



Crystal Air
fresh. pure. clear.

Air Conditioning

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Safety Statement

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Section 1

Introduction

In accordance with good management practice, it is the policy of the Manager to achieve and sustain the highest standards of Health and Safety as far as is reasonably practicable. This means at the very minimum to meet the requirements of the Irish and European Health and Safety Legislation. Adequate training and resources will be provided and maintained to this end. The success of this policy will depend on your co-operation. It is therefore important that you read this document and fully understand your role and the overall arrangements for health and safety in this company.

Crystal Air endeavors to adhere to the following legislative compliance at minimum and so far, as reasonably practicable,

- Safety, Health and Welfare at Work Act 2005
- Code of Practice for Roof Works 2016
- Safety, Health and Welfare at Work (General Application) Regulations, S.I No 299,2007/Amendments S.I No.370, 2016 – Construction Regulations 2013
- Scaffolding Code of Practice which came into effect on January 1st, 2019,
- Construction Regulations, the Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2019 (S.I. No. 129 of 2019),
- Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2020 (S.I. No. 102 of 2020)
- European Union (Waste Management) (Environmental Impact Assessment) Regulations 2020 S.I. 130 of 2020
Amends Waste Management Act and Waste Management (Licensing) Regulations 2004

1.1 Safety Policy & Objectives

Crystal Air Ltd recognises Occupational Health and Safety as an integral part of its business performance.

We are committed to achieving a high level of OH&S performance, prevention of injury compliance to legal requirements as the minimum, and to continual cost-effective improvement in performance.

Our objectives for Occupational Health & Safety are to:

- Comply with legal requirements.
- Reduce risks and accidents within the working area.
- Improve compliance.
- Increase safety awareness.

We will provide adequate resources to ensure that this policy is implemented.

Overall responsibility for occupational health and safety rests with David O'Brien the Contracts Director / Safety & Health manager, will give advice and information on how to comply with this safety statement but everyone, especially if you are in a management or supervisory position, and are responsible for ensuring compliance where they work.

We are committed to employee involvement and consultation in order to gain commitment to this policy.

We will ensure that employees at all levels of the organisation receive appropriate training and are competent to carry out their duties and responsibilities.

The aim of this policy is to ensure Crystal Air Ltd will do all that is reasonably practicable to ensure the Safety, Health and Welfare in the workplace.

Each employee of Crystal Air Ltd has the responsibility to follow safe work practices and to have a genuine concern for the safety, health and welfare of all persons involved.

All sub-contractors working with Crystal Air Ltd have a responsibility to meet the same standards.

The policy will be kept up to date particularly as the business changes in nature and size. To ensure this, the policy, and the way in which it operates will be reviewed as required.

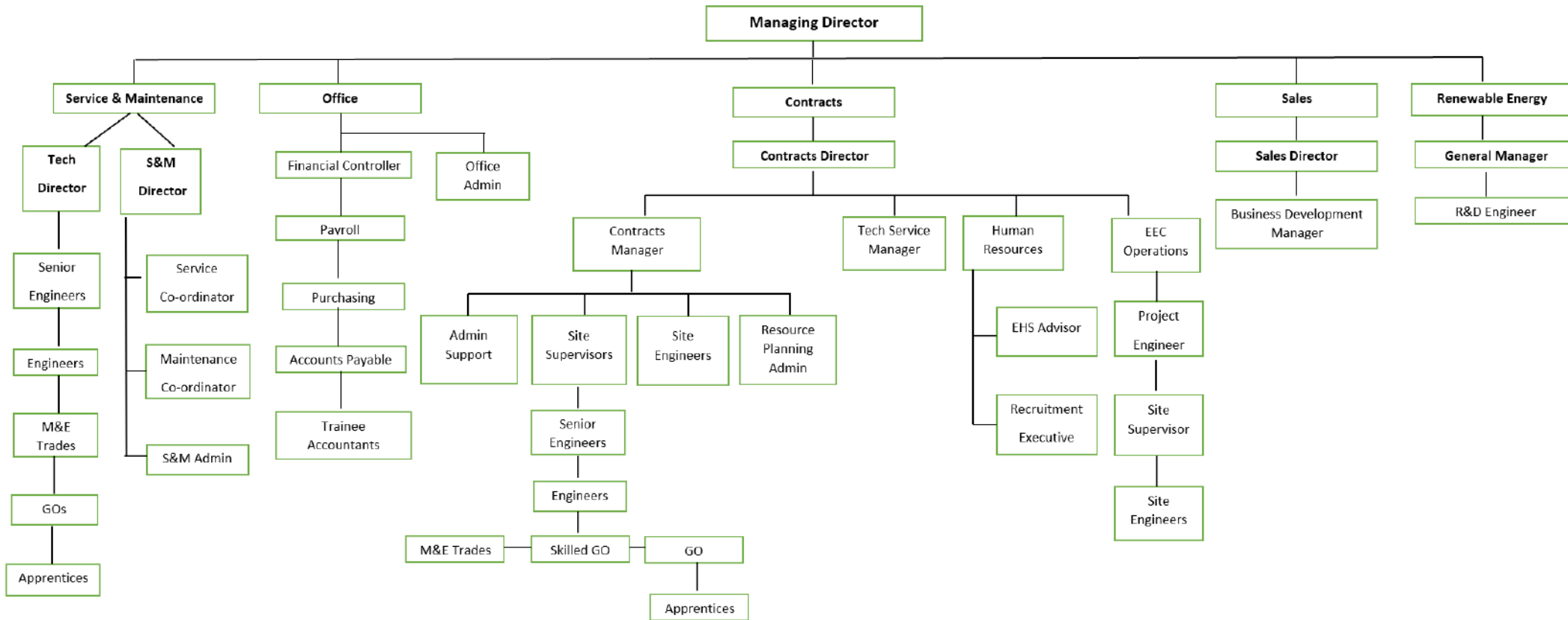
This statement is distributed to all employees and shall be available at locations where this firm carries on business.

Signed



Date: 07/01/2022

1.2 Management Structure



1.3 Contracts Director

The Contracts Director has overall responsibility for occupational health & Safety.

Employer Responsibilities.

Employer responsibilities are detailed in the Safety, Health and Welfare at Work Act 2005. They must:

- Put in place measures to ensure the safety, health, and welfare of employees.
- Manage work activities so as to ensure safety.
- Manage work activities in such a way as to prevent improper conduct.
- Provide a safe place of work.
- Provide a safe means of access and egress from the workplace.
- Provide safe plant and machinery.
- Prevent risk from noise, vibration, and radiation.
- Provide safe systems of work.
- Provide welfare facilities.
- Provide information, training, and instruction.
- Implement safety measures identified through risk assessment.
- Use the general principles of prevention to protect employees.
- Implement Emergency plans & procedures.
- Report accidents to the Health & Safety Authority
- Ensure that the Safety Statement is maintained and is revised on an annual basis.

1.4 Operations Manager

The Operations Manager is responsible for:

- Ensuring that OH&S management system requirements are established, implemented, and maintained
- Ensuring that all members of the management team fulfil their responsibilities in relation to health and safety.
- Assist in ensure safe systems of work are identified and implemented.
- Ensuring all new staff members are fully inducted into the company.
- Ensure that safety issues raised by the staff are discussed and addressed by the Directors.
- Ensure that health and safety issues are adequately discussed with the directors and any agreed actions are implemented.
- Keep corridors, office floors, doorways etc. clear and free from obstruction.
- Ascertain if new employees have any disability or illness, which could prevent them carrying out certain operations safely or require additional protective measures.
- Ensure that systems for fire precautions are adequate.

1.5 Contracts Manager

The Contracts Manager will:

- Be aware of the Safety Statement and ensure that all employees under their control clearly understand the statement and carry out their duties in accordance with it.
- Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- Ensure that immediate investigation of all accidents, dangerous occurrences and near misses takes place in their areas of responsibility. This will be done in conjunction with the safety officer.
- Co-ordinate training of employees under their control, in conjunction with the Health and Safety Co-Ordinator.
- Ensure that new employees, particularly young people, are shown the correct method of working and all safety precautions.
- Motivate employees under their control to take the appropriate safety precautions and this includes setting an example to staff under their control.
- Commend people who, by action or initiative, eliminate hazards.
- Suggest ways of minimising hazards and any improvements or additions that can be made to the Company Safety Statement.
- Ensure that all employees directly under his control are aware of their specific responsibilities.
- Report immediately any defects in plant or equipment to Maintenance Personnel.
- The Contracts Manager has specific duties in respect of:
 - Planning new processes for specific work areas.
 - Installation of new equipment where required.
 - The planning and allocation of work in such a way that health and safety standards are not compromised. Ensure formalised safety inspections are carried out on a regular basis within their designated area.

1.6 Contracts Manager

Covid-19 Steps / Controls

- Workers attendance for site works.
- Attendance sheets will be kept by the supervisor on site.
- Any person who has travelled abroad in the previous 14 days is being asked to stay at home for 14 days.
- Any person who shows any symptoms of Covid-19 is asked not to attend site – to date no person has displayed symptoms
- Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19).
- These symptoms include high temperature and/or new and continuous cough.
- Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible.

Health and safety site related matters

- We can confirm that social distancing is been met.
- We can confirm that we are maintaining proper supervision of the works with the principal of the contracting company attending the site.
- All our staff / contractors have been given toolbox talks on Covid-19 and social distance when working onsite/ buildings.
- All our staff will avoid large gatherings, and gatherings in smaller spaces such as containers
- Always try to maintain 2 Meters (3 steps) from each other. (6 feet)
- Reduce physical interactions with people inside and outside of work.
- Regularly wash hands properly. Cover your mouth and nose if you cough or sneeze.
- Clean and disinfect frequently touched surfaces.
- If you experience any symptoms, self-Isolation is required, report to manager over the phone and follow HSE guidelines
- Don't touch your eyes nose or mouth if your hands are not clean Safety Manager / Safety Officer Responsibilities

Covid-19 site officer: Crystal Air Ltd is XXXXX

- **Site re-induction to include Covid-19**
- **Method Statements to be amended to include Covid-19 safe practices**
- **Daily safe start / SPA/ to be filled in before works commence**
- **Appropriate PPE to worn in-line with category A and B**
- **Risk assessments to be amended to suit Covid-19 safe working distances**

Coronavirus (COVID-19)



If you answer 'YES' to one or more of the following,

- 1) Have you been in close contact with a confirmed COVID-19 case?
- 2) Have you travelled to Ireland from another country other than Northern Ireland?
- 3) Are you showing symptoms of the COVID-19 virus (as per HSE guidelines: www.hse.ie)?
 - a. Shortness of breath
 - b. Breathing difficulties
 - c. Fever (high temperature)
 - d. A cough (this can be any kind of cough, not just dry)

Please take the following steps:

- 1) Do not enter site.
- 2) Contact your GP, or HSELive on **1850 24 1850** or email hselive@hse.ie to seek advice.
- 3) Contact Site Management and keep them informed.
- 4) Site Management will take advice from the HSE helpdesk and follow their instructions as necessary.
- 5) Site Management will issue an update to all site personnel on any additional actions to be taken.

Confirmed POSITIVE Case!

Follow advice and instructions of the HSE and advise site of the appropriate action to be taken.

Confirmed NEGATIVE Case!

No further action required with individual and continue to follow HSE guidelines and precautions.

1.7 Site Supervisor/Foreman.

The site foreman has responsibility for ensuring that:

- Read and understand the Company's Safety Statement and ensure that it is brought to the notice of operatives under your control. Carry out all work in accordance with its requirements.
- Ensure that the safety management system and standard safety operating procedures are followed on a day-to-day basis.
- Incorporate safety instructions in routine orders and see that they are obeyed.
- Do not allow operatives to take unnecessary risks.
- Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.
- Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision.
- Commend operatives who, by action or initiative, eliminate hazards.
- Do not allow “horseplay” or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
- Report immediately any defects of plant or equipment.
- Report any accident, however minor, to Safety Officer immediately.
- Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner.
- Look for and suggest ways of eliminating hazards. Bring to the notice of supervision any improvements or additions to the Company Safety Statement, which you feel, should be made.
- Ensure so far as reasonably practicable that safe systems or work are in place.
- Maintain a tidy workplace. Arrange for regular clean-up periods. Appoint person responsible. Insist that all persons on site, employees, sub-contractors, self-employed and visitors wear appropriate personnel protection equipment.
- Make certain that all plant and machinery operators are only employed on equipment for which they have been properly trained.
- Ensure that all machinery and plant, including power and hand tools, are maintained in good condition.
- Ensure that adequate firefighting equipment is available and replace used or defective equipment.
- Ensure the safe handling and storage of all tools, plant and materials.
- Ensure that the First Aid Boxes are maintained properly.
- Ensure the provision of good sound scaffolding and platform areas.
- Ensure all ladders are sound and tied while in use.
- Ensure that plant and equipment, including scaffolding, provided by the Company or other supplier, is suitable with regard to safety and health.
- Ensure that all power and hand tools are 110 Volts.
- Ensure all sub-contractors comply with the site safety procedures.
- Ensure that all floor and stair opening are guarded or covered over.
- Record and investigate all accidents with a view to preventing recurrence.

1.8 Safety Representative or Appointed Person

Regulation 23 of the Safety Health and Welfare at Work (Construction) Regulations 2013 deals with the legal responsibility of electing a Safety Representative. The Regulations state that where there are more than 20 people employed on site, a site safety representative must be elected or appointed. As a general rule safety rep would be expected to have been employed for approximately two years, either by their present employer or in similar employment and should have an appreciation of the role intended for them.

No specific term of office is established in the legislation; however, to gain most benefit from knowledge required and training received during the period, a term of office for three years seems appropriate. There should be provision for review by the employees on an annual basis.

SITE SAFETY REPRESENTATIVES ARE ENTITLED TO: Information from the PSCS regarding health and safety

- Make representations to the PSCS and/or to any contractor
- Investigate accidents and dangerous occurrences
- Make representations to send and receive information from inspectors
- Carry out inspections (must give notice and get agreement, which cannot be unreasonably withheld) and to investigate potential hazards and complaints for workers
- Accompany an inspector on a site inspection (unless their inspection is for the purpose of investigating an accident)

1.9 Employees.

Site employees have the responsibility for ensuring that they:

Read and understand the Company Health and Safety Policy and carry out your work in accordance with its requirements.

- Use the correct tools and equipment for the job.
- Wear personal protective equipment as a rule, which includes safety boots, hard hat high Vis vest, safety glasses gloves and company uniform. Other PPE should be worn if required when carrying out a specific task.
- Keep Crystal Air plant & Equipment in good condition.
- Report immediately to supervisor any defects in plant or equipment.
- Work in a safe manner at all times. Do not take unnecessary risks, which would endanger yourself or others. If possible, remove site hazards yourself, e.g. remove nails sticking out of timber, tie unsecured access ladders etc.
- Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Do not play dangerous or practical jokes or “horseplay” on site.
- Report to supervision any person seen abusing the welfare facilities provided.

- Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working.
- Report any near misses or dangerous occurrences to site supervisor/foreman.
- Suggest safer methods of working.
- Attend training as requested.
- Partake in safety awareness training on site such as toolbox talks and safety inductions.

Ensure that the company vehicle that is in your charge is maintained to the level described in the standard safety operating procedures

1.10 Sub-Contractors

- All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Safety Statement is made available on site whilst work is carried out and up to date.
- All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
- Assessment of risk associated with any substance, process or work activity on site which will be hazardous to health and safety, must be provided to our Site Management before work commences. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site.
- Scaffolding used by sub-contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
- Sub-contractor's employees are not permitted to alter any scaffold provided for their use or use or interfere with any plant or equipment on site unless authorised.
- All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the Sub-contractor must be provided to our company's Site Representative before work commences.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site unless by prior agreement of site management and all required safety precautions are in place for such specialist equipment. All transformers, generators, extension leads, plugs and sockets must be to latest standards for industrial use, and in good condition.
- Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representative.
- Sub-contractor's employees must comply with any safety instructions given by this Company's Site Representative.
- This Company has appointed a Safety Advisor to inspect sites and report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide the Company's Site Representative with the name of the person they have appointed as Safety Supervisor.

- Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for the employees unless arrangements have been made for the sub-contractor's employees to have the use of this Company's facilities.
- Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- All operatives, sub-contractors, visitor's etc. on the Company's sites will wear all required safety equipment at all times.
- A detailed Method Statement will be required from sub-contractors carrying out high risk activities, e.g. steel erection, demolition, roofing, entry into confined spaces, etc. The Method Statement must be agreed with our Company Site Representative before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained.
- Sub-contractors will be obliged to attend Toolbox Talks either presented by their Supervisor or the Project Supervisor Construction Stage.

1.10 Liaison Design/Technical/Estimating Department

- Identify any hazards the design may present during installation and subsequent maintenance, and where possible eliminate the hazards.
- Ensure projects can be installed and maintained safely.
- Ensure tenders are adequate to cover sound methods of work and reasonable welfare facilities.
- Co-operate with other designers and the PSDP or PSCS.
- Have knowledge of the various statutory requirements governing the Company's work.
- Report on unsafe practices observed when visiting sites.
- Set a personal example by wearing appropriate protective clothing when visiting sites.

1.11 Office Staff

- Be aware of the safety Statement and carry out your work in accordance with its requirements.
- Ensure that the clothing and particularly the footwear you wear at work is suitable from a safety viewpoint. Do not run along corridors, aisles or office areas.
- Do not try to use, repair or maintain any office defective equipment or machinery.
- Report any defects in office equipment or machinery immediately.
- Ensure that you know the procedure in the event of a fire.
- Report any accident, however minor.
- Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction.
- Do not attempt to lift or move, on your own, articles or materials that are heavy and likely to cause injury.
- Suggest ways of eliminating hazards and improving working methods.
- All employees are required to take care of their own health and safety and not endanger others who may be affected by their acts or omissions

Social Distancing within Offices

- **Crystal Air Ltd** are committed to ensuring that all office staff and sub-contractor personnel adhere to the 2-meter social distancing guidelines.
- The office/s will need to be re-arranged to maintain 2 -meter distancing as per HSA guidelines to minimize social interaction
- Safety signage to be placed throughout the office (Covid-19 / Social distancing Guidelines)
- Eliminate non-essential visitors attending offices
- Sanitizer stations must be placed at every access and egress point to the offices
- Safety screens where required must be placed between desks
- Office meeting to be kept to a minimum
- Skype / Zoom to be used for office meetings where possible
- Maximum occupancy numbers to be placed on the doors for meeting rooms to ensure 2-metre distancing can be maintained
- Tea/ Coffee station / all cups/ plates/ knives / etc. must be re-placed with paper / plastic disposable ware.
- A full cleaning regime must be now implemented to ensure the office is cleaned on a daily basis
- Keep workstations surfaces clear and wipe with entry and exit points

1.12 GROSS MISCONDUCT

Any employee found to have acted in any one of the following ways, may be liable to summary dismissal:

- Willfully breaching the safety rules or safety policy.
- Removing any guard or protective device without permission.
- Operating any machine, plant or equipment without authority.
- Misusing items provided for first aid.
- Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
- Defacing or removing notices, signs, labels or any other warning device.
- Misusing any chemical, flammable substance, toxic material, etc.
- Smoking in designated “No Smoking” areas.
- Taking part in horseplay or practical jokes.
- Making false declarations or interfering with evidence following an accident or dangerous occurrence.
- Misusing electric or pneumatic equipment.
- Overloading lifting equipment.

This list is not exhaustive.

Section 2 Arrangements for Health and Safety

2.0 Provision of Safety Training and Instruction

Crystal Air undertakes to provide all necessary training / instruction / information to each employee to secure their safety and health in the workplace. The primary responsibility for this rests with the company and contracted services from outside.

Management recognizes that even with the best work arrangements people may still need clearly defined safety procedures and instructions. For that reason, there is a commitment by the organization to identify safety training needs, to carry out necessary training and to assess the competence of employees.

The organization expects that all employees will co-operate in the training provided. Certain tasks in our operations require that strict safety procedures be followed. Where this arises, staff involved will receive special instruction by a competent person. It is essential that no person attempt a potentially hazardous task without proper instruction and training. Training programmes are designed so that employees become fully conscious of the need to work safely and have the necessary knowledge and skills to so do.

Training we provide is supported by a continuing effort on the part of experienced supervisors, who have a thorough knowledge of our various operations, to provide information and guidance to employees with a view to eliminating any unsafe working practice that may arise.

Training courses are provided in emergency procedures and evacuation during induction-training for new employees. Additional training courses may be carried out in-house using an appropriate outside agency.

It is recognized that maintaining a safe working environment needs constant vigilance and it is accepted that training of employees will continue to have an important role to play in this regard. Safety "campaigns" and other methods aimed at maintaining a high level of safety awareness will be instigated from time to time. Similarly, a regular assessment of training needs is carried out, to ensure the updating of employee safety training. The introduction of new systems of work, equipment, products or processes may automatically necessitate additional training.

2.1 Induction Training

Induction training includes information on the organization's approach to safety and the safety procedures and requirements throughout the premises. Key hazards associated with this type of work are covered including.

For Construction Site or retrofitting existing sites:

- Work at Height
- Electricity
- PPE
- Consultation Arrangements
- Employee Duties
- All operatives will need to be re-inducted on Covid-19 as per CIF guidelines
- Covid-19 Officer Training
- Travel-Vehicle Covid-19 Compliance
- Welfare Hygiene Covid-19 Compliance

Specialist training may be required from time to time. In respect of these requirements the following may apply.

- a. Training will be provided on an "as needed" basis
- b. Training requirements will be reviewed periodically
- c. The format and degree of certification required will depend on the requirements of legislation, of Codes of Practice and the experience and profile of staff involved.
- d. Specialist safety training will include any of the following.
- e. Safe pass
- f. Fire extinguisher use
- g. Fire drills

2.2 Induction Training

1. All relevant personnel employed by Crystal Air and work out on site installing must have and hold a current Solas CSCS Safe Pass Card.
2. All employees shall be trained in correct manual handling techniques and basic fire safety.
3. Employees shall receive ongoing training in the Company's safety policies and work procedures. Training will be through the safety meetings.
4. Records of all training conducted shall be maintained and include name and signature of trainer, date of training, training topics, names and signatures of attendees.
5. All sub-contractors shall hold a current Solas CSCS Safe Pass Card along with any other certificate of competency that is required for the work they carry out. Copies of their certificates shall be maintained in the site-specific safety folder.
6. All operatives and sub-contractors must be re-inducted outlining all the new controls that need to be in-place due to Covid-19
7. All Company documentation must be fully re-briefed to all operatives

2.2 Provision of Personal Protective Clothing & Equipment

-Use of Personal Protective Equipment

Crystal Air accepts that this equipment is often a weak barrier between the employee and the hazard. Therefore, where reasonably practicable, all hazards are eliminated at source before relying on personal protective equipment.

The law requires that in circumstances in which it is not reasonably practicable for an employer to control or eliminate hazards in a place of work under his control, or in such circumstances as may be prescribed, the provision and maintenance of such suitable protective clothing or equipment, as appropriate, that are necessary to ensure the safety, health and welfare at work of his employee.

The law also requires that an employee should use in such manner so as to provide the protection intended any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his own use alone or for use by him in common with others) for securing his safety, health or welfare while at work.

The following industry agreement is accepted by Crystal Air and covers the provision of protective clothing and equipment.

- Crystal Air will provide workers with safety boots free of charge where necessary due to the nature of work. The boots will not be provided more frequently than once a year, unless damaged in which case they will be replaced in the new for old scheme.
- Other necessary clothing, equipment for example gloves, eye protection, ear protection, etc., will be provided by the company free of charge. This equipment will be replaced on a new for old basis.
- This personal protective equipment is signed for when issued and must be worn and used where and when directed.
- Where this clothing and equipment are not being used or adequately looked after by the person it was issued to, the normal disciplinary procedures apply, with verbal and written warnings that can lead to suspension or dismissal.

The employee is obliged by law to take reasonable care, this simple phrase constitutes a moral and legal requirement to wear and use safety boots or shoes and any other safety equipment provided.

2.3 Provision of Personal Protective Clothing & Equipment

The following rules, regulations and general guidelines will apply to the use of personal protective equipment:

- When personal protective equipment has been specified for certain work assignments or areas, all employees must use it.
- All employees, visitors and vendors must wear personal protective equipment in designated areas.
- All employees must wear clothing suitable for the work they are doing and sufficiently tight fitting to avoid catching in objects or machinery.
- Sturdy safety boots must be worn. Sneakers and sandals are not permitted.
- All items of P.P.E will be issued on a personal basis & be signed for by each individual.
- Employees must wear proper eye protection when exposed to flying objects, dust, chemicals or harmful rays.
- Hearing protection equipment is available upon request and must be worn in designated areas or for specific jobs.
- Respiratory equipment may be required in areas where health hazards exist due to accumulations of dust fumes mists or vapors.
- Gloves must be worn when handling articles or substances that could cut, tear, burn or damage the hands in any way.
- Always ensure that safety equipment is of the right type and of good quality made to a recognized or approved standard.
- No exemptions will be allowed for jobs that take “just a few minutes” always use appropriate protection.

-Types of Personal Protective Equipment

All Personal Protective Equipment must conform to appropriate C.E. standards as a minimum. EN European Norms or BSN British Standards.

Hand Protection

Appropriate gloves are to be worn to prevent hand injury. Heavy duty general purpose heavy fabric gloves and leather gloves will be used to prevent abrasion, scratches or when working with hot equipment (leather gloves only).

Rubberized or neoprene gloves will be used when handling chemicals or irritant cleaning fluids and solvents.

Covid-19: PPE requirements for working

FFP3 or FFP2 Face Masks

Tyvek Suits

Disposable gloves (Nitrile / Latex)

Disposable Plastic Aprons

Enclosed eye Protection

2.4 Provision of Personal Protective Clothing & Equipment

Foot Protection

Safety boots or shoes will be worn by all personnel where required.

Eye Protection

Eye Protection must be used when there is a danger from flying particles, molten materials, liquids, fumes, injurious light and heat rays. Glasses must not be used for work with abrasive wheels – goggles must be used for work with abrasive wheels and harmful or irritant liquids or gases.

Ear Protection / hearing protectors

Earmuffs or plugs must be provided where employees are exposed in designated areas and for certain work tasks to noise levels in excess of 80db(a). It is recommended that ear protection is used in noise levels in excess of 80db(a). It is compulsory that ear protection is used in noise levels in excess of 85db(a). The employer must also take steps to reduce the level of sound at 85db(a).

Respiratory Equipment

Must be worn in areas where health hazards exist due to accumulation of dust, fumes, mists or vapours. Eg. air conditioning ducting running through attic voids, boiler plants or asbestos materials

General

The following general rules apply to the wearing and use of personal protective equipment:

- When personal protective equipment has been specified for certain work tasks or areas all employees must use it.
- All employees must wear clothing suitable for the work they are doing and sufficiently tight fitting to avoid catching in objects or machinery.
- Always ensure that safety equipment is of the right type and of good quality made to a recognised or approved standard.
- No exemptions will be allowed for jobs that take “just a few minutes”, always use appropriate protection.
- All personnel must be instructed about the correct wear and use of P.P.E

2.5 Control of Articles & Substances

Section 8 of the Safety Health and Welfare at Work Act 2005 states that the employer must ensure, so far as is reasonably practical the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance.

This requires that great care must be taken in the purchase, use and disposal of any substance.

It also requires that employees must be given adequate information concerning the health effects of working with a substance.

Procedure:

1. A list of all substances currently being used will be made.
2. Where Material Safety Data Sheets do not exist for any substance the supplier will be requested to provide one.
3. The Material Safety Data Sheets will be examined by the management, safety representative or external consultant, who will identify the risk and specify the corrective action, required preventing ill health to the user of the substance.
4. The appointed person(s) will complete a “chemical hazard sheet” stating:
 - Names of substance.
 - Classifications (E.g., toxic harmful, etc.).
 - Possible health effects. -Restrictions on use.
 - Special requirements (e.g., ventilation).
 - Precautions to be taken.
 - Protective equipment.
5. Where practicable, hazardous substances will be substituted with less harmful substances.
6. Employees will be trained and instructed in the safe use of substances.
7. Substances will only be stored in their original containers and will carry the relevant warning symbol.
8. Substances will be strictly controlled from the point of view of issue and storage.

2.6 Provision of Practical and Safe Work

It is the policy of the organization to ensure that tasks are within the competence and capacity of each employee and that system of work will be designed with that purpose in mind.

It is the policy of the company when purchasing new equipment, altering existing equipment or changing a system of work, to study such proposed purchases or changes to ensure so far as is reasonably practicable, that they are without significant hazard.

Written safety instructions/safe operating procedures will be provided where necessary. Management will review systems of work on a regular basis as required. To facilitate this process, Task Based Risk Assessments are conducted on each activity in the workplace.

Systems of work cover all conventional operations, maintenance work and work by contractors in our premises. They include consideration for the safety and health of visitors/clients/customers.

Staff visiting other organizations must adhere to their safety requirements, as well as policies set out in this safety statement.

Where a member of staff deems a system of work to be inadequate or flawed, this must be reported to a manager who in turn will bring the matter to the attention of the safety committee.

2.7 Consultation with Employees

The organization is committed to meeting its obligations under Section 26 of the Safety, Health and Welfare at Work Act 2005 on consultation. The following consultation arrangements have been agreed.

Consultation with employees and sub-contractors shall be through:

Daily informal consultation / discussions between Crystal Air or the Site Foreman, employees and sub-contractors regarding safe practices and work activities; or

The Company recognizes the statutory rights of a safety representative as set out in Section 25 of the Act and is committed to co-operating with the person appointed. The company has safety representatives appointed in each department and have a Health & Safety Committee that discuss any safe practices and work activity issues that may arise.

2.8 Bullying & Harassment

Workplace bullying is repeated inappropriate behavior, 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 behavior described in this definition may be an affront to dignity at work but, as a once-off incident, it is not considered to be bullying. Legitimate, reasonable, and constructive criticism of an employee's performance or behavior, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

Bullying puts at risk the safety, health, and welfare of people at work. Bullying can take the following forms:

- Physical Contact.
- Verbal abuse.
- Implied threats.
- Jokes, offensive, aggressive, or obscene language, gossip, slander, offensive songs.
- Posters, photocopied cartoons, graffiti, obscene gestures, flags, bunting and emblems.
- Isolation or non-co-operation or exclusion from social activities.
- Intrusion by pestering, spying, and stalking.
- Intimidation/aggressive interactions.
- Repeated impossible deadlines or impossible tasks.
- Repeated unreasonable assignments to duties, which are obviously unfavorable to one individual.
- Excessive monitoring.
- Vandalism of personal property; and
- Menacing behavior.

These examples are not exhaustive, and offences of a similar nature are also prohibited and will be dealt with appropriately.

Bullying does not include:

- Expressing differences of opinion strongly.
- Offering constructive feedback and ordinary performance management.
- Reasonable corrective action taken by an employer or supervisor in relation to the management and direction of employees; and
- Workplace conflict where people disagree with or disregard others' points of view. •

Management recognizes the right of everyone to be treated with dignity and respect at work and is committed to ensuring that all staff members are free to do their work without harassment or bullying. Any breach of the policy on Bullying /Harassment at work will be dealt with under disciplinary procedures.

2.9 Bullying & Harassment

Crystal Air is committed to ensuring that the workplace is free from bullying and that the work environment is aimed at providing a high-quality product or service in an atmosphere of respect, collaboration, openness, safety and equality.

All employees have the right to be treated with dignity and respect at work.

Employees also have responsibility in creating and contributing to the maintenance of a work environment free from bullying or from conduct likely to contribute to bullying.

Complaints by employees of bullying at work will be treated with fairness, sensitivity, respect and confidentiality for all parties concerned.

Any person or persons alleged to have bullied will be afforded natural justice and treated with fairness, sensitivity and respecting the need for confidentiality with all parties concerned.

Bullying at work by the employer, by employees and by non-employees, such as clients, customers, sub-contractors and business contacts, will not be tolerated and the appropriate employing organisation should deal with the complaint in line with these procedures, which could lead to disciplinary procedures being applied.

A complaint of bullying which is found, following investigation, to be vexatious will be dealt with through the disciplinary procedure.

Human resource management policies and practices will strive to prevent bullying at work.

2.7 First Aid

The provision of first aid equipment is required by Irish law. The organisation has a number of people qualified to administer first aid techniques. The organisation may in the future seek to train additional employees and co-operation in this area is expected.

Persons trained in 1st aid;

The trained and qualified personnel are as follows:

1. Craigie Smullen
2. Eamonn Condell

There is a comprehensive first aid box available in the workshop and the offices

Emergency contact numbers available at reception.

Signs are erected to highlight 1st aid kit locations.

All accidents / injuries must be notified to Management. Management will in turn initiate an investigation to ascertain the root causes and to devise preventative measures for future prevention.

Dial 999 or 112 for emergency services.

2.8 Emergency/Fire Procedures

These procedures are to be employed in the event of fire or other significant emergency requiring the evacuation of any manufacturing site.

The objective of the fire safety programme is to guard against an outbreak of fire to ensure so far as is reasonably practicable the safety of persons on the premises in the event of outbreak of fire or other emergencies, i.e. bomb scares, serious accidents etc.

Training

All employees are made aware of (via induction or other training):

- fire prevention measures
- procedures in the event of fire or another emergency
- location of assembly points and to whom they should report

Training will be provided to a number of staff in the selection and use of portable fire extinguishers. Only personnel that have received this type of training may use this equipment. To use a fire extinguisher without the proper training can have fatal consequences.

Emergency and fire training programmes will be coordinated by management. The workshop safety co-coordinator maintains all records in respect of this training.

Fire Prevention

- All electrical equipment is protected by a Residual Current Device. This device cuts off the energy supply in the event of a leak.
- Electrical circuits must not be overloaded or interfered with.
- Combustible materials may not be stored within 0.5m of heating appliances, light fittings or hot surfaces.
- All flammable fuels are stored in Metal Gerry cans or other suitable containers
- Smoking is not permitted in the vicinity of any fuel containers or where fuel is being decanted.
- Any defective electrical equipment must be reported to Management.
- Fire extinguishers are supplied at site.
- Strict housekeeping standards are employed in all work environments associated with Crystal Air.

Emergency/Fire Procedures

Means of Escape

- Escape signage is fitted throughout structures where required. These comply with the Regulations 2007 re-transposes EC Directive 92/58/EEC
- Employees should know the fire escape routes and exits from the building. Under no circumstances must access to these be obstructed.
- Portable fire extinguishers are provided. Only employees that have been given specific training in the correct selection and use of fire extinguishers should attempt to use one.
- Staffs are to go to the assembly point in the event of an emergency.
- Assembly points will be marked clearly by signage

Fire Extinguishing Systems and Appliances

The following apply in respect of portable fire extinguishers:

- Extinguishers provided will be suitable for use on fire risks in that area.
- Portable fire extinguishers are kept clear of obstructions at all times and their locations are clearly indicated with a fire point and instructional sign.
- Training is provided to staff in the correct selection and use of fire extinguishers.

Site Evacuation

Site evacuation from the premises of Crystal Air is signaled by the sounding of a fully integrated fire alarm.

Evacuation drills are to be conducted at least twice per annum. Evacuation is coordinated by appointed Fire Marshall and management.

When the evacuation alarm sounds all personnel will leave the building and proceed to their assembly point. The assembly point is pointed out during site induction sessions.

Appointed Fire Marshall: _____

Cristina Smiller

Eamonn Condell

2.9 .0 Smoking Policy

Smoking is prohibited in all indoor working locations, as per the 2004 regulations. Company vehicles are also deemed as a place of work, the no smoking policy can be issued at the company's discretion.

2.10 Welfare

Facilities that will be provided include.

- Toilets / Washroom
- Canteen Area
- Rest room at premises
- On site arrangement will be made where required

Section 3

3.1 Accident Reporting and Investigation Policy and Procedure

Policy

It is the policy of Crystal Air to promote accident prevention. When accidents do occur, we want to provide for the wellbeing of our employees and once this has been done we want to effect a full and thorough investigation of root cause and implementation of corrective action to prevent it happening again.

Scope

This policy and procedure apply to the reporting and investigation of all accidents, involving Crystal Air employees while at work.

Contractors working in the company's premises should report all accidents to the Safety manager.

Procedure

Accident Definition

An accident can fall into 3 separate categories, defined as follows: **Injury**

-An unplanned event which causes physical injury to person(s) involved. **Incident** -An unplanned event which causes damage to plant or equipment but does not cause any injury to person(s) involved. **Close Call** -An unplanned event which had the potential to cause an injury or an incident.

Accident Reporting

All accidents must be reported using the following guidelines.

Injury Reporting.

All injuries must be reported to relevant Managers/Team Leaders as soon as is physically possible and before the injured person leaves site.

There are 3 basic categories of injuries;

1. First Aid Treatment Only,
2. Doctor Visit,
3. Casualty Visit.

The project managers/ safety Officer will establish the seriousness of the injury with the assistance of the First Aider and will inform the management immediately to confirm that the course of action is appropriate.

If further medical treatment is required, then project manager/ safety Officer will organise for the injured person to be brought to the nearest hospital casualty (A & E). The seriousness of the injury will determine whether an ambulance is required for this purpose.

The project manager/ safety Officer will be informed immediately of any injury which requires external medical treatment. The project manager/ safety Officer will determine if any accident is “HSA” recordable. An injury report form should be filled in by an appointed company representative Manager with the injured person as soon as possible after the accident has occurred.

The following guidelines should apply: -Injured person comfortable -complete form straightaway before person leaves premises. -Injured person in some discomfort -complete form within 48 hours. -Injured person in serious discomfort -complete form as soon as is reasonable with assistance of project manager or safety officer.

Incidents must be reported using the respective forms before those involved leave site. The form should be completed with the assistance of the Site Supervisor/Site Manager. These forms should be left with the project manager/ safety Officer at the end of the shift.

All accident information will be logged on a data base within 1 working day of receipt of the relevant form.

Accident Investigation

Section 1, 2 and 3 of the accident investigation form must be completed by the Team Leader for all accidents occurring in their area. This form must be completed within 48 hours of the accident occurrence.

The accident should then be fully investigated by the Accident Investigation team which comprises of the project manager/ safety Officer and management.

The team will complete the Accident Investigation form and return to project manager/ safety Officer.

Action items must be communicated to Senior Management Team and completed to an agreed time frame.

Current Accident Investigation Reports will be reviewed at the monthly Management Team Meeting.

Responsibilities

Responsibility for completing accident report forms lies with the individual(s) involved and the project manager/ safety Officer and management. Responsibility for completing accident investigation form lies with the management.

3.2 Pregnant Employees

The company adheres to the provision of the Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations, 2000. (SI 218/2000).

Where a pregnant employee is required to undertake work in the company, they must notify the office Manager or the appointed safety representative to ensure a pregnant employees risk assessment is undertaken.

3.3 Pre-employment Health Screening

Prior to being offered a position with Crystal Air, all employees are required to undergo a pre-employment health check. This is necessary to ensure staffs are not exposed to any conditions during their employment that might further exacerbate any pre-existing condition.

Employees are obliged to declare anything which they feel may affect them while working for crystal air

3.4 Protection of Visitors

No person can enter any manufacturing workshop without prior authorisation. All visitors to company must report to and sign in and out of the visitor's book at main reception. While on site, visitors must be accompanied at all times by a member of Crystal Airstaff.

3.5 Disciplinary Action

Failure to adhere to safety and health rules may result in the company taking disciplinary action in accordance with the policy and procedure set out in the employee's contract of employment and/or staff handbook.

THIS DISCIPLINARY ACTION CAN BE UP TO AND INCLUDING DISMISSAL

3.6 Director's Annual Review

The director's annual report includes a section dealing with health and safety. Typically, this report will indicate what progress has been made with regard to health and safety in the past year and what targets are set for the subsequent years. Managers will ensure that any relevant information is forwarded to management for inclusion in this review.

3.7 Employment of Young Persons

Young person means a person who has reached 16 years of age or the school-leaving age (whichever is higher) but is less than 18 years of age. It shall be the duty of every employer:

(a) without prejudice to the provisions of **Regulation 144 of the Regulations of 2007**, to assess any risk to the safety or health of a child or young person and any specific risk to their safety, health and development arising from

(i) his or her lack of experience, absence of awareness of existing or potential risks or lack of maturity,

(ii) any work activity likely to involve a risk of harmful exposure to the physical, biological and chemical agents specified in Part A of the Schedule 7, and

(iii) the processes and work specified in Part b of the Schedule 7 and to take the preventive and protective measures necessary.

(b) to carry out a risk assessment before employing a child or young person and whenever there is a major change in the place of work which could affect the safety or health of such child or young person;

(c) to take account of the following when carrying out a risk assessment to take account of the following

(i) the fitting-out and the layout of the place of work and of the workstation,

(ii) the nature, degree and exposure to any physical, chemical or biological agent at the place of work,

(iii) the form, range and use of work equipment, in particular agents, machines, apparatus and devices, and the way in which they are handled,

(iv) the arrangement of work processes and of work operations at the place of work and of the way in which these may be organized in combination for the purposes of carrying out work, and

(v) the training, instruction and level of supervision provided to a child or young person at the place of work;

Circumstances prohibiting the employment of a child or young person Reg 145

An employer shall not employ a child or young person where the risk assessment reveals that work;

(a) is beyond the physical or psychological capacity of the child or young person concerned,

(b) involves harmful exposure to agents which are toxic, carcinogenic, cause heritable genetic damage, or harm to the unborn child or which in any other way chronically affects human health,

(c) involves harmful exposure to radiation,

(d) involves the risk of accidents which it may be assumed cannot be recognised or avoided by a child or young person owing to insufficient attention to safety or lack of experience or training, or

(e) presents a risk to health from exposure to extreme heat or cold and to noise or vibration, not to employ such child or young person at such work.

Health Surveillance 2007 Regulations section 146

(a) where a risk assessment reveals a risk to safety or health or to the physical or mental development of a child or young person, to make available health surveillance in accordance with section 22 of the Safety, Health & Welfare at Work Act 2005;

(b) to make available to a child or young person a free assessment of his or her health and capabilities before assignment to night work and at regular intervals thereafter.

(c) to inform a child or young person of the result of any health surveillance or health assessment carried out in accordance with paragraphs (a) or (b) and, in the case of a child, to inform the parent or guardian of such child of the results of any health surveillance or health assessment.

Section 4

4.1 HAZARD & RISK ASSESSMENT

A hazard and Risk Assessment is carried out and forms the bases on which this Safety Statement was written. The Hazard & Risk Assessment report is intended as a guide, which the company may use for the purposes of attempting to reduce the possibility of accidents or ill health occurring.

Taking into account the constraints of time and resources, every effort has been made to identify the existing hazards and recommend possible solutions. It is not reasonably practicable to expect to state all hazards or that all other hazards are under control at the time of preparing this safety statement & risk assessment.

This Hazard & Risk Assessment is a non-exhaustive list of hazards is to be advisory and the final decisions must be made by the manager of the company.

The Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard.

Hazard: Is taken to mean “anything that can cause harm”.

RISK: Is “the chance, great or small, that someone will be harmed by the hazard”.

SEVERITY: Is the possible outcome of an accident/incident, e.g. broken leg, explosion.

LIKELIHOOD: Is the possibility of the accident/incident occurring.

In the Risk Assessment SEVERITY and LIKELIHOOD have been graded as follows: -

SEVERITY		LIKELIHOOD	
Major	3	High	3
Serious	2	Medium	2
Slight	1	Low	1

The **Risk Factor** is the multiple of **Severity** and

Likelihood. RISK is then graded as follows: -

GRADE OF RISK	VALUE	RISK	CHARACTERISTIC
High Risk	7 – 9	H	Possibility of a single fatality or serious injury or of minor injury to several people. Possibility of significant material loss.
Medium Risk	4 -- 6	M	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
Low Risk	1 – 3	L	The possibility of injury or material loss is unlikely, although conceivable.

Control measures stated on the attached sheets are intended to reduce the assessed risk to an acceptable level. Where it is felt that the existing controls are not adequate, additional measures are recommended to rectify this. The Hazard/Risk Assessment should be reviewed at least every year and with the introduction of any new systems.

4.2 Manual Handling

Works Area: Site Works		Company :Crystal Air, Clane, CoKildare		Date: Updated Jan. 2022		
Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<u>Activity</u> Lifting ducting or materials in General <u>Hazards</u> Heavy Loads Unidentified packages Unbalanced loads <u>Risks</u> Back injuries Damage to materials & package Hernias	Employees	<ul style="list-style-type: none"> ➤ Use good manual handling techniques as learned through training. ➤ Only lift product or packages that you are cable of lifting. ➤ Where loads are too big, split the load where possible. ➤ Use mechanical means to lift where you have been trained to do so. ➤ Seek assistance or use team lifting to move large awkward and widely objects, where necessary. 				L

RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)

Legislative Reference	General Application Regulations 2007/Amendments 2016
Recommendations	

4.3 Work at Heights

Works Area: Site Works	Company : Crystal Air, Clane, Co Kildare	Date: Updated Jan. 2022
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RR* (Risk Rating) = Severity x Likelihood (**High** = Death or very Serious injury) (**Medium** = Serious Injury/ Illness) (**Low**= Minor Injury/ Illness)

Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<u>Activity</u> Working at Heights <u>Hazards</u> Falls from Height Falls from ladders Materials falling Adverse weather conditions Roof works <u>Risks</u> Head injuries Musculoskeletal Injuries Death	Employees Third parties	<ul style="list-style-type: none"> ➤ All persons who are required to work at heights must be trained and competent to do so. ➤ All material must be secured when working at heights and remain a safe distance from open edges. ➤ Correct fall arrest and fall restraint systems must be worn by operatives where applicable and certified periodically. ➤ All personal protective equipment must store safely by employee or as directed or instructed by training. ➤ All ladders must be safely secured and checked to ensure they are fit for purpose. ➤ All ladders are to be footed and secured prior to ascending. ➤ Ladders must extend at least 1 metre above the landing platform. ➤ Ladders will only be used for works of short duration or where no other means is practicable to provide a remedy. ➤ Mobile elevated work platforms will be used where required. ➤ Safety helmets to be worn by all operatives on the ground. ➤ Sun block to be used where roof works or general is necessary during hot weather. ➤ Only access roofs in windy conditions where it is absolutely necessary. ➤ Roof with open edges shall not be access until proper tie off procedures are in place or open edges is secured. ➤ Ensure works area is supervised or demarcated to prevent third parties from entering work zone. ➤ Emergency rescue plan must be prepared prior to engaging in work at heights 	Management Site supervisor.		M	
Legislative Reference		Working at Height Regulations Part 4 General Application Regulation s 2007, Code of Practice for working on Roofs 2016				
Exemptions		Helmets may not have to worn where works in suspended ceiling or a tic voids need undertaking.				
Recommendations		Works on roofs should be carried out by crystal air operatives in pairs				

4.4 Work adjacent/alongside Cranes

Works Area: Site Works	Company : Crystal Air, Clane, Co Kildare	Date: Updated Jan. 2022
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RR* (Risk Rating) = Severity x Likelihood (**High** = Death or very Serious injury) (**Medium** = Serious Injury/ Illness) (**Low**= Minor Injury/ Illness)

Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<u>Activity</u> Slewing of Crane <u>Hazards</u> Moving loads, lifting and lowering Windy conditions Unsecured loads <u>Risks</u> Crushing Bodily impacts	Employees Third parties	Banksman/signaller must be present during crane operations and be competent to carry out his/her function (CSCS Certified). Works to be prohibited where wind speeds deemed it too dangerous to operate safely. All cranes and their jibs to be checked and certified by a competent person periodically. All chains and wire rope to be certified periodically. Site for erection or set up of crane to be predetermined and assessed by appointed crane contractor. Lift plans to be provided prior to crane operations commencing. Only authorised persons are permitted to work in areas where crane is operating. Crane operator to assess weather and climatic conditions daily. All products to be secured prior to lifting and safe guarded by safety net or other appropriate means during transporting. Area where crane is operating must be secured and not accessible by unauthorised personnel.	Site supervisor. Lift supervisor /coordinator			L
Legislative Reference		Safety, Health and Welfare at Work (General Application) Regulations 2007Amendments 2016 Construction Regulations 2013				
Crane Contractor		Appointed crane contractor to supply all safety documentation to include lift plans, method statement and other relevant documentation				
Recommendations		Site survey prior to works commencing.				

4.5 Enabling Works-Electrical and Mechanical Services

Works Area: Site Works		Company: Crystal Air, Clane, Co Kildare		Date: Updated Jan. 2022		
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)						
.	Persons exposed	Control Measures	Resp- Person	H	M	L
<u>Activity</u> Electrical & Mechanical, Existing services <u>Hazard</u> Cutting live cables Bursting or cutting water pipes Arcing /fire <u>Risks</u> Electrocution Serious burns Fires	Employees Other subcontractors Client/employees	All contractor involved must liaise and schedule works in a coordinated manner, whilst briefing all concerned through inductions and toolbox talks. Competent persons such as plumber or electrician to make safe works area prior to installing ducting. Lock out or permit to work orders to be issued where necessary and supervised to ensure compliance. Suitable fire extinguisher to be present during works. Isolate power and other energy sources where it is safe to so and without causing interference to necessary services. Suitable first aid box to be present on site and all products must be in date. Fire blanket to be used where cutting may expose itself to combustible materials. Electrical panel doors to be secure at the end of the working day. Suitable fire extinguisher must be at hand for people working on electrical panels, preferably CO ₂ .	Management Site supervisor.		M	
Legislative Reference						
Recommendations						

4.6 Scaffold /Tower Scaffold

Works Area: Site Works		Company :Crystal Air, Clane, Co Kildare		Date: Updated Jan. 2022				
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)								
Activity/Task Risk	Persons exposed	Control Measures			Resp- Person	H	M	L
<u>Activity</u> Working of Scaffold <u>Hazards</u> Falls from scaffold Collapse of scaffold Electrocution Trips over material <u>Risks</u> Electrical burns Musculoskeletal injuries Head injuries	Employees	<div>➤ Scaffold must be erected by a competent person (fetac Certified).</div> <div>➤ All toe boards must be in place prior to placing material or tools.</div> <div>➤ Quick stage scaffold must have it uprights insulated when working near or in close proximity to live electrical cables.</div> <div>➤ Ladder access must be provided where applicable.</div> <div>➤ Tower scaffold wheels must be locked and not moved when persons are on it.</div> <div>➤ Do not attempt to leverage yourself forwards or backwards to move tower scaffold.</div> <div>➤ Quick stage to be checked at least once a week or whenever adverse weather conditions deems it necessary to do so.</div> <div>➤ All scaffold to remain free from debris and other unwanted material so as to prevent slips, trips or falls occurring.</div> <div>➤ GA3 FORM TO BE FULL OUT FOR SCAFFOLDING ERECTION AND INSPECTIONS</div>			Management Site supervisor.			L
Legislative Reference		Part 4, Safety, Health and Welfare at Work (General Application) Regulations 2007						
		Code of Practice for Access and working Scaffolds 2018 amended Jan 2019						
Recommendations								

4.7 Portable tools

Works Area: Site Works		Company :Crystal Air, Clane, Co Kildare			Date: Updated Jan. 2022			
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)								
Activity/Task Risk	Persons exposed	Control Measures			Resp- Person	H	M	L
<u>Activity</u> Use of Portable tools <u>Hazards</u> Electrical Blades Sharp edges <u>Risks</u> Cuts Electrocution Swarf burns Hearing damage Eye injuries	Employees	<div>➤ Ensure correct PPE is worn</div> <div>➤ All equipment shall be inspected before use</div> <div>➤ Only used equipment for the job it has been designed for</div> <div>➤ Use only 110V power source will on buildingsites</div> <div>➤ Hearing protection to be worn where required.</div> <div>➤ Safety glasses or goggles must be worn especially when drilling overhead.</div> <div>➤ Do not attempt to remove hot metal swarf with your bare hand during drilling; always use a tool or metal instrument.</div> <div>➤ All blades to be fitted accordingly and only to be used for the purpose it has been designed for.</div> <div>➤ All portable tools to be maintained in good condition and defects reported to management where necessary.</div> <div>➤ Hearing protection must be worn in areas where excessive noise is present e.g. above 80dB</div>			Management Site supervisor.			L
Legislative Reference		Part 5 Control of Noise at Work, safety, Health & Welfare at Work (general Application) Regulations 2007						
Recommendations								

4.8 Abrasive Wheels

Works Area: Site Works	Company : Crystal Air, Clane, Co Kildare	Date: Updated Jan. 2022
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RR* (Risk Rating) = Severity x Likelihood (**High** = Death or very Serious injury) (**Medium** = Serious Injury/ Illness) (**Low**= Minor Injury/ Illness)

Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<u>Activity</u> Working consaws, angle grinders etc <u>Hazards</u> Cutting Grinding Fire Noise <u>Risks</u> Eye injuries Face injuries Hearing loss Burns	Employees	<ul style="list-style-type: none"> ➤ Abrasive wheel users must be trained and competent to use such equipment. ➤ Hearing protection must be worn when using abrasive wheels. ➤ Safety glasses or goggles must also be worn, ➤ A suitable fire extinguisher must be available on site and ensure it is fit for purpose. ➤ Do not attempt to surface grind metal with a cutting disc. ➤ Ensure all abrasive wheels are stored in a dry place. ➤ When transporting ensure they are stored safely and without weight resting on them. ➤ Abrasive wheel must not be used above waist height. 	Management Site supervisor.		M	
Legislative Reference		Part 12, Abrasive Wheels (General Application) (Amendment) Regulations 2016 (S.I.No.36 of 2016)				
		See appendix A for persons trained in safe use of Abrasive Wheels as per the General App. Regulations 2016				
Recommendations		All employees using abrasive wheels must be trained. Helmet with safety visor is more suitable than safety goggles as these tend to fog up.				

4.9 Hanging Cable tray

Works Area: Site Works	Company : Crystal Air, Clane, Co Kildare	Date: Updated Jan. 2022
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RR* (Risk Rating) = Severity x Likelihood (**High** = Death or very Serious injury) (**Medium** = Serious Injury/ Illness) (**Low**= Minor Injury/ Illness)

Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<u>Activity</u> Hanging cable tray <u>Hazards</u> Hilti Gun Mobile Scaffold Manual Handling Carrying Materials Fitting Cable Tray Working at heights <u>Risks</u> Eyes injuries Hand injuries Head injuries Fall from heights Vehicle accident Back injuries Falls from heights	Employees	<ul style="list-style-type: none"> ➤ Wearing correct PPE – Hard hat, gloves & glasses ➤ Certified person to erect scaffold ➤ GA 3 form to be completed on a weekly basis ➤ Design a parking area & specific times for deliveries ➤ Use 2 people to carry materials ➤ 2 people install cable tray ➤ Ensure work is carried out from a secure working platform ➤ All staff to be trained in manual handling. ➤ Ensure idle hand is kept free from behind the tray, where the nail is been shot. 	Management Site supervisor.		M	

Legislative Reference

Recommendations

4.10 Activity: Installation of SVK units

Works Area: Site Works		Company :Crystal Air, Clane, Co Kildare			Date: Updated Jan. 2022			
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illnes s								
Activity/Task Risk	Persons exposed	Control Measures			Resp- Person	H	M	L
<u>Activity</u> Installation of SVK units <u>Hazards</u> Dust Drilling Moving parts Hand tools Noise Manual Handling <u>Risks</u> Inhalation Cuts Eye injuries Cuts on hands Induced hearing loss	Employees	<div>➤ Wear correct PPE</div> <div>➤ Ensure work is carried out from a secure working plat form</div> <div>➤ All staff to be trained in manual handling</div> <div>➤ Ensure guard are in place to protect moving parts.</div> <div>➤ Ensure all hand tools are in good condition and inspected before they are used</div> <div>➤ Use the correct tools for the task</div> <div>➤ All hand tools to be of 110volt power source</div>			Management Site supervisor.			L
Legislative Reference								
Recommendations								

4.11 Works

Works Area: Site Works		Company :Crystal Air, Clane, Co Kildare		Date: Updated Jan. 2022		
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)						
Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<u>Activity</u> Hot Works <u>Hazards</u> Brazing equipment Naked flames Smouldering materials Flammable materials <u>Risks</u> Fire Explosion Exposure to fumes Burns Eye injury	 <					

4.12 of Cartridge Tools

Works Area: Site Works		Company :Crystal Air, Clane, Co Kildare		Date: Updated Jan. 2022		
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)						
Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<u>Activity</u> Cartridge Tools <u>Hazards</u> Nail gun Nail Flying Materials Noise <u>Risks</u> Eye injuries Hearing damage Cuts	Employees	<ul style="list-style-type: none">➤ Wear appropriate PPE➤ Inspect equipment before use➤ Training to be received from supplier/manufacturer of cartridge guns.➤ In the event of the cartridge gun jamming, ensure gas cartridge is released prior to removing.➤ Do not point the nail gun at any person or do not aim into material where person are on the opposite side.	Management Site supervisor.			L
Legislative Reference						
Recommendations						
Follow direction on manufacturer’s instructions for replenishes						

4.13 Works adjacent to streets/pedestrians

Works Area: Site Works		Company : Crystal Air, Clane, Co Kildare			Date: Update Jan. 2022			
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)								
Activity/Task Risk	Persons exposed	Control Measures			Resp- Person	H	M	L
<u>Activity</u> Live traffic or pedestrians <u>Hazards</u> Road traffic Unsafe access for pedestrians. Falling objects Debris on the road. <u>Risks</u> Seriously bodily impacts Limb fractures or breakages	Employees Third parties	<div>➤ Plan in advance offloading of materials</div> <div>➤ Plan in advance road traffic safety plan</div> <div>➤ Maintain a high level of house keeping</div> <div>➤ No trailing cables or loose tools to be left on public thorough fairs.</div> <div>➤ Permit to set up scaffold or MEWP’s to be sought from local council where appropriate.</div> <div>➤ Full access to be maintained and provided for pedestrians where necessary.</div> <div>➤ All works to be supervised and coordinated with minimal disruption.</div> <div>➤ Appropriate signage erected to inform pedestrians.</div>			Management Site supervisor.		M	
Legislative Reference								
Recommendations								
Signs, lighting and guarding at road works, 2010 Edition.								

4.14 4.13 indoor Units

Works Area: Site Works		Company : Crystal Air, Clane, Co Kildare			Date: Updated Jan. 2022			
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)								
Activity/Task Risk	Persons exposed	Control Measures			Resp- Person	H	M	L
<u>Activity</u> Fitting of Indoor Units <u>Hazards</u> Dust Drill Bits Noise Work at Heights Hack saw Hammer Manual handling <u>Risks</u> Eye injury Puncture injury Ear damage Injury from falling from heights cuts Hand injury Back & Neck strain	Employees Third parties	<div>➤ Wear correct PPE</div> <div>➤ Ensure work is carried out from a secure working platform</div> <div>➤ All staff to be trained in manual handling</div> <div>➤ Ensure guards are in place to protect moving parts.</div> <div>➤ Ensure all hand tools are in good condition and inspected before they are used</div> <div>➤ Use the correct tools for the task</div> <div>➤ All hand tools to be of 110v power source</div> <div>➤ Al works to be carried out safely and without endangering third parties.</div> <div>➤ Workplaces to be maintained in a clean manner and clean as you go policy to operate on all jobs indoor.</div>			Management Site supervisor.			L
Legislative Reference								
Recommendations								

4.15 Pipe Works

Works Area: Site Works		Company :Crystal Air, Clane, Co Kildare			Date: Updated Jan. 2022		
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)							
Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L	
<u>Activity</u> Installation of Pipework <u>Hazards</u> Manual handling Work at Heights Dust and debris Brazing Equipment Gasses <u>Risks</u> Back & Neck injuries Falls from heights Eye Injuries lung injuries Burns Affixation	Employees	<ul style="list-style-type: none">➤ All staff to be trained in manual handling➤ Ensure all work is carried out from a secure working platform➤ Wear correct PPE➤ Ensure glove are worn➤ Check plant and equipment before use➤ Ensure work is carried out in an adequately ventilated area.➤ Respirator mask to be worn if repairing of installing ducting above suspended ceiling or in plant rooms where asbestos may be present.	Management Site supervisor.		M		
Legislative Reference							
Recommendations							

4.16 Installation of drains

Works Area: Site Works		Company :Crystal Air, Clane, Co Kildare		Date: Updated Jan. 2022		
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)						
Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<u>Activity</u> Installation of Drains <u>Hazards</u> Work at heights Drilling bits, Hand tools Noise Falling debris Solvents Shafts <u>Risks</u> Falling from heights Hand injuries Hearing problems Eye injury Flammable, Inhalation Falling debris, Falls from heights	Employees	<ul style="list-style-type: none">➤ Ensure work is carried out from a secure working plat form➤ GA3 forms to be completed on a weekly basis➤ Ensure work is carried out in well ventilated areas➤ Ensure correct PPE is worn.➤ Use harnesses where necessary, Harnesses to be certified and selected that they are fit for purpose. Inertia reels or restraint life lines to be used with harness when fitting drains.➤ Ensure areas are adequately ventilated.	Management Site supervisor.			L
Legislative Reference						
Recommendations						

4.17 Piping in Risers

Works Area: Site Works		Company :Crystal Air, Clane, Co Kildare			Date: Updated Jan. 2022		
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)							
Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L	
<u>Activity</u> Piping in Riser <u>Hazards</u> Working at height Flashback Fire Flame Fumes <u>Risks</u> Injury from fall Fire/injury Explosions Loss of life Damage to building Burn Asphyxiation	Employees	<ul style="list-style-type: none">➤ Ensure ladders are erected on clean and level surface➤ Ladders to be footed where applicable.➤ Ensure work is carried out from a secure working platform➤ All equipment to be checked before it is used➤ Hot works permit obtained prior to work commencing Firefighting equipment beside welding plant➤ All welding bottles are fitted with flash back arrestors.➤ All loose debris removed from shaft➤ Competent and trained person to carry out task➤ Ensure work is carried out in an adequately ventilated area➤ Operatives where practicable, need to have an escape door at their back.➤ Remove yourself from the works areas where fumes become a nuisance.➤ 1/2 hour watch on hot works once completed.	Management Site supervisor.			L	
Legislative Reference							
Recommendations							

4.18 Installation of outdoor units

Works Area: Site Works		Company :Crystal Air, Clane, Co Kildare		Date: Updated Jan. 2022		
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)						
Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<u>Activity</u> Installation of outdoor units <u>Hazards</u> Lifting Cover/panels blowing off roof Rubbish/Packaging Moving Parts Weather – Ice/rain/ wind Electricity Working at heights Leaking or charging oil Refrigerant <u>Risks</u> Back injury Injuries to people below People tripping or falling Bad house keeping Lacerations loss of limbs Trip/fall Electric shock Falling, from heights Eye injury Skin damage Burns inhalation	Employees	<ul style="list-style-type: none">➤ Two people to carry unit at all times➤ Maintain a clean as you go policy where possible➤ Ensure cover panel are secure.➤ Ensure work is carried out from a secure working platform➤ Store neatly/safely until ready to be removed from site or until a skip is provided➤ Wear gloves where possible and remove oil from hands as soon as possible.➤ All units to be turned off when working on them.➤ Be sure there is easy access/egress when bad weather is present.➤ Do not try to carry heavy objects in icy conditions, treat the area first with a de- icer.➤ Ensure you wear correct PPE at all times➤ Clean up any oil or charging oil refrigerant once spilled.➤ Be vigilant at all times and exercise due care to other third parties that may be present.➤ Erect a demarcation zone where possible to prevent against unauthorised entry.	Management Site supervisor.		M	
Legislative Reference						
Recommendations						

4.19 Piping on roof

Works Area: Site Works	Company : Crystal Air, Clane, Co Kildare	Date: Updated Jan. 2022
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RR* (Risk Rating) = Severity x Likelihood (**High** = Death or very Serious injury) (**Medium** = Serious Injury/ Illness) (**Low**= Minor Injury/ Illness)

Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<u>Activity</u> Piping on Roof. <u>Hazards</u> Brazing A Frame Benders Oxygen & Acetylene Falls Opening in roof structure Weather conditions Access & Egress <u>Risks</u> Burns Back injuries Explosion Fall injuries Slip, trip or falls Getting caught in emergency	Employees	<ul style="list-style-type: none"> ➤ Ensure Fire extinguisher/blanket are close to hand ➤ Ensure all staff have manual handling training ➤ Ensure brazing equipment is stored correctly ➤ Ensure handrails are in place ➤ Ensure roof opening are covered or Protect with fixed solid handrail ➤ Check roof for slippery surfaces, frost or gusts of wind ➤ Ensure a clear route to the roof and from the roof is maintained at all times. ➤ Implement roof permit if necessary ➤ Use safety harness and personal protective equipment where necessary. ➤ Portable lighting to be used where applicable when entering roof in where limited artificial lighting is present. 	Management Site supervisor.		M	
Legislative Reference						
Recommendations						

4.20 Electrical Wiring

Works Area: Site Works	Company : Crystal Air, Clane, Co Kildare	Date: Updated Jan. 2022
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RR* (Risk Rating) = Severity x Likelihood (**High** = Death or very Serious injury) (**Medium** = Serious Injury/ Illness) (**Low**= Minor Injury/ Illness)

Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<u>Activity</u> Wiring installations <u>Hazards</u> Working at Height Trips Abrasions Burns Electricity Hand tools, snips & pliers <u>Risks</u> Falls from heights Head injuries Burns Electrocution/death Cuts to hands & fingers	Employees	<ul style="list-style-type: none"> ➤ Ensure work is carried out from a secure working platform ➤ Ensure staff are trained and competent to carry out wiring ➤ Ensure staff have correct wiring diagrams ➤ Ensure correct PPE is worn ➤ GA 3 forms to be filled out on a weekly basis ➤ All tools to be secured when working of platforms. ➤ Isolate power or switch off where applicable. ➤ Use proper insulated tools when working on electrical appliances. ➤ Electrical installation to be completed to ETCI regulations and equipment to minimum CE and EN standards at a minimum. 	Management Site supervisor.			L
Legislative Reference		Appointed electricians must ensure that ETCI regulation are adhered to all projects				
Recommendations		Lock out/tag out system should be used to ensure isolation is completed.				

4.21 Pressure testing

Works Area: Site Works		Company: Crystal Air, Clane, Co Kildare		Date: Updated Jan. 2022		
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)						
Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<u>Activity</u> Pressure testing <u>Hazards</u> Transporting Nitrogen Bottles Lifting Nitrogen Bottle Moving bottle up to roof Work at heights Flying Objects Explosion Nitrogen Storage <u>Risks</u> Damage caused by vehicle accident Back injuries Injuries to fingers Falls & trips Eye injury Death, Asphyxiation, unconsciousness	Employees	<ul style="list-style-type: none">➤ Designated holding bracket in vehicle➤ All staff to be trained in manual handling➤ Gas bottles to be stored correctly➤ Method statement to be followed where required and applicable.➤ Bolle blast goggle and safety visor to worn at all times➤ Training, signs indicating system is under pressure test➤ BOC training to be provided where necessary➤ Designated storage areas➤ Ensure work is carried out from a secure working platform➤ Demarcate the testing area in question to prevent any unauthorised entries from occurring.➤ Where demarcation is not possible manned supervision must be in operation.	Management Site supervisor.		M	
Legislative Reference		Safety, Health & Welfare at Work (General Application) (Amendment) Reg. 2012 (S.I No 445 f 2012)				
Recommendations						

4.22 System Vacuum

Works Area: Site Works	Company : Crystal Air, Clane, Co Kildare	Date: Updated Jan. 2022
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RR* (Risk Rating) = Severity x Likelihood (**High** = Death or very Serious injury) (**Medium** = Serious Injury/ Illness) (**Low**= Minor Injury/ Illness)

Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<u>Activity</u> System vacuum <u>Hazards</u> Moving parts Pressurised systems Lubricant oils Refrigerants <u>Risks</u> Cut and break injuries Injuries from high pressure gas Skin irritation Burns	Employees	<ul style="list-style-type: none"> ➤ Ensure safety goggles worn ➤ Gloves to be worn to prevent the hands from being burned. ➤ Ensure signs are put in place prior to testing. ➤ Clean up any refrigerant oil spills immediately. ➤ Ensure apprentices and other inexperienced personnel are accompanied by an experienced fitter or service technician. ➤ Never temporarily fix pressure lines. ➤ Do not put your hand near moving parts, always isolate the power and wait for machine to completely stop. ➤ Where your skin has been exposed to high pressure gas consult your doctor immediately. 	Management Site supervisor.			L
Legislative Reference						
Recommendations						

4.23 Pre -Commissioning

Works Area: Site Works		Company :Crystal Air, Clane, Co Kildare			Date: Updated Jan. 2022			
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)								
Activity/Task Risk	Persons exposed	Control Measures			Resp- Person	H	M	L
<u>Activity</u> Pre commissioning <u>Hazards</u> Access & Egress to site Equipment Working at heights Electricity <u>Risks</u> Unidentified hazards Cuts and injuries Falls from heights Electrocution	Employees	<div>➤ Attend Induction by building officer</div> <div>➤ Assess area prior to commencing works</div> <div>➤ Ask if there are existing mechanical and electrical maps on site, normally kept in health and safety file.</div> <div>➤ Use correct tools for the job</div> <div>➤ Ensure work is carried out from a secure working platform</div> <div>➤ Where ladders are needed for works of short duration ensure they are footed</div> <div>➤ Ensure power supplies are correctly terminated look for commissioning certs from electrical contractor</div>			Management Site supervisor.			L
Legislative Reference								
Recommendations								

4.22 Commissioning

Works Area: Site Works		Company : Crystal Air, Clane, Co Kildare		Date: Updated Jan. 2022		
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)						
Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<u>Activity</u> Commissioning <u>Hazards</u> Gas Manual Handling Electricity Fan Blade Fall from heights <u>Risks</u> Inhalation, burns Injury to back Death Injury to hands	Employees	<ul style="list-style-type: none">➤ Use appropriate PPE Gas mask, gloves.➤ Inform the client of your presents on site.➤ Use 2 trained people for a lift, and use lifting techniques as learned through training.➤ Use qualified persons only to implement a lock & tag system➤ Place a guard around fan blade➤ Ensure guard rails are in place➤ Ensure signs are erected➤ Use harnesses and safety lanyard if necessary.	Management Site supervisor.		M	
Legislative Reference						
Recommendations						
Only competent commissioning personnel to be assigned to these works						

4.23 Employees

Works Area: Site Works		Company: Crystal Air, Clane, Co Kildare			Date: Updated Jan. 2022			
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)								
Activity/Task Risk	Persons exposed	Control Measures			Resp- Person	H	M	L
<u>Activity</u> Lifting <u>Hazards</u> Moving reams of paper General lifting activities <u>Risks</u> Back injuries Hernias Muscle tare	(pregnant) Female staff	<div>➤ All staff to exercise good manual handling techniques as learned through training.</div> <div>➤ Only lift what you are cable of whilst keeping your knees bent and back straight so far as reasonably practicable.</div> <div>➤ Inform management of your condition, so risk assessment can be prepared on your task to ensure mother and unborn child is not at risk from daily work duties.</div> <div>➤ Seek assistance to move or lift items/articles where necessary.</div> <div>➤ Wear suitable supporting shoes during pregnancy.</div> <div>➤ Ask a member of staff to lift or move items which are too difficult for the pregnant lady in question to lift.</div> <div>➤ Keep access and egress routes clear of obstruction at all times.</div> <div>➤ Ensure suitable artificial lighting is available in the work area where needed.</div>			Management Site supervisor.			L
Legislative Reference		Pregnant Employee Regulations 2000						
Recommendations								

4.24 Mobile Elevated Work Platforms

Works Area: Site Works	Company: Crystal Air, Clane, Co Kildare	Date: Updated Jan. 2022
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RR* (Risk Rating) = Severity x Likelihood (**High** = Death or very Serious injury) (**Medium** = Serious Injury/ Illness) (**Low** = Minor Injury/ Illness)

Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<p><u>Activity</u></p> <p>Using Mobile Elevated Work Platforms</p> <p><u>Hazards</u></p> <p>Tip over Contacting electrical cables Operatives falling from MEWP Non wearing of PPE</p> <p><u>Risks</u></p> <p>Crushing Orthostatic syndrome Serious head injuries Broken arms or limbs</p>	Employees	<ul style="list-style-type: none"> ➤ Only trained and competent personnel will be permitted to use MEWP's. ➤ GA 1 form of thorough examination to be available with the machine on site. ➤ Certified safety harness to be worn along with certified restraint lanyard and ensure personal fall restraint systems are fit for purpose. ➤ Supervision to be provided on the ground where area cannot be demarcated or demarcation zone to be provided where possible. ➤ Survey site prior to choosing suitable MEWP to ensure ground conditions are suitable and overhead working area is clear from obstruction or high voltage lines. ➤ Emergency rescue plan to be in place prior to commencing work at heights. ➤ Personal protective equipment to worn by all. ➤ Authorisation to be sought from client prior to entering facility, for MEWP to be maneuvered safely. ➤ Do not use MEWP where windspeed exceed 28mph or 12m/s. ➤ Any defects noted on the machine to be reported immediately to supplier (hirer) or refrain from using it at once. 	<p>Management</p> <p>Site supervisor.</p>		M	
Legislative Reference		Part 4. General Application Regulations 2007				
Recommendations		Pre site survey and risk assessment				

4.25 Works Near Railway lines

Works Area: Site Works		Company: Crystal Air, Clane, Co Kildare			Date: Updated Jan. 2022		
RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)							
Activity/Task Risk	Persons exposed	Control Measures	Resp-	H	M	L	
<u>Activity</u> Works near train station and railway lines/sidings <u>Hazards</u> Moving trains Rail lines, slips trips. Falls from platforms <u>Risks</u> Entrapment, Crushing, Serious injury	Employees	<ul style="list-style-type: none">➤ All appointed persons must supervise all activities on site where third parties could be at risk.➤ Where permit is issued adhere to timelines and instruction as directed.➤ High visibility clothing to be worn by all.➤ All egress and access routes must be maintained free of obstructions.➤ Ensure sufficient lighting is maintained at all times.➤ All material brought to site will be supervised and managed accordingly➤ Access to and egress from railway siding and near railway lines must be planned and in adherence to Clients safety policies.➤ Induction training and safety procedures delivered by client must be attended by persons assigned to the contract works.➤ Main contractor will coordinate operations as required and disseminate all health and safety information necessary.➤ Technicians to remain a safe distance from platforms edge and clear of opening doors on trains.➤ Cease works on train arrival to station and make good works area for safe passenger manoeuvring.	Management Site supervisor.		M		
Legislative Reference							
Recommendations							
Adhere to procedures as outlined above							

4.26 COVID-19

RR* (Risk Rating) = Severity x Likelihood (**High** = Death or very Serious injury) (**Medium** = Serious Injury/ Illness) (**Low** = Minor Injury/ illness)

Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<p><u>Activity</u></p> <p>Works within site offices / external locations</p> <p><u>Hazards</u></p> <p>Illness Death</p> <p><u>Risks</u></p> <p>Serious Injury Contamination</p>	Employees	<ul style="list-style-type: none"> ➤ Coordinate works with other trades in your area to maintain segregation. Communication with designated Project Engineer by phone where possible Utilise designated permit request and pickup points for area for works ➤ Coordination to identify areas for works to prevent multiple trades in single area, SPA to capture segregation measures for works. Stagger meal breaks to assist with social distancing. Wash hands regularly. Practice good respiratory hygiene by covering your mouth and nose with a tissue or your sleeve when you cough and sneeze. Dispose of used tissues into a bin and wash your hands immediately after use. ➤ Clean and disinfect frequently touched objects and surfaces. • Avoid touching eyes, nose or mouth. When changing into work gear and PPE in the drying room always maintain the social distance clearance from others. Maintain verbal greeting only – No shaking hands. • Carpooling not permitted unless family members or house mate Do not share PPE with any other persons. • Wipe down interior of site vehicles and door handles before and after use • Only driver to travel in vehicle, no passengers • Utilise dedicated contractor canteen facilities • If feeling unwell report immediately to Supervisor, where close contact works are unavoidable... STOP! Seek guidance from site management 	<p>Management</p> <p>Site supervisor.</p>	H		
Legislative Reference						
Recommendations						
Adhere to procedures as outlined above						

Acknowledgement Register -Employee's signature

I acknowledge that I have read and understand the contents of this document and endeavour to adhere to safety policy and procedures therein.

[illegible]

Appendix B - Safe Use of Ladders

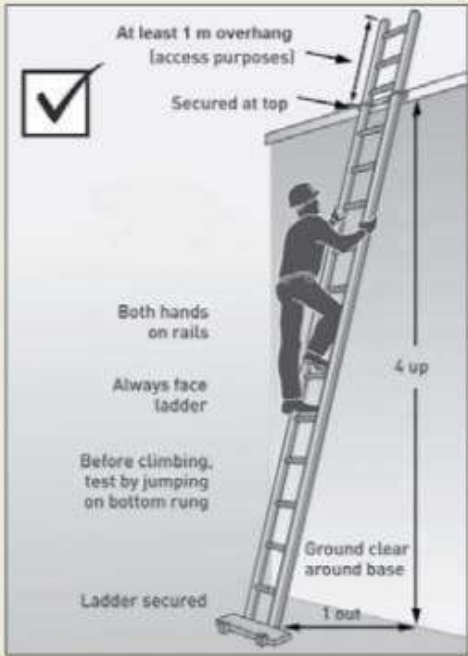
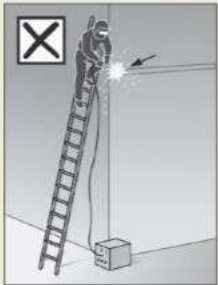
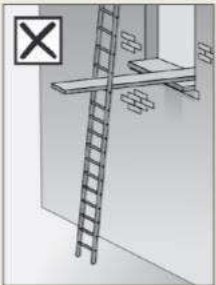


Figure 6: Example of acceptable ladder use



(a) Performing hot work from ladder



(b) Ladder set up incorrectly



(c) Standing on top plate of stepladder



(d) Facing away from the ladder to descend; over-reaching

Figure 5: Examples of unsafe ladder use

11 C-19 Compliance Officer

This section is intended to outline the role and duties of a COVID-19 Compliance Officer (C-19 Compliance Officer) for sites of all sizes in line with the Government's recommendations to monitor Social Distancing.

It is important that the right candidate is appointed/selected as a C-19 Compliance Officer.

Projects must assess how many C-19 Compliance Officers are required depending on site, environment, number of personnel and the work activity to be monitored. C-19 Compliance Officer's duties should be shared among all contracting companies on a project.

Social distancing compliance is the responsibility of everyone.

A backup must be available in the event of a C-19 Compliance Officer going on training, annual leave or being off sick.

Details of the assigned C-19 Compliance Officer to be communicated on site safety notice boards.

Role of a C-19 Compliance Officer

- ▶ The role of a C-19 Compliance Officer is to monitor day to the site activities to ensure social distancing and hygiene rules are being maintained to protect health and reduce the spread of the C-19 virus.
- ▶ These key personnel should be clearly identifiable onsite with a distinguishable high vis vest with C-19 Compliance Officer written on them, similar to the illustration provided.
- ▶ The person undertaking the role must receive training in what the role will entail.
- ▶ Ensuring compliance to the 2m social distancing rule and good hygiene is not the sole responsibility of the C-19 Compliance Officer. Their role is supported by all site management and workers.
- ▶ Site Management must communicate to all onsite details of the appointed C-19 Compliance Officer(s).
- ▶ A C-19 Compliance Officer must not put themselves at risk while carrying out their duties.
- ▶ C-19 Compliance Officers must have a structure or framework to follow within the organisation to be effective in preventing the spread of COVID-19. This structure must be regularly audited and managed to ensure it works and protects all onsite. Failure to take it seriously could result in an outbreak of COVID-19 onsite.



EXAMPLE OF
HIGH VISIBILITY
VESTS TO IDENTIFY
C-19 COMPLIANCE
OFFICER

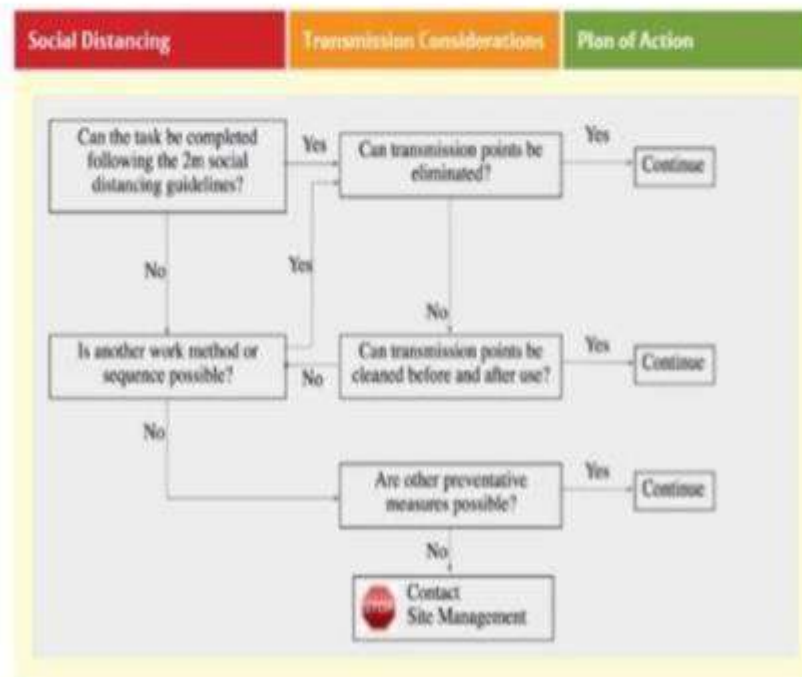
10 Social Distancing

What is social distancing?

Social distancing, or physical distancing, is a set of interventions or measures taken to prevent the spread of a COVID-19 by maintaining a physical distance between people and reducing the number of times people come into close contact with each other.

In order to slow the transmission rate of COVID-19, a social distancing of minimum 2m is recommended by the HSE.

The flow chart below is provided to assist in the review of work processes with social distancing in mind.



Covid-19 Questionnaire / Self-Declaration

In the interests of safety of the people of this site, their families and the community, Site Management ask that you complete the following questionnaire / self-declaration. Your co-operation and support are appreciated. You will be requested to leave the site if you answer 'YES' to Questions 1, 2 or 3.

Question	Yes	No
1. Have you been in close contact with anyone who are confirmed with having COVID-19 virus?		
2. Do you live in the same household with someone who has symptoms of COVID-19 who has been in isolation within the last 14 days?		
3. Do you have any of the following typical COVID-19 symptoms; fever, high temperature, persistent coughing, or breathing difficulties / shortness of breath		
4. Have you returned to the island of Ireland from another country within the last 14 days?		
If 'YES', where?		

I confirm that I have responded to the questions above truthfully based on my current condition and I commit to advising the Site Management Team and excluding myself from site if this situation changes, (i.e. if a point in the future, I would answer "Yes" to any of the above questions).

Name _____
Company _____
Signature _____
Date _____

17 Close Working

This section outlines guidance relating to COVID-19 Particular Risks for short-term work that must be completed where workers are less than 2 metres apart (<2m).

Elimination of Close Working:

Elimination of close working is preferable and should be investigated.

For all companies and management putting personnel to work, it is critical that you explore every available option possible before putting personnel to work in < 2m close contact tasks,

Stages of the construction process where <2m tasks can be eliminated /mitigated: (including a non-exhaustive list of examples)

- ▶ Design – sections of materials are:
 - A) 2.5m long or longer OR
 - B) Materials can be installed by an individual (lightweight/ fixings are simplified
 - C) Mechanical means for lifting and access can be used while keeping construction personnel >2m apart
- ▶ Planning for work: RAMS / Planning / Sequencing / Coordination / Communication – All tasks planned via a pre-planned safe system of work shall consider eliminating <2m work.
- ▶ RAMS must consider elimination of work within 2m as the first priority. Where this is not possible the RAMS must detail the control measures for persons working <2m on the task.

Why tasks where personnel are <2m apart require additional focus and daily oversight?

In Ireland, the Health Service Executive (HSE) has recommend a 2 metre safe distance between individuals to avoid transmission hazards. Where a risk assessment identifies work where 2 m separation cannot be maintained, additional safety precautions are required to manage the risk.

Requirements for personnel working within 2m of each other:

- ▶ No worker has symptoms of COVID-19.
- ▶ The close contact work cannot be avoided.
- ▶ PPE is present in line with the RAMS / Risk Assessment (full face shield etc).
- ▶ An exclusion zone for <2m work will be set up pre task commencement.
- ▶ Prior to donning appropriate gloves, personnel shall wash / sanitise their hands thoroughly.