



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.

Our activities cover the installation and design, service and maintenance of all types of air -condition and indoor weather control systems in a variety of locations. The hazards assessed in this statement are generally the planned day-to-day activities. Site specific hazards and project specific hazards will be managed via our method statement process.

Crystal Air endeavors to adhere to the current legislation “Safety, Health and Welfare at Work Act 2005” this legislation is supplemented with the following range of regulations aimed at specific issues and activities so far as reasonably practicable.

- 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 recognizes 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 with 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 organization 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 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.

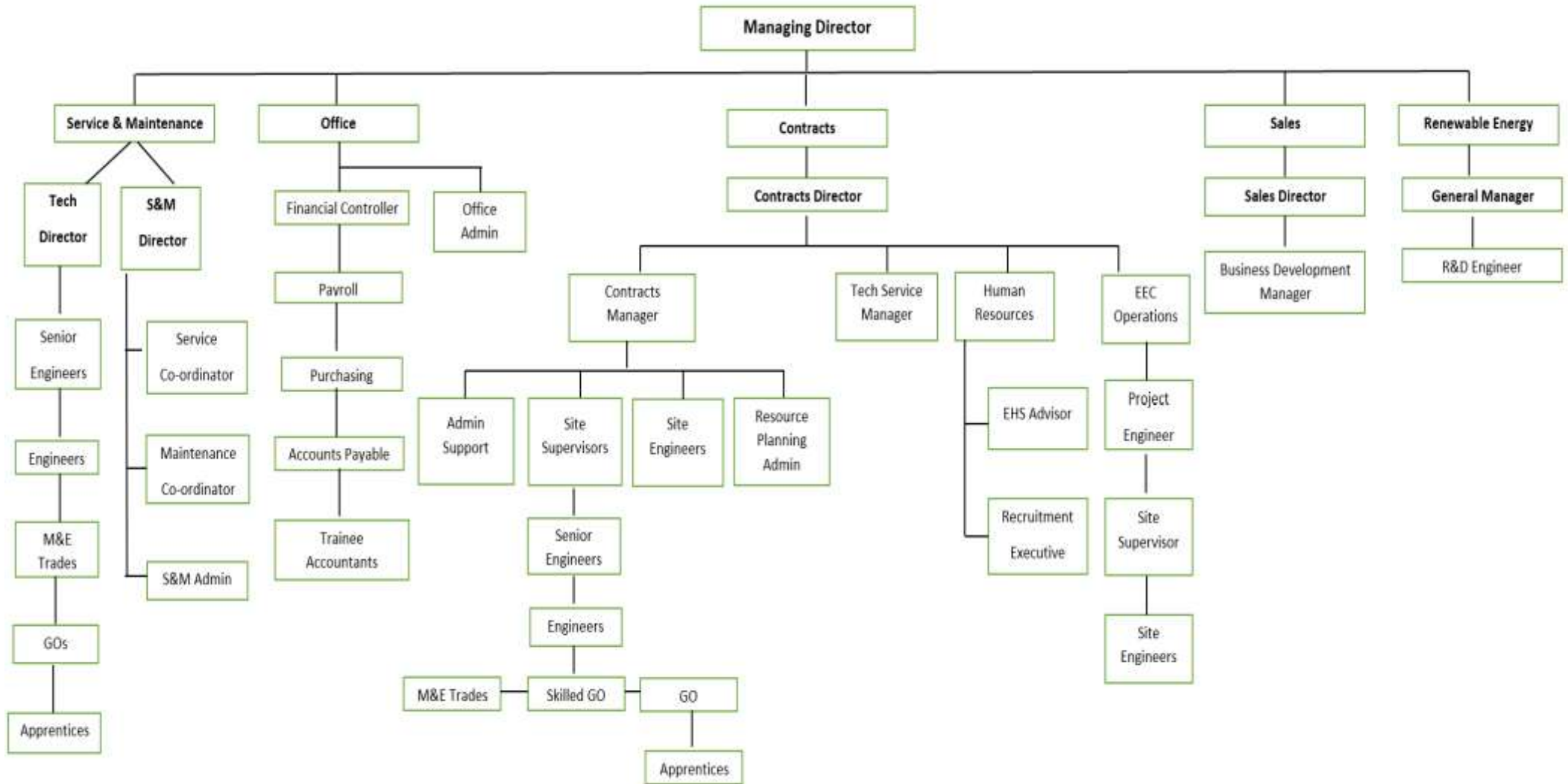
All subcontractors working with Crystal Air Ltd have a responsibility to meet the same standards. The policy will be kept up to date particularly as the business changes in nature and size. To ensure this, the policy, and the way in which it operates will be reviewed as required.

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

Signed: David O'Brien

Date: 07/01/2024

# Management Structure



## 1.2 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 plants 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.

## 1.3 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 ensuring 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.

## 1.4 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.

### **1.5 Infectious Disease Controls**

- Crystal Air will take proactive steps in the event of an infectious disease outbreak. The company is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for as well as required steps to be taken in the event of an illness outbreak.

#### **Preventing the spread of infections in the workplace**

- We will follow all Government guidelines.
- We will ensure a clean workplace whether in the office or on site.
- A committee will be designated to monitor and coordinate events around an infectious disease outbreak as well as create work rules that could be implemented to promote safety through infection control.
- We will ask employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace.
- Site re-induction
- Method Statements to be amended to include safe practices.
- Daily safe start / SPA/ to be filled in before work commences.
- Appropriate PPE to worn.
- Risk assessments to be amended.

### **1.6 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 the 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 as 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 people 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 with equipment for which they have been properly trained.
- Ensure that all machinery and plants, 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, plants, 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 openings are guarded or covered over.
- Record and investigate all accidents with a view to preventing recurrence.

## 1.7 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 rule a 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 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)

## 1.8 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 the supervisor any defects in plant or equipment.
- Work in a safe manner always. 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 plants 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.
- Attending 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.***

## **1.9 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 plants or equipment brought onto site by subcontractors 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 of 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 the 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.
- The subcontractor'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. Subcontractors 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 subcontractors for the employees unless arrangements have been made for the sub-contractor's employees to have use of this Company's facilities.
- Subcontractors 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.
- There are guidelines on workstations users of VDUs and all desk related activities that are common for all office workers these include.
- Avoid slouching and keep the curve in the lower back.
- Adjust the seat's backrest to support the lower back.
- Sit right back in the chair to gain adequate support.
- Use a footrest if the seat is too high.
- Rest the upper body when the routine allows. Try to vary your work pattern so the body uses a different position every 20 minutes. Where screens are involved change the screen angle to suit the sitting height. Avoid locations where VDUs will pick up sunlight or reflections.
- Adjust the height of the seat until the forearms are horizontal with the desk.
- Align hands with forearms and work with straight wrists.

## **Offices**

### **. Prevention the spread of Infection in the Workplace**

- A full cleaning regime will continue to be implemented to ensure the office is cleaned daily.
- The best strategy is the most obvious frequent hand washing.

### **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 from a competent person. It is essential that no person attempts a potentially hazardous task without proper instruction and training. Training programs 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 the 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
- Highlight the dangers of UV rays to outdoor workers.
- PPE
- Consultation Arrangements
- Employee Duties
- 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

### Induction Training

1. All relevant personnel employed by Crystal Air and working out on site installation 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 the name and signature of the 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 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 the 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.**



**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 everyone.
- 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). Crystal Air will adhere as far as possible to the EN 388 standard as used to evaluate mechanical risks for hand protection, including cut resistance.

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

## Foot Protection

Safety boots or shoes will be worn by all personnel where required. Eye Protection  
Eye Protection must be used when there is 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 vapors. E.g. 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

## 2.3 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.

## **2.4 Provision of Practical and Safe Work**

It is the policy of Crystal Air to ensure that tasks are within the competence and capacity of each employee and that a 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 on 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.

## **2.5 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 has a Health & Safety Committee that discusses any safe practices and work activity issues that may arise.

Safety Representatives:

David O'Brien

Mark O'Brien

Paul Gannon

Dermot Kelly

Eamonn Condell

David Benutti Neto

## **2.6 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.

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 organization has a number of people qualified to administer first aid techniques. The organization 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. **Cristine Smullen**
2. **Eamon Condell**
3. **David Benutti Neto**
4. **Alexandru Moscalu**
5. **Ethan Delaney**
6. **Bianca Abreu**

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 program 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 programs 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.

### **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.
- Staff 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:

- The 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:**

1. Caroline Smalley
2. Eamonn Condell

## **2.9 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

## 3 Introduction

### 3.1 Emergency/Fire Procedures

#### 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 on 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 the site.

There are 3 basic categories of injuries.

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

The project manager/ 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 the project manager/ safety Officer will organize 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. Accidents must be reported to the HSA when a person injured at work cannot perform their normal duties for 3 consecutive days after the accident. 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 straight away 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 onto a database 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 it to the project manager/ safety Officer.

Action items must be communicated to a Senior Management Team and completed within 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 employee's 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 staff 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 the 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 basis on which this Safety Statement was written. The Hazard & Risk Assessment report is intended as a guide, which the company may use for the purpose 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	The 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	The 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, Co Kildare	Date: Updated Jan. 2024
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Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L
<p><u>Activity</u></p> <p>Lifting ducting or materials in General</p> <p><u>Hazards</u></p> <p>Heavy Loads Unidentified packages Unbalanced loads</p> <p><u>Risks</u></p> <p>Back injuries Damage to materials &amp; package Hernias</p>	Employees	<ul style="list-style-type: none"> <li>➤ Use good manual handling techniques as learned through training.</li> <li>➤ Only lift products or packages that you are cable of lifting.</li> <li>➤ Where loads are too big, split the load where possible.</li> <li>➤ Use mechanical means to lift where you have been trained to do so.</li> <li>➤ Seek assistance or use team lifting to move large awkward and widely objects, where necessary.</li> </ul>	Site Manager			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
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<b>Recommendations</b>		

### 4.3 Work at Heights

<b>Works Area:</b> Site Works	<b>Company:</b> Crystal Air, Clane, Co Kildare	<b>Date:</b> Updated Jan. 2024
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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"> <li>➤ All personnel who are required to work at heights must be trained and competent to do so.</li> <li>➤ All material must be secured when working at heights and remain a safe distance from open edges.</li> <li>➤ Correct fall arrest and fall restraint systems must be worn by operatives where applicable and certified periodically.</li> <li>➤ All personal protective equipment must be stored safely by employees or as directed or instructed by training.</li> <li>➤ All ladders must be safely secured and checked to ensure they are fit for purpose.</li> <li>➤ All ladders are to be footed and secured prior to ascending.</li> <li>➤ Ladders must extend at least 1 metre above the landing platform.</li> <li>➤ Ladders will only be used for works of short duration or where no other means is practicable to provide a remedy.</li> <li>➤ Mobile elevated work platforms will be used where required.</li> <li>➤ Safety helmets to be worn by all operatives on the ground.</li> <li>➤ Sun block to be used where roof works or generally is necessary during hot weather.</li> <li>➤ Only access roofs in windy conditions where it is absolutely necessary.</li> <li>➤ A roof with open edges shall not be accessed until proper tie off procedures are in place or open edges is secured.</li> <li>➤ Ensure works area is supervised or demarcated to prevent third parties from entering work zone.</li> <li>➤ Emergency rescue plan must be prepared prior to engaging in work at heights</li> </ul>	Management  Site supervisor.		M	

<b>Legislative Reference</b>		Working at Height Regulations Part 4 General Application Regulations 2007, Code of Practice for working on Roofs 2016
<b>Exemptions</b>		Helmets may not have to be worn where works in suspended ceiling or tie voids need undertaking.
<b>Recommendations</b>		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. 2024		
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	<ul style="list-style-type: none"> <li>➤ Banksman/signaler must be present during crane operations and be competent to carry out his/her function (CSCS Certified).</li> <li>➤ Works to be prohibited where wind speeds deemed it too dangerous to operate safely.</li> <li>➤ All cranes and their jibs to be checked and certified by a competent person periodically.</li> <li>➤ All chains and wire rope to be certified periodically.</li> <li>➤ Site for erection or set up of crane to be predetermined and assessed by appointed crane contractor.</li> <li>➤ Lift plans to be provided prior to crane operations commencing. Only authorised persons are permitted to work in areas where the crane is operating.</li> <li>➤ Crane operator to assess weather and climatic conditions daily.</li> <li>➤ All products are to be secured prior to lifting and safe guarded by safety net or other appropriate means during transporting.</li> <li>➤ Area where crane is operating must be secured and not accessible by unauthorised personnel.</li> </ul>	Site supervisor.  Lift supervisor /Coordinator			L
<b>Legislative Reference</b>		Safety, Health and Welfare at Work (General Application) Regulations 2007Amendments 2016 Construction Regulations 2013				
<b>Crane Contractor</b>		Appointed crane contractor to supply all safety documentation to include lift plans, method statement and other relevant documentation				

<b>Recommendations</b>	Site survey prior to works commencing.
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#### 4.5 Enabling Works-Electrical and Mechanical Services

<b>Works Area:</b> Site Works		<b>Company:</b> Crystal Air, Clane, Co Kildare			<b>Date:</b> Updated Jan. 2024		
RR* (Risk Rating) = Severity x Likelihood ( <b>High</b> = Death or very Serious injury) ( <b>Medium</b> = Serious Injury/ Illness) ( <b>Low</b> = 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> Electrocutation Serious burns Fires	Employees Other subcontractors' Client/employees	<ul style="list-style-type: none"> <li>➤ All contractors involved must liaise and schedule works in a coordinated manner, whilst briefing all concerned through inductions and toolbox talks.</li> <li>➤ Competent persons such as plumber or electrician to make safe works area prior to installing ducting.</li> <li>➤ Lock out or permit work orders to be issued where necessary and supervised to ensure compliance.</li> <li>➤ Suitable fire extinguisher to be present during work.</li> <li>➤ Isolate power and other energy sources where it is safe to do and without causing interference to necessary services.</li> <li>➤ Suitable first aid box to be present on site and all products must be in date.</li> <li>➤ Fire blanket to be used where cutting may expose itself to combustible materials.</li> <li>➤ Electrical panel doors to be secure at the end of the working day. A suitable fire extinguisher must be at hand for people working on electrical panels, preferably CO<sub>2</sub>.</li> </ul>	Management  Site supervisor.		M		
<b>Legislative Reference</b> the Safety, Health and Welfare at Work Act 2005 and associated Regulations							

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**Recommendations** We expect all contractors to adhere to the General Principles of Prevention (described in Schedule 3, SHAWW Act 2005).

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**Scaffold / Tower Scaffold**

<b>Works Area:</b> Site Works	<b>Company:</b> Crystal Air, Clane, Co Kildare	<b>Date:</b> Updated Jan. 2024
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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>Working of Scaffold</p> <p><u>Hazards</u></p> <p>Falls from scaffold Collapse of scaffold Electrocution. Trips over material</p> <p><u>Risks</u></p> <p>Electrical burns Musculoskeletal injuries Head injuries</p>	Employees	<ul style="list-style-type: none"> <li>➤ Scaffold must be erected by a competent person (Fetac Certified).</li> <li>➤ All toe boards must be in place prior to placing material or tools.</li> <li>➤ Quick stage scaffold must have uprights insulated when working near or in close proximity to live electrical cables.</li> <li>➤ Ladder access must be provided where applicable.</li> <li>➤ Tower scaffold wheels must be locked and not moved when persons are on it.</li> <li>➤ Do not attempt to leverage yourself forwards or backwards to move tower scaffold.</li> <li>➤ Quick stage to be checked at least once a week or whenever adverse weather conditions deems it necessary to do so.</li> <li>➤ All scaffold to remain free from debris and other unwanted material so as to prevent slips, trips or falls occurring.</li> <li>➤ <i>GA3 FORM TO BE FILLED OUT FOR SCAFFOLDING ERECTION AND INSPECTIONS</i></li> </ul>	<p>Management</p> <p>Site supervisor.</p>			L
<b>Legislative Reference</b>		Part 4, Safety, Health and Welfare at Work (General Application) Regulations 2007				
		Code of Practice for Access and working Scaffolds 2018 amended Jan 2019				

<b>Recommendations</b>		
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#### 4.6 Portable tools

<b>Works Area:</b> Site Works	<b>Company:</b> Crystal Air, Clane, Co Kildare	<b>Date:</b> Updated Jan. 2024
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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>Use of Portable tools</p> <p><u>Hazards</u></p> <p>Electrical Blades Sharp edges</p> <p><u>Risks</u></p> <p>Cuts Electrocution Swarf burns Hearing damage Eye injuries</p>	Employees	<ul style="list-style-type: none"> <li>➤ Ensure correct PPE is worn.</li> <li>➤ All equipment shall be inspected before use.</li> <li>➤ Only used equipment for the job it has been designed for</li> <li>➤ Use only 110V power source will on building sites.</li> <li>➤ Hearing protection to be worn where required.</li> <li>➤ Safety glasses or goggles must be worn especially when drilling overhead.</li> <li>➤ Do not attempt to remove hot metal swarf with your bare hand during drilling; always use a tool or metal instrument.</li> <li>➤ All blades are to be fitted accordingly and only to be used for the purpose it has been designed for.</li> <li>➤ All portable tools are to be maintained in good condition and defects reported to management where necessary.</li> <li>➤ Hearing protection must be worn in areas where excessive noise is present e.g. above 80dB</li> </ul>	Management  Site supervisor.			L
<b>Legislative Reference</b>	Part 5 Control of Noise at Work, safety, Health & Welfare at Work (general Application) Regulations 2007					



<b>Recommendations</b>

#### 4.7 Abrasive Wheels

<b>Works Area:</b> Site Works	<b>Company:</b> Crystal Air, Clane, Co Kildare	<b>Date:</b> Updated Jan. 2024
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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>Working consaws, angle grinders etc.</p> <p><u>Hazards</u></p> <p>Cutting Grinding Fire Noise</p> <p><u>Risks</u></p> <p>Eye injuries Face injuries Hearing loss Burns</p>	Employees	<ul style="list-style-type: none"> <li>➤ Abrasive wheel users must be trained and competent to use such equipment.</li> <li>➤ Hearing protection must be worn when using abrasive wheels.</li> <li>➤ Safety glasses or goggles must also be worn,</li> <li>➤ A suitable fire extinguisher must be available on site and ensure it is fit for purpose.</li> <li>➤ Do not attempt to surface grind metal with a cutting disc.</li> <li>➤ Ensure all abrasive wheels are stored in a dry place.</li> <li>➤ When transporting ensure they are stored safely and without weight resting on them.</li> <li>➤ Abrasive wheel must not be used above waist height.</li> </ul>	<p>Management</p> <p style="text-align: center;">Site supervisor.</p>		M	
<b>Legislative Reference</b>		Part 12, Abrasive Wheels (General Application) (Amendment) Regulations 2016 (S.I.No.36 of2016				

		See appendix A for persons trained in safe use of Abrasive Wheels as per the General App. Regulations 2016	
<b>Recommendations</b>		All employees using abrasive wheels must be trained. Helmet with safety visor is more suitable than. safety goggles as these tend to fog up.	

#### 4.8 Hanging Cable tray

<b>Works Area:</b> Site Works	<b>Company:</b> Crystal Air, Clane, Co Kildare	<b>Date:</b> Updated Jan. 2024
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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	Employees	<ul style="list-style-type: none"> <li>&gt; Wearing correct PPE – Hard hat, gloves &amp; glasses</li> <li>&gt; Certified person to erect scaffold.</li> <li>&gt; GA 3 form to be completed on a weekly basis.</li> <li>&gt; Design a parking area &amp; specific time for deliveries.</li> <li>&gt; Use 2 people to carry materials.</li> <li>&gt; 2 people installed cable tray.</li> <li>&gt; Ensure work is carried out from a secure working platform.</li> <li>&gt; All staff to be trained in manual handling.</li> <li>&gt; Ensure idle hand is kept free from behind the tray, where the nail is been shot.</li> </ul>	Management  Site supervisor.		M	

<b>Risks</b> Eyes injuries Hand injuries Head injuries Fall from heights Vehicle accident Back injuries. Falls from heights			
<b>Legislative Reference</b>	Safety, Health and Welfare at Work (General Application) Regulations 2007		
<b>Recommendations</b>			

#### 4.9 Hot Works

<b>Works Area:</b> Site Works		<b>Company:</b> Crystal Air, Clane, Co Kildare			<b>Date:</b> Updated Jan. 2024		
<b>RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)</b>							
Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L	
<u>Activity</u>  Hot Works  <u>Hazards</u> Brazing equipment Naked flames Smoldering materials Flammable materials	Operatives	<ul style="list-style-type: none"> <li>➤ Correct PPE to be worn during hot works.</li> <li>➤ Examine the area of works.</li> <li>➤ Remove all potential combustibile materials.</li> <li>➤ Hot works permit to be put in place by site supervisor or main contractor.</li> <li>➤ Brazing equipment to be checked before use.</li> <li>➤ ½ fire watch to be put in place and told what to do in the event of a fire.</li> <li>➤ Adequate ventilation shall be maintained in the area where</li> </ul>	Management  Site supervisor.			L	

<u>Risks</u> Fire Explosion Exposure to fumes Burns. Eye injury		hot works are carried out. ➤ Fire extinguishers and blankets to be at hand always			
<b>Legislative Reference</b>		Safety, Health and Welfare at Work (General Application) Regulations 2007			
<b>Recommendations</b>		Fire watch to be initiated post hot works			

#### 4.10 Cartridge Tools

<b>Works Area:</b> Site Works		<b>Company:</b> Crystal Air, Clane, Co Kildare			<b>Date:</b> Updated Jan. 2024			
<b>RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)</b>								
Activity/Task Risk	Persons exposed	Control Measures			Resp- Person	H	M	L
<u>Activity</u>  Cartridge Tools  <u>Hazards</u>	Employees	➤ Wear appropriate PPE. ➤ Inspect equipment before use. ➤ Training to be received from supplier/manufacturer of cartridge guns. ➤ Safety of the operator and by standards is promoted			Management  Site supervisor.			L

<p>Nail gun Nail Flying Materials Noise</p> <p><b>Risks</b></p> <p>Eye injuries Hearing damage Cuts</p>		<p>by the use of appropriate safety equipment and by following instructions in the operators manual.</p> <ul style="list-style-type: none"> <li>➤ In the event of cartridge gun jamming, ensure the gas cartridge is released prior to removing.</li> <li>➤ Do not point the nail gun at any person or do not aim into material where person is on the opposite side.</li> </ul>			
<b>Legislative Reference</b>					
<b>Recommendations</b> Follow direction on manufacturer's instructions for replenishes					

#### 4.11 Works adjacent to streets/pedestrians

<b>Works Area:</b> Site Works		<b>Company:</b> Crystal Air, Clane, Co Kildare			<b>Date:</b> Update Jan. 2024			
RR* (Risk Rating) = Severity x Likelihood ( <b>High</b> = Death or very Serious injury) ( <b>Medium</b> = Serious Injury/ Illness) ( <b>Low</b> = Minor Injury/ Illness)								
<b>Activity/Task Risk</b>	<b>Persons exposed</b>	<b>Control Measures</b>			<b>Resp- Person</b>	<b>H</b>	<b>M</b>	<b>L</b>

<p><b>Activity</b></p> <p>Live traffic or pedestrians</p> <p><b>Hazards</b></p> <p>Road traffic Unsafe access for pedestrians. Falling objects Debris on the road.</p> <p><b>Risks</b></p> <p>Seriously bodily impacts Limb fractures or breakages</p>	<p>Employees Third parties</p>	<ul style="list-style-type: none"> <li>➤ Plan in advance offloading of materials</li> <li>➤ Tell employees about the plan.</li> <li>➤ Plan in advance road traffic safety plan</li> <li>➤ Maintain a high level of housekeeping.</li> <li>➤ No trailing cables or loose tools to be left on public thorough fairs.</li> <li>➤ Permit to set up scaffolds or MEWP's to be sought from local council where appropriate.</li> <li>➤ Full access to be maintained and provided for pedestrians where necessary.</li> <li>➤ All work is to be supervised and coordinated with minimal disruption.</li> <li>➤ Appropriate signage erected to inform pedestrians.</li> </ul>	<p>Management</p> <p>Site supervisor.</p>	<p>M</p>
<p><b>Legislative Reference</b> sections 19 and 20 of the Act, and the provisions of the Safety, Health and Welfare at Work (Construction) Regulations 2013</p>				
<p><b>Recommendations</b></p>		<p>Signs, lighting and guarding at road works, 2010 Edition.</p>		

**4.12 Indoor Units**

<b>Works Area:</b> Site Works	<b>Company:</b> Crystal Air, Clane, Co Kildare	<b>Date:</b> Updated Jan. 2024
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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>Fitting of Indoor Units</p> <p><u>Hazards</u></p> <p>Dust Drill Bits Noise Work at Heights Hack saw Hammer. Manual handling</p> <p><u>Risks</u></p> <p>Eye injury Puncture injury Ear damage Injury from falling from heights cuts. Hand injury Back &amp; Neck strain</p>	<p>Employees</p> <p>Third parties</p>	<ul style="list-style-type: none"> <li>➤ Wear the correct PPE.</li> <li>➤ Ensure work is carried out from a secure working platform.</li> <li>➤ All staff to be trained in manual handling.</li> <li>➤ Ensure guards are in place to protect moving parts.</li> <li>➤ Ensure all hand tools are in good condition and inspected before they are used.</li> <li>➤ Use the correct tools for the task.</li> <li>➤ All hand tools to be of 110v power source.</li> <li>➤ All work is to be carried out safely and without endangering third parties.</li> <li>➤ Workplaces to be maintained in a clean manner and clean as you go policy to operate on all jobs indoor.</li> </ul>	<p>Management</p> <p>Site supervisor.</p>			L
<b>Legislative Reference</b>						
<b>Recommendations</b>						
		Follow direction on manufacturer's instructions for replenishes				

#### 4.13 Pipe Works

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>Installation of Pipework</p> <p><u>Hazards</u></p> <p>Manual handling Work at Heights Dust and debris Brazing Equipment Gasses</p> <p><u>Risks</u></p> <p>Back &amp; Neck injuries Falls from heights Eye Injuries lung injuries Burns Affixation</p>	Employees	<ul style="list-style-type: none"> <li>➤ All staff to be trained in manual handling.</li> <li>➤ Ensure all work is carried out from a secure working platform.</li> <li>➤ Wear the correct PPE.</li> <li>➤ Ensure glove are worn.</li> <li>➤ Check plant and equipment before use.</li> <li>➤ Ensure work is carried out in an adequately ventilated area.</li> <li>➤ Respirator mask to be worn if repairing of installing ducting above suspended ceiling or in plant rooms where asbestos may be present.</li> </ul>	<p>Management</p> <p>Site supervisor.</p>			
<b>Legislative Reference</b>						
<b>Recommendations</b>						

**4.14 Installation of Drains**



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>Installation of Drains</p> <p><b>Hazards</b>                      Work at heights                      Drilling bits,                      Hand tools                      Noise.                      Falling debris                      Solvents                      Shafts</p> <p><b>Risks</b>                      Falling from heights                      Hand injuries                      Hearing problems                      Eye injury                      Flammable,                      Inhalation                      Falling debris,                      Falls from heights</p>	Employees	<ul style="list-style-type: none"> <li>➤ Ensure work is carried out from a secure working plat form.</li> <li>➤ GA3 forms to be completed on a weekly basis.</li> <li>➤ Ensure work is carried out in well-ventilated areas.</li> <li>➤ Ensure correct PPE is worn.</li> <li>➤ Use harnesses where necessary, Harnesses to be certified and selected that they are fit for purpose. Inertia reels or restraint lifelines to be used with harness when fitting drains.</li> <li>➤ Ensure areas are adequately ventilated.</li> </ul>	Management  Site supervisor.			<b>L</b>
<b>Legislative Reference</b>						
<b>Recommendations</b>						

**4.15 Piping in Risers**

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>Piping in Riser</p> <p><u>Hazards</u></p> <p>Working at height Flashback Fire Flame Fumes</p> <p><u>Risks</u></p> <p>Injury from fall Fire/injury Explosions Loss of life Damage to building Burn. Asphyxiation</p>	<p>Employees</p>	<ul style="list-style-type: none"> <li>➤ Ensure ladders are erected on clean and level surface.</li> <li>➤ Ladders to be footed where applicable.</li> <li>➤ Ensure work is carried out from a secure working platform.</li> <li>➤ All equipment has to be checked before it is used.</li> <li>➤ Hot works permit obtained prior to work commencing</li> <li>➤ Firefighting equipment beside welding plant.</li> <li>➤ All welding bottles are fitted with flash back arrestors.</li> <li>➤ All loose debris was removed from the shaft.</li> <li>➤ Competent and trained person to carry out task.</li> <li>➤ Ensure work is carried out in an adequately ventilated area.</li> <li>➤ Operatives, where practicable, need to have an escape door at their back.</li> <li>➤ Remove yourself from the works areas where fumes become a nuisance.</li> <li>➤ 1/2-hour watch on hot works once completed.</li> </ul>	<p>Management</p> <p>Site supervisor.</p>			L
<b>Legislative Reference</b>						
<b>Recommendations</b>						

#### 4.16 Installation of outdoor units

<b>Works Area:</b> Site Works	<b>Company:</b> Crystal Air, Clane, Co Kildare	<b>Date:</b> Updated Jan. 2024
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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> Installation of outdoor units</p> <p><u>Hazards</u></p> <p>Lifting Cover/panels blowing off roof Rubbish/Packaging Moving Parts Weather – Ice/rain/ wind Electricity Working at heights Leaking or charging oil Refrigerant</p> <p><u>Risks</u> Back injury Injuries to people below People tripping or falling Bad housekeeping Lacerations. loss of limbs Trip/fall Electric shock. Falling, from heights Eye injury Skin damage Burns inhalation</p>	Employees	<ul style="list-style-type: none"> <li>➤ Two people to carry unit at all times.</li> <li>➤ Maintain a clean as you go policy where possible.</li> <li>➤ Ensure cover panels are secure.</li> <li>➤ Ensure work is carried out from a secure working platform.</li> <li>➤ Store neatly/safely until ready to be removed from site or until a skip is provided.</li> <li>➤ Wear gloves where possible and remove oil from hands as soon as possible.</li> <li>➤ All units are to be turned off when working on them.</li> <li>➤ Be sure there is easy access/egress when bad weather is present.</li> <li>➤ Do not try to carry heavy objects in icy conditions, treat the area first with a de-icer.</li> <li>➤ Ensure you wear correct PPE at all times.</li> <li>➤ Clean up any oil or charging oil refrigerant once spilled.</li> <li>➤ Be vigilant at all times and exercise due care to other third parties that may be present.</li> <li>➤ Erect a demarcation zone where possible to prevent against unauthorised entry.</li> </ul>	Management  Site supervisor.		M	

<b>Legislative Reference</b>
<b>Recommendations</b>

#### 4.17 Piping on roof

<b>Works Area:</b> Site Works	<b>Company:</b> Crystal Air, Clane, Co Kildare	<b>Date:</b> Updated Jan. 2024
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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>Piping on Roof.</p> <p><u>Hazards</u></p> <p>Brazing A Frame Benders Oxygen &amp; Acetylene Falls Opening in roof structure Weather conditions Access &amp; Egress</p> <p><u>Risks</u></p> <p>Burns Back injuries Explosion Fall injuries. Slip, trip or falls. Getting caught in emergency</p>	Employees	<ul style="list-style-type: none"> <li>➤ Ensure Fire extinguisher/blanket are close to hand.</li> <li>➤ Ensure all staff have manual handling training.</li> <li>➤ Ensure brazing equipment is stored correctly.</li> <li>➤ Ensure handrails are in place.</li> <li>➤ Ensure roof openings are covered or protect with fixed solid handrail.</li> <li>➤ Check roof for slippery surfaces, frost or gusts of wind.</li> <li>➤ Ensure a clear route to the roof and from the roof is maintained at all times.</li> <li>➤ Implement roof permit if necessary.</li> <li>➤ Use safety harnesses and personal protective equipment where necessary.</li> <li>➤ Portable lighting to be used where applicable when entering roof in where limited artificial lighting is present.</li> </ul>	Management  Site supervisor.		M	

<b>Legislative Reference</b>
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**Recommendations**

Follow working at height Precautions

**4.18 Electrical Wiring**

<b>Works Area:</b> Site Works	<b>Company:</b> Crystal Air, Clane, Co Kildare	<b>Date:</b> Updated Jan. 2024
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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>Wiring installations</p> <p><u>Hazards</u></p> <p>Working at Height Trips Abrasions Burns Electricity Hand tools, snips &amp; pliers</p> <p><u>Risks</u></p> <p>Falls from heights Head injuries Burns Electrocution/death. Cuts to hands &amp; fingers</p>	Employees	<ul style="list-style-type: none"> <li>➤ Ensure work is carried out from a secure working platform.</li> <li>➤ Ensure staff are trained and competent to carry out wiring.</li> <li>➤ Ensure staff have correct wiring diagrams.</li> <li>➤ Ensure correct PPE is worn.</li> <li>➤ GA 3 forms to be filled out on a weekly basis.</li> <li>➤ All tools to be secured when working of platforms.</li> <li>➤ Isolate power or switch off where applicable.</li> <li>➤ Use proper insulated tools when working on electrical appliances.</li> <li>➤ Electrical installation to be completed to ETCI regulations and equipment to minimum CE and EN standards at a minimum.</li> </ul>	<p>Management</p> <p>Site supervisor.</p>			L

<b>Legislative Reference</b>		Appointed electricians must ensure that ETCI regulation are adhered to all projects
<b>Recommendations</b>		Lock out/tag out system should be used to ensure isolation is completed.

#### 4.19 Pressure testing

<b>Works Area:</b> Site Works	<b>Company:</b> Crystal Air, Clane, Co Kildare	<b>Date:</b> Updated Jan. 2024
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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>Pressure testing</p> <p><u>Hazards</u></p> <p>Transporting Nitrogen Bottles Lifting Nitrogen Bottle Moving bottle up to roof Work at heights Flying Objects Explosion Nitrogen Storage</p> <p><u>Risks</u></p> <p>Damage caused by vehicle accident Back injuries. Injuries to fingers Falls &amp; trips. Eye injury Death, Asphyxiation, unconsciousness</p>	Employees	<ul style="list-style-type: none"> <li>➤ Designated holding bracket in vehicle</li> <li>➤ All staff to be trained in manual handling.</li> <li>➤ Gas bottles to be stored correctly.</li> <li>➤ Method statement to be followed where required and applicable.</li> <li>➤ Bolle blast goggle and safety visor to worn at all times.</li> <li>➤ Training, signs indicating system is under pressure test.</li> <li>➤ BOC training to be provided where necessary.</li> <li>➤ Designated storage areas</li> <li>➤ Ensure work is carried out from a secure working platform.</li> <li>➤ Demarcate the testing area in question to prevent any unauthorised entries from occurring.</li> <li>➤ Where demarcation is not possible manned supervision must be in operation.</li> </ul>	<p>Management</p> <p>Site supervisor.</p>		M	

<b>Legislative Reference</b>	The EU-F-Gas Regulation:	Safety, Health & Welfare at Work (General Application)
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**Recommendations**

**4.20 System Vacuum**

<b>Works Area:</b> Site Works		<b>Company:</b> Crystal Air, Clane, Co Kildare			<b>Date:</b> Updated Jan. 2024			
<b>RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)</b>								
Activity/Task Risk	Persons exposed	Control Measures			Resp- Person	H	M	L
<u>Activity</u>  System vacuum  <u>Hazards</u>  Moving parts Pressurized systems Lubricant oils Refrigerants	Employees	<ul style="list-style-type: none"> <li>➤ Ensure safety goggles worn.</li> <li>➤ Gloves to be worn to prevent the hands from being burned.</li> <li>➤ Ensure signs are put in place prior to testing.</li> <li>➤ Clean up any refrigerant oil spills immediately.</li> <li>➤ Ensure apprentices and other inexperienced personnel are accompanied by an experienced fitter or service technician.</li> <li>➤ Never temporarily fix pressure lines.</li> <li>➤ Do not put your hand near moving parts, always isolate the power and wait for machine to completely stop.</li> <li>➤ Where your skin has been exposed to high pressure gas</li> </ul>			Management  Site supervisor.			L

<p><b>Risks</b>  Cut and break injuries  Injuries from high pressure gas  Skin irritation  Burns</p>		<p>consult your doctor immediately.</p>			
<p><b>Legislative Reference</b></p>					
<p><b>Recommendations</b></p>					

**4.21 Pre-Commissioning**

<p><b>Works Area:</b> Site Works</p>	<p><b>Company:</b> Crystal Air, Clane, Co Kildare</p>	<p><b>Date:</b> Updated Jan. 2024</p>
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**RR\* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)**

<p><b>Activity/Task Risk</b></p>	<p><b>Persons exposed</b></p>	<p><b>Control Measures</b></p>	<p><b>Resp- Person</b></p>	<p><b>H</b></p>	<p><b>M</b></p>	<p><b>L</b></p>
<p><u>Activity</u>   Pre commissioning   <u>Hazards</u></p>	<p>Employees</p>	<ul style="list-style-type: none"> <li>➤ Attend Induction by building officer.</li> <li>➤ Assess area prior to commencing works.</li> <li>➤ Ask if there are existing mechanical and electrical maps on site, normally kept in the health and safety file.</li> <li>➤ Use correct tools for the job.</li> </ul>	<p>Management   Site supervisor.</p>			



Access & Egress to site Equipment Working at heights Electricity  <u>Risks</u> Unidentified hazards Cuts and injuries Falls from heights Electrocutation	<ul style="list-style-type: none"> <li>➤ Ensure work is carried out from a secure working platform.</li> <li>➤ Where ladders are needed for works of short duration ensure they are footed</li> <li>➤ Ensure power supplies are correctly terminated look for commissioning certs from electrical contractor</li> </ul>				<b>L</b>
<b>Legislative Reference</b>					
<b>Recommendations</b>					


#### 4.22 Commissioning

<b>Works Area:</b> Site Works		<b>Company:</b> Crystal Air, Clane, Co Kildare			<b>Date:</b> Updated Jan. 2024		
<b>RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)</b>							
Activity/Task Risk	Persons exposed	Control Measures	Resp- Person	H	M	L	
<u>Activity</u>  Commissioning	Employees	<ul style="list-style-type: none"> <li>➤ Use appropriate PPE Gas mask, gloves.</li> <li>➤ Inform the client of your presents on site.</li> <li>➤ Use 2 trained people for a lift, and use lifting techniques as</li> </ul>	Management  Site supervisor.				

<p><b>Hazards</b></p> <p>Gas Manual Handling Electricity Fan Blade Fall from heights</p> <p><b>Risks</b></p> <p>Inhalation burns Injury to back Death. Injury to hands</p>		<p>learned through training.</p> <ul style="list-style-type: none"> <li>➤ Use qualified persons only to implement a lock &amp; tag system.</li> <li>➤ Place a guard around the fan blade.</li> <li>➤ Ensure guard rails are in place.</li> <li>➤ Ensure signs are erected.</li> <li>➤ Use harnesses and safety lanyard if necessary.</li> </ul>		M
<b>Legislative Reference</b>				
<b>Recommendations</b> Only competent commissioning personnel to be assigned to these works				

#### 4.23 Employees

<b>Works Area:</b> Site Works		<b>Company:</b> Crystal Air, Clane, Co Kildare			<b>Date:</b> Updated Jan. 2024			
<b>RR* (Risk Rating) = Severity x Likelihood (High = Death or very Serious injury) (Medium = Serious Injury/ Illness) (Low= Minor Injury/ Illness)</b>								
Activity/Task Risk	Persons exposed	Control Measures			Resp- Person	H	M	L
<p><u>Activity</u></p> <p>Lifting</p>	(pregnant) Female	<ul style="list-style-type: none"> <li>➤ All staff to use good manual handling techniques as learned through training.</li> <li>➤ Only lift what you are cable of whilst keeping your knees bent</li> </ul>			<p>Management</p> <p>Site</p>			L

<p><b>Hazards</b></p> <p>Moving reams of paper General lifting activities</p> <p><b>Risks</b></p> <p>Back injuries Hernias Muscle tare</p>	<p>staff</p>	<p>and back straight so far as reasonably practicable.</p> <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Seek assistance to move or lift items/articles where necessary.</li> <li>➤ Wear suitable supporting shoes during pregnancy.</li> <li>➤ Ask a member of staff to lift or move items which are too difficult for the pregnant lady in question to lift.</li> <li>➤ Keep access and egress routes clear of obstruction at all times.</li> <li>➤ Ensure suitable artificial lighting is available in the work area where needed.</li> </ul>	<p>supervisor.</p>	
<p><b>Legislative Reference</b></p>		<p>Pregnant Employee Regulations 2000</p>		
<p><b>Recommendations</b></p>				

**4.24 Mobile Elevated Work Platforms**

<p><b>Works Area:</b> Site Works</p>	<p><b>Company:</b> Crystal Air, Clane, Co Kildare</p>	<p><b>Date:</b> Updated Jan. 2024</p>				
<p><b>RR* (Risk Rating)</b> = Severity x Likelihood (<b>High</b> = Death or very Serious injury) (<b>Medium</b> = Serious Injury/ Illness) (<b>Low</b>= Minor Injury/ Illness)</p>						
<p><b>Activity/Task Risk</b></p>	<p><b>Persons exposed</b></p>	<p><b>Control Measures</b></p>	<p><b>Resp- Person</b></p>	<p><b>H</b></p>	<p><b>M</b></p>	<p><b>L</b></p>

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

#### 4.25 Works Near Railway Lines

<b>Works Area:</b> Site Works	<b>Company:</b> Crystal Air, Clane, Co Kildare	<b>Date:</b> Updated Jan. 2024
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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-	H	M	L
<p><u>Activity</u></p> <p>Works near train station and railway lines/sidings</p> <p><u>Hazards</u></p> <p>Moving trains Rail lines, slips trips. Falls from platforms</p> <p><u>Risks</u></p> <p>Entrapment, Crushing, Serious injury</p>	<p>Employees</p>	<ul style="list-style-type: none"> <li>➤ All appointed persons must supervise all activities on site where third parties could be at risk.</li> <li>➤ Where a permit is issued adhere to timelines and instruction as directed.</li> <li>➤ High visibility clothing to be worn by all.</li> <li>➤ All egress and access routes must be maintained free of obstructions.</li> <li>➤ Ensure sufficient lighting is maintained at all times.</li> <li>➤ All material brought to the site will be supervised and managed accordingly.</li> <li>➤ Access to and egress from railway siding and near railway lines must be planned and in adherence to Clients safety policies.</li> <li>➤ Induction training and safety procedures delivered by client must be attended by persons assigned to the contract works.</li> <li>➤ Main contractor will coordinate operations as required and disseminate all health and safety information necessary.</li> <li>➤ Technicians to remain a safe distance from platforms edge and clear of opening doors on trains.</li> <li>➤ Cease works on train arrival to station and make good works area for safe passenger maneuvering.</li> </ul>	<p>Management</p> <p>Site supervisor.</p>		M	
<b>Legislative Reference</b>						
<b>Recommendations</b>		Adhere to procedures as outlined above				

#### 4.26 Preventing the Spread of Infection in the Workplace

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	<p><b>Critical components which will require our collective response.</b></p> <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Clean your workplace frequently.</li> <li>➤ If feeling unwell report immediately to Supervisor,</li> </ul>	<p>Management</p> <p>Site supervisor.</p>			

**Legislative Reference**

**Recommendations**

Adhere to procedures as outlined above

**4.27 Housekeeping**

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>  <b>Working on a site or in an office</b></p> <p><u>Hazards</u>  Trips: Material left Lying in the open  Slips: On greasy or wet floors or slippery material left unattended  Falls: Use of material for access to higher work areas.  Collision with an object  Objects falling from a height.  Fire from combustible rubbish left around.</p> <p><u>Risks</u>  Serious Injury  Death  Broken Limb</p>	<p>Employees</p>	<p>Poor Housekeeping can pose a wide variety of Risks to Health and Safety whether it is in the Office or Site Works.</p> <p>Crystal Air will adhere to all rules regarding good housekeeping on client's sites. Crystal Air Employees will follow the foreman's access routes.</p> <ul style="list-style-type: none"> <li>➤ Storage is to be defined.</li> <li>➤ Staff and Contractor are made aware of the company requirements about storage, clearing up and tidiness.</li> <li>➤ Managers will ensure that delivery and stacking areas are prepared and that materials are stored so as not to create difficulties.</li> <li>➤ Employees must always maintain workplaces in a tidy condition.</li> <li>➤ Employees will ensure that all waste materials in and around the offices and sites related to their activity are cleared and disposed of safely and with regard to the environmental activities of the company.</li> </ul>	<p>Management   Site supervisor.</p>			<p>L</p>
<b>Legislative Reference</b>		General Application Regulations 2007				
<b>Recommendations</b>						

## 4.28 Visual Display Units

<b>Works Area:</b> Office	<b>Company:</b> Crystal Air, Clane, Co Kildare	<b>Date:</b> Updated Jan. 2024
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R\* (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>Administration work and other activities</p> <p><b>Hazards</b></p> <p>Long / Short term sighting Problems Glare Lightening Screen Brightness Poor Posture Stress</p> <p><b>Risks</b></p> <p><b>Headaches</b> Back and neck Pain Discomfort Temporary eye strain Repetitive muscle Strain</p>	Employees,	<p>While office work may not be considered as a high-risk activity, unsafe work system and lay out may result in injury or illness.</p> <ul style="list-style-type: none"> <li>➤ Analyze workstations to assess and reduce risks.</li> <li>➤ Ensure workstation meets specified minimum requirements.</li> <li>➤ Work activities are planned so that they include breaks and change in activities.</li> <li>➤ Provide eye and eyesight tests on request.</li> <li>➤ Provide information and training.</li> <li>➤ Encourage users to take short regular breaks.</li> <li>➤ Encourage users to inform their manager supervisor of any abnormal discomfort while using the workstation.</li> </ul>	Managers Employees			L

<b>Legislative Reference</b>	General Application Regulations 2007/Amendments 2016-chapter 5 Part 2
<b>Recommendations</b>	



#### 4.29 Building / Office

<b>Works Area:</b> Office	<b>Company:</b> Crystal Air, Clane, Co Kildare	<b>Date:</b> Updated Jan. 2024
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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>Administration work and other activities</p> <p><b>Hazards</b></p> <p>Structure Floors Walls Ceilings Doors Sanitary Ventilation / Air Condition Lighting Stored Material Electricity</p> <p><b>Risks</b></p> <p><b>Impact / Collapse</b></p> <p><b>Slips trips and falls.</b></p> <p><b>Fire and Explosion</b></p> <p><b>Poor Hygiene</b></p> <p><b>Respiratory Problems</b></p> <p><b>Poor Comfort</b></p>	<p>Employees , clients, visitors</p>	<p>While office work may not be considered as a high-risk activity, unsafe work systems and layout may result in injury or illness.</p> <ul style="list-style-type: none"> <li>➤ Structured are solid and ridged for designed use.</li> <li>➤ Floors have a smooth surface.</li> <li>➤ Emergency Exit routes are kept and well-marked out.</li> <li>➤ Adequate office space is allocated, furniture and fillings are arranged so that staff can move around easily.</li> <li>➤ Doors numbers and size are adequate Transparent doors are marked at a conspicuous level (Partial Toughened Glass).</li> <li>➤ Permit to work is used as necessary.</li> <li>➤ Fire doors are identified and kept clear or closed as appropriate.</li> <li>➤ Steps / Stairs are maintained and kept clear.</li> <li>➤ Emergency exit routes are clearly identified.</li> <li>➤ Sufficient Fresh air and adequate temperature is provided heat is provided.</li> <li>➤ Good ventilation system in place</li> <li>➤ Adequate light is provided.</li> <li>➤ Emergency lighting systems are provided.</li> <li>➤ Sufficient sanitary facilities are provided and maintained.</li> <li>➤ Materials are stored correctly and for short periods.</li> <li>➤ Firefighting equipment is provided and maintained.</li> <li>➤ Refuse and other waste is disposed of regularly!</li> <li>➤ Traffic Routes into the building are identified</li> </ul>	<p>Managers Employees</p>			L
<b>Legislative Reference</b>		General Application Regulations 2007/Amendments 2016				
<b>Recommendations</b>						



### 4.30 Fire Hazards & Emergency Procedures

Works Area: Offices	Crystal Air Clane, Co Kildare	07/01/2024
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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>Prevention of and outbreak of fire through the establishment of day-to-day fire prevention practices</p> <p><u>Hazards</u> Sources of Heat Lighting, Electrical Equipment, smoking and anything that can cause a fire.</p> <p><u>Risks</u> Death Serious Injuries Smoke Inhalation Loss of premises</p>	Employees, clients, visitors	<p>Fire and Emergency Plan for the client site will be followed by Crystal Air Employees. Site Supervisor to brief all workers on the first day on any new or existing site. Fire watcher will be appointed for hot works.</p> <ul style="list-style-type: none"> <li>➤ The Instruction and Training of staff to familiarize themselves with fire prevention and emergency evacuation procedures.</li> <li>➤ The inspection and maintenance of fire protection equipment.</li> <li>➤ The provision and maintenance of escapes routes</li> <li>➤ The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.</li> <li>➤ The testing and maintenance of electrical installation and ensuring all electrical equipment is switched off and unplugged when not in use.</li> <li>➤ Provide portable fire extinguisher in sufficient numbers to give adequate cover.</li> <li>➤ Have a clear and immediate action plan in the event of the fire with clear directional signage and fire marshals.</li> <li>➤ No person shall obstruct a means of escape Fire exit routes and doors must never be obstructed.</li> <li>➤ Fire Alarm system is checked on a daily basis.</li> </ul>	<p>Management and Site Supervisor</p> <p>Management and Office Staff</p>			

<b>Legislative Reference</b>	Sect 11, 12 and 19 of the 2005 Act - Fire Services Act 1981
<b>Recommendations</b>	Undertake Fire Drills at least twice per year

### 4.31 Access & Egress

Works Area: Offices	Crystal Air Clane, Co Kildare	07/01/2024
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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> Entering and leaving the workplace</p> <p><u>Hazards</u> Restriction of and orderly evacuation of the premises Slips Trips and Falls Obstruction of Emergency Exit</p> <p><u>Risks</u> Death Serious Injuries</p>	Employees , clients, visitors	<p>Crystal Air Employees will adhere to all the rules regarding access and egress on the Client sites.</p> <ul style="list-style-type: none"> <li>➤ All doors and access points shall be kept clear and maintained.</li> <li>➤ All passageways shall be kept clear of obstruction.</li> <li>➤ All floor covering and surfaces shall be kept clean and in good condition.</li> <li>➤ Adequate lighting shall be provided at all entry and exit points and along corridors and passageways.</li> <li>➤ Waste shall be removed regularly and systemically and stored in a secure place.</li> </ul>	<p>Management and Site Supervisor</p> <p>Management and Office Staff</p>			L

Legislative Reference		
Recommendations		Employees should be encouraged to maintain the workplace in a tidy condition at all times.

### 4.33 PPE Cut Gloves

Works Area: All Sites .... PPE Cut Gloves	Crystal Air Clane, Co Kildare	12/01/ 2024
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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>Determine the level of cut hazards present in the work environment.</p> <p><b>General Activity</b></p> <ol style="list-style-type: none"> <li>1. Commissioning System</li> <li>2. Transport of units</li> <li>3. Installation of units</li> <li>4. Installation of Cabling</li> <li>5. Transport of Ducting</li> <li>6. Installation of ducting</li> <li>7. Transport of piping material</li> <li>8. Piping support work</li> <li>9. Piping erection</li> <li>10. Transport of insulation</li> <li>11. Installing Insulation</li> <li>12. Use of electrical Equipment</li> </ol> <p><b>Hazards</b></p> <ul style="list-style-type: none"> <li>• Abrasions</li> <li>• Cuts</li> <li>• Tears</li> <li>• Punctures</li> <li>• Impact Protection</li> <li>• Lacerations</li> </ul> <p><b>Risks</b></p> <p>Serious hand Injuries</p> <p><b>Glove Types</b></p> <ul style="list-style-type: none"> <li>• Leather</li> <li>• Synthetic</li> </ul>	<p>All site Employees,</p>	<p>Crystal Air will adhere as far as possible to the EN 388 standard as used to evaluate mechanical risks for hand protection, including cut resistance.</p> <ul style="list-style-type: none"> <li>➤ Consider Gloves A-F against EN 388 Standard</li> <li>➤ Multi-Purpose Gloves</li> <li>➤ CE Marked assure s compliance with EU Standard</li> <li>➤ C to E (EN 388) if need gloves for jobs that require good cut resistance but also a high level of dexterity,</li> <li>➤ E to F (EN 388) if you need gloves for heavy duty construction jobs.</li> <li>➤ In scaffolding, handling the poles will require a good level of abrasion and tear protection, as well as the ability to maintain a strong grip in both dry and wet weather conditions.</li> <li>➤ Detailed plumbing/ Installation jobs will need gloves that provide high levels of dexterity and protection against the risk of cut on sharp metal edges.</li> <li>➤ The nature of the task: do we require dexterity or high abrasion etc.).</li> <li>➤ Working environments (hot, cold, wet, dry)</li> <li>➤ Glove trial including workers in the decision-making process.</li> <li>➤ Because HVAC is such a varied collection of trades, not one pair of gloves is suitable for all the work.</li> <li>➤ Mostly Dry Conditions</li> </ul>	<p>Management and Site Supervisor</p>			

<ul style="list-style-type: none"> <li>• Neoprene</li> <li>• Coated</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>• Grip</li> <li>• Sizing</li> <li>• Linings</li> <li>• Color</li> </ul>		<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>➤ A --Light Cut risks – <b>Not suitable</b></li> <li>➤ B-- Light to Medium Risks – <b>Not Suitable</b></li> <li>➤ C –Medium Cut Risks – <b>Possible</b></li> <li>➤ D -Medium to high cut risks --<b>Possible</b></li> <li>➤ E – Hight Cut Risks --<b>Possible</b></li> <li>➤ F - High Cut Risks - <b>Not Suitable</b></li> </ul> </div>				
<b>Legislative Reference</b>		The EN 388 standard is a European legislative				
<b>Codes of Practice</b>						
<b>Recommendations</b>		Cut D & Cut E				

# CHEMICAL AGENT RISK ASSESSMENT SHEET

TITLE OF ACTIVITY: AIR CONDITION

LOCATION: Clane, Allenwood and Various Sites

MANAGER /SUPERVISOR: \_\_\_\_\_

ASSESSMENT DATE: January 2024

ASSESSMENT REVIEW DATE: January 2025

(Use labels, Safety Data Sheets (SDS) & Chem. Agent CoP to complete this table.)

LIST CHEMICAL NAMES	HEALTH HAZARD CATEGORIES									OTHER HAZARDS			EXPOSURE				Dustiness or Volatility (high, medium or low)	DATA SHEET AVAILABLE:	Number of people exposed	COSHH Assessment Form
	Very Toxic (T+)	Toxic (T)	Harmful (Xn)	Irritant (Xi)	Corrosive (C)	Sensitising (Xi)	Carcinogenic (C1) or (C2)	Mutagenic (Mut 1) or (Mut 2)	Toxic Reproduction Repro 1 or Repro 2	Flammable (F) Very Flammable F+	Oxidising (O)	Explosive (E)	Danger to environment (N)	Inhalation (Sen)	Skin (Sk)	Eyes				
Acetylene Gas (welding, cutting, heating, brazing and soldering applications)									X		X		X	X	X			COSHH and MDS in Health & Safety File	10	y
Oxygen (Brazing copper Pipe)													X		X				10	y
Tangit ABS Pipe Adhesive				X					X				X	X	X				10	
Tangit Cleanser H Cleaner for Pipe Bonding				X					X						X				10	
PVCu Special Adhesive				X	X					X			X	X	X	X			10	y
CNX Synthetic Rubber Adhesive				X															10	
Armaflex Ultima: Flexible elastomeric foam for use in HVAC Refrigeration				X															10	
Geboplast Gel (Adhesive)									X				X	X	X				10	
R410: Refrigerant Gas (Commissioning)				X							X		X	X	X				10	y
National R32 Gas									X		X	X	X	X	X				10	y

SuperEvac Vacuum Pump Oil				X										X	X	X	X		Check Data Sheet's COSHH and MDS in H& Safety File	10	y
Nitrogen Compressed Gas														X	X	X				10	y
Refrigeration Lubricant (Emkerate)				X										X	X	X	X			10	
RTU Gotec Leak Detector Spray				X										X	X	X				10	y
Greenox Add Blue														X		X				10	
Map-Pro Premium Hand Torch Fuel														X	X	X				10	
Panasonic GHP Coolant				X										X	X	X	X			10	
Armaflex 520 Adhesive				X						X				X	X	X	X			10	y

<p align="center"><b><u>RISK DECISION</u></b></p> <p><b>ACCEPTABLE:</b> <input type="checkbox"/></p> <p><b>UNACCEPTABLE:</b> <input type="checkbox"/></p>	<p>If, as a result of the COSHH assessment form (in the H&amp;S File) the risk decision is found to be acceptable, then the use of the chemical is allowed.</p> <p>If the risk decision is found to be unacceptable then the chemical agent / agents may not be used in the workplace. It may then be necessary to carry out a more detailed risk assessment.</p>
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We have ascertained that the hazards involved in the above activity and the precautions to be taken. I am satisfied that any hazards that were identified are adequately controlled, and these controls will be regularly checked.







The following is a list of Personnel employed in Crystal Air Ltd who are trained in the safe use of Abrasive Wheels as per the Safety, Health and Welfare at Work (General Application) Regulations 2007/2016 S.I. No. 36 of 2016.

Name	Expiry Date	Certificate File Link
Aaron Luke Byrne	05/07/2026	<a href="#">Aaron Byrne AW cert 050623.pdf</a>
Aaron Smyth	29/11/2026	<a href="#">Aaron Smyth AW 29.11.2026.PDF</a>
Adrian Orlowski	27/01/2025	<a href="#">Adrian Orlowski AW Exp 27.01.2025.pdf</a>
Alexandru Gutu	06/04/2025	<a href="#">Alexandru Gutu Crystal Air.PDF</a>
Alexandru Moscalu	29/09/2024	<a href="#">Alex Moscalu AW 29.09.2024.jpg</a>
Andrei Gutu	10/12/2026	<a href="#">Andrei Gutu AW 10.12.26.jpg</a>
Andrian Sertinean	21/03/2025	<a href="#">Andrian Sertinean AW.PDF</a>
Borys Ziemski	22/06/2026	<a href="#">Borys Ziemski AW 22.06.2026.pdf</a>
Brendan Long	29/06/2025	<a href="#">Brendan Long Crystal Air.PDF</a>
Carlos Coelho	19/08/2024	<a href="#">Carlos Coelho AW 19.08.24.pdf</a>
Carlos Coelho	12/09/2026	<a href="#">Carlos Coelho AW 12.09.2026.pdf</a>
Christopher Delaney	18/10/2026	<a href="#">Christopher Delaney AW 18.10.26.PDF</a>
Conor Lynch	05/07/2026	<a href="#">C Lynch AW cert 050723.pdf</a>
Dariusz Wichowski	10/12/2024	<a href="#">Dariusz Wichowski AW Exp Nov 24.pdf</a>
David Barrett	12/09/2026	<a href="#">David Barrett AW 12.09.2026.pdf</a>
Derek Noonan	23/09/2024	<a href="#">Derek Noonan Crystal Air.PDF</a>
Derek White	13/01/2025	<a href="#">Derek White AW Exp 13.01.25.pdf</a>
Dermot Kelly	04/10/2026	<a href="#">Dermot Kelly AW 04.10.26.PDF</a>
Donncha Murphy	31/01/2025	<a href="#">Donnacha Murphy AW Exp 13.01.25.pdf</a>
Dylan Byrne	13/12/2026	<a href="#">Dylan Byrne AW 13.12.2026.PDF</a>
Dylan Casey	22/06/2026	<a href="#">Dylan Casey Aw 22.06.2026.pdf</a>
Dylan Pennie	06/04/2026	<a href="#">Dylan Pennie AW Exp 6th April 2026.pdf</a>
Evan Hunt	23/06/2024	<a href="#">E Hunt AW cert 230621.pdf</a>
Ivan Jekov	20/10/2026	<a href="#">Ivan Jekov AW 20.10.2026.jpg</a>
Jack Magee	02/06/2026	<a href="#">Jack Magee AW 02.06.2026.pdf</a>
James Gannon	06/10/2026	<a href="#">James Gannon AW 06.10.26.pdf</a>
Jaroslaw Gralczyk	18/08/2025	<a href="#">Jaroslaw Gralczyk AW 18.08.2025.pdf</a>
Jordan McNamee	10/03/2026	<a href="#">Jordan McNamee AW 10.03.2026.pdf</a>
Jose Coelho	12/09/2026	<a href="#">Jose Coelho AW 12.09.26.pdf</a>
Keith Dunne	22/06/2026	<a href="#">Keith Dunne AW 22.06.2026.pdf</a>
Kenneth North	22/06/2026	<a href="#">Ken North AW 22.06.2026.pdf</a>
Krzysztof Kazimierczak	12/09/2026	<a href="#">Krzysztof Kazimierczak AW 12.09.2026.pdf</a>
Kyle Garcia	30/06/2024	<a href="#">Kyle Garcia 30.06.2022.jpg</a>
Leon Tormey	12/09/2026	<a href="#">Leon Tormey AW 12.09.2026.pdf</a>
Liam Howlett	11/10/2026	<a href="#">Liam Howlett AW 11.10.26.PDF</a>
Lilian Coda	13/04/2025	<a href="#">Lilian Coda AW.PDF</a>
Luke Reid	11/10/2026	<a href="#">Luke Reid AW 11.10.26.PDF</a>

Maciej Bralczyk	27/01/2025	<a href="#">Maciej Bralczyk AW Exp 27.01.2025.pdf</a>
Marcus Fenlon	06/10/2026	<a href="#">Marcus Fenlon AW 06.10.26.pdf</a>
Mark O'Brien	12/10/2025	<a href="#">Mark O brien AW 12.10.2025.PDF</a>
Matuesz Gralczyk	18/08/2025	<a href="#">Matuesz Gralczyk AW 18.08.2025.pdf</a>
Piotr Siedlecki	27/01/2025	<a href="#">Piotr Siedlecki AW Exp 27.01.2025.pdf</a>
Stephen McNamee	13/01/2025	<a href="#">Stephen McNamee AW Exp 13.01.2025.pdf</a>
William Montgomery	30/06/2026	<a href="#">William Montgomery 30.06.2026.pdf</a>

## Safety Document Review

To ensure the proper implementation of our Safety Systems we shall Review the Safety Statement Periodically and at least Annually.

Date of Review	Reviewed by	Description of Changes
12/01/2024	S Twohig	Page 9 – 1.5 Infection Control update
12/01/2024	S Twohig	P 17 – 2.1 Induction update
12/01/2024	S Twohig	P 20 -2.2 Hand Protection update
12/01/2024	S Twohig	Risk Assessment 4.5 - Enabling Works-Electrical and Mechanical Services update.
12/01/2024	S Twohig	Hot Works 4.10 Update
12/01/2024	S Twohig	Cartridge Tool 4.11 Update
12/01/2024	S Twohig	PPE Cut Gloves 4.33 update
12/01/2024	S Twohig	Chemical Update Page 89-90
15/01/2024	D Benutti	List of Abrasive Wheels Training Certs
29/01/2024	D Benutti	List of First Aiders

## Appendix B – Safe Use of Ladders

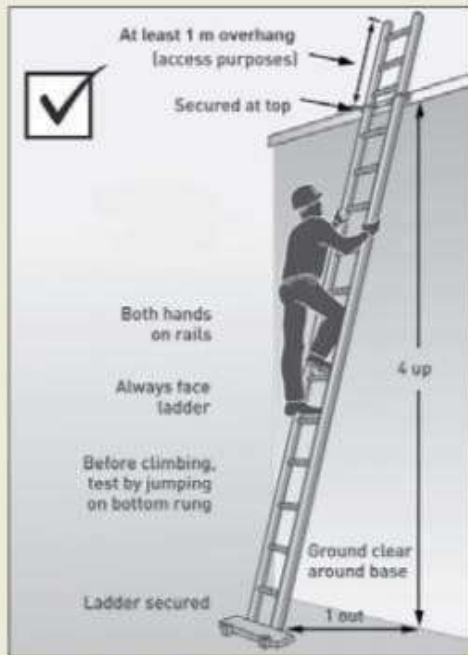
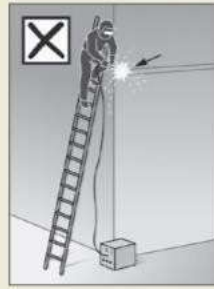
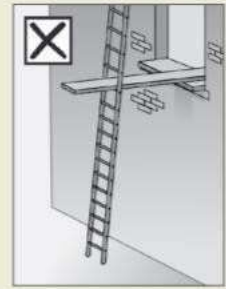


Figure 6: Example of acceptable ladder use



(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