

SAFETY STATEMENT

OF

K.P.V.C.

**1 Saint Annes Road,
Gurrabraher,
Cork City.
Co.Cork.**



The Safety Experts

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SECTION 1**1.1 Purpose of a Safety Statement?****Introduction**

The Safety Statement is available to all K.P.V.C. employee's and other persons at the place of work e.g. contractors. The master copy of the Safety Statement is held by the Health and Safety Advisor.

When reviewing the Safety Statement and to ensure that each copy of the document contains a record of all changes, The Health and Safety Advisor will ensure that all circulated Safety Statements are retrieved and will issue new revised documents with the appropriate changes. The revision number, date of revision and description of changes will be recorded on the Version Control List.

The Safety Statement will be brought to the attention of all new employees upon commencement of employment and to existing employees at least annually and following any amendments. It will also be brought to the attention of other persons at the work place who may be exposed to specific risks in the workplace (e.g. contractors).

The Safety Statement will be brought to the attention of the above persons in a form, manner and as appropriate, language that will be understood.

Reference shall be made to the Safety Statement in the Annual Report of the Directors, in accordance with the SAFETY, HEALTH and WELFARE AT WORK ACT, 2005 & Safety, Health and Welfare at Work (General Application) Regulations 2007 & Construction Regulations 2013. This shall cover areas such as resources, in terms of time, effort and finance given or proposed for Safety, Health and Welfare issues. It will also report on progress made and accident/incident data for the period covered.

The Safety Statement will be reviewed periodically, where:

- (α) It is no longer valid or
- (β) There is a reason to believe that it is no longer valid, or
- (γ) There has been a significant change in the matters to which it refers, or
- (δ) Under the direction of a H.S.A. Inspector.

Following the review, the Safety Statement will be amended as appropriate. The review will be co-ordinated by the Health and Safety Advisor and the Safety Committee.

1.2 Health and Safety Policy of K.P.V.C.

K.P.V.C. is committed to managing and conducting their work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all their employees including fixed term employees and temporary employees and other individuals at the place of work (not being their employees).

This will be achieved by the provision of:

- a safe place of work that is well designed and maintained
- safe means of access and egress to the place of work
- safe plant and machinery that is well designed and maintained
- safe systems of work
- welfare facilities and arrangements that are well designed and maintained appropriate information, instruction, training and supervision whilst taking account of the employees capabilities – undertaken at new employee induction, when an employee is transferred to a new task and when new systems of work or technology are introduced
- suitable and maintained protective clothing and equipment
- emergency plans that are tested and revised regularly and the prevention of any risk to safety and health from any:
 - improper conduct or behaviour
 - article or substance used (including plant, tools, equipment, machinery and chemical substances)
 - source of noise, radiation or vibration

This will be achieved by:

- undertaking ongoing hazard identification and risk assessments within the workplace and examining work activities
- taking account of the general principles of prevention
- determining and implementing appropriate preventative and protective measures
- investigating accidents and dangerous occurrences
- achieving compliance with current legislation and examining standards, codes of practice, guidelines, and industry/service practice
- obtaining, where necessary, the services of a competent person to advise on safety and health

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. K.P.V.C. has overall responsibility for health and safety at the site. Day to day management of health and safety is the responsibility of management and supervisory personnel. Employees share a responsibility with management in ensuring their own safety while at work. This Safety Statement requires the co-operation of all staff, visitors, contractors and others to enable K.P.V.C. to discharge its responsibilities effectively.

K.P.V.C. is committed to upholding the standards outlined in this Safety Statement. It will ensure that so far as is reasonably practicable sufficient resources are allocated to Safety Management. No safety measures taken by K.P.V.C. involve financial cost to our employees.

All employees and contractors will be made aware of and have access to this Safety Statement. The Safety Statement will also be available to third parties where appropriate.

Employees are encouraged to put forward suggestions for improvement to this document. The Safety Statement will be reviewed and amended periodically.

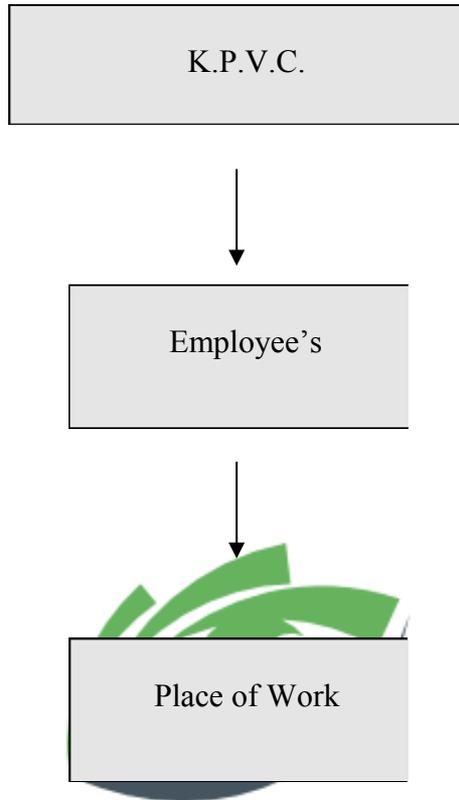
Signed _____
Keith Keane
K.P.V.C.

Date: 24th November 2014



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1.3 Company Organisational Chart



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SECTION 2

2.1 The Identification of Hazards and the Assessment of RisksHazard Identification

It is the aim of K.P.V.C. to protect The Safety, Health and Welfare of its employees. The first step in safeguarding this is to identify hazards from materials, equipment, chemicals and work activities.

We define a Hazard as “anything that may cause harm” (H.S.A.). K.P.V.C. will identify hazards in workplace through a series of means; these include on-site inspections, reference to records of accidents, ill health, insurance claims, manufacturer instructions and safety data sheets. K.P.V.C. shall also refer to and become aware of any legislation or standards covering particular hazards. It is the policy of the K.P.V.C. to have as part of its Safety plan regular and scheduled inspections/safety audits. The findings of these shall be documented and all recommendations shall be addressed so far as reasonably practicable. All employees will be constantly involved in the identification of hazards in the workplace and shall be informed of any findings.

The Hazards have been identified and are laid out in the attached Hazard Identification& Risk Assessment.

Risk Assessment

The aim of K.P.V.C. is to ensure that no one gets hurt or becomes ill. It is therefore the policy of K.P.V.C. to carry out a risk assessment on the findings of the Hazard Identification.

The term ‘Risk’ refers to *“the likelihood, great or small, that someone will be harmed by the hazard, together with the severity of the harm suffered”*.

(H.S.A.)

“An assessment of the risk is a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.”

(H.S.A.)

The calculation of the risk will depend on many of the following circumstances:

- **How many people are exposed to the hazard?**
- **Has the hazard potential to cause injury?**
- **How severe an injury is likely to be?**
- **What control measures have been placed in the area of the hazard?**
- **Is supervision adequate in this area?**
- **How long are individuals exposed to the hazard?**
- **Is K.P.V.C. complying with exposure limits?**

When completing Risk Assessments K.P.V.C. intends to follow and use information on Manufactures Instructions, Material Safety Data Sheets & Labels. E.g. chemicals as well as safety regulations and codes of practice etc.

The Risk Assessment will be based on all people who come into contact with the workplace-employees, contractors, visitors, customers etc. Risk Assessments will be carried out on all new plant and machinery, new working practices and new materials that occur in the workplace. These changes will be brought to the attention of all concerned.



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SECTION 3

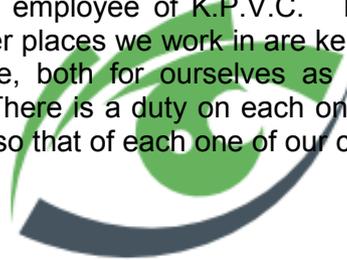
3.1 Responsibilities

Company Description:

K.P.V.C. is based at 1 Saint Annes Road, Gurrabraher, Cork City, Co. Cork.

Nature of Business: K.P.V.C. specialise in the design installation of rainwater drainage systems Gutters, Downpipes, from materials of PVC Style.

The Responsibility for health and safety management ultimately rests with the employer. However, this responsibility is designated to all employees. Each person's authority and duties are clearly defined, documented and communicated to them through this document and through various other means of communication. The creation of an effective organisation for Health and Safety will be central to the management of risks and the reduction of accidental loss and ill health. In the workplace a health and safety culture needs to be established in order for this to be achieved. K.P.V.C. will encourage this policy through a number means; these include open consultation between management and employees and the provision of necessary resources. Every employee of K.P.V.C. has responsibilities to ensure that all premises and all other places we work in are kept safe and free from ill health as is reasonably practicable, both for ourselves as well as our customers, their employees and the public. There is a duty on each one of us to ensure not just our own health and safety but also that of each one of our colleagues.



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Employers Responsibilities:

Mr Keith Keane

“Accidents, ill-health and incidents are seldom random events. They generally arise from failures of control and involve multiple contributory elements. The immediate cause may be a human or technical failure, but such events usually arise from organisational failings, which are the responsibility of management.”(H.S.A.)

K.P.V.C. has the ultimate responsibility to represent K.P.V.C. in taking control, establishing and maintaining a policy on Health and Safety. This policy shall be represented as this Safety Statement.

K.P.V.C. has ultimate responsibility and accountability for ensuring, so far as is reasonably practicable, the safety health and welfare at work of K.P.V.C. He will establish and maintain an effective policy for Safety, Health and Welfare at Work and with the assistance of other designated persons and all employees ensure that continuous improvement takes place.

He shall:

- Ensure a regular review of the Safety Statement takes place
- Receive regular reports on progress, performance and implementation of safety and health plans
- Ensure sufficient resources as far as reasonably practicable are made available to achieve and implement these safety and health plans
- Ensure that the managers and supervisors in the workforce are actively involved in the management of safety and health
- Develop a communications plan to show his commitment to the company's safety and health policy
- Make sure the necessary organisational structures exists to ensure that safety and health is properly managed
- Keep aware of all matters in relation to safety and health, especially major incidents and changes in legislation
- Ensure safety and health audits are undertaken to monitor all aspects of safety and health policy implementation
- Review the effectiveness of the safety and health management system
- Ensure that any necessary improvements derived from carrying out risk assessments are implemented
- Devise job descriptions that include safety and health responsibilities
- Incorporate safety and health performance in the appraisal system where personal appraisal systems exist

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- Develop a safety and health culture within project teams and team working situations
- Take a direct interest in the health and safety policy and positively support any person whose function it is to carry it out
- Periodically appraise the effectiveness of the Safety Statement and make reference to it in any Annual Report produced
- Ensure that responsibility is properly assigned, understood and accepted at all levels
- Procure advice and assistance whenever necessary and take heed of any health and safety matters brought to his attention
- Ensure that a disciplinary procedure exists for wilful breaches of safety standards contained in the Safety Statement and that all staff are aware of this
- Ensure that all contractors appointed observe the terms of a Code of Practice and have a safety statement in place for their employees where required
- Show through personal behaviour that only the highest standards of safety are acceptable

Where a person controls a place of work where persons, other than his or her employees are working, the person in control of the place of work must ensure, so far as is reasonably practicable, that the place of work, the means of access or egress, and any article or substance provided for use in the place of work, are safe and without risk to health. This includes landlords to their tenants, and employers to their contractors.

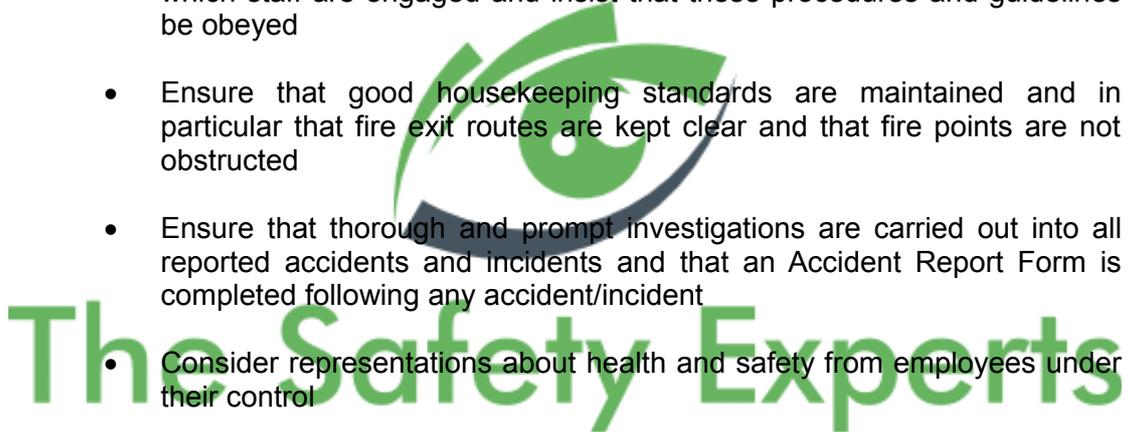
3.3 Responsibilities of the Supervisors

Programme Managers are responsible for ensuring that the employees under their immediate control and others, including visitors, are made aware of and comply with the Safety Statement and arrangements for carrying it out. They will be held accountable for health and safety performance and standards in respect of activities within their control.

Compliance with the Safety Statement is expected and any situation where conflicts in health and safety could occur must be brought to the attention of the Chief Executive.

They shall:

- Be fully familiar with the organisation's Safety Statement and ensure its brought to the attention of all employees under their control
- Carry out all work in accordance with the Safety Statement's requirements
- Plan and allocate work in such a way that health and safety standards are not compromised
- Ensure that all employees under their immediate control receive adequate induction training, safety training, instruction and supervision appropriate to their tasks
- Ensure that all employees under their immediate control are aware of actions to be taken in case of emergency and that properly maintained fire-fighting equipment is available within their area
- Be familiar with the procedures and guidelines applicable to the work in which staff are engaged and insist that these procedures and guidelines be obeyed
- Ensure that good housekeeping standards are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed
- Ensure that thorough and prompt investigations are carried out into all reported accidents and incidents and that an Accident Report Form is completed following any accident/incident
- Consider representations about health and safety from employees under their control
- Ensure that regular health and safety inspections are carried out and remedial action taken where necessary
- Ensure that suitable Personal Protective Equipment and Clothing is supplied and worn by employees under their control where required
- Ensure that the all equipment in their area is kept by means of adequate maintenance at a level to ensure that it is safe for use. Maintenance logs for all machinery are kept up to date
- Ensure that risk assessments have been completed for their area of responsibility
- Ensure that health and safety is on the agenda at any Team Talks that are carried out
- Advise the Health and Safety Co-ordinator of any pregnant employees and ensure that a pregnant employee assessment is carried out



3.4 Employees Responsibilities

There is a duty on all employees to take care of their own safety and that of others while at work. Employees must co-operate with their employers. Failure to do so will lead to the activation of K.P.V.C. disciplinary procedures.

All employees are expected to:

- Immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the Managing Director (or designed employee).
- Adhere to all safe systems of work, adhere to and beware of hazard warning signs and safety signs, which indicate dangerous machinery, substances or procedures.
- Wear or use personal protective equipment or safety equipment provided and report the need to repair/replace items in personal protective equipment.
- Discharge their work in a safe manner so as to avoid injury to themselves/other employees and avoid damage to Company equipment and property.
- Immediately report damage to plant and equipment and the need to repair or replace any such items as may render the workplace unsafe.

All employees have specific statutory responsibilities under *The Safety, Health and Welfare at Work Act 2005*. Employees have the following legal duties under Section 13 and 14 of the Safety, Health and Welfare at Work Act 2005:

- Take reasonable care of their own safety, health and welfare and that of others
- Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others
- Co-operate with their employer or any other person as appropriate
- They must not engage in improper conduct or behaviour (including bullying/harassment)
- Attend and take account of all necessary training
- Use safety equipment or clothing provided, or other items provided for their safety, health and welfare at work
- Report to the Health and Safety Advisor or their Manager as soon as practicable:
 - (i) Any work which may endanger the health and safety of themselves or others
 - (ii) Any defect in the place of work, systems of work, articles or substances
 - (iii) Any breach of health and safety legislation of which he or she is aware

- Employees must not:
 - (i) Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work
 - (ii) Place anyone at risk in connection with work activities
 - (iii) Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at work
 - (iv) Misrepresent their level of training on entering into a contract of employment

Other statutory employee responsibilities are as laid down by Safety, Health & Welfare at Work Regulations 2007. These state that every employee has a duty to take into account training and instruction given by his employer in relation to:

- Making correct use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production.
- Where personal protective equipment is provided that the employee
 - 1. Should make full and proper use of this;
 - 2. Uses it in accordance with the information, instruction and training provided by the employer;
 - 3. Take all reasonable steps to ensure that this equipment is returned to storage after it's used by the employee.

Employees may be asked at any stage to provide proof of their experience & qualifications so that K.P.V.C. – can assess their competency to the job in hand.

If an employee is unsure as to what to do they are obliged to ask someone who does, instead of taking chances.

3.5 Consultation

K.P.V.C. is committed to meeting their obligations under *Section 26 of the Safety, Health and Welfare at Work Act 2005, Safety Health & Welfare at Work Regulations 2007 & Construction Regulations 2013* on consultation. K.P.V.C. consult employees in order to make and maintain arrangements to enable the employer and employees to cooperate, to promote and develop safety, health and welfare and to monitor the effectiveness of these measures.

Employees have a right to make representations to and consult their employer on matters relating to their safety, health and welfare at work. K.P.V.C. recognises this right and will consider any representations made by employees and so far as reasonably practicable will take any appropriate or necessary action.

Consultation will be made in advance and in good time on the following:

- any proposed measure that is likely to substantially affect safety, health and welfare at the place of work including any measures required by safety and health legislation
- the designation of employees in relation to emergency, or serious and

- imminent danger planning and preparation
- any matters arising from measures related to the protection from and the prevention of risks
- the hazard identification and risk assessment carried out
- the preparation of the safety statement
- the information required to be given to employees
- information on reportable accidents and dangerous occurrences
- the appointment of competent persons, the planning and organisation of training
- the planning and introduction of new technologies and the implications for the safety, health and welfare of employees in relation to the consequences of the choice of equipment and working conditions and the working environment

In order to meet their legal obligation, K.P.V.C. use the following consultation mechanisms:

- All Programme Managers maintain an 'Open Door' policy with all employees

3.6 Company Disciplinary Policy

K.P.V.C. takes very seriously any breach of health and safety practices. Employees who at any time put themselves or other employees at danger will be dealt with in the following way:

When an employee is found to be carrying out unsafe practices he/she will be approached confidentially and asked to put the matter right. However our best efforts fail to achieve the expected improvements we have to reserve the right to treat some matters more seriously.

Breaches of Health & Safety regulations may therefore be treated as a matter for discipline under K.P.V.C. disciplinary procedure, and depending on the seriousness of the breach, may be dealt with by suspension without pay or dismissal without notice.

For breaches of the Health & Safety regulations that do not warrant such action, the employees will be warned and given a reasonable opportunity to put them right.

In brief K.P.V.C.'s disciplinary procedure consists of:

1. Two Verbal warning,
2. A written warning for repeat, or more serious first offences,
3. Final warning, suspension or probationary period,
4. Dismissal.

The right to immediately dismiss employees is retained for the more serious offences.

3.7 Protection against Dismissal and Penalisation

K.P.V.C. will not penalise or threaten to penalise any employee with respect to any term or condition of his or her employment to his or her detriment, if the employee is:

- Acting in accordance with safety and health legislation or performing a duty or exercising any right under safety and health legislation
- Making a complaint or a representation about safety, health or welfare at work to his or her safety representative, to their employer or to the Health and Safety Authority
- Giving evidence at any prosecution or other legal proceedings taken by the Health and Safety Authority, or on behalf of the Authority
- A safety representative or an employee having duties in an emergency, or a competent persons appointed under *Section 18 of Safety, Health and Welfare at Work Act 2005*
- Leaving or refusing to return to the place of work when he or she reasonably considers that there is serious or imminent danger which the employee could not reasonably have dealt with
- Taking or proposing to take appropriate steps to protect himself or herself or other persons from the danger considering the circumstances and the means and advice available to him or her at the relevant time

The dismissal of an employee will be a dismissal under the *Unfair Dismissals Acts 1977 to 2001*, if it results from penalisation under this section although such dismissal shall not be deemed to be unfair if the employer shows that steps taken or proposed to be taken were so negligent that it was reasonable to dismiss the employee.

3.8 Resources

As part of the health and safety policy of K.P.V.C. , all necessary resources will be provided to protect the safety, health and welfare of all employees and all those who enter the workplace as far as reasonably practicable.

The following resources shall be dedicated to K.P.V.C.:

- The Provision and maintenance of a safe place of work for all employees
- The Provision of a safe means of access and egress to each part of the workplace
- Maintenance of plant, equipment and machinery in a safe manner
- Use of safe working procedures
- Performance of ongoing Hazard Identifications and Risk Assessments
- Provision and maintenance of PPE
- Preparation of emergency plans and the provision of first-aid training
- Provision and circulation of health and safety information
- Operation of health and safety consultation and safety representation programmes
- Update the health and safety policy as necessary in order to highlight new hazards etc.

- Establishment of monitoring arrangements, including safety inspections and audits, that will be used by the employer to ensure ongoing compliance with legal duties, responsibilities and controls
- Use of standards, codes of practice and guidelines etc.
- the Managing Director and if necessary Consultants and Competent Persons of appropriate safety consultancy, auditing and training input
- Time for consultations, reports, investigations, audits and meetings where Safety, Health and Welfare are concerned.
- Effort for instigating the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee Safety, Health and Welfare to carry out their functions.
- Finance to ensure, in so far as is reasonably practicable, the Safety, Health and Welfare of employees. This is seen as a long-term investment in our staff, our staff being our greatest resource.

The aim shall be to provide adequate staff training and for the improvement or up grading of present provisions or instigation of new provisions for securing the Safety, Health and Welfare of our employees.

3.9 Auditing and Reviewing Performance

K.P.V.C. – intends to carry out regular safety audits in order to sustain and develop safety standards and thus continue to reduce the risks in the workplace and protect the safety, health and welfare of all those involved. Continual auditing creates feedback from the current safety policy and monitors its effectiveness.

K.P.V.C. – will establish and maintain a programme and procedures for carrying out periodic health and safety audits. Auditing is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the health and safety programme within K.P.V.C. These audits should be carried out in addition to routine monitoring, inspection etc. The purpose of these audits is to ensure the continued suitability, adequacy and effectiveness of the health and safety management system.

K.P.V.C. commits itself to this process by:

- Allocating resources to the process,
- Ensuring Safety Audits are carried out on a regular basis within the company.
- These Audits shall be carried out by Managing Director, Management and appointed persons at regular intervals. Auditors should have the appropriate training and skills so that they can assess physical, human and other factors and the use of procedures as well as documents or records-when possible, auditors should be independent of the activity being audited and include support from a wider range of specialists if necessary.
- All work areas may be audited.
- If possible & reasonably practicable a schedule will be made out in advance of new jobs or changes in the present structures & operation of the business for the carrying out of safety audits.
- Methodologies for conducting and documenting the audits, which may include checklists, questionnaires, interviews, measurement and direct observation.

Safety Audits will consist of assessment of:

- Machinery,
- Processes,
- Safety equipment and its function,
 - Employees,
 - Management
- And the workplace.

In attempt to identify areas and hazards not identified previously or which are not conforming to previous controls which had been proposed. A summary of Safety Audits and the progress achieved will form the basis of the Directors Report as required by The Health & Safety at Work Act 2005. Amendments will be documented and recorded as previously explained. Safety Audits shall form part of the Safety File.

All such records will be kept in the Employees Personnel files

3.10 Company Environmental Policy

K.P.V.C. believes that an essential element of the health and safety programme is the protection of the environment that allows us to work in it.

The protection of this environment is also the preservation of the environment of our employees, customers and visitors. The protection of the environment in which we work is automatically the protection of the safety, health and welfare of those who come into contact with our company and those who live in its environs. Our objective in the environmental health and safety area is to assume a responsible position.

In accomplishing this we will:

- Comply with all local and national legislation.
- Ensure that our operations and products do not create unacceptable risks to human health or the environment.
 - Assess the discharges and waste generated from our premises and their effects, if any, on the environment and community.
 - Ensure that all of our waste is disposed of properly.
 - Where possible waste generated shall be recycled.
 - We shall endeavour to keep these premises and grounds as tidy and clean as possible for the promotion of K.P.V.C. and local community.

A conscientious effort and commitment to excellence from all staff can achieve our goal of a less hazardous environment.

3.11 Design, Provision and Maintenance of Safe Means of Access and Egress

In accordance with the Risk Assessments in Section 4, K.P.V.C. recognises that safe means of access and egress must be provided and maintained. Safe means of access and egress is provided to and from the premises at all times. This includes entrances, car parks, paths, the building, internal areas, workstations and emergency equipment.

All means of access and egress are maintained as appropriate. In particular escape routes from the premises are checked regularly by Fire Wardens.

3.12 Design, Provision and Maintenance of Safe Plant & Machinery,

In accordance with the Risk Assessments in Appendix 1, K.P.V.C. recognises the need to provide and maintain safe work equipment. Work equipment includes any machinery, appliance, apparatus, tool or installations for use at work e.g. extruder, hammer, heating and ventilation systems. It also includes lifting equipment.

K.P.V.C. ensures that all equipment on the premises meets the requirements of the relevant CE Marking Directives. Throughout the working life of all equipment, K.P.V.C. will ensure that the all equipment is kept by means of adequate maintenance at a level to ensure that it is safe for use. Maintenance logs for all machinery are kept up to date.

3.13 Safe Use of Articles and Substances

K.P.V.C. recognises the need to assess the risk from articles, substances, and exposure to noise, vibration, ionising or other radiations or any other physical agents. Specific Risk Assessments on these hazards will be completed if required.

3.14 Safe Systems of Work

In accordance with the Risk Assessments on the activities of the company, contained in Section 4, K.P.V.C. recognises the need to have appropriate procedures established to ensure that these activities are planned, organised, performed, maintained and revised to limit the risk to employees. All safe operating procedures are based on an evaluation of the dangers of each activity and they establish the safe systems of work for those activities. Systems of work include normal work, maintenance work and work by contractors on site.

Safe operating procedures are used as a fundamental tool for job specific training. Where possible safe operating procedures are developed in consultation with the employees, engineers, supervisors, the manufacturer's manual, other documentation such as approved codes of practice and other competent persons.

3.15 Safety Information, Instruction, Training and Supervision

K.P.V.C., through the Human Resources Department, is committed to providing appropriate health and safety information, instruction, training and supervision for all employees under sections 9 and 10 of the Safety Health and Welfare at Work Act 2005. Employees will receive adequate safety, health and welfare training relating to their job. Employees must attend any health and safety training provided and undergo assessments where required. Employees must also have regard to his or her training and the instructions given by his or her employer, in line with their duties under the Safety Health & Welfare at Work Act 2005. An employee, on entering into a contract of employment, may not misrepresent himself or herself as regards the level of training that they have received.

Such training will not be at any financial cost to the employee nor impact upon their remuneration. In cases where safety and health legislation requires specific health and safety training, employees must be released for that training during working hours, without loss of pay where appropriate. Agency staff will receive an induction from their supervisor on starting in their position. This will include the specific safety and evacuation procedures of the organisation.

Agency staff will receive relevant training from the recruitment company prior to starting with the organisation. Training will be provided in a form, manner, and as appropriate, language that will be understood.

3.16 Induction Training

All employees of K.P.V.C. whether employed on a fixed-term or a temporary basis - will receive induction training prior to commencement of employment. Induction training is the responsibility of the K.P.V.C. Employee Handbook. The following health and safety elements are addressed:

- The location of the Safety Statement
- The relevant parts of the Safety Statement, including Risk Assessments
- A tour of the premises, including location of exits and assembly points
- The measures to be taken in an emergency - the names of fire wardens, and first aiders
- The specific task to be performed by the employee - special occupational qualifications or skills required, potential hazards and risks to safety health and welfare identified by risk assessments, protective and preventative measures, and any increased specific risks the work may involve
- Details of the consultation procedures for safety, health and welfare and the names of any Safety Representative(s)
- A detailed list of the new employee's responsibilities in relation to health and safety
- Health surveillance
- Any other relevant health and safety information

Employees are requested to sign a record sheet to confirm that they have received and understood this information.

Existing Employee Training

The above information is also given to existing employees in the following circumstances:

- In the event of the transfer of an employee or change of task assigned to an employee
- On the introduction of new work equipment or changes in existing work equipment
- On the introduction of new systems of work or changes in existing systems of work
- On the introduction of new technology
- Periodically

Employees are requested to sign a record sheet to confirm that they have received and understood this information.

Contractor training

Contractors are given information and instruction concerning hazards and risks identified by the relevant risk assessments, any protective and preventative measures and the names of fire wardens, first aiders and safety representatives, if any, upon entry to the premises.

Temporary Employees Training

Where temporary employees are engaged K.P.V.C. ensures that the employment agency or labour supplier concerned gives their employee the following information; the occupational qualifications necessary and the specific features of the work for which the employee is required. Employment agencies or labour suppliers are requested to sign a record sheet to confirm that they have provided their employees with this information. Temporary employees are given an induction relative to the length of time they will be working for the company.

Appointed Persons Training

Competent persons and **safety representative(s)** are given information concerning risk assessments, reportable accidents and dangerous occurrences, and information arising from preventative and protective measures.

Appropriate information, training and instruction will be provided to all appointed Fire Wardens, Occupational First Aiders, Safety Representative(s) and Safety Committee Members (where appointed) to ensure they can fulfil their health and safety functions. The names of all appointed persons are given in Appendix 1. Records of all training provided are kept on file.

SECTION 4**4.1 Accidents and Dangerous Occurrences**

K.P.V.C. acknowledges that the law requires that accidents and danger occurrences at work must be notified to the Health and Safety Authority on the approved forms, (IR1 and IR3).

K.P.V.C. defines an accident as an unplanned event such a severe sprain, a laceration, dangerous substances, fumes or gases. It does not include work-related diseases that are caused by prolonged or repeated exposure to dangerous substances etc.

K.P.V.C. will notify the Health and Safety Authority using the IR1 Form when/if the following occur:

1. A work accident causing the death of any employed or self-employed person.
2. A work accident that prevents an employed or self-employed person from working for more than three days.
3. An accident caused by a work activity which causes the death of, requires medical treatments to, a person is not at work e.g. a passer-by, a visitor.

K.P.V.C. defines a dangerous occurrence as any occurrence that has the potential to cause injury, harm or loss of life as well as damage to property. K.P.V.C. is aware of its obligation to notify the Health and Safety Authority of such occurrences on the Form IR3.

4.2 Reporting**Who must report Accidents and Dangerous Occurrences?**

K.P.V.C. accepts that the ultimate responsibility for recording, reporting, and notifying is that of the owner/employer. This will be delegated where possible. However, Legislation outlines the following responsibilities:

- In the case of the death or injury of employees the responsibility lies with the employer.
- In the case of the death or injury of a person receiving training for employment the responsibility lies with the person who was providing the training.
- In the case of the death or injury of persons not at work, which is caused by a work activity, the responsibility lies with the person in control of the place of work.
- In the case of the death of a self-employed person, the responsibility lies with the person in control of the place of work.
- In the case of the death of a self-employed person at a place of work under their own control, the responsibility lies with their next of kin.

Records containing full details of all accidents or dangerous occurrences notified to the Health and Safety Authority will be kept for a period not less than ten years.

The site of the accident or incident must be preserved until the Accident Report has been written. This should be carried out as soon as possible after the accident, the priority being of course the injured person. This is the responsibility of the employer/owner or designated persons. Its purpose is to help identify the cause with the aim of preventing a re-occurrence as well as keeping Company records.

4.3 Emergency plan

K.P.V.C. will implement the following plan in an emergency.

An emergency may be caused by:

- A. **An Explosion**
- B. **A fire**
- X. **A chemical Spillage**
- Δ. **Exposure of Dangerous/Toxic fumes etc.**
- E. **Accident requiring first aid or medical treatment.**

In an emergency it is essential for the safety of all that enter the work place that employees are familiar with the emergency plan and procedures.

In an emergency situation it is important that people work quickly and efficiently so as to prevent the deterioration of the situation and to avoid panic. Emergency numbers should be placed at each phone and in prominent areas around the workplace where possible.

People should not place themselves in danger whilst trying to help others or trying to prevent a situation from deteriorating.

4.4 Procedure in the case of Dangerous Occurrence

- Assess the situation
- If serious danger exists evacuate the area immediately.
- Contact the emergency services and relevant bodies (e.g. ESB) if necessary.
- Contain the hazard if safe to do so.
- Preserve the area until an investigation has been carried out.
- Contact Management
- Investigate the cause, identify and record the factors involved in order to prevent a repeat of occurrence
- No work should proceed until the area has been deemed safe by management/suitably qualified persons.

4.5 Procedure in the case of an Accident (Injured Person)

- Before you begin to assist a casualty ensure that the area you are about to enter is safe. E.g. switch of power and machinery.
- Do not move the casualty unless there is immediate danger for you and the casualty.
- A First Aider should be sent for immediately where one is present.
- Where necessary a doctor or ambulance must be called.
- If a chemical agent is involved bring the labelled container or the Material Safety Data Sheet (MSDS) to the doctor/hospital.
- Give a detailed account of the accident to medical personnel.
- Record and report accident details.

4.6 First Aid

Training and Equipment

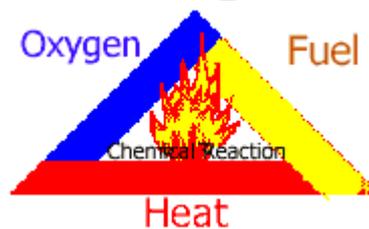
K.P.V.C. have an adequate number of suitably equipped, marked and easily accessible first-aid kits and trained Occupational First-Aiders at their premises. First-aid kits are located throughout the premises (see Appendix for contents of First-Aid Kits). The names of the nearest Occupational First-Aiders will be displayed on or near each first-aid kit so that staff will know whom to contact. The Health and Safety Advisor has responsibility for checking the first-aid kits on a regular basis and ensuring that they are adequately stocked.

Where an Occupational First-Aider is absent in temporary or exceptional circumstances, an individual will take charge of the injured or ill person until medical assistance is obtained. This person's functions, is to obtain medical assistance as soon as possible and to ensure that nothing further occurs which would worsen the condition of the injured person. If this person has obtained basic life-saving skills they should apply them where possible.

Details of all cases treated by occupational first-aiders should be entered in a first-aid treatment record book, which must be kept in a suitable secure place, respecting the confidential nature of the reports.

4.7 Fire

K.P.V.C. acknowledges that with the enactment of the Safety, Health and Welfare at Work Act 2005, General Applications 2007 & the obligations and duties of the Fire Services Act 1981 have been extended to cover all places of work.



The main purpose of the Fire Services Act 1981 is to clearly assign responsibility for fire safety to those persons who own, occupy, manage or work in premises and in this regard the Act imposes two main duties:

1. Duties of Managers/Employers etc.
To take all-reasonable measures to guard against the outbreak of fire on the premises that they own or occupy, and to ensure as far as is reasonably practicable the safety of persons in the event of an outbreak of a fire.
2. Duties of all Employees, Contractors or Visitors

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The Act also imposes a duty on every person using the premises to conduct themselves in such way as to ensure that as far as is reasonably practicable any person on the premises is not exposed to danger from fire as a consequence of any act or omission of theirs.

The obligation included in this section requires all staff, irrespective of status, to work safely and to cooperate fully with procedures and practices laid down by the employer. All staff should be familiar with the day-to-day fire prevention measures as well as the equipment that should be used in the event of a fire. It is an offence to misuse or abuse any fire equipment.

4.8 Emergency procedures

Procedure in the case of fire/explosion/evacuation

If you discover a fire in any part of the premises:

- Raise the alarm: by calling to other employee in your work area that a Fire exists or using a Break Glass Unit (B.G.U.) to alert others, if these are available. Call the Fire Brigade by dialling 112/999.
- Evacuate: the premises immediately, by the exit nearest to you, ensuring that all other personnel do likewise and meet at the Assembly point, in front of the premises. Turn off machinery if possible. Do not take anything with you.
- From here a head count maybe made to see if any personnel are missing.
- Rescue: If any personnel are discovered missing or are injured they will need assistance to bring them to safety. You should re-enter the area under these circumstances, if you are not placing yourself in further danger.
- Fire control: You should only attack the fire if you know what you are doing and if you are not placing your own life in serious danger. Fire extinguishers and fire fighting equipment are provided for this purpose.
- Calling the fire brigade:

Dial 112/999 and ask for the Fire Services. Give clear and precise information:

I WISH TO REPORT A FIRE AT:

Company name:

Company address:

The telephone no. is:

THIS IS AN EMPLOYEE SPEAKING

Do not replace the handset until the operator repeats the full address back to you. If safe to do so remain near the telephone in case the Fire Brigade should ring back to confirm the Fire.

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- When Fire Brigade arrive allow them to assume control of the situation.
- DO NOT RE-ENTER the Fire area at any stage unless you are doing so to extinguish the Fire and if it is safe to do so or you have the permission. Do not stop to collect personal belongings or any other items when you are evacuating the garage.
- DO NOT GO HOME. You must wait until you have been given permission to leave.

4.9 Emergency Telephone Numbers

SERVICE	LOCATION	NUMBER
Local doctor		
Local Hospital		
Local Garda Station		
Local Fire Station		
Health & Safety Authority		

4.10 Fire Fighting Equipment

The following Fire Equipment is located around this workplace:

TYPE	COLOUR CODE	TYPE OF FIRE	HOW TO USE	COMMENT
Water	Red	Wood, paper, furnishings,	Direct jet at base of flames and keep it moving across the area of the fire. Be aware that fire might reignite.	Not on electricity
CO2 Carbon Dioxide	Black	Live equipment, Liquids	Direct jet at base of fire and release the CO2. This does not cool very well and fire may reignite	Ventilate area after use
Dry powder	Blue	Solid, metals, electricity, liquid, fuel oil	Direct the jet toward the flame and attempt to cover and drive flame toward the far edge, until it is smothered	Very messy
Hose Reel	Red	Solids-Do not	Cover entire	Do not use on

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		use on electricity	fire area with water, whilst directly at base of fire. Keep burning items cool.	electricity
Fire Blanket	Red	Solids or liquids Small Fires	Place carefully over the fire. Keep hands shielded. Do not waft fire towards you.	

Fire Hydrant Equipment

For connection to the Fire Hydrants by experienced personnel only.

Fire emergency equipment and exits

- Must always be kept clear and accessible.
- Marked areas must not be obstructed at any time.
- Never use Fire Equipment for other uses besides Fire Fighting.

Where gases or a gas cylinder have ignited allow to burn if this is safe. Only extinguish if gas supply can be turned off.

NEVER smoke in the vicinity of gas cylinders, forklifts, battery re-chargers or other flammable substances.

NEVER direct water at any installation, machinery or wiring.

4.11 Competent Persons

A person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards of the business in which he or she undertakes work, the person possess sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken. Account shall be taken, as appropriate, of the Framework of Qualifications referred to in the Qualifications (Education and Training) Act, 1999.

K.P.V.C. appoints, where necessary, the services of one or more competent persons, whether under contract of employment or otherwise, for the purposes of ensuring so far as is reasonably practicable, the safety, health and welfare at work of his or her employees. The competent person will play a key role in advising on the management of health and safety, by advising senior management on health and safety, evaluating problems as they arise and suggesting solutions to those problems and generally promoting health and safety at the place of work. There will be adequate co-operation between any competent persons and any Safety Representative(s). K.P.V.C. recognises that the appointment of a competent person does not absolve Keith Keane from their responsibilities under the legislation.

Preference will be given to any employee who can perform the functions of a competent person over an external competent person, unless their knowledge and experience is not adequate or appropriate to the size of the place of work or the risks

to which employees are exposed. An employee appointed as a competent persons will be allowed adequate time, with no loss of remuneration, and the means at their disposal to enable him or her to perform these functions. External competent persons will be provided with the following information:

- The factors known or suspected by the employer to affect the safety, health and welfare of his or her employees
- The risks and the protective and preventative measures and activities in respect of the place of work and the work carried out there
- The measures and designated persons for the evacuation of employees and other persons
- Reasonable information about any fixed-term or temporary employees as is necessary to enable the competent person to perform his or her functions



The Safety Experts

SECTION 5

5.1 The Workplace (Safety, Health and Welfare at Work (General Application) Regulations 2007)

K.P.V.C. acknowledges that it must ensure that the physical environment of the place of work is adequate and safe. Work areas should be large enough to be safe and healthy.

This must include:

- General stability, ventilation and fresh air temperature and lighting.
- Pedestrians and vehicles must be able to circulate safely.
- Toilet, washing and welfare facilities must be provided.
- Employees working outdoors should be protected against bad weather, noise, slippery conditions etc.

5.2 Welfare (Safety, Health and Welfare at Work (General Application) Regulations 2007)

Company Doctor

Employees may also be asked to attend here following accidents at work or following/during absence from work.

Responsibilities

Each employee is responsible for keeping facilities in clean and working condition and for tidying up after themselves after each use. Any items, which are not in working order, should be reported. Where necessary other arrangements may be made with our Customers to use their facilities.

5.3 Visitors

It is the intention of K.P.V.C. to protect all those who may enter place of work without knowledge of the hazards that exist. All visitors must report to the site office or an employee before entering the premises. Those who are visiting with deliveries or to make collections must not enter the work area unless accompanied.

No visitor is allowed to use Company equipment without permission of K.P.V.C.'s staff and instruction on its use. Each visitor is requested to abide by Safety Policy and Regulations laid down by this. They must also abide by any request by an employee in relation to their own Safety and Health and that of K.P.V.C.'s employees.

Any visitor who refuses to abide to a request by a Company employee in relation to Safety and Health or who places his/her own Safety and Health or that of Company staff at risk by ignoring such a request or by any other dangerous acts or omissions may be asked to leave immediately.

5.4 Contractors

Every contractor to K.P.V.C. is bound to the regulations as laid down under the Safety Statement of K.P.V.C. All contractors are advised to read this before commencement of work and it is available upon request. All contractors are obliged to observe any request by an employee of K.P.V.C. who is attempting to enforce K.P.V.C. Safety Policy. All contractors to K.P.V.C. are governed by the Safety, Health and Welfare at Work Act 2005 & Safety, Health and Welfare at Work (General Application) Regulations 2007 & Constructions Regulations 2013, and they are requested to make themselves familiar with these regulations.

Work Methods

A contractors work method must be carried out according to the contract terms (if and where applicable), conditions and safe working conditions agreed upon prior to commencement of work, or explained during the work. All work must be to standards as governed by legislation.

Preparation Prior to Commencement

Contractors are requested to familiarise themselves with Company Safety Procedures prior to commencement of work. This would include reading and understanding our Safety Statement and/or explanations from our employees.

An outline of the plan of work and intended safe working practises will be requested. You may also be requested to present your own Safety Statement for scrutiny, or sections of same. If it is necessary for you and /or your employees to use Company facilities for the work procedure, you and your employees may be requested to present themselves for induction training on the following, prior to commencement of the work:

- emergency procedure;
- accident and dangerous occurrence procedure;
- welfare facilities;
- emergency exits;
- fire procedure.

Housekeeping (Safety, Health and Welfare at Work (General Application) Regulations 2007)

All contractors must keep within our standards of housekeeping.

Walkways must be always kept clear. Waste must not be allowed build up and must be discarded with safely and properly. A contractor shall be responsible for the area he is working in.

Trailing leads and cables should be brought from overhead whenever possible.

A contractor may be requested to erect barriers around his work area.

5.5 Personal Protective Equipment (Safety, Health and Welfare at Work (General Application) Regulations 2007)

With regard to Personal Protective Equipment K.P.V.C. will comply with 2005 Act. K.P.V.C. accepts that PPE should only be used as a last line of defence. PPE will be provided where employees are at risk, where it is not possible to limit avoid or eliminate the risk.

The five principles for eliminating or reducing work-related hazards are:

- 1) Eliminate the risk
- 2) Minimise or reduce the risk
- 3) Isolate the risk
- 4) Bar access to hazard zones
- 5) Use of PPE

K.P.V.C. recognises its' duty where there are risks to the safety, health and welfare of its employees. To avoid or limit risks where possible by other means of prevention or control such as engineering controls or safe systems of work before resorting to PPE, e.g. Installation of Local Exhaust Ventilation Systems.

K.P.V.C. also acknowledges its obligation to supply PPE to employees whose health and safety at work is unavoidably put at risk. This PPE will meet the highest standards and will be maintained and replaced as necessary.

K.P.V.C. will consider the following ergonomic, health and physical factors when selecting PPE for its employees:

1. Movement
2. Visibility
3. Breathing
4. Irritation (skin)
5. Health

In sourcing PPE K.P.V.C. will consult with employees-appropriate PPE is user friendly workplace. Where PPE is provided for employee protection there is a duty on each employee to wear it.

Employee's Responsibilities:

- Where employees have been provided with Personal Protective Equipment for protection of their Safety and Health it is their duty to wear it. The only exception to this is where a medical condition stipulates against its use.
- Any defects in his equipment should be reported to the Managing Director and a replacement obtained.

5.6 Housekeeping

K.P.V.C. aims to ensure that the work environment is kept as tidy as possible so that any risks are kept to a minimum.

This can only be achieved through co-operation amongst all levels of staff.

Responsibilities

- Ultimate responsibility for all Safety, Health and Welfare at Work is on the management of the Company. This is the same with housekeeping and tidiness of K.P.V.C. places of work.
- All staff have a responsibility to keep their work place as tidy and clean as possible. Each employee is responsible for his own work area or procedure.
- Staff must not place their own Health and Safety or that of their fellow employees at risk through untidiness or allowing build-up of clutter or waste.
- Any employee who finds or sees anything out of place or untidy should either find its proper place.

Spillages

Spillages of any form of liquid on premises must be mopped up immediately. If this is not immediately possible the area of the spill must be cordoned off and made inaccessible for anybody else until it can be cleaned. Where a spillage of chemical occur only an employee who knows how to handle it should clean it up, and even then only with proper Personal Protective Equipment. If there should be any risk of the chemical igniting, the area must be evacuated immediately and our Emergency Fire Plan brought into operation.

Trailing Cables

Where possible all power supplies must be brought from overhead attachments, including supplies for portable tools. K.P.V.C. intends to do all that is reasonably practicable to ensure this. In some cases permanent fixations may be necessary instead of trailing leads.

Walkways

The areas that are provided as walkways within the premises must be kept clear at all times. Build-up of either waste or goods here is unacceptable. Any employee who places waste or goods or allows any form of obstruction to block exits will be subject to disciplinary action under K.P.V.C. disciplinary procedure.

5.7 Electricity (Safety, Health and Welfare at Work (General Application) Regulations 2007)

K.P.V.C. intends to comply with Safety, Health and welfare at Work (General Application) Regulations 2007 in relation to electricity. K.P.V.C. aim to ensure, in so far as reasonably practicable, that all equipment, installations etc. are fully secured & up to the standard as required by authoritative bodies such as ETCI, RECI, etc. It is of utmost importance that employees know how dangerous electricity is and how to reduce the risks involved.

It is only reasonable of K.P.V.C. to expect that no employee will work interfere or tamper with any work, installation, fitting or fixture unless they are fully aware of what they are doing. If an employee is unsure as to what to do they are obliged to ask someone who does.

5.8 Compressed Air (Safety, Health and Welfare at Work (General Application) Regulations 2007)

K.P.V.C. acknowledges that working with compressed air requires that the appropriate precautions, arrangements & procedures are adapted. When working with compressed air the work will be planned and undertaken only under the supervision of a competent person. All plant and equipment and all parts and fittings provided for use in relation to compressed air shall be:

- Of sound design & construction,
- Of sound material & adequate strength,
- Free from patent defect,
- Properly maintained & used,
- Suitable for all the purpose used

All necessary PPE will be supplied to those working with compressed air.

Hazards Posed

Eye Injury from dirt particles, penetration of skin or eye,
Injection of air, entering body orifices (e.g. mouth, ears) causing severe or even fatal injuries, dermatitis.

Compressors can over pressurise, bursting or damage to hosing may allow them out of control causing injury.

Safety Procedure

Always: Wear eye protection,
 Use compressed air only for its intended purpose,
 Heed warning signs,
 Beware of the local isolation / cut off valves,
 Turn direction of air jet away from yourself.

Never: Blow dust or air / towards yourself or another employee,
 Use compressed air to clean down clothing,
 Driver machinery over compressed airlines,
 Allow compressed air lines to trail across floor ways,
 Engage in horseplay with compressed air.

5.9 Compressed Gases (Safety, Health and Welfare at Work (General Application) Regulations 2007)

Hazards Posed

Crush Injuries in event of falling cylinders, Injuries from bursting cylinder head, Fire / Explosion, Asphyxiation, Loss of Consciousness, Burns, Fatigue, Nausea.

Safety Procedures

Always: Ensure only experienced and properly trained personnel handle compressed gasses,
 Ensure only trained personnel adjust cylinder valves.
 Store cylinders away from fuel gases or sources of ignition.
 Use gases in appropriately ventilated areas and if necessary use appropriate PPE,
 Keep other tools / equipment clean from oil, grease or ignition sources,

Beware of safety warning label meanings and properties of gases,
Be aware of what to do in the event of an emergency,
Keep cylinders cooled in event of fire and only extinguish fire if gas supply can be turned off at the valve,
Keep these cylinder chained to a secure structure.

Never: Use compressed gases unless you are trained / experienced to do so,
 Use compressed gases near sources of ignition,
 Use compressed gases without appropriate safety equipment,
 Smoke or allow others to smoke near compressed gases.

5.10 Work Equipment (Safety, Health and Welfare at Work (General Application) Regulations 2007)

K.P.V.C. defines work equipment as all equipment that is being used in the workplace. K.P.V.C. acknowledges that the Health & Safety Criteria should be a priority when choosing or using work equipment. K.P.V.C. will choose the equipment to suit that task to be carried out, and if necessary have it suitably modified to satisfy these requirements and so that it suits the individual employee using it. K.P.V.C. will service and maintain the equipment so that it complies with the relevant legislation.

Aware that there may be circumstances in which it is not entirely possible to eliminate at source the risks arising from the use of work equipment, for instance moving machinery, vibrating machinery, saws, nail guns etc. In these circumstances K.P.V.C. must take other protective measures such as locating employees in safe, protected areas, the location of controls remote from danger, the use of PPE etc.

Before commencing work, all employees new to a task must be trained and assessed by a competent trainer including any relevant equipment training. All issuing of risk assessments and safe systems of work together with handbooks and any training courses or "tool-box talks" must be recorded on employee's individual training records.

Hazards Posed

Trapping, Cutting, Pinching, Entanglement, Shearing, Ejection of Machinery, Crushing, Burning, Electric Shock, Impact and Eye Injuries.

Work Equipment Safety Procedures:**Maintenance of Equipment**

It is important that work equipment is maintained so that it operates to optimum efficiency and that it does not put operators or others at risk.

Three types of maintenance

Planned maintenance: This type of maintenance involves programmed servicing and overhauls. They are usually carried out in line with manufacturers recommendations based on usage e.g. hours of use. It is designed to replace parts and consumables and make required adjustments so that risk does not occur as a result of deterioration or failure of the equipment.

Preventative maintenance: This type of maintenance involves routine checks and maintenance procedures carried out by the operator, for example:

- Checking guards and bodywork
- Checking oils and coolant levels
- Checking lights and tyres etc.

Breakdown maintenance: This type of maintenance involves the work carried out after faults or failures have occurred. When a breakdown or damage occurs the equipment should be isolated and tagged or otherwise identified that it should not be used in order to prevent risk to others.

Maintenance Log: All of the above maintenance procedures should be recorded for mechanical and high-risk equipment. **This has several advantages as follows:**

A damage / breakdown cost record can be held for each piece of equipment

Recording also ensures that both planned and preventative maintenance is carried out and can identify those responsible for the maintenance.

The recording of maintenance can also provide proof of due care in the event of an incident involving work equipment.

In respect of what should be checked, a tick sheet or information sheet for each type of equipment can be compiled to aid the operative and assist in providing a uniform maintenance procedure.

5.11 Grinding / Abrasive Wheels (Safety, Health and Welfare at Work (General Application) Regulations 2007)

Safety in the use of Abrasive Wheels is now covered legally by the Provision and Use of Work Equipment Regulations. There is a requirement in the law that the mounting of Abrasive Wheels should be restricted to properly trained and designated people.

Hazards: Includes wheel breakage/bursting, contact or entanglement with running wheel, physical injury from component being ground, and dust inhalation.

(a) Abrasive wheels should always be run within the specified maximum rotation speed. If they are large enough, this will be marked on the wheel, smaller wheels should have a notice fixed in the workroom, giving the individual or class maximum permissible rotation speed. The power driven spindle should be governed so that its rotation speed does not exceed this.

(b) Guarding must be provided to contain fragments of the wheel that might fly off if it did burst, to prevent them from injuring anyone in the workplace. The guarding has an additional role in helping to meet the requirements as it should be designed, constructed and maintained to fulfil both functions.

(c) Providing information and training of workers in the correct handling and mounting of abrasive wheels (including pre-mounting and storing procedures) is also necessary to prevent the risk of bursting.

5.12 Manual Handling of Loads (Safety, Health and Welfare at Work (General Application) Regulations 2007)

Manual Handling of loads means “any transporting or supporting of a load by one or more employees. This includes lifting, putting down, pushing, pulling, carrying or moving a load, which by reason of its characteristics or of unfavourable ergonomic conditions involves risk, particularly of back injury, to employees”. (H.S.A.)

K.P.V.C. accepts its’ responsibility to organise the work itself or use mechanical equipment or other means to avoid the need for the manual handling of loads by employees in the workplace.

Organisational measures may include changing the work system by automating certain work activities or simply arranging for the delivery of good to more convenient locations.

Where organisational measures alone cannot eliminate manual handling K.P.V.C. will provide mechanical handling equipment where reasonably practicable. Where the weight of a load is too great or too awkward for the individual and organisational measures are unsuitable mechanical equipment must be used. The weight of the object is only one of the considerations, the frequency of the activity and the distance involved also have to be considered.

When manual handling of goods is unavoidable for whatever reason then K.P.V.C. will carry out a risk assessment on the activity and provide training for those involved.

The following factors will be taken into account when assessing the risk of each activity:

- Nature of the load being handled
- Range of weights handled
- Duration and frequency of the task
- Training and experience of the employee
- Age and physical capability of the employee doing the task
- Availability of lifting and moving equipment
- Force to be applied
- Time and distance over which the load is handled
- Working posture imposed by the task
- Work environment (temperature etc.)
- Workplace layout and housekeeping
- PPE required for task
- Analysis of relevant injury statistics
- Any other factors considered relevant by the employer or employees

Hazards posed

Back strain, Back injury, Cuts from sharp objects, Fatigue, Hernia.

Safety Procedures – 8 Safety Steps

- 1 Assess the load first
- 2 Ensure you have a clear pathway. Beware of slippery surfaces.
- 3 Keep a broad stable foot base—feet should be 8 to 12 inches apart, one foot in front of the other, pointing in the direction you intend to travel.
- 4 Chin in—avoid dropping head dropping head forwards or backwards
- 5 Bend knees to a crouch position, keeping back as straight as possible
- 6 Bring the load to the centre of gravity
- 7 Arms close to body so that the body takes weight (instead of the fingers, wrists, arms and shoulder muscles)
- 8 Stand up using the strong thigh muscles and keeping your back straight.

- **ALWAYS:**

- Get help if necessary
- Know your limits
- Stack goods carefully
- Use gloves when handling goods, if they are suitable
- Get mechanical help if provided/available

- **NEVER:**

- Attempt to lift something, which is beyond your capability
- Twist or turn when lifting
- Carry a load you cannot see over

5.13 Training

In relation to the training of employees to the task they are working at, should this be necessary if those employees are not experienced, K.P.V.C. intends to comply with the duties placed upon it by the Safety, Health and Welfare at Work Act, 2005 & General Application Regulations 2007.

- K.P.V.C. intends to ensure that all present employees are fully aware of how to carry out properly their present duties. Safety Awareness to highlight their awareness of the hazards which exist at their present task and at work in general will be given where applicable. All employees will be given the opportunity to read this Safety Statement.
- Employees who are changed from their task and given new duties will receive training as is appropriate to their new task.
- All new staff entering the premises will be given induction training and awareness in relation to Emergency planning, Safety, Health and Welfare in relation to themselves and K.P.V.C. and training to their particular job or task. The Managing Director will assist in carrying out this induction training.
- The Management of K.P.V.C. has duties in relation to all aspects of training. This includes making available the necessary time and resources to ensure that each employee receives appropriate training. Management must also undertake to make themselves fully aware of all aspects of Safety, Health and Welfare at Work, including new legislation as it is formulated, which influences themselves and the workforce.
- All staff for which training is provided must present themselves for and participate in this training. As part of our auditing system, we will then be

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5.14 Working at Heights (Safety, Health and Welfare at Work (General Application) Regulations 2007)

*The Work at Height Regulations now apply “to all sectors of the economy”, as pointed out by the HSA, (Safety, Health and Welfare at Work (General Application) Regulations 2007). Ladders can be used for a maximum period of 30 minutes but only as a means of last resort. **Remember 3 point strategy has to be used A. 2 feet & 1 arm or B. 2 arms & 1 Foot. NB Always has to be 3 points of contact.***

Ladders & Folding Ladders.

If correctly used, a ladder can provide a safe means of temporary access when working at heights. Incorrect use can, however, cause severe injury.

Do

- Choose the correct ladder for the job. Remember it must extend at least one metre above the landing or workplace.
- Inspect the ladder for defects. Wooden ladders must not be painted, as paint will conceal any defects.
- Aluminium ladders can produce a spark when brought into contact with rusty steel and therefore should not be used in hazardous areas.
- Make certain that no overhead power lines are within your reach or within reach of the ladder. Metal ladders must not be used where there is risk of accidental contact with live apparatus.
- Always get help if you want to move a long ladder.
- Stand the ladder on a firm base. Position it so that it rests at an angle of at least 75 degrees i.e. one foot out for every four feet up.
- Get a colleague to foot the ladder while you securely lash the head. **LADDERS MUST ALWAYS BE LASHED OR FOOTED.**
- Hold the rungs rather than the sides of the ladder when climbing or descending.

Never

- Over-reach from a ladder – move it and be safe.
- Allow more than one person on the ladder at one time.
- Carry materials up the ladder. Use a tool belt or hoist line.
- Lengthen extending ladders beyond the safe overlap marked on the sides.

Scaffolding

Scaffolding is used in construction as a safe platform for working at heights. However, if the scaffolding is not set up properly not only it does not do the job it is designed to do, it could be a hazard itself to anyone around. So, you have to make sure that the whole structure is sound and you should take the following things into consideration:

- Stability Prior to erection you must make sure that the right design of scaffolding is being used for the job.
- Guard rails and toe boards must be fitted to stop anyone from falling.
- Brick Guards and netting: If there are any possibilities of material falling a brick guard and nets should be fitted.

- Over Loading: Make sure that the scaffolding is never over loaded as the consequences can be fatal.
- Working Platforms: These should be wide enough and be strong enough in order to allow safe passage for the number of people working on the scaffolding.

5.15 Flammable Substances

Small quantities of dangerous goods can be found in most workplaces. Whatever they are used for, the storage and use of such goods can pose a serious hazard unless basic safety principles are followed. If you use one particular group of dangerous goods – flammable and explosive substances:

- be aware of the hazards of various types of flammable substance;
- be aware of the basic standards which apply to safe handling and storage of flammable substances;
- introduce procedures to prevent accidents and protect people from the hazards of flammable substances;
- Find more detailed information when you need it.

There is an enormous variety of flammable substances to be found in the workplace. They range from the obvious, e.g. petrol, paint thinners, welding gases and heating fuels, to the not so obvious, e.g. packaging materials, dusts from woodworking and dusts from food stuffs such as flour and sugar etc.

Three ingredients are needed for a fire: a fuel at the right concentration, a good supply of air, and a source of ignition. If you control these ingredients, fires can be prevented.

Safety Principles

By applying the following five principles you will be well on the way to making sure that you are working safely with flammable substances.

Ventilation: Is there plenty of fresh air where flammable liquids or gases are stored and used? Good ventilation will mean that any vapours given off from a spill, leak, or release from any process, will be rapidly dispersed.

Ignition: Have all the obvious ignition sources been removed from the storage and handling areas? Ignition sources can be very varied and they include sparks from equipment or welding and cutting tools, hot surfaces, open flames from heating equipment, smoking materials etc.

Containment: Are your flammable substances kept in suitable containers? If you have a spill will it be contained and prevented from spreading to other parts of the working area? Use of lidded containers and spillage catchment trays, for example, can help to prevent spillages spreading.

Exchange: Can you exchange a flammable substance for a less flammable one? Can you eliminate flammable substances from the process altogether? You may be able to think of other ways of carrying out the job more safely.

Separation: Are flammable substances stored and used well away from other processes and general storage areas? Can they be separated by a physical barrier, wall or partition? Separating your hazards in this manner will contribute to a safer workplace.

Think about the flammable substances you have in the workplace and apply these five principles wherever possible. Tell workers and others who need to know, about the hazards and how they should control them.

Think – keep a strong grip on your workplace safety.

5.16 Bullying in the Workplace

Bullying is defined in the "Code of Practice on the Prevention of Workplace Bullying" as: "...repeated, inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place and / or in the course of employment, which could reasonably be regarded as undermining the individuals rights to dignity at work..."

INTRODUCTION

Bullying in the workplace is not a recent phenomenon, although it is only in the last numbers of the years that it has been acknowledged and challenged. There are many reasons for this, not least all the focus on stress at work and the effects it can have on the health and safety of the individual.

Employers are now facing a changing employment culture, where offensive behaviour is less acceptable than it was in the past. This ensures that the effects of work place bullying are monitored by policies and complains procedure.

Bullying in employment is currently not addressed implicitly by law unless it becomes physical.

However, intimidating bullying can be legally challenged in a number of ways:

- Common law-Precedent
- Health and Safety Legislation
- Employment Equality Legislation

Under Common law, the employer has a general duty of care for all his employees, which covers both their physical and mental health. A claim for personal injury, based on alleged negligence or breach of duty of care on the part of the employer can be brought within 3 years from the date of the cause of the injury or the date of knowledge of the injury.

Under health and safety legislation (Statute Law), the Act requires the employer to provide a safe place of work in so far as is reasonably practicable and to assess all hazards and risks to staff in their Safety statement. A method of consultation must be available t all staff to allow them to report the matter to Management or their Safety Representative. The Safety Representative may bring this matter to the attention of the Health and Safety Authority if it is not addressed internally. The HSA brought out a booklet called "Violence at work" which provides useful guidance regarding the prevention of bullying. It should be noted that the definition of violence in the booklet includes bullying behaviour.

“Where persons are verbally abused, threatened or assaulted in circumstances relating to work”.

Types of Bullying

Pressure Bullying	Where the stress of the moment causes behaviour to deteriorate. This is normal human behaviour and NOT workplace bullying.
Organisational Bullying	This is where employees struggle to cope with imposed changes.
Corporate Bullying	Where the employer feels free to abuse their workforce knowing that legislation is inadequate and jobs are scarce.
Serial Bullying	Where individual uses bullying to the exclusion of all other behaviours, selects and eliminates one victim after another.
Pair Bullying	This is a serial bully with a colleague, one partner is usually dominant.
Gang Bullying	A serial bully over time, having encouraged others to join in the bullying of an individual.
Client Bullying	Where an employee bullies or is bullied by clients.

Bullying-A Definition

The expression of inadequacy by the projection of ones inadequacy onto others using control, subjugation and dis-empowerment and perpetuated by abdication of responsibility through denial, counter accusation and feigning victimhood.

“Those who can DO and those who CAN'T bully”

The most common ways of Bullying

Constant trivial criticism, nit picking, fault finding, exclusion, freezing out, undermining, over ruling, marginalising, humiliation, singling out, threats (implied or real), distortion, fabrication, removal of status, withholding of the necessary knowledge, overloading, the setting of impossible objectives and deadlines, plagiarism, denial of leave and abuse of disciplinary procedures.

What Do The Management Have To Do?

- Set up non bullying policy within the organisation signed by the General Manager.
- Ensure the victim has the opportunity to report the bullying.
- Take note of the complaint in writing.
- Determine quickly and as accurately as possible the veracity of the experience being related.
- Provide counselling skills for the victim if they are experiencing intense feelings of anger, frustration and resentment.
- Provide training, help, encouragement and supervision for the bully to help him/her change.

- Provide a clear set of procedures for investigating any complain fairly and impartially, which will result in certain specified courses of action.
- Design the anti-bullying policy into the annual appraisal system.
- Ongoing review of the grievance procedure.

What To Do If You Are Being Bullied

Recognise it as bullying-it is the bully who has the problem, which they are projecting on to you.

Recognise you are not alone, despite the bully's attempt at isolation and exclusion. Speak out-the bully encourages shame, embarrassment and guilt to silence to you. Recognise that you cannot handle a bullying situation by yourself –get help from those with authority.

Keep a log- it is not each incident that counts, it is the number, regularity and pattern. Get and keep as much in writing as possible.

Liaise with your Union or Safety Representative.

Check personnel or H.R. on policies on harassment and bullying.

If internal controls fail, consider seeing your G.P. as bullying may be a factor that could possibly lead to psychiatric injury.

Follow your organisations grievance procedure.

5.17 Intoxicant Policy

It is a legal requirement under the Safety, Health and Welfare at Work Act 2005 that all employees must ensure that they are not under the influence of an intoxicant, to the extent as to endanger his or her own safety or the safety of others. If a situation arises, in the interests of safety; he / she will be prevented from putting himself in danger until the situation has been clarified.

5.18 Vibration Risk Assessments (Safety, Health and Welfare at Work (General Application) Regulations 2007)

The Regulations are aimed at protecting workers from the risks arising from vibrations, in particular muscular/bone structure, neurological and vascular disorders.

The Regulations include requirements for an employer to:

- Assess the vibration risk to their employees;
- Decide if they are exposed above the daily exposure limit value (ELV); and if so take immediate action to reduce their exposure below the ELV;
- Decide if they are exposed above the daily exposure action value (EAV) and if so -
 - introduce a programme of controls to eliminate or reduce their daily exposure so far as is reasonably practicable;
 - provide appropriate health surveillance to employees who continue to
 - be exposed above the EAV;
 - provide information and training to employees on health risks and controls to employees at risk;
 - keep a record of their risk assessment and control actions
 - Review and update their risk assessment regularly.

Typical vibration magnitudes for equipment used at work are as follows:

For HAV.

Chainsaw: 6 m/s²

Sander: 8 m/s².

Hammer drill: 9 m/s².

Road breaker: 12 m/s².

For WBV.

Car: 0.4 m/s².

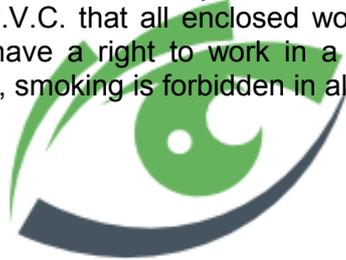
Lorry: 0.7 m/s².

Tractor: 1.0 m/s².

Quarry dumper: 1.2 m/s².

5.19 Smoking Policy

On 29th March 2004, Section 47 of the Public Health (Tobacco) Acts, 2002 and 2004, came into force to protect workers and third parties from the ill effects of second hand smoke. It is policies of K.P.V.C. that all enclosed workplaces are smoke free and that all employees should have a right to work in a smoke free environment. To comply with this requirement, smoking is forbidden in all enclosed workplaces.



The Safety Experts

