Premier Formwork Limited

Health & Safety Statement

Premier Formwork Ltd

Brittas Road,

Thurles,

Co Tipperary.

Safecon T&C

Prepared by: Ciaran Rodgers
Stemil PeopleLtd t/a Safecon Training & Consultancy
Unit E6, Calmount Business Park, Ballymount, Dublin 12
T: 01 6853018, **F:** 061 469384 **E:** crodgers@safecon.ie

Section 1 –General

1.1 Record of Amendments

Amdt No.	Date	Description	Approved By	Remarks
0.1		Editorial Corrections to Safety statement. New safety statement layout introduced.	John Fanning	
1				
2				
3				
4				

1.2 Distribution of Safety Statement

Copy No	Location	Version
1	In the PFW Contractor Office	0.1

Please Note:

When an update to a safety statement is made, John Fanning will locate each copy of the previous safety statement and recall it.

The latest copy of the safety statement will be printed into hardcopy three times and made available to staff.

Section 2 –Occupational Health &Safety Policy

This Safety Statement has been introduced, not merely to comply with the requirements of Section 20 of the Safety, Health and Welfare at Work Act 2005. It will provide a means where by Premier Formwork Ltd. will be able to identify, assess and control existing and future risks through a proactive approach and also to learn from and address the causes of any incidents that do occur.

Safety of all our team members is of primary importance at Premier Formwork Ltd. A safe workplace is a prerequisite to our operations. We shall endeavour to make our place of work conforms to all current Health and Safety Legislation and the highest identifiable safety standards. This document will form the main basis of our health and safety management system.

We ask all our team members to take individual responsibility for their own safety; to ensure they are informed of all potential hazards associated with their jobs; are informed of safe working practices and special safety rules and procedures that apply on site.

Safety is a co-operative task. We all need to strive to make our workplace as safe as possible. A pro-active approach will ensure our safety standards continually improve.

To ensure that our work is performed in a safe manner, we shall identify potential hazards associated with our operations and shall provide training for personnel in these risks and in their associated control measures. Identification of potential hazards can lead to their elimination thus leading to a safer environment.

Our Formwork duties have some intrinsic risks associated with them due to the nature of the materials and equipment we use. Our Safety Statement and associated risk assessments identifies ALL hazards and associated risks in our work. It asks for specific requirements to be put in place to mitigate the risk to personnel and to ensure any operational malfunction of equipment does not give rise to a wider risk.

I ask for your personal dedication to safety to ensure our objectives are met. All of us need to take a personal interest in the safety of our facility and together we can achieve our shared objective which is a "**A SAFE PLACE TO WORK."**

_____ **Date:** _____

John Fanning, Managing Director.

Section 3 - Management Safety Policy

This section sets out Premier Formwork Ltd's safety obligations and commitments as instructed by the Safety, Health and Welfare at Work Act 2005.

Premier Formwork Ltd (referred to hereafter as 'PFW') is a trusted Formwork subcontractor. The trusting relationship is partly due to our diligent care in the management of our employees whilst on site.

I, John Fanning, Managing Director of PFW place immense important towards the health and safety of our employees and subcontractors onsite.

We shall take all reasonable and practical steps to provide and maintain safe and healthy workplaces, work methods, substances, equipment and working environments. We have developed and made available for all relevant persons, a Safety Statement and Risk Assessment document which we shall review annually in consultation with our employees.

We shall also, through consultation with employees and other relevant persons, assess the risks posed by new and existing work methods, work areas, substances, equipment and working environments. We shall determine appropriate controls to eliminate or minimize such risks. We shall provide time, resources and opportunity for this.

All existing equipment and workplaces shall be subject to regular inspection and planned preventative and defect maintenance. All of us who need it shall receive training for our jobs and health and safety and appropriate information or supervision. Procedures and responsibilities shall also be provided to assist with our work and in the event of any emergencies.

As Director and Manager, I am responsible and accountable for health and safety in our areas of responsibility. We are to ensure that hazards are identified and reported, risk is assessed and controlled and employees are equipped to work safely.

All of us are required to cooperate with work procedures, to report issues we become aware of, use information and skills imparted to us through training and participate positively in any consultative forums we attend.

When visiting client's sites, we will also be expected to comply with their safety requirements and report any hazard or incident to the appropriate person. We are expected to use our judgment and withdraw if we feel that our health and safety is being unreasonably compromised.

Contractors and visitors to our sites are expected to cooperate with our health and safety requirements and to comply with all reasonable directions given to them. They shall also report any health and safety issues they become aware of.

The successful implementation of this policy requires all of us, without exception, to be fully committed to our Health and Safety objectives.

Signed: _____ Date: _____

John Fanning

Managing Director

Section 3- Safety Management Structure & Responsibilities

3.1 Objective

It is self-evident that every person working onsite has a responsibility to contribute to the provision of a safe work place. The responsibility for this important part of your working life, your own safety and the safety of others is shared by your supervisor and yourself. In the final analysis, it is the individual's action that results in a safe or unsafe practice.

This Safety Statement has been introduced to provide a means whereby PFW employees are aware of the various health and safety policies onsite and will be able to identify, assess and control existing and future risks and to learn from the causes of any incidents that do occur.

Each staff member of PFW will be given an opportunity to read this document carefully, consider the contents of it and how it affects their role and employment duties when working onsite.

The goal of this document is to reduce the probability of an accident occurring and to safeguard the wellbeing of PFW's employees

3.2Resources

PFW shall provide all resources, including procedures, forms, checklists and guides required to implement health and safety. All of us who have health and safety responsibilities will be provided with sufficient time to fulfill these responsibilities. A considerable amount of these resources will be provided by Main Contractor.

Figure 1 identifies the names and responsibilities of our organisation on site in terms of health and safety function

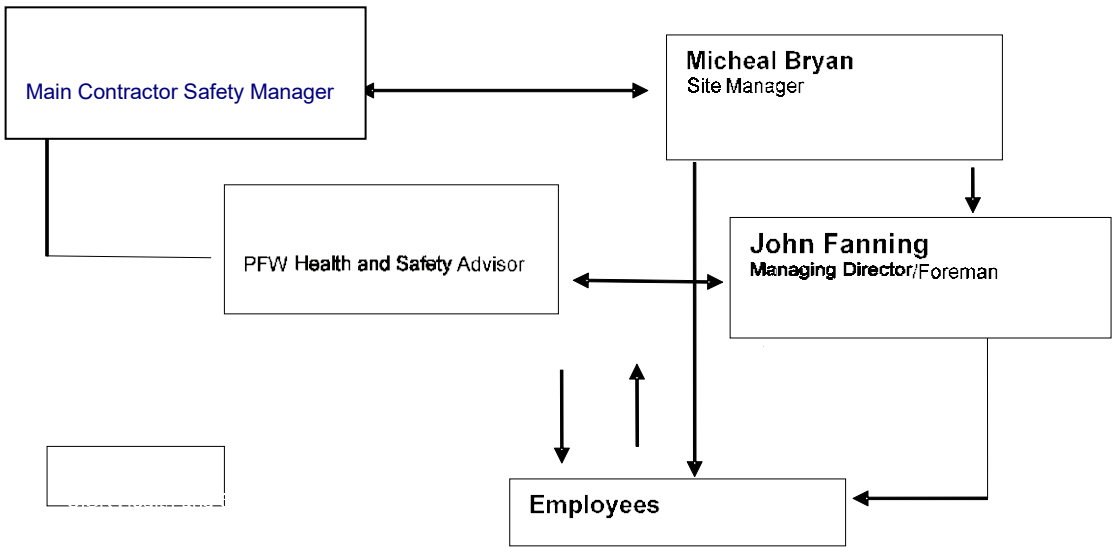


Figure 1. Premier Formwork Ltd - Safety Organizational Chart

3.3 Responsible Persons

3.3.1 Managing Director, John Fanning

As Managing Director, John Fanning is responsible and accountable for Health and Safety in the organisation.

Specifically, John Fanning shall be responsible to:

- Review the Health and Safety Policy at two yearly intervals unless there is a significant change in the meantime.
- Have Health and Safety addressed as the first item on management meetings.
- Lead by example in complying with the requirements of this Safety Statement and all other health and safety requirements.

- Keep appraised of the status of Health and Safety implementation through attendance at management meetings and reviews of any incident investigations or hazard reports.
- Provide any required human, specialised skills, technology and financial resources to implement the Health and Safety Policies outlined in this Safety Statement.
- Conduct an annual management review of this Safety Statement and authorise any required corrections.
- Require the Site Manager to hold employees and contractors accountable for competent and safe task performance.

3.3.2Micheal Bryan (Site Manager)

Micheal Bryan will report to the Managing Director and is accountable and responsible (where reasonable and practicable) to:

- Lead by example and commit to the implementation of the policies in the Safety Statement
- If control of a Health and Safety issue is outside their delegated authority, they are to report it to the Managing Director.
- They are to be made aware of the level of compliance of Employees, contractors and visitors and make sure that PFW employees are aware of operating procedures and safety rules, hazards and control measures. These will all be identified on the Safe Plan of Action of specific works.
- They will review hazard reports and audit reports and monitor the implementation of corrective actions identified.
- They are to communicate appropriate health and safety information with the Managing Director, John Fanning.
- They will ensure that those employees underneath their control and guidance has undertaken appropriate training.
- They will assist in investigation of significant injury and damage incidents and monitor the implementation of follow up actions.
- They can request the provision of sufficient resources to accomplish health and safety objectives.
- Maintain adequate levels of supervision, information, training and instruction

3.3.4 Employees

All employees will be accountable to their Manager **Micheal Bryan.**

It is expected that all employees will

- Comply with all safety rules.
- Attend toolbox talks
- Comply with all operating procedures and/or risk assessments.
- Report all hazards, incidents, near misses and injuries to your Supervisor.
- Participate in emergency response rehearsals and reviews.
- Participate in the development and review of operating procedures and/or risk assessments related to your work.
- Encourage safe behaviour of your peers.
- Use equipment and carry out activities in accordance with any training you have received.
- Report to the Supervisor any equipment or work method defects that they have become aware of.
- Provide and maintain safe, clean and tidy work areas, plant and equipment.

3.3.6 Safety Advisor,

- This person is the "Competent Person" appointed in accordance with Section 18 of the Safety, Health and Welfare at Work Act 2005 to act as advisor to senior management on Health and Safety. This person shall be responsible and accountable to:
- Communicate with the safety representative and taking into account any resulting recommendation/s, record these on any appropriate corrective action recording mechanism and refer these to the appropriate management person with authority to make corrective action decisions.
- Ensure that statistical information regarding incidents, near misses and injuries as well as positive performance indicators is provided to John Fanning of PFW and Main contractor, health and safety manager.
- Provide advice on Health and Safety issues (either direct or related) and how to eliminate or control risks to all levels of management, including Supervisors.

- Conduct a formal monthly workplace inspection and report on results to the appropriate Supervisor
- Ensure that Health and Safety Management procedures are developed, maintained, audited and improved.
- Provide an example that promotes the compliance with Health and Safety procedures and Safety Rules.
- Report to the appropriate Supervisor, any Health and Safety issue or incident that they become aware of or that is reported to them.
- Assist in developing minimum established standards for plant, materials, equipment, product, buildings and employee work activities.
- Assist Managers, in the conduct of risk assessments.
- Communicate Health and Safety information to Managers, Supervisors, Employees and the Safety Committee (if applicable)
- Participate in incident investigations and the determination of corrective actions.
- Communicate Health and Safety performance and progress regularly to Employees, and the Safety Committee/Safety Representative.

Section 4–Arrangements for Health and Safety

4. 1 Management Review

This safety statement will be reviewed on an annual basis or if any significant changes occur (e.g. legislation, procedures, equipment, substances, and technological changes, result of an accident investigation or hazard information). This review will evaluate the performance of the system and indicate areas for improvement.

Following the review, the Safety Statement will be amended as appropriate. The review will be carried out by John Fanning in conjunction with his, health and safety Advisor.

4. 2 Health and Safety Legislation

One of the main purposes of a safety statement is to inform the employee of the overall health and safety systems in the organisation. A safety statement should be easy to read, and not get immersed in technical legislation references.

Health and Safety legislation are the statutory requirements that need to be understood by the employees and contractors of PFW. However, this Safety Statement limits references to the naming of that legislation – instead, there is an accompanying document entitled 'PFW Health and Safety Legislation' that detail the health and safety implications of that legislation. That document can be used for reference purposes.

4. 3 Consultation

PFW is committed to meeting its obligations under Section 26 of the Safety, Health and Welfare at Work Act, 2005 on consultation. PFW are committed to a policy of co-operation and consultation between management and staff and will take account of any representations made by staff members. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

Consultation runs in many veins throughout PFW.

- Health and safety advisor will converse with John Fanning on a weekly basis relating to health and safety matters
- Health and safety advisor will fill in the contractor safety site visit report form(Appendix 9& 14)

- Health and safety advisor will conduct weekly safety audits on various aspects of their operations onsite.

- Health and safety advisor and Micheal Bryan will conduct with employees of PFW when a Safe Plan of Action is being reviewed.

- Health and safety advisor and Micheal Bryan will regularly supply information to the Main Contractor Site Safety Coordinators or any other Safety Coordinators that control specific projects on site. This information will consist of training matrix, insurance records, accidents, and injury-lost-time statistics.

4.3.1 Health and Safety Staff Representative

The health and safety legislation makes provision for the appointment of Safety Representatives by employees. It is very important that the position and role of a Safety Representative is not confused with the position of a Safety Officer**.** The Safety Representative is the elected spokesperson for the staff on issues concerning health, safety and welfare. A Safety Officer is an agent of the management who may be responsible for the implementation of safety procedures within a place of work.

Their roles are as follows:

1. **Consultation**
   A Safety Representative may consult with, and make representations to, the employer on safety, health and welfare matters relating to the employees in the place of work. The employer must consider these representations, and act on them if necessary. The intention of these consultations is to prevent accidents and ill health, to highlight problems and identify means of overcoming them.
2. **Investigations**
   A Safety Representative may investigate accidents and dangerous occurrences in the place of work to find out the causes and help to identify any remedial measures necessary. However, a Safety Representative must not interfere with anything at the scene of an incident.
3. **Inspectors**
   A Safety Representative is entitled to consult a Health and Safety Inspector either orally or in writing, about any aspect of health, safety and welfare at work. The representative may receive advice and information from the inspector on such matters. The representative should be informed if and when a Health and Safety Inspector arrives to carry out an inspection.

4. **Inspections**

   A Safety Representative may carry out inspections in the place of work to identify hazards and risks to safety and health. However, CIL management must be notified before such inspections take place. The frequency of inspections depends on various factors, e.g. level of maintenance, nature of specialist rooms. The frequency of inspections must be agreed with the employer. However, no employer may unreasonably withhold agreement.

   The duration of the inspection will vary. However, a complete inspection CIL premises may take a number of hours. The Representative is entitled to time off in order to carry out his/her functions.

5. **Information**

   Employers have a duty under the act to provide such information and training as is necessary to ensure the safety of all their employees. The Safety Representative has a separate right to information from the employer. This information is over and above that necessary for employees and is such as is necessary to enable the representative to fulfill their functions properly, e.g. technical information about hazards or substances. Representatives should maintain a record of all relevant information.

6. **Training**

   It is essential that Safety Representatives have the knowledge and skills to perform their functions effectively.

7. **Liability**

   Safety Representatives are protected, under the legislation, against any legal liability which might accrue from their work.

4. 4 Safety Information, Instruction, Training & Supervision

PFW is committed to providing appropriate health and safety training, instruction and supervision for all employees in line with health and safety legislative requirements. Employees will receive specific instruction and training related to the job. All new employees must attend the Main contractor safety induction course. Times and dates for this induction change but the latest scheduling of induction will be relayed to all the contractors.

This induction training will ensure that they fully understand the hazards of the work place, equipment and substances and what safety precautions and emergency procedures are required on site.

Shortly after the Main Contractor site induction is finished, John Fanning, Micheal Bryan or PFW health and safety advisor will conduct a specific PFW induction with new employees. The induction will focus

on a short Discussion on health and safety matters, completion of standard induction paperwork, question and answer session, reading documentation session and a walk throughout the site. After this induction is finished, new employees are requested to fill out appendix 12 of this document, sign it and hand it to back to health and safety advisor.

Health and safety advisor will check to see if the new hire has any current and up-to-date training certificates (apart from Safe Pass and Manual Handling). If there is a deficiency is some aspect of health and safety training of that individual, PFW will organise such training in co-operation with specialists as appropriate and it is expected that employees will co-operate in any training provided.

On the first day of employment onsite, there will be an introduction to this Safety Statement amongst other items.

The PFW Induction will cover the following elements:

- The safety statement;
- Fire & Emergency procedures as outlined for site.
- First-aid cover and accident reporting procedure with Main Contractor.
- Instruction on the hazards of the workplace and work activities and preventative measures in place (in relation to the work that they have been hired for)
- 'Buddy System' introduction
- Detailed list of new employee responsibilities in relation to health and safety;
- Any other relevant health and safety information.

Training records for in house training will be maintained on training sign-on sheets and will contain the following information:

- Date of training instruction or exercise,
- Duration of the training course,
- Name of Instructor delivering the training,
- Name of person's undertaking the training.

For externally provided training the following shall also be recorded:

- Nature and content of the training course.
- Copies of training certificates and formal qualifications issued.

Additional training courses(due to training expiring) will be provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency. When new materials, machinery, equipment or practices are introduced, the hazards and risks involved, will be communicated to all those who may come into contact with them.

When providing information to employees on health and safety matters, it will be given in a form, manner and, as appropriate, language that will be understood.

All employees are required to co-operate with PFW in the implementation of its training programme.

The training matrix is routinely updated.

4. 5 Emergency Evacuation

Procedures are in place for emergencies fire and similar situations of series and imminent danger (These procedures will be reviewed periodically and amended where necessary).

It is expected that each contractor will have familiarised themselves with the site map.

Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency. Visitors and contractors will be informed of evacuation procedures.

Fire Wardens will be appointed and trained. Fire Wardens are lists as per Appendix 8, and are displayed in appropriate prominent locations at each premise. PFW have trained each member of staff to use a fire extinguisher.

4.5.2 Discovery of a fire or any emergency

- Press the fire alarm button
- Break the glass unit
- Radio ERT Team

4.5.3 Upon being made aware of a fire or an emergency

- Evacuate the building immediately, using the nearest safe exit and route.
- Do not stop to collect personal belongings, finish phone calls or meetings.
- Go quickly to the muster point.

- Follow all directions given by members of the ERT Management Team. Instructions are normally relayed over the radio.
- Do not leave the muster point until so instructed by the ERT team

4.5.4Fire Extinguishers

Copious amounts of fire extinguishers, fire blankets are situated throughout the PFW work zones. All of the fire safety equipment is regularly inspected by a competent member of the PFW team.

The continued serviceability of PFW fire extinguishers is established through annual maintenance check and test discharging. PFW make arrangements to ensure the fire extinguishers have not been accidentally discharged, the seal is intact, they are easily accessible, and are not overdue for inspection by a competent person.

Fire extinguishers are provided to deal with small fires or to assist in suppressing a fire in order to allow you and others to escape. PFW are provided with instructions and training in how to do this but, in an emergency, any of us, trained or not, may use fire fighting equipment to facilitate the escape of ourselves and others.

You will be informed of an impending drill and will be expected to behave as if the drill were real.

You are to report to your immediate manager any issues with regard to the safe evacuation from the workplace that you become aware of.

4.5.5List of Emergency Phone Numbers

• Ambulance, Fire Brigade, Garda, ESB, Gas	Ring 112. Operator will connect to appropriate authority

4. 6Accident / Incident Reporting & Investigation

If an employee is unable to perform their normal duties for more than three calendar days (after the day of the injury) due to a work related injury, it is a statutory requirement that formal notice is given to the Health & Safety Authority (Safety, Health and Welfare at Work (General Application) Regulations 1993, on the appropriate form (available on www.hsa.ie).

All notification of accidents or dangerous occurrences to the enforcement authority of the HSA will be completed by the Managing Director.

Where an incident occurs that does not involve injury (near miss) and is not notifiable to the HSA, then this is to be investigated by John Fanning and his health and safety advisor which will be dealt with through the hazard reporting and investigation process.

For all accidents to a person, whether or not in the employment of PFW, resulting in a minor injury that only requires on-site first aid treatment, PFW are to report the incident using the form at Appendix 1 and submit a copy to Main contractor safety manager. PFW encourages its entire staff to report minor injuries and near misses.

This is necessary to ensure that proper medical attention is given where required and as an aid in the identification of hazards so that the appropriate measures can be taken to prevent the accident from re-occurring.

For all accident investigations, all of us are obliged to cooperate fully with such an investigation and to provide any information, which may be useful in establishing the circumstances leading up to the accident.

Where an accident results in a death or requires an injured person to receive treatment by a registered medical practitioner or treatment in a hospital as an in-patient or an out-patient, or a dangerous occurrence (as defined in the Safety, Health and Welfare at Work (General Application) Regulations 1993, Part X) or any other incident considered likely to attract the attention of the authorities occurs, then an investigation team is to be appointed.

Such a team shall be led by the Managing Director.

Also in the team shall be:

- An external health and safety specialist who can provide guidance and advice.
- Any person with relevant experience and/or knowledge.

The team will complete the Investigation Report but may also need to complete a more comprehensive written report form as an attachment.

All report forms and Investigation forms are to be kept in a separate file with a copy on the individual's personal file.

4. 7Bullying & Harassment

PFW is committed to protecting the dignity of all those who work within the firm. In particular, we are committed to ensuring that our firm is free from any form of bullying or harassment at work and that our work environment is conducive to providing a high quality legal service in an atmosphere of respect, and equality.

No bullying or harassment within the firm or in connection with the work of the firm will be tolerated. Complaints of bullying or harassment may be dealt with either in a formal or an informal way, or by alternative means, as described below.

Complaints by employees or other persons in the workplace of bullying or harassment at work will be treated with fairness, sensitivity, respect and (as far as possible) confidentiality for all parties concerned. Any person accused of bullying or harassment will be afforded natural justice and treated with fairness and sensitivity.

Both the firm's management and its employees have responsibilities for creating and contributing to the maintenance of a work environment free from bullying and harassment. Employees also have an obligation to cooperate with the investigation of complaints of bullying or harassment in the firm.

PFW is committed to providing a work environment free of any kind of bullying or harassment in accordance with the general duties in Part 2 of the Safety, Health and Welfare at Work Act, 2005; the Code of Practice for Employer and Employees on the Prevention and Resolution of Bullying at Work (HSA Code) 2007; SI 17/02 Code of Practice Detailing Procedures for addressing Bullying in the Workplace (LRC); SI 17/02 Code of Practice on Sexual Harassment and Harassment at Work (Equality Authority Code)

This bullying and harassment policy applies to all persons involved in the operations of PFW and prohibits bullying or harassment by any employee of PFW, including supervisors, managers, co-workers and visitors, as well as by any person doing business with or for PFW.

4. 8 Risk Assessments of Daily Work

Each contractor is given blank Pre-Task Safety booklet. Each contractor must fill out a copy of the Take Time before attempting to engage in work activity (See section 5.3 for more details).

This take time will detail a range of hazards specific to the work planned and control measures to minimise the hazard from actually materialising

Each take time must be signed by the Contractor Supervisor(Micheal Bryan or an appointed representative)

During the course of carrying out the work (outlined in the Take Time), If an employee identifies a potential danger or hazard in the workplace they are to first do what you can, provided it is safe to do so, to make the situation safer. Warning nearby persons of the danger, highlighting the danger in some way or isolating it are examples of proactive action.

4.8.1 Safety Observation Reports (SOR)

Employees should fill in the SOR with comments and input, and then submit the report to the Health and Safety Advisor, who should generally action this report and engage in communication with the Main contractor Safety Coordinator onsite.

PFW health and safety officer will fill in at least 3 Safety Observation Reports when onsite. Employees are encouraged and expected to fill in a Safety Observation Report and place into the ballot boxes nearby. An observation about good health and safety practice is rewarding to others. The identification of hazards and poor health and safety practice is also an output of a Safety Observation Report

4.8.2Inspections and Auditing

The Working at Height audit is the most frequent audit that is carried out in PFW, as the locations identified in the Method Statement is the most likely place that the employees will be found. These audits are normally conducted every week.

The appointed Health and Safety officer to PFW, will conduct these regular audits of the various work areas in order to assess the condition of, among others:

- Electrical cables,
- Housekeeping,
- Slip, trip and fall hazards,
- Lighting,
- Fire extinguishers,
- Storage.
- Documentation

4. 9 Stress in the Workplace

PFW define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

There are differences in underlying causes and triggers of occupational stress for everyone. However, some workplace factors are more likely to lead to stress than others such as poor communications, low levels of support for problem solving and personal development, role ambiguity, lack of control over work, poor relationships with managers, interpersonal conflict with colleagues/peers, conflicting demands of work and home.

PFW will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed. PFW will provide training for all managers and supervisory staff in good management practices.

PFW will provide confidential counselling for staff affected by stress caused by either work or external factors. PFW will provide adequate resources to enable managers to implement the company’s agreed stress management strategy. The roles of the employee and the employer are outlined in more detail in the appendix section of the Safety Statement

4. 10 Smoking

On the 29th March 2004, the Irish Government banned smoking in enclosed places of work. This ban is part of the Public Health (Tobacco) Act, 2002 (Section 47), Regulations 2002.

It is the objective of PFW to take, as far as is reasonably practical, all reasonable steps to safeguard the health, safety and welfare of all employees and to meet or exceed all relevant safety regulations and legislative requirements. In accordance with this objective, PFW will protect all employees, contractors and visitors from the discomfort and health risks associated with passive smoking.

Smoking shall not be permitted in any area of the workplace. Smoking is only permitted in smoking shelters at the external gates. All naked flames and cigarette ends must be carefully extinguished and suitably disposed in designated receptacles in designated areas

All ‘NO SMOKING’ signs are to be observed at all times.

Any employee found to be smoking and in breach of this regulation will face disciplinary measures.

4. 11 Contractor & Visitor Management

PFW will ensure, as far as is reasonably practical, the safety of contractors and visitors whilst on their premises. All contractors receive a safety booklet during site induction.

Whilst onsite, visitors and contractors are required to comply with the safety rules and emergency procedures at all times as detailed in this safety statement and as per the Main contraction safety booklet. In the event of a fire alarm or other emergency, the host will be responsible for bringing their visitor to the Assembly Point and remaining with them until given the “all-clear”.

All of us, and any contractors engaged to carry out construction work shall co-operate fully with any person appointed as a Project Manager Design Stage or Project Manager Construction Stage as appropriate as per the Construction Regulations 2013.

4. 12 First Aid

PFW is committed to having an adequate number of first aid kits and trained First Aiders at each location (listed as per Appendix 3). First Aiders will receive appropriate training, including refresher training every 2 years.

First-Aid kits will be located throughout PFW work areas.PFW First Aiders are listed as per appendix 3, and in addition, their names will be displayed on or near the first-aid kit located in the PFW port-a-cabin so that staff will know whom to contact.

First Aiders have direct responsibility for checking first-aid kits on at least a quarterly basis and ensuring that they are adequately stocked.

In addition to the above, first aiders must ensure the following:

- Disposable gloves to be worn, particularly when treating an open cut or wound.
- No tablets, drugs or medicines to be kept or administrated
- Following an accident requiring first-aid treatment, an accident report form must be completed and submitted to Health and safety advisor of PFW and also to the Main contractor’s Safety Manager.

4. 13 Chemical Substances on Site

REACH (Registration, Evaluations and Authorisation of Chemicals) legislation requires that, as a "downstream user" of substances, PFW is required to have and make available to all staff. Information and use of any chemical substances used as part of the undertaking of our business in accordance with Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001.

Legislation requires that where PFW is using a substance for a different purpose than that identified on the Safety Data Sheet by the manufacturer, the supplier of that substance is to be formally notified.

Therefore, whether you are staff, contractor or sub-contractor, if you wish to bring any substance on site for use in the work process, you are to provide, in advance, information about the intended use of the substance and a Safety Data Sheet for that substance to PFW.

Before the use of the chemical on site, a full risk assessment of the chemical (COSHH), its use and storage, is to be carried out using the Safety Data Sheet as an authoritative source. Any deviation from the use instructions on the label or the Safety Data Sheet is to be reported to the manufacturer or supplier of the chemical.

These COSHH assessments are kept in the workshop.

Any person using or storing a substance on site is to do so in accordance with all information supplied in the relevant Safety Data Sheet for that substance and the risk and safety phrases on the labelling.

4. 14 Alcohol & Drugs

Staff who are incapacitated or adversely affected by drugs or alcohol consumption pose an unacceptable risk to the health and safety of others.

Illicit drugs and alcohol - employees are not allowed to attend their workplace to carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary procedures.

Any employee who in the opinion of PFW or the Main contractor shows apparent signs of the effects of intoxicating liquor or drugs, will be required to leave the site immediately and will be asked to attend PFW nominated medical doctor for a drug & alcohol test.

Employees required to leave the premises will forfeit payment for the remainder of the shift / day.

Where the actions of an employee affected by alcohol or drugs could have devastating impact on their own or others health and safety, PFW reserves the right to carry out random Drug and Alcohol tests on any of its employees or contractors at any time.

4. 15 Working at Heights

All work from heights will be carried out in accordance with the requirements *Part IV, Sections 94-119, of The Safety, Health and Welfare (General Application) Regulations, 2007.*
Work at height should never be considered as being incidental to the actual job to be undertaken. Thus for all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available on site) to achieve a safe system of work.

There is a simple hierarchy of controls for work at height as follows in PFW:

a) avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way then:

b) use work equipment or other measures to prevent falls; and

c) Where the risk of a fall cannot be eliminated further controls to minimize the distance and consequences of a fall should one occur.

For more information on the specifics of working at heights on ladders and MEWP, please review the Working at Heights Safety Handout in the Appendix section.

4. 16 Provision of Personal Protective Equipment (PPE)

It is the policy of PFW to provide appropriate personal protective equipment and clothing and to replace it as required in accordance with *Part II, Chapter 3, Sections 62-67 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007* (S.I. No. 299/2007).

PFW will provide appropriate personal protective equipment and clothing and will replace it as required.

Responsibility for ensuring that the PPE is used properly rests with all of us, in accordance with our instruction in their maintenance and use.

When you are issued with PPE, you shall sign the appropriate form as having been so issued.

4. 17 Occupational Noise on Site

All work on site shall be carried out in accordance with the Part 5, Chapter 1, Sections 120-132 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 (S.I. No. 299/2007)

Where any of our activities generate a noise level above 80 dB (A), the customer representative will be informed immediately, as to the possible danger. Our staff will be supplied with appropriate hearing protection should they wish to use it.

Where sub-contractor activities generate a noise level at or above 85 dB (A), our staff will and must wear noise protective equipment near the point of the noise source at all times.

- Where our operation generates 85dB (A) or over, employees will post blue and white mandatory signs on the need for hearing protection.

There are numerous amounts of ear plugs holders are located throughout the site for people to use upon entry to a noise environment.
Occupational noise surveys will be recorded when deemed appropriate. Each of the employees is entitled to a hearing test every two years.

4. 18 Access to Confined Spaces

Due care and attention must be given when entering reactors, boilers, sewer, pits and ceiling voids in production areas etc.

Only when the following conditions have been met, is it permissible to issue a Confined Space permit.

- Only trained personnel are permitted to enter confined spaces and/or act as watchers
- The space is in safe condition for entering, and atmospheric monitoring of the space has been completed.
- The PFW employee who is to enter the space is fully informed of the particular harmful or flammable characteristics of the product in space & the risk assessment and control form for the space has been reviewed by the entrant, watcher and permit authoriser.
- If space is heated, it must be cooled before entry.
- The entrant has all the required personal protective equipment (P.P.E)
- In all areas, the air supply to the space if required must be from the air movers, consult with the Permit Authoriser for details.
- Values and lines connected to the space must be locked closed under the direction of the issuer who shall hold the keys.
- When a space is equipped with a power source such as an agitator, the Equipment Lock/Out procedure (detailed below) must be rigidly followed.
- The proper tools must be used.

4.19 Forklift Trucks

Forklift trucks, electrically operated trucks and similar vehicles belonging to PFW can only be operated by authorised PFW personnel. Anyone using a forklift onsite must be qualified to do so.

All forklifts must be fitted with reversing alarms and with flashing yellow beacons.

4. 20 General Safety Rules

4.20.1 General Behaviour

If you run or throw objects in the workplace or indulge in horseplay or skylarking, you can expect to be subject to the PFW disciplinary procedures.

4.20.2 Clothing

All of us are expected to maintain a clean, well-groomed appearance and to behave in a professional manner that best represents PFW whilst at work.

4.20.3Authority to Operate Plant & Equipment

Only if you are trained or hold a relevant certificate, licence AND are authorised by PFW are you permitted to operate any plant and equipment, hand-operated pallet lifters or equipment.

This restriction applies whether you are an employee, visitor, sub-contractor or contractor on site.

The use by you of any Contractor equipment or plant is subject to the same restriction.

4.20.4 Manual Handling

Any person who assesses that a load they are required to lift or otherwise move is either too heavy or too awkward for them to move is to seek assistance from other persons. Any person asked for such assistance is to co-operate as far as practicable with this request. Any task that is believed by any person to be a manual-handling hazard is to be reported to their Supervisor so that a risk assessment can be undertaken.

All PFW employees will be trained in safe manual handling techniques in accordance *with Sections 68-69 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007* Mechanical equipment will be used to reduce the level of manual handling on site by PFW employees where possible.

PFW employees will not attempt to lift loads beyond their physical capacity. The guidelines, set out in Appendix 5, should be used by all PFW employees when undertaking manual handling operations.

4.20.5 Visual Display Hazards

VDU work can lead to fatigue, eye strain and muscular problems. Although the risk of serious injury is low, the level of discomfort can be quite high and you must adhere to all control measures as outlined in guidelines in this document.

PFW provides a high standard of office furniture to minimize posture problems i.e. adjustable chairs; large desks with counter areas. It is the policy of PFW to provide VDU equipment with good screen definition and a range of adjustments for your comfort.

PFW uses the Health and Safety Authority regulatory requirements as a standard for ergonomic assessment of VDU workstations. A full assessment will have been carried out of your workstation upon joining us and if you move to another workstation you will be reassessed if there is any significant difference in setup, task or equipment likely to lead to injury.

You are encouraged to adopt a suitable workstation layout using the guidelines attached. (See Appendix 6).

Every effort will have been made to ensure that you are adequately trained in the software systems thus minimizing stress in using the system.

Special eye tests are available to you if you are a regular VDU user. These provide for free eye testing for computer use with any required glasses to also be provided free of charge. Persons with existing prescription lenses will be able to get a reduction in the cost of any replacement eyewear.

All reasonable efforts are made to ensure that lighting at VDU stations is adequate, suitably placed and generally comfortable for you. Daylight is controlled using adjustable blinds. These need to be used by you to eliminate reflections and excessive contrast between background light and VDU screens.

4.20.6 Safety Signs

Employees must comply with the requirements of any safety signs on site or brought on site by contractors.

The wilful defacing of any sign is an offence.

You must report damage to any safety sign without delay to your health and safety representative or your immediate manager.

Safety Signs form an importance part of the control measures on any detailed SPA, and are brought to the site of works and erected before work commences.

4.20.7 Tools and /or Equipment on Site

Employees are not to bring tools or other equipment onto the site for use on the site. Only contractors and sub-contractors are permitted to do this.

4.20.8 Electrical Distribution Panels

Employees are not to attempt to access the interior of electrical distribution panels where there are exposed electrical connections or bus bars. Only approved electrical contractors are authorised to do so.

All such panels are to be kept locked with the key only available to an authorised person so if you see such a panel unlocked you are to report this to your Supervisor.

4.20.9 Electrical Isolation

Electrical isolation is a precaution to protect personnel engaged in maintenance, cleaning or adjustment of plant and equipment.

In an operating department, the responsibility for electric isolation rests with the supervisor of the area and he/she is also responsible for reactivation of the plant or machinery when the work has been completed.

The following rules apply to PFW electricians when working on electrical apparatus;

- A positive test must be carried out on the equipment to ensure that the correct electrical isolating device is identified in the lockout operation.

- All circuits should be assumed to be 'live' until you personally have proved them 'Dead'.
- After working on electrical equipment, ensure that all protective aids are replaced and are in satisfactory condition.
- Avoid sanding in water when touching electrical apparatus of any kind,
- Always switch off and withdraw fuses when replacing lamps or working on apparatus in hazardous areas. Remember, the most important lead is the earth wire.

4.20.10 Electrical Equipment on Site

The following points should clarify the requirements for the condition of electrical equipment onsite.

Adherence to these points will ensure that the site is a safer place for everyone.

Extension Leads

- All extension leads are to have braided steel protection (irrespective of voltage level).
- All extension leads are to be used on site must be fitted with an Ex-rated plug at one end and an Ex rated coupler at the other end.
- The Ex plug, coupler and extension lad must be in good condition at all times.
- These must be replaced once if any damage is apparent.
- All extension leads have to carry unique identification tags at both ends of the lead. These tags will be issued by Main contractor.

Portable Tools

- The maximum voltage for electrical tools onsite is 110v.
- All portable tools used on this site should be fitted with an Ex rated plug. Tools which are used within the contractors' workshops can be fitted with an industrial plug.
- Power leads on all tools must be fitted correctly. A tight rubber grommet should be fitted where the lead enters the tool and where the lead is attached to the plug top.
- All tools should be in good condition and should be fitted with the appropriate safety guards.

4.20.11 Access / Egress

You must keep access to all fire fighting equipment such as fire extinguishers and fire hose reels clear.

You are never to use fire extinguishers or their storage areas as storage for clothes, rags, leads, hoses, materials etc.

You must keep all passageways to emergency exits clear of stored material, rubbish etc.

4.20.12 Toilet & Kitchen Hygiene

To ensure your continued welfare, toilet and kitchen areas are provided, where necessary.

You must co-operate in maintaining a high standard of hygiene in these areas. The toilets are communal to all, and are cleaned and maintained by a cleaning contractor.

4.20.13 General House Keeping

You are to keep all work areas clear of accumulated scrap or rubbish at all times.

You are to report to your manager or your immediate supervisor concerning any water or fluid leaks.

You must not allow any unreasonable collection of combustible material to accumulate in storage or work areas.

4.20.14 Mobile Phones & Telephones

Mobile phones and other electronic equipment that has a potential for radio interference or ignite a flammable atmosphere are not allowed on site and must be kept in drying rooms.

4.20.15 Canteen

A canteen is provided for all contractors and their employees on site.

4.20.16 Breaches of Safety Requirements

Any failure by yourself, or persons you are responsible for, to follow these safety requirements may, after full and fair investigation, result in your being subject to disciplinary procedures.

If you are a contractor or visitor, you may be escorted from the site and, if a contractor, your contract may be re-examined or terminated as a breach of contract.

4. 21 Conflict Resolution

Conflict may be defined as a disagreement through which the parties involved perceive a threat to their needs, interest or concerns.

Conflict / confrontation resolution techniques are a range of processes aimed at alleviating or eliminating sources of conflict. At one end, the processes of conflict resolution can include negotiation, mediation and diplomacy. In these instances, all parties involved retain some control over the outcomes. At the other end, conflict resolution processes can include arbitration, litigation or the involvement of an ombudsman.

- You should make good relationships the first priority and that others are treated in a calm, courteous, constructive, positive manner with mutual respect;
- You should keep problems and people separate and dealing with situations and issues without prejudice to interpersonal relationships;
- You should pay attention to all of the interests and issues that are being presented in order to try and develop an understanding of the situation as quickly as possible;
- You should first and talking second; i.e. hearing other perspective on the situation or issue before stating your own position
- You should focus on the facts by presenting and agreeing on the objective and observable elements of the situation rather that introducing conjecture or speculation.
- You should explore all options in a cooperative manner by being open to the possibility that other options/ opinions / actions may be appropriate.

By following these rules, it is easier for all parties to keep contentious discussions positive and constructive. This helps to prevent the antagonism and dislike which so often causes conflict to spin out of control.

4. 22 Driving

Provision of a PFW vehicle to an authorised employee is determined by their allocation policy. The allocation of onsite vehicles is required to meet the operational requirements of work onsite on a daily basis. Accordingly, PFW vehicles are provided for business use. These business needs will also involve officers being available at short notice to travel to different work areas.

PFW has a comprehensive insurance policy on all vehicles with an insurance company via an independent broker.

Note

In general, and for guidance purposes, when driving an official company vehicle, employees are considered to be NOT AT work in the following situations;

- If an employee is driving from home to work or from work to home, them the employee is deemed to be NOT AT work;
- If an employee is driving away from site in an official capacity. i.e. driving from work to attend an official function outside of normal working hours – that employee is deemed to be AT work;
- If an employee is driving back to the workplace on return from carrying out official work and is outside of normal duty hours – that employee is deemed to be AT work;
- If an employee is engaged in an official company activity, then that employee is deemed to be AT work irrespective of the hours.

The company's Vehicle Policy Document is designed to provide all of the information required by the users of PFW's vehicles.

PFW staff members must obey the speed limit and take extra care when driving onsite.

4. 23 Lone Working

Lone workers are those who work by themselves without close or direct supervision. Anybody who works alone, including contractors, self-employed people and employee, is classed as a lone worker.

There is nothing specific in general legislation that prohibits a person from working alone. Section 19 of the Safety, Health and Welfare at Work Act 2005 requires the employer to undertake a risk assessment, and so this shall determine whether or not an employee may work alone. Therefore, PFW Ltd will assess whether an employee is at significantly higher risk when working alone.

PFW holds the main responsibility for protecting the safety and health of lone workers. Nonetheless, lone workers themselves have a responsibility to help their employer fulfil this duty, and so they must:

- Take reasonable care to look after their own safety and health

- Safeguard the safety and health of other people affected by their work
- Co-operate with their employer's safety and health procedures
- Use tools and other equipment properly, in accordance with any relevant safety instructions and training they have been given
- Not misuse equipment provided for their safety and health
- Report all accidents, injuries, near-misses and other dangerous occurrences

If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or backup will be put in place. Where a lone worker is working at another employer's workplace, PFW will inform the lone worker's employer of any risks and the control measures to be taken. This also helps PFW assess the risks.

When establishing safe working arrangements for lone workers, PFW will assess if the requirements of that work activity can be met by people working alone. Issues that will be addressed when planning such safe working arrangements are:

- Can the risks of the job be adequately controlled by one person?
- Is the person medically fit and suitable to work alone?
- What training is required to ensure competency in safety matters?
- How will the person be supervised?

4. 24 Annual Reporting of Workplace Safety

On an annual basis, PFW will evaluate the extent to which the Safety Statement and Policies were put into effect during the previous twelve months. John Fanning, Managing Director, will consult with his health and safety advisor on an agenda of continuous improvement for the following 12 months. PFW will show the level of resources committed to Safety, Health and Welfare, any special preventative measures taken and data on occupational injuries and ill-health in the workplace.

4.25Abrasive Wheels Usage Policy

According to the 1982 Abrasive Wheel Regulations, an abrasive wheel can be a wheel, cylinder, disc or cone which, whether or not any other material is comprised in it, consists of abrasive particles held together by mineral, metallic or organic bonds, whether natural or artificial is a mounted wheel or point and a wheel or disc having (in either case) separate segments of abrasive material.

PFW will provide safety guards for machines that use abrasive wheels, and eye protection to employees who operate portable abrasive wheel machinery. The employees may only use machines with abrasive wheels that are properly guarded. Employees may never remove an abrasive wheel guard unless the equipment is unplugged and the removal is for maintenance reasons. All employees must always wear eye protection, provided by employer, when operating portable abrasive wheel machinery.

A safety guard must cover the following abrasive grinding machinery parts:

- Spindle end
- Nut projections
- Flange projections

Guards must be mounted to maintain proper alignment with the wheel. Guards used on right angle head or vertical portable grinders must have a maximum exposure angle of 180 degrees and meet the minimum requirements. Guards must be aligned so they are between the wheel and operator during use, and if pieces are accidentally broken, wheels are deflected away. Finally, all the employees in PFW have received abrasive wheel safety training.

Section 5–Risk Assessment & Method Statements

5.1 Introduction to Risk Assessments

The risk assessment process involved the following:

- Identifying the hazards present within the workplace
- Identifying what risks are associated with each of the hazards identified.
- Recording the probability and severity of injury/illness associated with the hazard. Calculating the risk rating based on probability and severity (the risk rating is arrived at by multiplying the probability of injury x severity of injury - see below for details).
- Actions are suggested to reduce the risk (corrective actions) in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).

- The hazards identified with a 'High' risk rating should be those that receive immediate attention. The implementation of the actions to reduce the risk should have a high priority.

Risk assessments are to be reviewed annually with your involvement and any necessary amendments made. There is also to be a review if there is a change in circumstances e.g. new equipment, processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or new guidance being published.

5.1.1 Hierarchy of Corrective Actions

The crucial part of the risk assessment process is selecting the most appropriate method of risk or hazard corrective action. The following hierarchy is to be used when determining corrective actions, starting with the first in the list and working down to the last potential corrective action which is the provision of personal protective equipment and clothing.

Elimination: Eliminating the hazard entirely from the workplace is the best way to correct it. Example: provide a trolley to move around paper boxes which eliminates the need to carry out manual handling.

Substitution: If it is not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Example: substituting a smaller package or container to reduce the risk of manual handling injuries.

Engineering Solutions: If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact.

Examples of engineering controls are:

a. enclosure (enclose in a way that eliminates or controls the risk)
b. guarding/segregation of people
c. interlocks and cut-off switches
d. Exhaust fans.

Administrative Solutions: These are corrective actions such as training, job rotation, limitation of exposure time, provision of written work procedures. For example:

a. Safe systems of work that reduce the risk to an acceptable level
b. Written procedures that are known and understood by those affected
c. Adequate supervision
d. Identification of training needs and provision of appropriate training
e. Information/instruction (signs, handouts)

Personal Protective Equipment & Clothing: Personal Protective Equipment and Clothing should always be considered as a last resort. It can also be used as an interim measure to reduce exposure to a hazard. Examples of PPE include: masks, ear-plugs, respirators, helmets, boots, safety shoes, overalls, etc.

The most effective way to correct risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the hierarchy list the less effective the methods become.

5.1.2 Risk Assessment Methodology

(Probability) x (Severity) = Risk Rating (RR)

Severity	Probability		
	Unlikely	Likely	Very Likely
Slightly Harmful	1	2	3
Harmful	2	4	6
Very Harmful	3	6	9

Table 1.

Table1 outlines a matrix structure that the risk assessor uses when assessing risk.

For example, giving a hazard a risk rating of 9, means that the risk of an accident occurring is very likely, with the consequences from that incident being very harmful. You would expect that some near misses or other examples will have occurred.

Risk Rating	Priority	Action Required
Low 1 and 2	Non Urgent	No action may be required. No additional controls.
Medium 3 and 4	Action needed	Monitoring required. Assessment to be recorded. Controls required as soon as practicable.
High 6 and 9	Action needed urgently	Controls urgently required. Consider cessation of work activity. Executive Management involved. Document implementation of controls.

Table 2

Table 2 outlines the priority level and the action required to reduce the risk of an accident.

The Risk Assessment template for PFW can be viewed in the Appendices section of this document.

There is a duty on each manager to ensure the health and safety of their employees under their control and direction. Each staff member should be given appropriate time, not only to read this document, but to assess and understand the health and safety risks associated with their job activity.

5.2 Method Statements

PFW will supply a method statement before certain jobs/ works contracts may commence on site. It will contain a full description of all works to be carried out, what equipment is required and how the potential hazards and risks will be controlled.

5.3 Take Time/ Risk Assessment

The Take Time / Risk Assessment is used to assess the hazards and risks associated with the job. The contractor foreman and employees will undertake an inspection of the area in which the work will be carried out to identify any hazards. The Take Time will contain this information as well as any P.P.E requirements for the job. All contractor foreman & employees involved in the work must read and sign the S.P.A to indicate that they understand the requirements outlined. The S.P.A is then kept on hand for inspection by Main contractor for approval.

Section 6 – Additional Health & Safety Procedures

6.1 Introduction to SOP

Standard Operating Policies & Procedures (SOPs) help PFW achieve maximum safety and operational efficiency.

SOPs are 'detailed, written instructions to achieve uniformity of the performance of a specific function.'

A well-written SOP can be used to satisfy compliance requirements. SOPs are recommended for all procedures that pose a potential risk to the health and safety of personnel.

It is PFW commitment that tasks and guidelines, requiring the development and implementation of standard operating policy and procedures (SOP's), shall be any operations or support tasks that are deemed to have a significant impact on health and safety, quality, production and the environment.

SOP's shall be developed in accordance with our established procedure and if you are affected, you shall be involved in this development.

If you are required to carry out a task for which an SOP's is in place you shall receive training in the SOP and will be expected to comply with all elements of the SOP.

In the event that you were to identify an issue (hazard, quality, environmental) with the SOP, you are to report this to PFW, Health and Safety Advisor, so that a full SOP analysis can be undertaken.

The process for developing an SOP is as follows:

1. Your work group, consisting of John Fanning, Managing Director and the Safety Representative are to list all tasks undertaken. (This may include the operation of a specific piece of equipment).

2. Apply risk assessment for each task to determine if it is a high, medium or low risk.

3. For high risk tasks (and, where likelihood of injury is high, some medium risk tasks) develop an SOP through consultation.

4. Specify any PPE or equipment/tools required and what specific hazards are created.

5. Determine for before use, operation and housekeeping; the corrective action steps for risk, in order, that need to be implemented.

NOTE: Corrective actions do not need to be limited to hazards but can also include production, quality, environmental or public liability risks that could occur.

Appendices - Health & Safety Forms for Use

Appendix 1 - Accident Report Form

Form No:

Report Date: …… ***Reports must be submitted within 24 hours***

Incident Time: ……..…Incident Date: ……

Location of Incident: ……..……

Name of Injured Person: …… DOB: ……..

Occupation: …… Nationality: ……

Injury Suffered: ……

First Aid Treatment ☐ Doctor ☐ Hospital ☐

Witnesses: ……
……
Attach statements if personal injury has occurred.

What was the person doing at the time?
Equipment/Substances Involved:
Description of Incident:
Immediate Corrective/Preventative Action Implemented:

Has the injured person not been able to carry out their normal job for more than 3 days after the accident? Yes ☐ No ☐

If the answer is "No", how long is this expected to be the case? ……..
Supervisor/Manager
Name: …….. Signature: ……..

Appendix 2 – Accident/Incident Investigation Form

Form No:

Investigation Date: ……Name of Injured Person: ……..

Incident Date: ……Location of Incident: ……..……

Immediate causes: (What actions & conditions contributed to the event)			
Basic Causes:(What failure in processes and procedures let the immediate causes exist)			
Proposed Extra Corrective Actions	**By Whom**	**By When**	**Close out Signature**

Employee's Comments:
Employee's Name: _____ Signature: _____ Date: _____
Supervisor's Comments:
Supervisor's Name: _____ Signature: _____ Date: _____
Safety Officer's Comments:
Safety Officer's Name: _____ Signature: _____ Date: _____
Managing Director's Comments:
Manager's Name: _____ Signature: _____ Date: _____

Appendix 3– First Aid Box Contents From

Location of First Aid Box: _____

Recommended contents of first aid boxes and travel kits.

Materials	**First Aid Travel Kit Contents**	**First Aid Box Contents**		
		1-10 persons	11-25 persons	26-50 persons*[1]
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cms)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Examination Gloves Pairs	3	5	10	10
Sterile water where there is no clear running water*[2]	2x20mls	1x500mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10x10cms) *3	1	1	1	1
Water Based Burns Dressing Large*3	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

Upkeep of Contents of First Aid Box

By Printing and signing my name underneath, I declare that I have checked the contents of the first aid box, and replenished in when necessary

First Aider Name	Signature	Date

Notes on First Aid Box

*1: Where more than 50 persons are employed, pro rata provision should be made.

*2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to risk of cross infection. The container should be CE marked.

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

The above Table provides a general guide on the recommended contents of occupational first aid boxes and kits based on numbers employed. Quantities indicated in the Table are minimum numbers and can be increased. **The requirements for sterile water and water based burns dressings as per note 2 and 3 above are only where there is not a wholesome supply of tap water available.** Also a single paramedic shears and pocket face mask is considered adequate.

Occasionally the quantities indicated in the Table will be insufficient and the actual amounts required should be based on a risk assessment. An obvious example is that drivers of dangerous goods vehicles would require a quantity of 2x 500mls of sterile water for eye irrigation in their travel kits due to the risk of contact with hazardous chemicals.

What first aid records and documentation need to be kept?

The names of occupational first aider must be recorded in the Safety Statement along with the location of the first aid rooms, equipment and facilities.

Written records of the dates of all first aid training, including refresher training should be kept at the workplace and be made available on request to the Health and Safety Inspector.

Records of all cases treated by the first aider should be kept in a suitable secure place, respecting their confidential nature and be made available on request to the Health and Safety Inspector.

Location of First Aid Box: _____

Appendix 4 –Record of First Aid Deliverance Form

Site	Name of patient	Type of injury	Treatment given	Name of occupational first aider	Date

Appendix 5 – Manual Handling Handout Information

Any person who assesses that a load they are required to lift or otherwise move is either too heavy or too awkward for them to move is to seek assistance from other persons. Any person asked for such assistance is to co-operate as far as practicable with this request. Any task that is believed by any person to be a manual-handling hazard is to be reported to the Managing Director so that a risk assessment can be undertaken.

Where it is not possible to avoid manual handling operations or where an injury has occurred, an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

How Injury Happens

Part of the problem lies in the way that muscles are used when we lift incorrectly. To lift with the legs straight and the back bent over at the waist will require the exertion of force equal to the weight of the object lifted plus the weight of the head and torso multiplied by the lever arm effect of the lift (usually a factor of 10 for the average person).

If you are lifting in the correct manner, all the force on the discs is exerted directly downwards, a far healthier option. To do this, however, the large muscles of the thighs are used so there is a much greater expenditure of energy. This means that these muscles will tire much quicker. This poses the danger that, because of fatigue, a person having to perform this type of lift with no break or rest period will, through fatigue, revert back to the bent back as the easier way.

Done frequently, bending the knees is an exhausting way to work and in fact can only be sustained for brief periods, even if the person doing the lifting is very fit. A well-designed workplace with good and readily available mechanical devices is definitely the way to go.

Correct lifting techniques

We don't need to remember 8 or 10 steps but there are at least 6 that need to be considered.

1. **Feet apart.** This is necessary for good balance but comfortably apart, no exaggerated poses.

2. **Bend the knees** to get down to the load to be lifted.

3. **Keep the curves.** These are the natural curves in the spine – don't try to straighten them. A comfortable posture is best, not an exaggerated straightening of the spine.

4. **Get a firm grip and feel the weight and stability of the load.** This is necessary in order to determine if the load can be lifted and whether the weight is likely to shift.

5. **Get the load close to the body.** In this way the lifting is done with the weight effect on the spine almost straight up and down.

6. Lift by straightening the knees.

Other General Rules

There are some other general rules that can improve lifting and keep the pressure on your spine to a minimum.

If you are carrying an object and need to turn, don't do this by twisting the back but by moving the feet and thereby the whole of the body.

If you have to stretch and reach for an object, then wherever possible "build a bridge". That is, use one arm or the rim of a box or other object to support your upper body weight while you reach for the object you want.

Remember that the advice above is only for infrequent lifting or manual handling. If such movements are a frequently recurring part of the job, then the problem is the job.

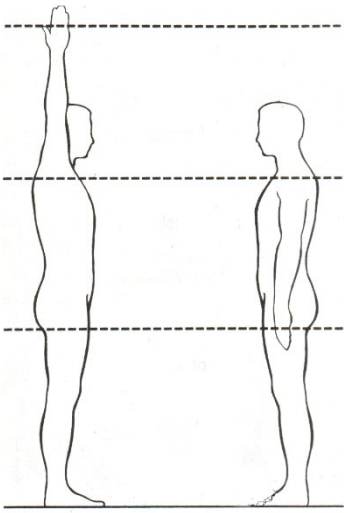
Apart from the above advice on lifting and on "building a bridge", there are some other general rules to be used as guidance, particularly when designing work areas.

For storage of items, as well as general manual handling, use the area from shoulder to fingertips with the arms held straight up for the storage of smaller, light items.

For optimum manual handling, store or handle items between shoulder and knuckles.

Between ankles and knuckles should be used for the storage of heavier, seldom used items.

Avoid storing items on the floor, as it is almost impossible to avoid bending the back to pick them up, particularly from a storage rack.



Also for persons standing for long periods, a small box, rail or footrest can help alleviate pressure in the spine and therefore give relief if a person puts one foot on it from time to time.

Let us take an example where a person has to pick up an object and place it on a table or other surface behind them. To avoid twisting the upper body to do this, locate the surface on which the object is to be placed about 2 meters away at least and use your feet to turn and place the object.

Appendix 6 – VDU / DSE Workstation Setup Handout Information

When setting up the position of this furniture and equipment it is important to try new positions to find the most comfortable arrangement for yourself. Give yourself a chance to get used to any changes, as it may take several hours or even days to determine the best position. Remember, it may take a few tries to get the best arrangement, but it is worth the effort – and if a change doesn't work, you can always reset it.

Chair

When adjusting your chair please refer to any instructions that are provided with the chair or have someone show you how to adjust it and use the controls. If there is no one available to assist you, work through this checklist with another person and observe each other's postures and body positions.

Also, remember to try and avoid sitting for long periods of time. Some form of break from sitting every 20 – 30 minutes is helpful. Even getting up for 20 to 30 seconds to go to a printer or standing while talking on the telephone will provide some relief.

Seat

Height – adjust chair height so feet are comfortably flat on the floor, thighs are approximately horizontal and the lower legs approximately vertical. Low heeled shoes will improve comfort of the legs with the chair at this height. See Figure A.1.
Tilt (if available) – set to horizontal or slightly forward to suit your comfort.

A.1

Back support

Height – start by raising the backrest to its maximum height. Then sit in the chair and check the fit of the backrest to the curve of the lower back. If it's not comfortable, lower the height by several centimeters and try this position. See Figure A.2.

Repeat this adjustment and try each new position until the most comfortable fit is found. Ensure that the backrest supports the curve of your lower back and is not placed too low.

Forward/backward position – adjust the position of the backrest until a comfortable pressure is exerted on the lower back area while seated in the usual working posture at the desk. See Figure A.2.

A.2

The backrest position should not feel as though it pushes you out of the seat or that you have to lean back too far to reach it. There should be a two-finger clearance between the front of the chair and the back of the knee. Trial a number of different positions until the best fit is achieved. A slight backward tilt is a preferred position as the force on the lower back is reduced. However, some people prefer to sit upright. You can vary this angle to provide changes in posture.

Armrests

Armrests are usually not recommended unless they are short, fit under the desk or are adjustable.

However, if your chair has armrests make sure that they do not prevent you from getting as close to the desk as you require (see Figure A.3) or that they impinge on your elbows while you are working.

A.3

If this is the case, either remove them by unscrewing them, or replace them with a smaller or adjustable option. See Figure A.4.

A.4

Desk

If you have a height-adjustable desk

Having first adjusted your chair to suit your body size, adjust the desk so the top surface is just below elbow height. See Figure A.5. To determine your elbow height, relax your shoulders and bend your elbows to about 90 degrees and check the elbow height against the desk height. See Figure A.6.

A.5

If you don't have a height-adjustable desk

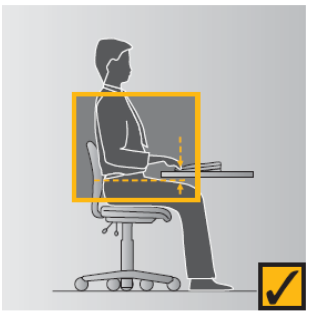
If the chair has been adjusted and the desk is higher or lower than the elbow, other forms of adjustment will be required. Start by measuring the height difference between the desk and your elbow.

If the desk is too high

Raise the chair by the measured difference and use a footrest. Set the footrest platform so that it is the same as the measured difference. See Figure A.7.

OR

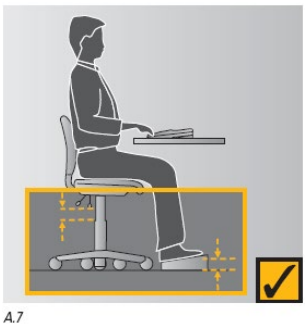
Lower the desk by cutting the legs down by the measured difference. See Figure A.6.



A.6

If the desk is too low

Raise the height of the desk by extending the leg length or sitting it on wooden blocks or something similar. Remember to ensure that any such changes are secure and stable.



A.7

Clearance under the desk

General items, like computer hard disk drives, boxes of documents or files, rubbish bins and mobile drawers should not be stored under desks where they will decrease or interfere with the space required for the legs.

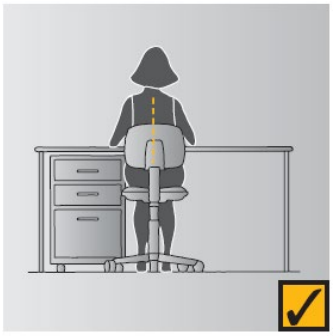
This may force you to adopt a twisted or awkward posture of the spine. See Figures A.8 and A.9.

A.8

Drawers

Most commonly used items should be placed in the top desk drawer to improve access and reduce reaching and bending movements.

Where drawers are fitted to the desk, equipment such as the keyboard and computer screen should be arranged on the desk so that you can sit comfortably in the leg-well space.



A.9

General storage on the desk

In/out-trays

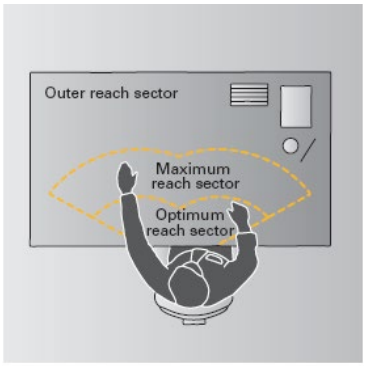
Place trays at the outer reach sector (see Figure A.10). In-trays should not be located above shoulder level.

Stationery

A variety of containers are available for mixed stationery items. These should also be stored at the outer reach sector (see Figure A.10) or in the top desk drawer.

Reference books and folders

Large or heavy references such as telephone directories and manuals should either be stored within close reach or in a nearby position where you need to stand to access them. Handling of these items should not be conducted at the limit of your reach capacity while sitting, as this can result in undue strain on the back, shoulder and arm muscles.



A.10

Keyboard Angle

Tilt the keyboard using the feet at the back to suit your level of comfort. The common and preferred setting is where the feet are lowered so the keyboard sits flat on the desk. This assists in preventing awkward postures of the wrists.

Keyboard Position on the desk

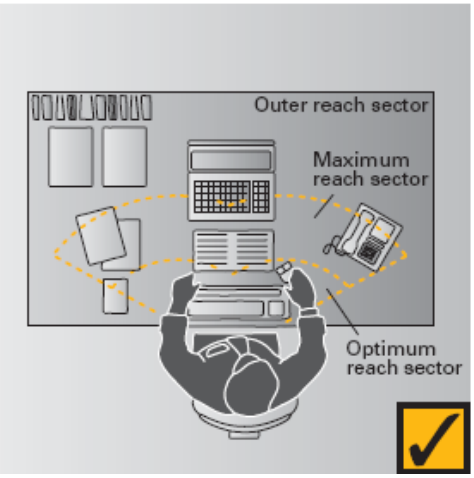
Place the keyboard as close to the front edge of the desk as is comfortable (see Figure A.7). Do not place documents between the keyboard and the front edge of the desk while using the keyboard as this will increase the reach distance to the keyboard and may result in excessive bending of the neck to look at the documents. Ensure that there is room to put the keyboard to one side when it is not in use.

Mouse

Place the mouse mat directly beside the end of the keyboard on your preferred side. Use the mouse in this position and always aim to keep the mouse on the mat during use.

If you frequently use the mouse in your work, you may wish to:

- learn to use it with both hands so that you can swap between the right and left sides for improved comfort;
- set the tracking speed of the mouse to a setting that suits you;
- maintain your mouse to keep it in good working order (for example, keeping it clean inside); and
- Where possible, try and avoid holding on to the mouse when not in use.



Telephone

The telephone should be placed either within or at the limit of the optimum reach sector, depending on the amount of use (see Figure A.10). The placement should enable the user to operate the telephone without the need to move their trunk to grasp the handset or to operate the numeric and function buttons.

When making a lot of calls, it may be best to place the telephone on the same side as the dominant hand so that this hand can comfortably operate the numeric and function buttons. When mostly receiving calls, it may be more comfortable to place it on the non-dominant side.

Learn and utilize the functions of your phone, such as redial and the storage of commonly used phone numbers, to improve the efficiency of its use. Also, where the phone is used very often or for prolonged periods, a headset should be used.

Computer screen

The screen should be positioned once the chair and desk heights have been established.

Height

The screen should be positioned so that the top of the screen is level with, or slightly lower than, your eyes when you are sitting upright (see Figure A.11). If the screen does not have a raising device such as a monitor stand, you may be able to use telephones books to raise the screen height on a temporary basis.

A.11

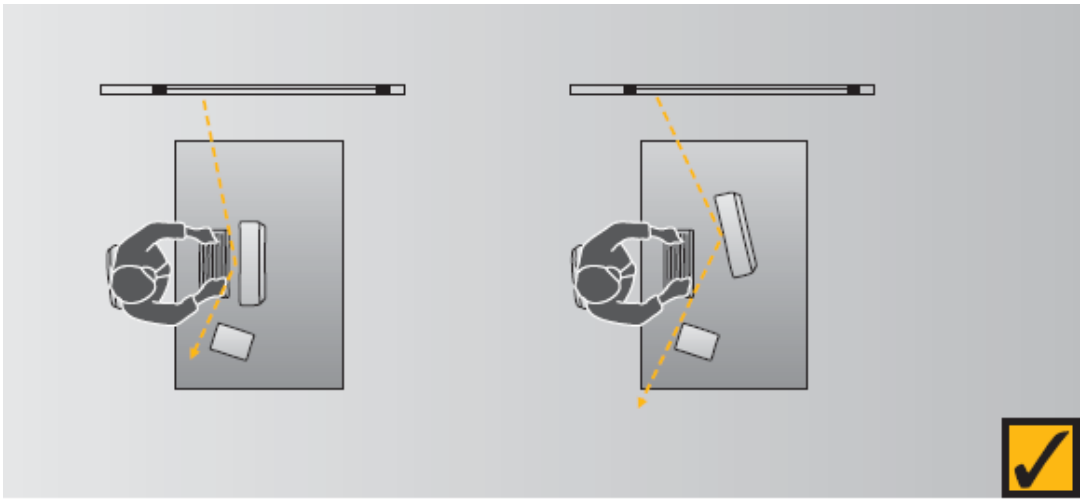
Distance from the eye

A.11

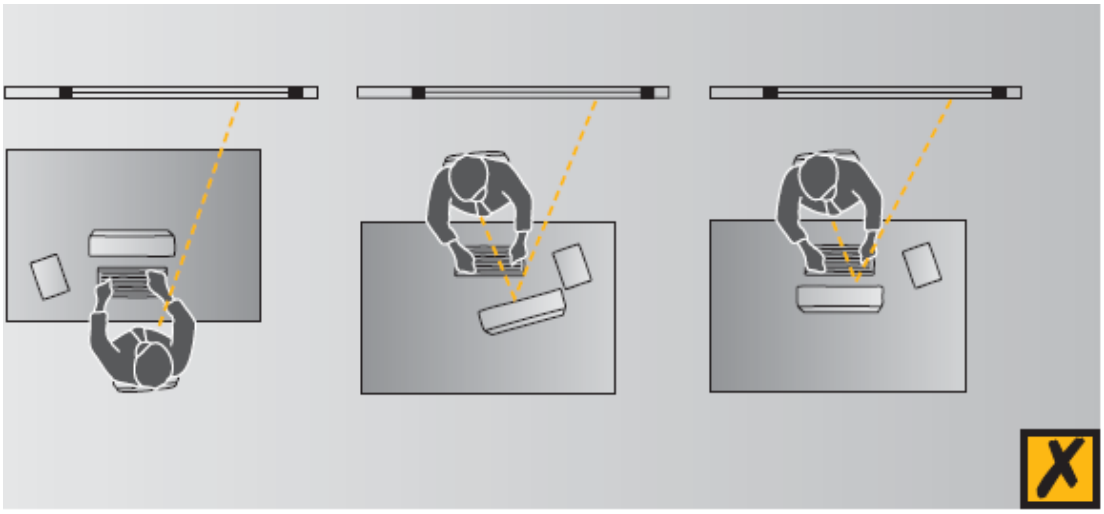
First place the screen so that it is approximately an arm's length away from your usual seated position (see Figure A.11). Trial this position and if necessary move it further away or closer as required.

Positioning the screen

The screen should be placed so that it does not face windows, catching reflections from the windows, or have a window directly behind it causing glare from the window.

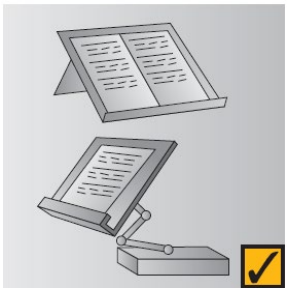


Placement of screen to reduce reflections



Screen position with undesirable reflections

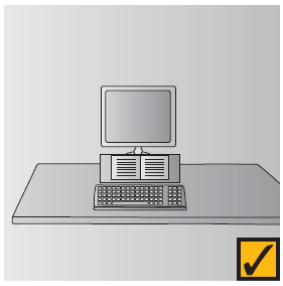
Document holder



Reading source documents resting on the surface of the desk for prolonged periods may cause neck and shoulder strains through the adoption of poor posture. Document holders are designed to hold reference material so that they can be positioned according to the visual needs of the user.

Upright movable document holders can be positioned next to the screen at the same height and visual distance from the user as the screen. A-frame or flat document holders can be positioned between the screen and keyboard to support multiple or bulky papers. A-frames need sufficient adjustment to raise, lower and angle documents to accommodate different screen heights.

Document Holder Position



A.12

The position of the document holder depends on your need to view and reach the documents and the type of document holder that is used.

For continuous or frequent data entry where the source document is observed more than, or the same amount as, the screen:

- place the screen slightly to one side so that the document holder is directly in front of the user (see Figure A.12);

A.13

OR

- Place the document holder in a similar position to the screen where it is slightly to one side and you look evenly between the two (see Figure A.13).

An A-frame style book rest that sits on top of the desk is the most practical and can be set at different angles (see Figure A.14). It is usually best placed so that it supports documents on an inclined angle between the keyboard and the screen (see Figure A.12).

A.14

A lever or swivel arm document holder suspends the document above the desk at eye level. Anchor it to the desk on either the left or right or the screen, according to your preference, and place it directly beside the screen.

Angled reading and writing surface

A.17

An angled board can improve neck comfort where a job involves a lot of reading and handwriting. It should be placed immediately in front of the user on top of the desk (see Figure A.17).

The Work Safe Victoria website (www.worksafe.vic.gov.au) should be accessed for more information and future updates on this reference material.

Appendix 7–Basic Electrical Safety Handout Information

Electrical Leads

No electrical leads or extensions should be left exposed on the floor where they can form a trip hazard or they could be subject to damage from trolleys or dropped objects. Leads should be covered in traffic ways by suitable means.

Any case where the inner coloured insulated wires of an electrical cable are exposed must be reported immediately to a Supervisor. If the copper cores are showing the cable must be switched off, removed from any power source and isolated by tagging to indicate that it cannot be used.

Only CIL supplied leads and extensions are to be used on site. The exceptions to this are leads supplied and used by contractor personnel as long as they comply with requirements as to condition and use.

Portable Equipment and Leads

All power leads and portable electric equipment which are used in a situation where they are not exposed to potential damage or contamination are to be visually inspected on workplace inspections in order to identify obvious damage to insulation or fittings.

Portable Electrical tools or other equipment is to be protected by the supply and use of a Residual Current Device or Earth Leakage Circuit Breaker.

Employees should visually check portable electrical operated equipment before they use it.

These checks should include the following:

Visual check for obvious damage on the equipment enclosures and insulation

Visual check for any obvious damage to the cable or lead supplying the equipment or evidence of any temporary repairs such as taped connections

Visual check to ensure no loose connections or loose cabling

Visual check for damage to the plug tops or sockets being used

Visual check for any evidence of scorch or burn marks on the equipment, leads or plug tops

Where an employee discovers a defect in portable equipment during these checks the employee should not use the equipment and should report the defect.

All power leads and portable electrical equipment that are exposed to potential damage or contamination are to be subjected to testing by a qualified person at intervals determined by that qualified person depending on the level of threat posed to the lead or equipment.

Electrical Installations

All electrical installations are to be subject to an annual test/check by a qualified person.

All power leads and portable electrical equipment that are exposed to potential damage or contamination are to be subjected to testing by a qualified person at intervals determined by that qualified person depending on the level of threat posed to the lead or equipment.

Appendix 7 – Members of the Safety Committee at PFW

Location	Representative	Contact Number

Appendix 8 – Fire Warden Contact Details at PFW

Name	Location	Contact Number

Appendix 9– Safety Officer Site Report

Company Name: _____ Date: _____

Safety Officers Name: _____ Time on site: ____ to _____

Number of personnel onsite at present: Management ____ Craft ___ Total ____

Activities carried out while on site:

Toolbox held: Yes ___ No ____ Subjects Covered: _____

_____

_____

_____

_____

Site Audit: Locations/areas: _____

Number of your personnel in the area at that time: __ please attach a copy of the audit

Please provide information on other activities carried out: e.g. drafting method statements, carrying out training, inspection of equipment, updating of records

_____

_____

_____

Any Site Observations Reports made to you while onsite

_____

_____

Any site observation reports made to you while onsite

_____

_____

Any suggestions / comments/ ideas on how we can improve safety onsite:

_____

_____

Signed: _____

Appendix 10 – Staff Signatures

I have read the safety statement and understand my obligations and duties therein. I understand that these obligations and duties are legal requirements under The Safety, Health & Welfare at Work Act, 2005 and its associated Regulations.

Name	Signature	Date

Appendix 11 – PFW Induction Form

Induction Element		Element Completed		Date Completed
Tick Element as appropriate	The PFW induction should be given shortly after the Main contractor Induction.			
	Review the Health &Safety Statement, sign and acknowledge receipt			
	Has been shown the risk assessment / control measures for each work activity that PFW staff engages in.			
	Have been given standard PPE issue and signed for it			
	Has been walked around the site (Site Maps and layout of facilities have already been showed in Main contractor Induction training).			
	Knows where the PFW office is located			
	Is aware of the statutory training requirements required for PFW operations onsite (manual handling, MEWP, harness training)			
	Is aware of who the PFW First Aiders are and how to contact them.			
	Has been shown how to report a Safety Observation report (SOR)			
	Has been introduced to each member of staff within PFW			
	Is aware of who report any safety concern to when working for PFW			
	Is aware of the need to sign in and out in the PFW portacabin			
	Has read and understood the contents of the Main contractors Safety Handbook, handed out to all new entrances onto site by Main contractor, during their induction process.			

Appendix 12 – COSHH Assessment Form

This assessment ***only addresses the risk of harm to health*** from the substances listed. Additional risk assessments may be required to control the risk from other hazards associated with this work/the procedures used.

Assessor (print) (1)	**Employer/Supervisor** (2)	
Assessment Date (3)	**Dates reviewed** (4)	

HAZARDS IDENTIFIED

*If the substance has a R45 or R49 risk phrase or a H350 or H350i hazard statement, it must also be registered on your personal carcinogen return (at Occupational Health) *where exposure is not adequately controlled*.

Substance (5) *(Name of Chemical, etc. as appropriate); **NB.***	**Hazardous Properties** (6) *(Provide details of how the substance could cause harm, e.g. harmful by inhalation, skin contact, flammable, carcinogen, allergen, etc.)*	**Quantity** (7) *(Indicate how much of the substance will be used)*

Additional information (8)

- Workplace Exposure Limits:
- R-phrases:
- S-phrases:
- H and P statements:

Emergency Procedures (9)

- Eye contact:
- Inhalation:
- Skin contact
- Ingestion:
- Spill procedure:

What will the chemical be used for? *(insert title of experiment or experimental procedure)* **Who may be exposed?** (10)

METHODS OF PREVENTION OR CONTROL OF EXPOSURE

(select all that apply by circling/ticking/highlighting the appropriate statement)

1. Engineering controls required (11)

- total containment
- fume cupboard
- local exhaust ventilation
- blast screen

2. Access control (12)

- restricted to competent personnel
- special containment facility (give specific area):

3. Special procedures (13)

- Standard Operating Procedure (SOP) required ☐
- Code of practice, local rules, etc.☐

4. Approved PPE (14) *(Note: PPE is to be used as the 'last resort' when controlling exposure)*

- gloves etc. (specify type)
- eye protection (specify type)
- laboratory coat/overalls (specify type)
- other PPE (specify)

Disposal Procedures (15) *(Give details of waste disposal procedure to be used)*

- Are chemicals with risk phrases R50-R59 or hazard statements H400 – H413 (environmental hazards) involved? Yes / No

TRAINING REQUIREMENTS (16)

(List any specialized training requirements before work can begin)

HANDLING AND STORAGE REQUIREMENTS (17)

(Note any special requirements e.g. ventilation, chemical incompatibility, flash point, etc.)

ASSESSMENT OF RISK USING CONTROLS DETAILED ABOVE (18)

(Are the hazards/risks suitably controlled, using the control measures detailed above? If not, state the further actions required, e.g. Requirement for a standard operating procedure (SOP), etc.).

Authorization by Employer/Supervisor[19]

I confirm that I have considered and understand the chemical to be used and the associated hazards. I am satisfied that all of the hazards have been identified and that the control measures to be followed will reduce the risks to as low a level as reasonably practicable.

Print name: **Signed:**

Date:

Declaration by Employer/Supervisor (20)

I confirm that I have read this COSHH Assessment and that I understand the hazards and risks involved and will follow all of the safety procedures stated.

Declaration by employee[201]

Name (please print)	Signed	PI countersignature	date

I confirm that the employee who has signed below is competent to undertake the work. My counter-signature indicates that I am happy for the work to proceed.

Guidance notes for COSHH assessment form

This form must be completed for every hazardous chemical used within the company. The form must be signed by the employee and their employer/supervisor before the work starts.

(1) **Assessor:** Insert the name of the person doing this assessment

(2) **Employer/Supervisor** Insert the name of **the Employer/Supervisor.**

(3) **Assessment Date:** Insert the date that the assessment form is completed. The assessment is valid for a maximum of 1 year. It must be reviewed after 1 year, or if a significant change occurs (change of lab, pregnancy, etc.).

(4) **Dates reviewed:** all COSHH assessments must be reviewed annually (as a minimum). The review date should be entered here, and signed by the assessor to confirm that the assessment is still valid.

(5) **Substance:** insert name of the chemical to be used. NB. Biological hazards must not be assessed on this COSHH form.

(6) **Hazardous properties**: insert details of all of the hazardous properties of the chemical – egg. Flammable, explosive, carcinogen, harmful by inhalation, etc.).

(7) **Quantity**: insert quantity to be used (mg, g, ml, etc.)

(8) **Additional information**: Include details of any additional information, including any workplace exposure limits. Detail fully all R/S phrases and H and P statements (it is not sufficient to simply stat R45, full details are needed).

(9) **Emergency procedures**: provide full details of emergency procedures to be employed following contact with the chemical (skin contact, eye contact, inhalation and ingestion) – such as use of diphoterine, administration of emergency oxygen, etc. Also include details of emergency spill procedures.

(10) **What will the chemical be used for? Who may be exposed?** Insert title of experiment or experimental procedure that the chemical is to be used in, and detail who may be exposed (individual worker? People in close proximity? Cleaners? Engineers?).

Methods of prevention or control of exposure

Sections 11-14 detail the methods for preventing or controlling exposure to the chemical. The COSHH hierarchy of control measures should be used when determining the methods to be used to prevent/control exposure, with engineering and group control measures being employed in preference to individual measures (such as individual PPE).

(11) **Engineering controls** required: identify the control measures necessary to prevent/control exposure, such as use of a fume cupboard, LEV or blast screen, by circling/ticking/highlighting the appropriate statement(s).

(12) **Access control**: In order to prevent/control exposure, is it necessary to restrict access to competent personnel? Are special containment facilities required? Please circle/tick/highlight the appropriate statement(s).

(13) **Special procedures**: please identify any special procedures necessary to prevent/control exposure. This might include the need for an SOP to be developed, or for local rules to be drawn up. Please circle/tick/highlight the appropriate statement(s).

(14) **Approved PPE**: PPE is to be used as the 'last resort' when preventing/ controlling exposure. Please detail the PPE to be used when handling the chemical. Please circle/tick/highlight the appropriate statement(s) and include details of the type of gloves, etc. to be used.

(15) **Disposal procedures**: Identify whether the chemical is an environmental hazard; Detail fully how the chemical waste is to be disposed of (down sink, by specialist contractor, etc.)

(16) **Training requirements**: detail any specialized training requirements that must be met before the work can begin – e.g. Attendance on a gas safety course, etc.).

(17) **Handling and storage requirements**: Note any special requirements e.g. ventilation, chemical incompatibility, flash point, etc.

(18) **Assessment of risk using controls detailed above**: Are the hazards/risks suitably controlled, using the control measures detailed above? Provide details; If not controlled, state the further actions required, e.g. Requirement for a standard operating procedure (SOP), etc.

(19) **Authorization by Employer/Supervisor:** the employer/supervisor must sign and date the assessment, to confirm that they have considered and understand the chemical to be used and the associated hazards, and that they are satisfied that all of the hazards have been identified and that the control measures to be followed will reduce the risks to as low a level as reasonably practicable.

(20) **Declaration by employee:** the employee must sign and date the assessment to confirm that they have read the COSHH Assessment, understand the hazards and risks involved and will follow all of the safety procedures stated.

(21) **Declaration by Employer/Supervisor**: the employer/supervisor must sign and date the assessment, to confirm that the researcher is competent to undertake the work.

Appendix 13 – Driving at Work Form

Driving for Work Checklist			
Managing driving for work	**Yes**	**No**	**Action needed (if necessary)**
Have you a driving for work safety policy?			
Have you carried out an assessment of driving for work risks?			
Have you documented the risk assessment?			
Is there a driver's handbook in place?			
Do you have system in place for reporting work-related road collisions, incidents and near misses?			
Do you have a system in place for reporting vehicle defects?			
Do you investigate collisions, incidents and near misses, and take the correct action?			
Do you give employees and other relevant people information and training on the hazards of driving for work?			
Can non-Irish workers understand your company policies, rules and procedures on driving for work?			
Do you need to add any written instructions or organise training sessions or group meetings to accompany your policy document?			
The Driver			
Competency	**Yes**	**No**	**Action needed (if necessary)**
Does the driver have relevant previous experience?			
Does the driver have the correct licence for the vehicle?			
Does the job require anything more than a current driving licence valid for the type of vehicle to be driven (for example, for towing trailers)?			
Do you carry out suitable checks for driving at the recruitment stage (for instance, do you always follow up references)?			
Do you authorise drivers in writing after you assess them?			

Do you check the validity of the driving licence at recruitment and on a regular basis after this?			
Do you check the validity of any driving entitlements for light goods vehicles (LGVs) or public service vehicles (PSVs) as part of the recruitment process and on a regular basis after this? (Note: Such entitlements may not have been renewed after a period of disqualification)			
Are your drivers aware of the company's policy on driving for work , and do they understand what you expect of them?			
Have you clearly outlined what standards of skills you require for the job?			
Have you a system in place to make sure that drivers meet these standards?			
Training and Assessment	**Yes**	**No**	**Action needed (if necessary)**
Do you use reliable and valid methods to assess drivers?			
Do you check if drivers need extra training to carry out their duties safely?			
Do you give introductory training to drivers?			
Do you organise training for drivers, giving priority to those most at risk (for example, those with high annual road miles, poor collision records or young drivers)?			
Are all drivers trained and qualified to drive the vehicles they operate?			

Appendix 14 – Bullying & Harassment Information

PFW is committed to protecting the dignity of all those who work within the firm. In particular, we are committed to ensuring that our firm is free from any form of bullying or harassment at work and that our work environment is conducive to providing a high quality legal service in an atmosphere of respect, safety and equality.

No bullying or harassment within the firm or in connection with the work of the firm will be tolerated. Complaints of bullying or harassment may be dealt with either in a formal or an informal way, or by alternative means, as described below.

Complaints by employees or other persons in the workplace of bullying or harassment at work will be treated with fairness, sensitivity, respect and (as far as possible) confidentiality for all parties concerned. Any person accused of bullying or harassment will be afforded natural justice and treated with fairness and sensitivity.

Both the firm's management and its employees have responsibilities for creating and contributing to the maintenance of a work environment free from bullying and harassment. Employees also have an obligation to cooperate with the investigation of complaints of bullying or harassment in the firm.

"Bullying"

Bullying at work is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

An isolated incident of the behaviour in this definition may be an affront to dignity but as it is not "repeated" it is not considered to be bullying.

The following is a non-exhaustive list of examples of types of bullying.

- Exclusion with negative consequences.
- Verbal abuse/insults.
- Being treated less favourably than colleagues.
- Intrusion – pestering, spying or stalking.
- Menacing behaviour.
- Intimidation.
- Aggression.

- Undermining behaviour.
- Excessive monitoring of work.
- Humiliation.
- Withholding work-related information.
- Repeatedly manipulating a person's job content and targets.
- Blame for things beyond the person's control.

"Harassment"

Harassment is any form of unwanted conduct related to any of the following grounds:

- gender;
- marital status;
- family status;
- sexual orientation;
- religious belief (or lack thereof);
- age;
- disability;
- race, colour, nationality or ethnic or national origin; or
- membership of the Traveller community

which has the purpose or effect of violating a person's dignity and/or creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.
Harassment includes situations where the victim does not have the relevant characteristic but the harasser believes that the victim has that characteristic. A single incident may constitute sexual harassment.

For the purposes of the above definition, "conduct" includes acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material. The following are some specific examples of the forms such conduct might take:

- verbal harassment - jokes, comments, ridicule or songs;
- written harassment - including faxes, text messages, emails or notices;
- physical harassment - jostling, shoving or any form of assault;

- intimidatory harassment - gestures, posturing or threatening poses;
- visual displays such as posters, emblems or badges;
- isolation or exclusion from social activities;
- pressure to behave in a manner that the employee thinks I inappropriate, for example being required to dress in a manner unsuited to a person's ethnic or religious background.

"Sexual harassment"

"Sexual harassment" is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and/or creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.
For the purposes of the above definition, "conduct" includes acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material. The following are some specific examples of the forms such conduct might take:

- Physical conduct of a sexual nature.
- Verbal conduct of a sexual nature.
- Non-verbal conduct of a sexual nature.
- Sex-based conduct that denigrates or ridicules or is intimidatory or physically abusive of a person because of his or her sex such asderogatory or degrading abuse or insults which are gender-related. A single incident may constitute sexual harassment.

In the policy, the expression "bullying and/or harassment" should be read as
Including "bullying, harassment and/or sexual harassment".

"Employee"

Provisions in this policy which refer to an "employee" shall also apply, where the context requires, to any person working within the firm, including [partners, the principal solicitor], trainee solicitors and temporary agency staff.

Intention irrelevant

The intention of the perpetrator of bullying or harassment is irrelevant. The fact that the perpetrator has no intention of bullying or harassing the victim is no defence.

Reasonable discipline and management is not bullying or harassment

The reasonable and essential discipline arising from the good management of the performance of an employee at work does not amount to bullying or harassment. For example, an employee whose performance is continuously signalled at a level below required targets may feel threatened and insecure in their work but this in itself does not indicate bullying or harassment. Similarly, actions taken which can be justified as regards the safety, health and welfare of employees do not amount to bullying or harassment.

Bullying and/or harassment can exist in many situations

Bullying and/or harassment at work can involve people in many different work situations and at all levels:

- partner/manager/supervisor to employee;
- employee to partner/supervisor/manager;
- one employee to another (or group to group);
- customer or business contact to employee;
- employee/supervisor/manager/partner to customer/business contact.

All such situations are encompassed by this policy. This policy extends to behaviour which occurs outside the firm's premises, such as at social functions or training events, provided there is a nexus with the work of the firm and its employees.

Preservation of rights and prevention of victimisation

Making a complaint under this policy will not affect an employee's statutory rights. No one will be victimised for making a complaint in good faith or for acting in good faith as a witness in an investigation.

Nothing in this policy limits the right of the firm to investigate any matter which may relate to bullying and/or harassment in circumstances other than where a complaint has been made. All employees continue to have an obligation to cooperate with any such investigation.

Designated contact person

Danny Carroll has been designated as the contact person in respect of this policy. In the event that any employee has any question or query about the operation of this policy or requires any clarification about it, they may approach the designated contact person for advice, which will be given in strictest confidence. Please note that speaking to the designated contact person is not the same as making a formal or informal complaint.

Where informal methods fail and harassment persists, employees are advised to bring a formal complaint and should do so in writing.

Employees are advised to remember to;

- Always give an accurate account of what happened and clearly state your grievance.
- At all stages in the grievance procedure the employee should be aware that they have the right to be accompanied by another member of CIL.
- Every attempt will be made to resolve the grievance issue speedily and appropriately.
- The employee has a right to copies of meeting minutes taken at all stages of the procedure. It is recommended that the form attached should be used at all stages.
- The time limits are only a guide; they can be changed if all parties agree to it.
- Pat Carroll will remain neutral throughout the grievance procedure and is available to any party who needs advice.
- Although grievances are often solved verbally, it is advisable to keep some form of written record of minutes taken if a case is ever appealed or referred to a third party.

CIL will immediately undertake an effective, thorough and objective investigation of the harassment allegations. Once the investigation is completed and determination is made regarding the alleged harassment/bullying, the result will be communicated to you as soon as possible.

If you who bring a complaint of harassment you will not suffer for having done so; however, disciplinary action will be taken against anyone whose allegations of harassment are found to have been malicious.

Appendix 17 – Stress Management Information

If you think you are experiencing an unacceptable level of pressure in your work or you are experiencing personal difficulties at home which could impact on or potentially affect your work, the following options are open to you:

- Inform your manager/your safety representative/Human Resources in writing that you feel you are experiencing symptoms of stress and what you think it may be caused by
- Ask for a meeting with your manager to discuss and look jointly at a way forward
- Think about what strategies/actions may help from your perspective to reduce or manage the causes of stress more effectively (e.g. would a temporary reduction in your hours or re-organisation of your duties assist, if these can be effectively arranged?)
- Make contact with the support available from third parties recommended by CIL
- Discuss with your manager whether attending an organised training course on Managing Stress at Work might assist you
- Take advice from your own GP
- Discuss with you manager whether an appointment with the company's Occupational Health Physician would be beneficial
- Consider whether any changes to your own lifestyle (e.g. taking exercise or adjusting diet) might help alleviate any symptoms you are experiencing.

What should managers do if an employee appears to be suffering from stress?

If one of your employees approaches you raising concerns that they are becoming stressed or you believe that one of your team may be under stress, although they have not raised any issue directly with you, you should consider the following actions to address the situation:

- Discuss sensitively with the employee at the earliest opportunity, to consider what the potential causes may be and what remedial action can be taken in both the short and longer term
- You must carry out a stress assessment at the annual performance management review
- Advise the employee of support that is available to them (the Counselling Service; training programmes)
- Encourage the employee to see their GP
- Consider whether the working environment could be enhanced by promoting more effective working relationships and team working (e.g. team building sessions etc)
- Consider whether any temporary modifications to their duties or hours of work may provide some short term resolution

- Consider whether a referral to Occupational Health would be helpful for both the employee and to provide advice for management. Where an employee has been absent for 4 weeks or more, then a referral would be the normal course of action to take. Where an individual has indicated that in discussion with you, or it has been indicated on a medical certificate that they are suffering from stress attributable to their work, you must discuss this with your HR Advisor/Manager
- Keep written notes of any discussions with the employee
- Where an employee has been off sick which they are attributing to stress, consider a phased return to work (e.g. part days each week) to assist with their rehabilitation. This is particularly important where an individual has been off work for a long period of time. Employees should not normally suffer any financial detriment through this arrangement, which should be managed within the provisions of the Council's Managing Attendance Policy
- Hold regular reviews with the employee to discuss whether they are improving and the issues they have raised are being tackled effectively
- If the employee shows no signs of improvement, then the employee should be referred for a medical opinion from Occupational Health, if this has not previously been sought. Where concerns have been raised about the employee's ability to do the normal duties of the post and there are no evident other work-related factors causing stress (e.g. temporary increase in workload; covering for absences by other staff) Occupational Health's view should be sought regarding their capability to carry out the duties within the job description.

Appendix 18 – Ladder Safety & MEWP Safety Handout

Work from ladders will only be conducted on the basis that the work has demonstrated that the use of ladders is suitable for the work being performed because of the low risk and –

- Short duration of use,
- Existing features on site that he or she cannot alter.

Ensure that the ladder is in good condition and is positioned securely against a solid structure at a safe angle (approximately 75 degrees with the horizontal). A good rule to follow is the 4 in 1 rule.

- Clean any mud or greasy substances from your footwear before climbing the ladder.
- Securely lash the top of the ladder to the structure to prevent movement, before commencing work.
- Always face the ladder and use both hands when climbing or descending. Three out of the four body contacts should be in contact with the ladder when climbing or descending. Carry your tools in special pockets or a shoulder bag, or raise and lower them with a hoist/rope.
- Always work facing the ladder and hold on with one hand. If both hands are required for working, use a safety belt.
- It is dangerous to reach out too far in any direction from a ladder. If necessary, move the ladder across.
- Two ladders shall never be spliced together. Do not use a ladder as a horizontal member or a working platform for any purpose.
- Only one person is allowed on a ladder at any one time.
- Never work above the second top rung of a ladder. Do not straddle a ladder.

- **DO NOT** use metal ladders or wire reinforced wooden ladders near electrical wires, circuits, fixtures or power lines.

- If necessary, have an assistant hold the bottom of the ladder to prevent movement and to warn any personnel and drivers of vehicles in the area.

- Stepladders are not permitted over three metres (10 ft.) high. Do not stand on the top step. Be sure to lock the spreader bars. Do not use a stepladder as a straight ladder.

- Extension ladders shall not be used for heights over 12 metres (40 ft.).

- Permanent vertical ladders over two metres (6 ft.) high should have safety loops fitted.

- A safety harness and lanyard should be used at all times while carrying out work at height.

- Mobile Elevated Work Platforms (MEWP's) should be used to carry out work at heights when scaffolds are not a feasible option.

- Only trained employees are to operate MEWP's at any time. All work equipment for 'Work at Height' must be inspected in accordance with Work Equipment for Work at Height inspection form (WH 1).

- All MEWP's operated by employees of CIL must be certified and come with completed with completed certification from the hiring company.

- The basket of the MEWP must not be overloaded with tools or bags of bolts when in operation.

- Work must never take place within 6 metres of overhead power lines, without the written approval of the ESB Power Line Safety Officer.

- When operating MEWP's all areas around the MEWP should be cordoned off and safety signs must be erected to avoid dropping materials onto persons working below.

Appendix 19 – Confined Space Safety Handout

Employees and contractors of CIL shall not enter a confined space until the following requirements are met:

1. Hazards are identified and evaluated; and
2. Workers entering the space are trained on confined space hazards and entry procedures; and
3. Workers entering the space are identified and made aware of possible hazards that may be encountered on that particular job; and
4. Appropriate danger signs have been posted; and
5. Proper personal protective equipment has been selected and issued to affected employees.

If a confined space is not entered because one of the conditions mentioned above has not been met, the confined space will be restricted to employees and others by erecting barriers, installing locks, and/or posting warning signs until requirements have been met.

The purpose of this program is to ensure the protection of all employees of the CIL from the hazards associated with confined space entry. This document contains requirements for practices and procedures to protect employees from those hazards of entry into and work within permit required confined spaces.

It shall be the policy of the CIL to reduce the need for confined space entry. It shall also be the policy of CIL to eliminate whenever possible, all confined space hazards in order to reclassify permit-required confined spaces to non-permit required confined spaces. When confined space entry is necessary, all provisions of this document are to be followed

CIL normally has the responsibility to establish a written, comprehensive program which includes provisions for working in confined spaces. However, in Lilly, Dunderrow, information and procedures on confined spaces exist. Either way, the provisions entail preventing unauthorized entries, identifying and evaluating hazards, establishing procedures for safe permit space entry, issuing and maintaining proper equipment, using outside attendants, establishing rescue and emergency procedures, identifying duties and job classifications of employees entering and/or working in confined spaces, establishing a system for issuing entry permits, developing post-entry procedures, and conducting post-illness/injury reviews.

The written plan and its elements will be updated in the following situations:

1. When there is reason to believe that provisions of the program may not protect employees.
2. When new processes and/or technologies are introduced.
3. When job duties mentioned in the program are changed.
4. When locations mentioned in the program are changed.
5. When requirements for written confined space entry programs have changed in accordance with applicable standards, codes and regulations.
6. When any other elements are changed.

Definition of a Confined Space

A confined space means a space that: **1)** is large enough and so configured that an employee can bodily enter and perform assigned work; **2)** has limited or restricted means for entry or exit; and **3)** is not designed for continuous human occupancy. Examples of confined spaces include but are not limited to storage tanks, process vessels, bins, silos, boilers, ventilation or exhaust ducts, sewers, pipe chassis, underground utility vaults, tunnels, and pipelines.

A permit-required confined space means a confined space that either **1)** contains or has the potential to contain a hazardous atmosphere, **2)** contains a material that has the potential for engulfing an entrant, **3)** has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section, or **4)** contains any other serious safety or health hazard.

Responsibilities

Noel Cambridge and Brian Desmond shall be responsible for the development, documentation, and administration of the CIL Confined Space Entry Program. In fulfilling these responsibilities, the Safety Organization shall carry out the following tasks:

1) Develop the Written Confined Space Entry Program and revise the program as necessary.
2) Maintain records of employee training.
3) Provide guidance for the proper selection and use of appropriate air monitoring equipment, respiratory protection, and personal protective equipment to meet the requirements of this program.
4) Periodically audit work operations and documentation using canceled permits to evaluate the overall effectiveness of the Confined Space Entry Program and ensure that employees participating in entry operations are protected from permit space hazards.
5) Assist each Manager/Supervisor in identifying confined spaces encountered by his/her employees.
6) Provide guidance for the proper selection and use of appropriate safety and rescue equipment to meet the requirements of the Confined Space Entry Program.

Supervisors

Supervisors shall identify and report all job areas and locations that are or may be confined spaces. A list of confined spaces that are identified shall be submitted to the Safety Organization. In addition to this, designated supervisors shall carry out the following tasks:

1) Classify confined spaces as "permit required," “Alternate Procedure” or "non-permit required.”
2) Identify personnel who will enter confined spaces.
3) Identify the personnel under their supervision required to wear respirators.
4) Advise personnel on routine measurement of respiratory hazards in confined spaces.
5) Provide detailed instruction and training on confined space hazards and entry procedures to those who may enter confined spaces.
6) Provide instruction to personnel on the proper use of equipment required for confined space entry.
7) Maintain equipment that is used to enter confined spaces.
8) Conduct work site inspections to review unit compliance with confined space entry procedures.
9) Maintain records of equipment maintenance and employee training.

10) Inform employees who may enter the permit confined space by posting danger signs or by training.
11) Issuance and cancellation of entry permits.
12) Establishment of a lockout program for their department.
13) Identify and evaluate the hazards of permit spaces before employees enter them.
14) Conduct a pre-entry briefing to inform entrants of possible hazards that may be encountered.
15) Identify the people who will enter the confined spaces.
16) Take the necessary measures to prevent entrance into prohibited permit spaces.

Employees who may enter confined spaces

Employees who may enter confined spaces shall comply with the confined space entry procedures contained herein and with those procedures stipulated by their supervisor. To comply, employees shall carry out the following tasks:

1) Store, clean, maintain and guard against damage, equipment used for confined space entry.
2) Report any deficiencies or malfunction of equipment to a supervisor.
3) Understand emergency procedures in case of an accident in a confined space.
4) Under no circumstance enter a confined space that is suspect of having a non-respirable atmosphere, even to rescue a fellow employee.

B. Permit-Required Confined Space Program

Departments will identify and classify every confined space as either a Permit-Required Confined Space or, when the confined space does not present a real potential hazard, a Non-Permit Confined Space. When Permit-Required Confined Spaces are identified, department heads and supervisors will also be responsible for the following:

a. Preventing Unauthorized Entry
b. Identifying Permit Space Hazards
c. Developing Safe Entry Practices
d. Maintaining and Using Equipment Properly
e. Testing for Acceptable Entry Conditions
f. Providing Permit Space Attendants
g. Providing Emergency Retrieval Systems

1. PROGRAM ELEMENTS FOR PERMIT-REQUIRED CONFINED SPACES

1) **Preventing Unauthorized Entry**

In order to prevent unauthorized entry into permit-required confined spaces, Departments must utilize at least two of the following mechanisms:

- Providing information to visitors
- Posting warning signs
- Erecting barriers
- Installing locks or covers at entry points

Each Department will document the implementation of these mechanisms and ensure that they remain in place.

2) **Identifying Permit Space Hazards**

Each Department will identify and evaluate the hazards of permit spaces before employees enter them.
The following hazards shall be identified prior to entry into a confined space:

- Atmospheric hazards
- Asphyxiating atmospheres
- Flammable atmospheres
- Toxic atmospheres
- Burn hazards
- Heat stress hazards
- Mechanical hazards
- Engulfment hazards
- Physical hazards (falls, debris, slipping hazards)
- Electrocution
- Danger of unexpected movement of machinery
- Noise hazards

3) **Developing Safe Entry Practices**
Departments will implement procedures and practices necessary for safe permit space entry operations. These include, but are not limited to:

- Acceptable entry conditions
- Isolating the permit space
- Purging, inerting, flushing or ventilating the permit space as necessary to eliminate or control atmospheric hazards.
- Pre-entry Briefing. The lead worker will conduct a meeting of all employees who will enter the confined space. Employees will be informed of the hazards and safety conditions of the particular job

4) **Controlling Hazards**
Hazards shall be controlled by the following mechanisms:

- Lockout of energy sources
- Cleaning and purging(See Appendix c, Ventilation of Confined Spaces)
- Personal protective equipment (see the City of Spokane's Written Respiratory Protection Program)

5) **Entering Confined Spaces along Roadways**
The following precautions shall be followed when entering a confined space located along a roadway, parking lot, or any areas where traffic flow may cause a potential hazard:

- Approach the area cautiously and activate flashers upon approach to the confined area to be entered.
- Park any vehicles in such a way that traffic will flow in the most unobstructed manner, and where possible, the vehicle should provide protection for the entry crew.
- Park the vehicle in such a manner that exhaust fumes are not drawn down into the manhole. If this is not possible, extend the exhaust stack above the vehicle.
- Before uncovering a manhole, place traffic safety cones around the manhole and vehicle, visible to traffic in all directions. Place cones to protect the crew and to channel traffic flow. The cones should be placed at sufficient distances and intervals to adequately warn oncoming traffic.

- In areas of high traffic volume or other sites warranting additional highly visible safety equipment, use illuminating traffic arrows, barricades, and "Men Working" signs.
- When placement of the vehicle creates a situation of having only one open lane of traffic in a congested area, use a flag person to direct traffic flow. When a flag person is necessary, an additional crew member is required to attend the employee in the manhole. Wear traffic safety vests or equivalent at all times when working on the street or easement surface in the field.
- In the case of opening or obstructions in the street or sidewalk being worked on or left unattended, effectively display danger signals such as warning signs, cones, and flags. Under these same conditions at night, prominently display warning lights. Enclose excavations and openings with suitable barricades.

2. EQUIPMENT USE AND MAINTENANCE

Equipment, including testing, ventilating, lighting, monitoring, communication and personal protective equipment, necessary for the safe entry into a Permit Space shall be provided, maintained and properly used by each Department. See Appendix d, Basic Confined Space Entry and Rescue Equipment.

3. TESTING FOR ACCEPTABLE ENTRY CONDITIONS

Permit space evaluation will include all testing conducted before an entry as well as all testing and monitoring activities to ensure that acceptable entry conditions are maintained throughout the entry. Atmospheric testing should be conducted in accordance with Appendix b of this program.

4. PROVIDING PERMIT SPACE ATTENDANTS

Each Department will provide at least one attendant outside a permit space to be entered for the duration of the entry operations. See Appendix e, “Duties of the Attendant” for specific responsibilities.

5. TRAINING AND DUTIES OF ENTRY PERSONNEL

There are three specific members of a confined space entry team:

1) Authorized Entrants
2) Attendants
3) Entry Supervisor or “Lead Worker”

The department shall provide training so that all employees whose work is regulated by this section acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned.

Training shall be provided to each affected employee:

- Before the employee is first assigned duties.
- Before there is a change in assigned duties.
- Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained.
- Whenever the department has reason to believe either that there are deviations from the permit space entry procedures or that there are inadequacies in the employee's knowledge or use of these procedures.

The training shall establish employee proficiency in the duties outlined in Appendix e and shall establish new or revised procedures, as necessary, for compliance with applicable standards, codes and regulations.

The department shall certify that the training required by the previously mentioned paragraphs has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives.

Only trained attendants, authorized entrants, and personnel authorizing or in charge of entry shall work in and around a Permit Space.

6. RESCUE AND EMERGENCY SERVICES – "911" IS NOT A PRIMARY EMERGENCY SERVICE FOR CONFINED SPACE RESCUE

Where ever possible, the use of non-entry rescue systems or methods shall be used. Where non-entry rescue is not possible, departments will coordinate rescue and emergency services. These service providers will be made aware of the hazards they may confront when called on to perform rescues. They shall be responsible to equip, train, and conduct it appropriately. Designated departments will provide the service providers with access to all permit spaces from which rescue may be necessary so that they can develop appropriate rescue plans and practice rescue operations.

To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant.

Non-Entry Rescue Retrieval Systems shall meet the following requirements:

1) Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head. Wristlets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.

2) The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

3) If an injured entrant is exposed to a substance for which a Material Safety Data Sheet (MSDS) or other similar written information is required to be kept at the worksite, that MSDS or written information shall be made available to the medical facility treating the exposed entrant.

7. WRITTEN PERMIT SYSTEM

A permit system shall be utilized for entry into Permit Spaces

Each canceled entry permit shall be retained for at least 1 year to facilitate the review of the permit-required confined space program. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

8. COORDINATING ENTRY OPERATIONS

All outside contractors performing work in confined space entry permit areas shall be informed of any fire, explosion, health or other safety hazards of that confined space. This information shall be based on current or past history of the confined space and the nature of the contractor's work procedure in making such disclosure.

Each Department shall inform contractors of the CIL safety rules and emergency plans which may be applicable to the contractor's employees. Contractors and their employees must not be allowed to enter a confined space until the provisions of this program have been satisfied. When both company and contractor personnel are working in or near permit spaces, their entry operations must be coordinated to avoid endangering any personnel.

At the conclusion of the entry operations, the contractor must be debriefed regarding the permit space program that was followed and concerning any hazards confronted or created in permit spaces during entry operations.

It is the responsibility of each contractor who is retained to perform permit space entry operations to obtain any available information regarding permit space hazards and entry operations. They must also coordinate entry operations with CIL when both will be working in or near permit spaces. The company must be informed of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operations.

9. CONCLUDING ENTRY

The lead worker will determine when the entry operations have been completed. The permit space will be closed and the permit canceled. The lead worker will write "Permit Canceled" with the date, time, and signature at the bottom of the Confined Space Permit. Entry into the permit space will only be allowed after following all aspects of this program.

10. PROGRAM REVIEW AND REVISION

Each Department will review entry operations and revise the procedures to correct any deficiencies before subsequent entries are authorized. Any revisions will be reported to the Safety Organization in order to revise the written program.

11. ANNUAL COMPLIANCE REVIEW

The Safety Organization will review the program annually in light of actual entry, work, and exit experience to determine how the program can be improved.

C. ALTERNATIVE ENTRY

Employees who enter a confined space need not comply with the procedures set forth in the program provided that:

a. It can be demonstrated that the only hazard posed by the permit space is an actual or potential hazardous atmosphere.
b. It can be demonstrated that continuous forced air ventilation alone is sufficient to maintain that permit space safe for entry.
c. Monitoring and inspection data are developed that support the previous conclusions.
d. If an initial entry of the permit space is necessary to obtain the data required, the entry is performed according to the procedures set forth in this document concerning the entry of a permit required confined space.
e. The determinations and supporting data required are documented and made available to each employee who enters the space.

D. Reclassification to a Non-Permit Confined Space

If a permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space, the permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated.

If it is necessary to enter the permit space to eliminate hazards, such entry shall be performed. If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated.

Note: Control of atmospheric hazards through forced air ventilation does not constitute elimination of the hazards.

The department shall document the basis for determining that all hazards in a permit space have been eliminated, through a certification that contains the date, the location of the space, and the signature of the person making the determination. The certification shall be made available to each employee entering the space.

If hazards arise within a permit space that has been declassified to a non-permit confined space under this section, each employee in the space shall exit the space. The Department shall then reevaluate the space and determine whether it must be reclassified as a permit space, in accordance with other applicable provisions.

Appendix a.- Definitions

Acceptable entry conditions: means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

Alternate Entry Procedures: means procedures that may be used when the only hazard of a confined space, based upon monitoring and inspection data, is an actual or potential hazardous atmosphere in which continuous forced air ventilation alone is all that is needed to maintain the permit required confined space for safe entry.

Attendant: means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

Authorized Entrant: means an employee who is authorized by the employer to enter a permit required confined space.

Blanking or Blinding: means the absolute closure of a pipe, line or duct, by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Confined Space: means a space that the space:

1) Is large enough and so configured that an employee can bodily enter and perform assigned work; and
2) Has limited or restricted means for entry or exit (for example, tanks vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and
3) Is not designed for continuous employee occupancy.

Double Block and Bleed: means the closure of a line, duct or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Emergency: means any occurrence (including any failure of hazard control or monitoring equipment) or event(s) internal or external to the confined space that could endanger entrants.

Engulfment: means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Entry: means the action by which a person passes through an opening into a permit required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.
Entry permit: means the written or printed document that is provided by the employer to allow and control entry into a permit space and contains the information specified in paragraph (f) of this section.

Entry permit system: means the employer's written procedures for preparing and issuing permits for entry and returning the permit space to service following termination of entry and designates by name or title the individuals who may authorize entry.

Entry supervisor: See "Lead Worker". The term "Lead Worker" is utilized by The City of Spokane wherever 29 CFR 1910.146 refers to the "entry supervisor".

Hazardous atmosphere: means an atmosphere that may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

1) Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);

2) Airborne combustible dust at a concentration that meets or exceeds its LFL;

   Note: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less.

3) Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;

4) Atmospheric concentration of any substance which may exceed a permissible exposure limit.

   Note: An airborne concentration of a substance that isn't capable of causing death, incapacitation, impairment of ability to self-rescue, injury, or acute illness due to it health effects isn't covered by this definition.

5) Any other atmospheric condition that is immediately dangerous to life or health.

   Note: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Material Safety Data Sheets that comply with the Hazard Communication Standard, 1910.1200 , published information,

and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Hot work permit: means the employer's written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

Immediately dangerous to life or health (IDLH): means any condition which poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.
Note: Some materials - hydrogen fluoride gas and cadmium vapor, for example - may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12 - 72 hours after exposure. The victim "feels normal" from recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be "immediately" dangerous to life or health.

Inerting: means the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.
Note: This procedure produces an IDLH oxygen-deficient atmosphere.

Isolation: means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tag out of all sources of energy; or blocking or disconnecting all mechanical linkages.
Lead Worker (Entry Supervisor): means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section. The term "Lead Worker" is utilized by the City of Spokane wherever 29 CFR 1910.146 refers to the "entry supervisor."

Note: A lead worker also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also, the duties of lead worker may be passed from one individual to another during the course of an entry operation.

Line breaking: means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Non-permit confined space: means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Oxygen deficient atmosphere: means an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere: means an atmosphere containing more that 23.5 percent oxygen by volume.

Permit required confined space: (permit space) means a confined space that has one or more of the following characteristics:

1) Contains or has a potential to contain a hazardous atmosphere;
2) Contains a material that has the potential for engulfment of an entrant;

3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes downward and tapers to a smaller cross-section; or,
4) Contains any other recognized serious safety or health hazard.

Permit required confined space program: means the employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.

Permit system: means the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

Prohibited condition: means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

Rescue service: means the personnel designated to rescue employees from permit spaces.

Retrieval system: means the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

Testing: means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space. Testing enable employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

Appendix b.- Atmospheric Testing and Monitoring

1. PROCEDURES FOR ATMOSPHERIC TESTING AND MONITORING

Atmospheric testing is necessary for two purposes: evaluation of the hazards of the permit space and verification that acceptable entry conditions for entry into that space exist.

1) **Evaluation Testing**

The atmosphere of a confined space should be analyzed using equipment of sufficient sensitivity and specificity to identify and evaluate any hazardous atmospheres that may exist or arise, so that appropriate entry procedures can be developed and acceptable entry conditions stipulated for that space. A minimum of three tests should be performed to identify atmospheric hazards in confined spaces. These tests must be performed in the following sequence:

- Oxygen Content
- Flammability
- Toxicity

2) **Verification Testing**

The atmosphere of a permit space which may contain a hazardous atmosphere should be tested for residues of all contaminants identified by evaluation testing using permit specified equipment to determine that residual concentrations at the time of testing and entry are within the range of acceptable entry conditions.

3) **Duration of Testing**

Measurement of values for each atmospheric parameter should be made for at least the minimum response time of the test instrument specified by the manufacturer.

4) **Testing Stratified Atmospheres**

When monitoring for entries involving a descent into atmospheres that may be stratified, the atmospheric envelope should be tested a distance of approximately 4 feet in the direction of travel and to each side. If a sampling probe is used, the entrant's rate of progress should be slowed to accommodate the sampling speed and detector response.

5) **Equipment Calibration**

To ensure that the atmospheric testing equipment is functioning properly, any direct reading test device should not be used without performing the following three operations:

- Inspection
- Calibration

Function Test All three operations should be performed according to specific manufacturer's instructions.

2. AIR MONITORING GUIDE

1) **Calibrate Instrument**
2) **Inspect Instrument**

Check physical condition of instrument (case, meter, attachments, hoses for cracks)

- Review instructions to insure you know how to use the device and interpret results.

3) **Perform Function Test**

- Oxygen sensor: breathe into sampling device to reduce the oxygen level below 19.5%. The oxygen alarm should sound.
- Combustible gas sensor: remove cap of solvent magic marker or open a cigarette lighter without a flame near the sampling device until it reaches a 10% reading. The gas sensor should sound.
- Always perform a function test in the field before use.
- Never perform a function test in the suspected atmosphere.

4) **Pre-Test Space**

- Zero instrument in known fresh air.
- Test entire space, top to bottom, every four feet and in the direction of travel.
- Order of tests:
  - ◊ Oxygen
  - ◊ Flammability
  - ◊ Toxicity

5) **Monitor the Space**

- If continuous monitoring is required, position the instrument near the workers breathing zone.

Appendix c.- Ventilation of Confined Spaces

Ventilation is one of the most effective means of controlling hazardous atmospheres in confined spaces. In this procedure, clean air replaces contaminated air by natural or forced (mechanical) ventilation.

1. FACTORS IN VENTILATING CONFINED SPACES

When ventilating a confined space, the following factors must be taken into consideration:

1) **Volume of air:**
This determines the capacity of the blower or ejector.

2) **Type of atmosphere:**
This will determine the type of blower or ejector used and the length of time needed to ventilate until it is safe for people to enter the space.

3) **Access to space:**
This determines how to get the ventilating air into and out of the space.

4) **Power requirements and availability:**
This will influence the power source and fan motor size. A portable generator may be required as a source of power.

5) **Cost, efficiency, and maintenance:**
This may have an effect on the type of device that is selected and what is necessary to keep it working properly.

6) **Shape of space:**
This will affect the type of directional device needed and the amount of air pressure required to provide sufficient ventilation.

7) **Source of clean air:**
This is necessary to ensure adequate ventilation.

8) **Length of time ventilation is needed:**
This is determined by the type of contaminant and the work that is to be done in the space.

9) **Type of work to be done:**
This determines whether local exhaust ventilation or general ventilation is required.

2. VENTILATION GUIDE

1) Select fan with a capacity to quickly replace the air in the space. Limitations are pasted on the fan housing.
2) Use reliable, grounded electrical power.
3) Eliminate any hazardous atmosphere. Exhaust toxic and flammable air; supply fresh air when oxygen-deficient.
4) Provide constant circulation of fresh air while space is occupied.

- Natural ventilation is allowable only on "non-permit" entry.
- Direct high-velocity supply ventilation to mix the air throughout the space.
- Capture contaminants during hot work or cleaning with solvents by using additional local (or point) exhaust.

Pure oxygen is not "fresh air". Never use bottled oxygen for ventilation.

5) Arrange ductwork to ensure safety:

- Locate supply fan intake away from flammable or toxic air.

- Position exhaust fan outlet to avoid recirculation of bad air or endangering others outside the space.
- Position exhaust duct inlet next to the source of contaminants.
- Keep ducts short and straight.
- Make sure air circulates through entire space and does not short-circuit.

6) Monitor the air to ensure ventilation is keeping the air safe to breathe.

Appendix d.- Basic Confined Space Entry and Rescue Equipment

Equipment shall include, but not be limited to:

Safety Cones
Safety Vest
Barricades (as required)
Men Working Signs (as required)
Safety Flags
Manhole Hook (or pick)
Combustible Gas/Oxygen/CO2/Toxic Gas Detector
Utility Ropes
Full Body Harness
Retrieval Line
Mechanical Retrieval Device
Tri-pod or Other Anchoring Point
Forced Air Ventilation Blower & Hose
Fire Extinguisher
First Aid Kit
Safety Ladder
Manhole Access Bracket
Self Contained Air Units
Hard Hats
Safety Glasses
Safety Shoes
Rescue Telephone Number

Appendix e.- Employee Duties

1. DUTIES OF AUTHORIZED ENTRANTS:

1) Know the hazards that may be faced during entry.
2) Recognize the signs and symptoms of hazard exposure.
3) Understand the consequences of hazardous exposure.
4) Use equipment properly.
5) Communicate with the attendant.
6) Alert the attendant of hazards.
7) Exit the permit space quickly when required.

2. DUTIES OF THE ATTENDANT:

1) Know entry hazards.
2) Know behavioral effects of exposure.
3) Maintain accurate entrant identification.
4) Remain outside the permit space.
5) Communicate with entrants.
6) Monitor entry activities.
7) Summon rescue and emergency services.
8) Prevent unauthorized entry.
9) Perform non-entry rescue.
10) Perform no conflicting duties.

3. DUTIES OF THE "LEAD WORKER" (ENTRY SUPERVISOR):

1) Know the potential hazards during entry and work.
2) Determine if acceptable entry conditions are present at a permit space where entry is planned.
3) Terminate entry as required by the standard.
4) Verify that rescue services are readily available and the means for summoning them are operable.
5) Remove unauthorized individuals who enter or try to enter the permit space during entry and work.
6) Determine that entry and work operations remain consistent with entry permit terms and that acceptable entry conditions are maintained.

Note: The person authorizing the entry may also serve as the entrant or attendant for the entry

Appendix f.- Confined Space Entry Procedures

1. Determine if entry into confined space is necessary to perform work.

2. The following minimum required equipment should be on hand:

1) Ventilation,
2) Barrier and warning signs,
3) Gas monitor capable of measuring concentrations of oxygen, flammable gases, hydrogen sulfide and carbon monoxide.

3. Eliminate any unsafe conditions before the access door or cover is opened.

4. Immediately guard the entry by some barrier and signs to prevent people or objects from accidentally entering the confined space.

5. Conduct hazard assessment

   1) *Test the real or potential atmospheric hazards*

   - Oxygen content less than 19.5% or greater than 23.5%
   - Flammable gases and vapors greater than 10% of the LEL (Lower Explosive Limit)
   - Hydrogen Sulfide concentrations greater than 10 ppm (Parts per million)
   - Carbon Monoxide concentrations greater than 35 ppm
   - Other toxic gases or vapors greater than PEL (Permissible Exposure Limit)

Note: For more information, see Air Monitoring Guide (Appendix B).

   2) Review the space for other observable serious safety and health hazards:

   - mechanical,
   - electrical,
   - burn,
   - heat stress,
   - engulfment, or
   - entrapment hazards, etc.

6. If any hazardous atmosphere exists, do the following:

   1) If possible, determine and eliminate the source of the atmospheric hazards (for example: carbon monoxide from nearby truck or gas-powered generator).

   2) When the atmosphere contains toxins or flammables, ventilate the space by drawing air out until the air has been changed over several times.

   3) When oxygen deficient, ventilate by pushing air into the space until the air has been changed over several times.

   4) Verify the hazardous atmosphere has been eliminated by testing the air.

Note: For more information, see Ventilation Guide (Appendix C).

7. Determine from information gathered above which of the following entry procedures is appropriate:

   1) **Non-Permit Space**
   If there are neither real nor potential atmospheric hazards and no observable serious safety and health hazards, this should be certified in writing.

   2) **Alternative Entry Procedures**
   If no observable serious safety and health hazards exist and atmospheric hazards are controlled with continuous ventilation, this should be certified in writing.

   3) **Permit-Required Space**

If there are any observable serious safety/health hazards in addition to potential or real atmospheric hazards, all procedure here must be followed. Authorize permit with signature.

4) **Non-Respirable Atmospheres**
If hazardous atmosphere cannot be eliminated by continuous ventilation, contact EHS before continuing.

8. Follow pre-entry precautions:

1) Notify affected departments of service interruption.

2) Lock-out/tag-out all sources of energy (e.g. steam, electric, mechanical) posing a risk to workers.

3) Install blank in affected pipes where valves are not secure or seated.

4) Clean and/or purge any chemical storage vessel.

5) Wear appropriate personal protective and respiratory protection.

6) Have lights and or ladder available.

7) If coordination is needed with contractors, see Contractor Checklist.

8) Have appropriate MSDS's (Material Safety Data Sheet).

9) Determine how often air monitoring will be conducted.

9. Additional precautions necessary for Permit-Required Spaces:

1) Determine start and end times for authorized entry.

2) Assign roles and responsibilities as entrant(s), attendant(s), lead worker(s).

3) Set up non-entry rescue equipment (tri-pod, harness).

4) Identify rescue service.

5) Determine communication method between entrant/attendant.

6) Conduct pre-entry briefing: review hazards, procedures, and precautions.

10. Sign and post the Permit/Certification at the site.

11. Continually ventilate the space by pushing air so that a positive pressure changes the air over several times every hour. Direct the clean air toward the worker.

12. Test the air periodically while personnel are in the confined space to ensure the ventilation is preventing any accumulation of a hazardous atmosphere.

13. Under the following conditions, personnel must exit the confined space, re-evaluate hazards, and modify entry procedures.

1) If any hazardous atmosphere is detected after entry.

Note: If a hazardous atmosphere has been detected after entry, EHS staff should be notified before re-entry.

2) If any health or safety hazard develops which was not anticipated.

3) If Attendant (on Permit-Required Confined Space Entry) cannot effectively perform duties.

4) If personnel in confined space are experiencing symptoms from heat stress or over-exposure to atmospheric hazards.

14. When work is completed, return the space to original condition. Close out the permit/certification and submit the completed paperwork to your supervisor.

Appendix 20 – Abrasive Wheel Safety Handout

The 1982 Abrasive Wheel Regulations state the all practicable steps must be taken to ensure that an abrasive wheel being used is suitable for the work being carried out, having regard to the risk of injury to persons employed. What minimum requirements must be met to assist in meeting such steps?

- No abrasive wheel shall be used in a machine unless the machine is provided with an efficient device(s) for starting and cutting off the power to the machine and the control(s) of the device(s) shall be in such a position and of such design and construction as to be readily and conveniently operated by the person operating the machine
- Where there is a rest for supporting a workpiece at any abrasive wheel, the rest must, at all times while the wheel is in motion, be properly secured and adjusted so as to be as close as practicable to the exposed part of the abrasive wheel, and the rest shall be of substantial construction and properly maintained
- A notice regarding the dangers arising from the use of abrasive wheels and the precautions to be observed in relation to them must be affixed in every room in which grinding or cutting by means of abrasive wheels is ordinarily carried out
- Where such grinding or cutting is not ordinarily carried out in a particular room, such a notice must be fixed in a place and in such a position that it may be easily read by persons employed in grinding or cutting
- The floor of any room where there is a fixed machine on which an abrasive wheel is (or is intended to be) mounted and/or where a portable machine on which an abrasive wheel is mounted is used, must be maintained in good and even condition and, so far as practicable, must be kept clear of loose material and prevented from becoming slippery
- No person using an abrasive wheel shall wilfully misuse or remove any guard, or wilfully misuse any protection flanges or other appliances provided, or any rest for a workpiece
- Every person employed must make proper use of guards, protection flanges and other appliances, rests for workpieces and, if a person discovers any defect in such appliances or rest, must, as soon as practicable, report it to the occupier, manager or other person in authority.

What other basic safety considerations should be taken into account when working with abrasive wheels?

In addition to the requirements of the Regulations (above), the following may also be considered:

- Ensure that only the disc specified for the type of material to be cut is used
- Always wear PPE as appropriate
- Wear RPE when working on masonry, concrete or other materials that create dust
- When starting the machine, ensure that the cutting disc is not in contact with the ground or any other obstruction
- Ensure protective guards are in place and in proper working order
- When working in confined spaces, ensure there is adequate ventilation
- Ensure fire extinguisher(s) and/or water is readily available where working in areas with flammable materials
- No person other than the operator should be in close vicinity when an abrasive wheel is in use
- Regarding portable machines, the following should also be noted:
- Never transport the machine with the engine running
- Do not work with the machine above shoulder height
- Hold the machine with both hands during use.

Additionally, if generators are used to power any such machines:

- Do not refuel with engine running
- Do not smoke when refuelling
- Do not start/re-start engine where fuel has been spilt
- Wipe off any fuel spilt on the tool immediately.