distribution systems.
- 22.2 The authorized person must inspect the appliance and verify that it is ready to be powered on.
- 22.3 The appliance must be cleaned down and vacuumed to remove all swarf dust or any conductive material.
- 22.4 The site operative tasked with the completion of the unit must make sure all tools are accounted for when the work is completed.
- 22.5 All test certificates and results must be verified by the authorized person.
- 22.6 Only the authorized person can deliver the power to the appliance.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Termination Of Cables
<b>Risk of Injury From</b>	Cuts, Electrocution for live terminals
<b>Risk Rating Using Controls Below</b>	2,3 - Medium

**23 Control of Risk:**

- 23.1 The person nominated in the switching and isolation procedure document can authorize cable terminations.
- 23.2 Before starting work switch off the panel incomer and isolate using locks and tags.
- 23.3 Site supervisor is responsible for isolation process.
- 23.4 Carry out a test to ensure the panel is dead.
- 23.5 Terminate the cable as per standard operating procedure.
- 23.6 Visually check that all terminations are sound and that the panel is free from swarf dust, nuts, bolts and tools.
- 23.7 Carry out cable tests and submit results to site supervisor.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Working On Fittings, Sockets, Junction Boxes,-- Strip Outs
<b>Risk of Injury From</b>	Electrocution
<b>Risk Rating Using Controls Below</b>	2,3 - Medium

**24 Control of Risk:**

- 24.1 Isolate the power feeding the panel being worked on.
- 24.2 In some cases on enclosed distribution boards it is not physically possible to come into contact with live terminals or cables once the panel has been opened, this can be the case if installing a new socket or lighting circuit onto a spear breaker within the board.
- 24.3 Identify the breaker to be worked on, test to verify it has no power supply on.
- 24.4 Switch to the off position and clamp close with the circuit breaker clamp locks.
- 24.5 Wire to the dead side of the breaker.
- 24.6 Remove the clamp and switch on.
- 24.7 Where fault finding or modifying anything along a circuit run, identify the distribution board feeding the circuit and shut it down and then follow normal lock out tag out procedure.
- 24.8 During strip-outs, identify the circuit from load back to supply. Once identified isolate and follow lock out tag out procedure. Disconnect and strip out from the supply back to the load.
- 24.9 Insulated tools must be used in all the above procedures.
- 24.10 No rings or jewelry should be worn.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Working on New or De-Energized Electrical Appliances, Switchgear and Distribution Boards in the Vicinity of Live Terminals
<b>Risk of Injury From</b>	Electrocution, Arcing
<b>Risk Rating Using Controls Below</b>	3,5 - High

**25 Control of Risk:**

- 25.1 A site specific risk assessment must be carried out and a method statement drawn up before working on live equipment will be authorized.
- 25.2 Only qualified and competent may carry out this task.
- 25.3 All power sources must be identified and locked out, tagged and tested.
- 25.4 A permit to work system must be in place and authorized by the main contractor.
- 25.5 Where the casing of a unit is to be drilled to allow for cable entries the swarf generated must be collected at source.
- 25.6 If working near live terminals use the one hand rule and place the other hand away from any conductive surfaces.
- 25.7 Only insulated tools must be used.
- 25.8 Watches, rings or any jewelry should be worn.
- 25.9 All operatives must wear long sleeves.
- 25.10 Make sure all flash guards are in place.
- 25.11 At no time are items of equipment or tools to be left in the confines of the outer casings.
- 25.12 No site operative is to work on his own during this procedure.
- 25.13 The site operative must make sure that all items are removed at the end of the procedure and that all swarf or items, which may cause a short or arcing, are removed.
- 25.14 The panel should be vacuumed prior to the switching cert being closed.
- 25.15 All relevant tests must be completed prior to reenergizing. These results must be communicated to the authorized person.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Working in or Near Excavations
<b>Risk of Injury From</b>	Collapse of trench, Falling objects, Impact from plant vehicles, Impact with underground services
<b>Risk Rating Using Controls Below</b>	2,4 - Medium

**26 Control of Risk:**

- 26.1 All excavations over 1.25m in depth must be braced and wall be battened to prevent accidental collapse.
- 26.2 Access to trenches must only be by way of access ladders.
- 26.3 Trenches must be checked weekly, after heavy rainfalls or other adverse weather.
- 26.4 Copies of inspection sheets must be kept on site – AF3 Form.
- 26.5 Barriers must be erected at a safe distance from the trench to prevent site vehicles from causing a collapse of the trench walls or from falling into the trench.
- 26.6 Spoil from the trench must be disposed of away from the trench sides.
- 26.7 Warning notices and hazard tape must be placed around the excavation warning of the hazard.
- 26.8 All underground services must be identified and clearly marked.
- 26.9 When completing electrical works in the trench and back filling the trench, hazard tape must be placed at the required height above the cable to warn of its presents.

**Note:**

The identification and marking of the live services are the responsibility of the Main Contractor on the site.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Lone Working
<b>Risk of Injury From</b>	Delayed Assistance, physical assault, cuts, abrasions and other physical injuries
<b>Risk Rating Using Controls Below</b>	3,3 - Medium

**27 Control of Risk:**

- 27.1 Only agreed risk tasks to be undertaken, avoid high risk activities.
- 27.2 Mobile phone available.
- 27.3 Try to reduce time spent working alone as far as is reasonably practicable.
- 27.4 Ensure that management is aware of your general whereabouts at any giving time through the use of work schedules etc.
- 27.5 Use visitor sign in books / badges.

**William Farrell Limited  
Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Hand-Arm Vibration
<b>Risk of Injury From</b>	Nerves, Muscles, Joints, White Finger, Carpal Tunnel Syndrome
<b>Risk Rating Using Controls Below</b>	2,4 - Medium

**28 Control of Risk:**

- 28.1 Eliminate the use of equipment causing hand arm vibration as much as possible.
- 28.2 Use suitable low vibration tools.
- 28.3 Employees must ensure to use the right tool for each job by reading manufacturer's instructions or consulting with a superior.
- 28.4 Check tools before using them to ensure they are in good working order.
- 28.5 Make sure cutting tools are kept sharp to keep them efficient.
- 28.6 Reduce the amount of time you use a tool in one go.
- 28.7 Avoid gripping or forcing a tool more than you have to.
- 28.8 Store tools so that they do not have cold handles when next used.
- 28.9 Encourage good blood circulation by keeping hands warm and dry.

**William Farrell Limited**  
**Company Health & Safety Statement**

<b>Hazard Identification &amp; Risk Assessment</b>	
<b>Hazard Identified</b>	Biological Agents
<b>Risk of Injury From</b>	Infection, Disease, Allergy
<b>Risk Rating Using Controls Below</b>	2,4 - Medium

**29 Control of Risk:**

- 29.1 It is the duty of management to keep the number of employees exposed or likely to be exposed to a biological agent as low as possible.
- 29.2 When entering and leaving a hospital environment, employees must wash their hands with the liquids provided.
- 29.3 Employees must make senior management aware of any allergies before working in a hospital environment.
- 29.4 Employees must read and be aware of signage and notifications posted in hospital environments relating to biological agents.
- 29.5 Employees must advise senior management of existing infections, illnesses, cuts or injuries before visiting a hospital environment.
- 29.6 If it is suspected that contact has been made with a biological agent,
- 29.7 Avoid contact with livestock, soils, plants, solid or liquid wastes so far as is reasonable practicable.
- 29.8 Employees must advise senior management if they suffer with asthma, low immunity, are pregnant or may become pregnant in the near future.
- 29.9 In a hospital environment, all employees must follow existing control and containment measures and liaise with hospital officials.

**William Farrell Limited**  
**Company Health & Safety Statement**

**Hazard Identification & Risk Assessment**

<b>Hazard Identified</b>	Sharps & Needles
<b>Risk of Injury From</b>	Hepatitis B, Hepatitis C and HIV, Stress
<b>Risk Rating Using Controls Below</b>	3,5 - High

**30 Control of Risk:**

- 30.1 Employees working in areas used by the general public must be aware of specific locations where the risk of needle stick injury is high. Note this list is non exhaustive.
  - 30.1.2 Playgrounds
  - 30.1.3 Public or other Toilets
  - 30.1.4 Disused / Vacant Buildings
  - 30.1.5 Rubbish Bins or Bags
  - 30.1.6 Electrical Panels and Switch Rooms
  - 30.1.7 Sewers / Man-Holes
  - 30.1.8 Parks
  - 30.1.9 Excavations
  - 30.1.10 Public Accommodation
  - 30.1.11 Lift Shafts / Stairwells
- 30.2 Management will arrange on site training to employees working in areas where risk of needle stick injury is deemed possible through inductions and/or tool box talks.
- 30.3 Management will outline the procedure for dealing with and handling needle sticks.
- 30.4 On discovery of a needle in the workplace, report it immediately.
- 30.5 Employees must ensure appropriate PPE is worn.
- 30.6 Use a tool or lifting device to remove or reach materials in covered areas that cannot be seen, where possible.
- 30.7 While at work, employees must cover cuts and abrasions with suitable dressings.
- 30.8 After working in public areas, employees must wash hands thoroughly before eating, drinking or smoking.
- 30.9 Periodic audits will be carried out by the health and safety officer to ensure that control measures are being following and that the controls are adequate.
- 30.10 If an employee experiences a needle stick injury, the following actions must be taken:
  - 30.10.2 Seek immediate first aid
  - 30.10.3 Encourage blood flow
  - 30.10.4 Do not suck the wound
  - 30.10.5 Wash affected area with copious amounts of water
  - 30.10.6 Cover with a band aid
  - 30.10.7 Attend for urgent medical attention at the nearest hospital
  - 30.10.8 Report the incident to senior management

**SECTION 4**

**COMPANY SAFETY POLICIES**

**William Farrell Limited**  
**Company Health & Safety Statement**

**1. Safety Training Policy**

- 1.1 All new members of staff will have a safety induction course relevant to their section(s) of work.
- 1.2 Relevant staff will be trained / retrained where safety legislation / regulations require, change or are up-dated.
- 1.3 All trained staff will be re-trained, as necessary at the end of their current certification:
  - First Aid
  - Manual Handling
  - Fire Safety Training
  - Mobile Elevated Work-platforms / Hoists
  - Safe Pass Training
  - Pneumatic Equipment Training
- 1.4 No member of staff will be allowed to operate a machine, on which they have not been trained and their name does not appear on the operators register sheet.
- 1.5 Experienced internal trainers or a certified training organisation will carry out all safety training.
- 1.6 Records of all safety training carried out by the Company will be maintained.

**William Farrell Limited**  
**Company Health & Safety Statement**

**2 First Aid Policy :**

- 2.1 The Company will train an adequate number of occupational first-aiders once the company exceeds 49 employees, to cover all aspects & places, where the Company carries out its work.
- 2.2 The Company will replace & retrain the occupational first-aiders when necessary or required, through natural manpower losses, expiry of certificate or increase in manpower.
- 2.3 The Company will provide fully stocked first aid kits, which will be checked & restocked as necessary. The Safety Officer will check and re-stock these kits upon issue to site and frequently while in use to maintain stock levels.
- 2.4 There is a fully stocked first aid room situated on the Construction site if required.
- 2.5 The first aid box for the Site is located in :
- ‘Foreman’s Office’**
- 2.6 The first aider will make the necessary arrangements if a person needs to go to hospital.
- 2.7 The correct procedure for dealing with a serious injury is to dial;

**‘999 / 112’**

And ask for

**‘Ambulance Service’**

And give the following details

**Name & Address of company**

**Details & Nature of Injury**

The location of the nearest medical care centre is posted on the notice board in the office.

- 2.8 The first aider will make arrangement to contact the injured person’s family and if necessary make arrangement for them to be brought to the hospital.

Note:

The provision of first aiders is the responsibility of the Main Contractor on the site.

**William Farrell Limited**  
**Company Health & Safety Statement**

**3 Fire Safety Policy :**

- 3.1 All members of the office will be trained in fire safety & evacuation procedures.
- Discovering a Fire
  - Type of Fire Extinguisher to use
  - Using a Fire Extinguisher
  - Hearing the Fire Alarm
  - Emergency Evacuation Procedures
- 3.2 An adequate number & correct type of fire extinguishers will be installed at fire points around the office complex.
- 3.3 All emergency exits will be signposted, as per regulations.
- 3.4 All emergency exits will be kept clear from obstructions.
- 3.5 Records of all fire alarm activations will be maintained.
- 3.6 Fire alarm drills will be carried out & recorded by the fire officers, and all necessary actions will be taken to ensure the safe evacuation of all Company staff.
- 3.7 Fire orders, evacuation plans and assembly point's location will be posted in prominent places around the company premises.
- 3.8 All Company staff must identify themselves to the fire warden at the assembly point; this is to establish whether a member of staff is trapped inside the building.
- 3.9 All Company staff must remain at the assembly point, under no circumstances is anybody to re-enter the building, until the all clear has been given.
- 3.10 Any member of staff found tampering with or miss-using fire fighting equipment will face disciplinary action.

**William Farrell Limited**  
**Company Health & Safety Statement**

**4 Accident Policy :**

- 4.1 All accidents must be reported to the direct supervisor / foreman of the working area.
- 4.2 The company accident/incident and near misses form must be filled in where necessary, as soon as possible after the accident.
- 4.3 The completed accident form must be returned to the Safety Officer, as soon as possible after the accident.
- 4.4 Where necessary, i.e. when a person is absent from work for 3 days or more, the Safety Officer must complete and return the reportable accident form to the Health & Safety Authority.
- 4.5 All work related accidents must be entered into the company accident/incident and near misses register.
- 4.6 All accidents will be investigated as to possible cause and reason for the accident.
- 4.7 All accidents will be monitored on a regular basis, to identify any accident trends in systems of work, places of work, items of plant or machinery.
- 4.8 Where necessary and identifiable, remedial action, where it is reasonably practicable, will be taken on any system of work, place of work or items of plant or machinery to eliminate / reduce the hazard / risk of accidents.
- 4.9 Where it is not possible to significantly eliminate / reduce the hazard / risk from the system of work, place of work or items of plant / machinery, then all necessary training and the provision of personal protective equipment will be undertaken as required.
- 4.10 A full report of all accidents, with recommendations on the actions to be taken, to reduce the possibility of a reoccurrence will be issued to the Health and Safety officer.

# William Farrell Limited

## Company Health & Safety Statement

### 5 Dignity at Work Policy

- 5.1 The Directors, Management and Staff of this Company are committed to working together to developing and maintaining a workplace that encourages, supports and protects the rights of every employee to their dignity at work.
- 5.2 The use of illicit inhalants, chemical abuse, drugs or intoxicating liquor is prohibited at all times. The method of dealing with offenders is as described in sub-section 5.14 herein.
- 5.3 The Directors and Management will not accept any form of bullying or harassment within the workforce. All reported incidents of bullying and or harassment will be investigated thoroughly and the disciplinary procedure policy will be fully enforced where necessary and as appropriate.
- 5.4 This policy is being put in place formally for the benefit of all employees, to ensure a proper environment for all members of staff to work together, but to be successful it requires the co-operation and understanding of every employee
- 5.5 The following forms of harassment and bullying as covered by the, Employment Equality Act 1998 and the Equal Status Act 2000 will not be tolerated :
- Racist comments
  - Verbal abuse
  - Written comments
  - Physical abuse
  - Sexual harassment
  - Intimidation

Definition of:

#### 5.6 Racist Comments

Any insulting or derogatory comments, which are made in relation to a person's colour, county, country of origin or culture / religion.

#### 5.7 Verbal Abuse

Any insulting, threatening or derogatory comments that are made to a person in the work place, where the person concerned is attempting to carry out their workplace duties. Where a workplace problem exists / arises, complaints should be brought to the attention of the appropriate manager.

#### 5.8 Written Comments

Graffiti, Posters or literature displayed or passed around the workplace, which is likely to cause offence to other worker in the workplace. E-mails containing pictures or comments, which may result in offending another worker.

#### 5.9 Physical Abuse

Actual or threatened physical violence to another worker. Physical, malicious damage or interference to another worker's property. Interfering with a machine or a piece of equipment that could result in danger or injury to another worker.

#### 5.10 Sexual Harassment

Derogatory comments, unwanted physical contact, unwanted and unsolicited attention, E-mails containing pictures or comments of a sexual nature which may result in offending another worker. Displaying pictures of a sexual nature, which may result in offending another worker?

### **5.11 Intimidation**

Threatening behaviour to another worker, through implied threats of personal violence, damage to property, imparting of personal details to other workers. The intimidation can be in the form of sexual favours, demanding money or personal property, or carrying out other peoples work.

The result of harassment and bullying can have varying degrees of consequence for the person subjected to the harassment & bullying. The consequences can vary depending on the severity, the time span and on the individual's tolerance to the type of harassment & bullying.

### **5.12 Consequences of Harassment & Bullying:**

- Increased sick leave
- Time off / absenteeism
- Poor workmanship
- Poor timekeeping
- Argumentative
- Depression
- Drink related problems
- Suicide

### **5.13 Complaints procedure:**

A Management committee will be set up, and this committee will have one member of the staff safety representatives on board. When a complaint is made to a committee member, it will be investigated and dealt with by the committee as a whole and not by one member of the committee. All complaints will be considered, investigated and dealt with in the same manner, no matter who the person involved is. To this end a complaints form must be filled in by the person making the complaint by registered post and signed by the person receiving the initial complaint, a copy will be given back to the person for their own records – this will ensure that the process is completely transparent and so improve manager, management, worker relationship.

### **5.14 Disciplinary procedure:-**

Where a complaint is upheld against an individual the company will enforce the disciplinary actions as necessary and appropriate. These include:-

- Informal Warning.
- Verbal Warning.
- Written Warning.
- Suspension from duties for a short period of time.
- Termination of employment.

**William Farrell Limited**  
**Company Health & Safety Statement**

**6 Pregnant Employees Policy:-**

- 6.1 The Company will implement when necessary or required the pregnant employees regulations 2000, under these regulations the following conditions will apply.
- 6.2 That the employee or her doctor has informed the Company of the pregnancy.
- 6.3 The Company will undertake a risk assessment of the employees work procedures.
- 6.4 Where necessary the Company will adjust the working conditions and / or working hours, to minimise any hazards or risks to the employee, the unborn child or breastfeeding mother.
- 6.5 Where necessary the Company will monitor and adjust working condition over the period of the pregnancy, immediately after pregnancy and while the employee is breastfeeding, this will include the following aspects:
- Morning Sickness
  - Backache
  - Varicose Veins
  - Frequent Visits to the toilet
  - Increase in Size
  - Tiredness
  - Balance
  - Comfort
  - Dexterity
  - Agility
  - Speed of Movement
  - Reach

**William Farrell Limited**  
**Company Health & Safety Statement**

**7 Work Equipment Policy:**

- 7.1 All work equipment will meet the minimum requirements of the General Applications Regulations part IV and all other relevant legislation.
- 7.2 Company employees will be trained in the correct use of specific work equipment where necessary or required.
- 7.3 Where work equipment is deemed un-safe or beyond repair it will be removed from service.
- 7.4 All necessary maintenance or repair work will be carried out as required.
- 7.5 Only qualified trained personnel will be allowed to carry out maintenance or repair work.
- 7.6 All work equipment will be checked at regular intervals for damage or wear.
- 7.7 No work equipment will be allowed to operate without proper safety guards in place.
- 7.8 Where necessary personal protective equipment will be issued with specific work equipment.

**William Farrell Limited**  
**Company Health & Safety Statement**

**8 Personal Protective Equipment:**

8.1 Following a comprehensive hazard identification and risk assessment of all work equipment and systems of work, and where it has not been possible to:

- Eliminate the risk
- Minimise or reduce the risk
- Isolate the risk
- Bar access to hazard zones

Then personal protective equipment specific to the hazard or task will be issued and noted on the PPE Register.

8.2 All personal protective equipment purchased by the Company will meet, at least the minimum requirement as set out in the legislation / regulations.

8.3 All personal protective equipment purchased by the Company will have CE certification.

8.4 All Company employees will be trained in the correct procedure for using the specific protective equipment.

8.5 Specific signs, denoting the type of protective equipment to be worn, will be posted for all machines.

8.6 All Company employees will be expected to wear the protective equipment supplied.

8.7 Failure to wear the necessary protective equipment will result in disciplinary action being taken.

8.8 All personal protective equipment suffering from wear or damage will be replaced when necessary.

8.9 Employees must monitor the condition of their PPE and notify the Safety Officer if new equipment is required.

8.10 All protective equipment requirements will be reviewed on a regular basis and upgraded or replaced if necessary or where new technology and products become available.

8.11 It is the responsibility of the employees to provide their own Safety boots and work wear.

**William Farrell Limited**  
**Company Health & Safety Statement**

**9 Safety Representative Policy:**

- 9.1 The Company will facilitate the election of a Safety representative from the following areas:
- Office
  - Site
- 9.2 All elected personnel will choose whether to accept the role or not.
- 9.3 The position will held for an agreed period of time or the duration of the project.
- 9.4 The safety representative will monitor items relating to health and safety as part of their daily tasks.
- 9.5 The safety representative must report accidents, near misses or dangerous occurrences either witnessed or reported by a colleague to senior management.
- 9.6 The safety representative may request training if they feel it may aid them in their role.
- 9.7 The safety representative will not suffer any disadvantage in relation to their employment.
- 9.8 Senior management will consider and if necessary act upon any matters regarding safety brought to their attention by the safety representative.
- 9.9 Senior management will, as far as reasonably practicable, review all information as is necessary to ensure the safety of employees at the place of work.

**William Farrell Limited**  
**Company Health & Safety Statement**

**10 Disciplinary Policy**

- 10.1 All Company safety policies and procedures that are in place are for the intention of ensuring the safety of all Company employees at their place of work.
- 10.2 If any Company employee, no matter what their status is within the Company, continually disregards the safety policies, procedures and rules of the Company, they will be subject to the disciplinary of the Company as laid out in their employment contract.

**William Farrell Limited**  
**Company Health & Safety Statement**

**11 Smoke Free Workplace Policy**

- 11.1 The Directors, Management of the company recognize that all employees have a right to work in a smoke free environment and are committed to providing a smoke free workplace for all employees. Smoking is prohibited throughout the office and manufacturing workplace, in all company site accommodation and in all site transport.
- 11.2 Overall responsibility for the implementation of this policy rests with the occupier, manager in charge of the workplace. All staff have an obligation to adhere to and facilitate the implementation of this policy.
- 11.3 The person in charge of each work area will inform all existing employees, contractors and visitors of the policy and their role in the implementation and monitoring of the policy. All new employees, contractors will be informed of the policy on recruitment/induction by the person in of their work area.
- 11.4 Infringements of this policy will be dealt with by normal company disciplinary procedures. Employees, contractors and visitors who contravene the regulations prohibiting smoking in the workplace are also liable to prosecution.

## **12 Working at Heights Policy**

- 12.1 A risk assessment will be carried out for all work at height to assess the proper type of access equipment to be used.
- 12.2 Podium ladders will be used on construction projects unless the construction stage plan specifically requests the use of mobile scaffolding.
- 12.3 Podium ladders will consist of the following safety features:
  - Platform
  - 3 Points of Contact
  - Guard Rail
  - Gate
- 12.4 Where existing features on site cannot be altered standard ladder access will be used.
- 12.5 The ladder risk assessment and control measures will be enforced for all working at heights procedures.
- 12.6 All work areas must be cleaned and free of obstructions before work is carried out, where long runs of pipework/ducting are to be installed in basements all areas must be cleared of material.

### **Note**

Working at Height is any height above or below the ground where a person could be injured as a result of a fall or as a result of an item or person falling from above.