

SAFETY STATEMENT

OF

FEENEY KEATING LTD.

October 2011 (Revised)

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Foreword

Safety Statement of Feeney Keating Ltd., June 2003

To each Client, Employee, Contractor and Visitor,

This document sets out the Safety Policy of Feeney Keating Ltd. and specifies the means provided to achieve that policy. Our objective is to endeavour to provide a safe and healthy work environment for all our employees and to meet our duties to contractors, Clients and members of the public who may be affected by our operations. The success of our policy will depend on your co-operation. It is therefore important that you read this document and understand your role and overall arrangements for health and safety within Feeney Keating Ltd.

It is our intention to periodically review this statement in the light of experience and on-going development at our facility.

Employees and others are encouraged to put forward suggestions for improvement to the statement.

Signed: _____
(Director)

1.0 STATEMENT OF GENERAL POLICY

The safety of our workforce & clients is of primary importance to Feeney Keating Ltd. We are committed to providing a safe and healthy working environment as a prerequisite to our activities. To this end we are committed to the protection of employees and property from accidental loss.

In fulfilling this commitment, we will meet our legal duties to employees, contractors and members of the public alike and make our workplace conform to the highest identifiable safety standards as indicated by acceptable business practices. We will strive to eliminate any foreseeable hazards, which may result in fires, damage to property, loss to the environment, theft/robbery and/or personal injuries/illnesses.

Accidents can be controlled/avoided by good management in combination with active Employee involvement. Prevention is the direct responsibility of all Clients, Employees, Supervisors and Management alike.

All management functions will comply with Feeney Keating Ltd. accident prevention requirements as they apply to the design, operation and maintenance of facilities and equipment.

To ensure that our operations are performed in a safe manner, we shall identify all special risks associated with our activities and shall provide training for personnel in these hazards and in their containment. Identification of hazards will lead to their elimination or control yielding a safer working environment.

Co-operation is essential to safety. We ask all employees to accept individual responsibility for their own safety; to perform their jobs properly in accordance with established safe working procedures and general safety & security rules; and to ensure they are aware of all special hazards associated with working in a Cash handling environment.

I ask for personal commitment to ensure Feeney Keating Ltd. is safe to work. Each person's vigilance and interest are required to meet this goal. I trust that all of you will join me in a personal interest and commitment to safety in our working environment.

Signed: _____
Feeney Keating Ltd. Management

2.0 ORGANISATION and RESPONSIBILITIES

2.1 EMPLOYEES

- Read, understand and utilise the procedures provided for safe execution of the work process.
- Inspect the area and equipment to ensure that it is proper working order and in safe condition prior to beginning work.
- Promptly report to your supervisor any deviation in process or equipment that may result in increased environmental, health and safety hazard.
- When working with others in a process, ensure that all members of the team are working in accordance with procedures and training.
- Communicate any concerns regarding the process and environment, health or safety issues to your Manager and work toward improvement and resolution of those issues.

2.2 SAFETY OFFICER

- Ensure that the work area is set up in accordance with process and safety requirements and that the proper equipment necessary to conduct the operation safely are available.
- Ensure that employees are properly trained to conduct their job safely and qualified to use any required safety equipment. Training documentation will be generated and maintained.
- Ensure there is a Work Instruction/Operating Procedure available for all mechanical and electrical equipment.
- In conjunction with Management and employees (and others where appropriate), seek to identify means by which job hazards can be further reduced and impacts minimised.
- Communicate unresolved health and safety issues to Management and work to resolve such issues in a timely manner.

- Lead the investigation team in the event of an incident involving injury, illness or property damage. Complete the accident investigation form within 24 hours of the incident report.

2.3 MANAGEMENT

- Work with assigned Safety Officer to ensure that all the required tools and personal protective equipment needed to conduct their work is available.
- Ensure good communications are developed and maintained by the Management, Safety Officer and employees.
- Review the ongoing safety and health performance of Safety Officer and Employees, and provide additional coaching/support and positive reinforcement regarding their Health and Safety responsibilities.
- Ensure that all Employees have received appropriate safety training in a timely basis and such that training is documented.
- Ensure that safety activities are co-ordinated and specific responsibilities are assigned.
- Ensure that new or revised processes are reviewed for Health and Safety concerns and that identified concerns are resolved in a timely manner.
- Work with Employees & Safety Officer to identify goals for reduction in Health and Safety impacts of existing and planned processes.
- Participate as a member of the investigation team in the event of an incident involving lost time injury or illness, property damage in excess of 1000euro, or reportable safety concerns.
- Review and approve annually, with direct staff the identified:
 - Significant Health and Safety impacts of your operations
 - Selected goals and targets
 - Action plans to achieve goals and targets.

Ensure that the identified objectives and targets are appropriate and in accordance with Feeney Keating Ltd. Health and Safety Policies and operational business plans.
- Develop and approve budget plans and projections necessary to support approved Health and Safety goals, targets and action plans.
- Formally review the status of performance to Health and Safety goals and targets.

2.4 SAFETY REPRESENTATIVE/SAFETY OFFICER

Section 13 of the 1989 Act specifies that an employer must consult with employees and take account of any representations made by the employees for the purposes of giving effect to the employer's statutory duties.

Section 13 of the 1989 Act also provides for the selection by the employees, if they so wish, of a safety representative. The Safety representative is given a number of rights and powers under section 13:

Information: The right of information from the employer in connection with Safety, Health and Welfare of employees. This would include access to the company's safety statement as well as any detailed measures implemented under specific Regulations.

Representations: The safety representative may make representations to the employer as to safety, health and welfare issues. The employer is required under law to consider these options and where necessary, act on them.

Inspection and investigation: The safety representative is also given the power to carry out general inspections or investigate potential hazards, on notice to the employer. The employer cannot unreasonably withhold permission for these. In addition, the safety representative may investigate accidents and dangerous occurrences, provided these do not interfere with the performance of any statutory function, such as the obligation to report accidents under the General Application Regulations 1993.

Liaison with HAS Inspection: The safety representative must be informed by the employer that an inspector from the Health and Safety Authority has arrived on site and also has the right to accompany the inspector unless the inspector is investigating a specific incident. The safety representative may make oral or written representations to an inspector and is also entitled to receive advice from an inspector.

Reasonable time off: The safety representative is entitled to time of 'as may be reasonable', without loss of remuneration, for two purposes (a) Acquire knowledge to carry out his/her functions, (b) to carry out his/her functions.

No Disadvantage: Finally, the safety representative is to suffer 'no disadvantage' arising out of the performance of his/her duties.

Feeney Keating Ltd. Safety Representative, June 2003 is;

Signed: _____

Print Name: _____

Safety
Representative Feeney Keating Ltd.

2.5 OCCUPATIONAL FIRST AIDERS

- Participate in certificate and refresher training
- Where required, promptly administer first aid to any Employee, Contractor or Visitor in accordance with knowledge and training
- Conduct periodic inspections and co-ordinate replenishment of company first aid supplies and equipment in their area

Feeney Keating Ltd. Occupational First Aiders:

Name	Feeney Keating facility	
Refresher Dates		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

2.6 CONTRACTORS

- Report to Reception on arrival at the Feeney Keating facility.
- Advise the Manager of his/her arrival on site and of the intention to commence work. Commence work only after the authorisation from management. This is only required at the start of each new work assignment.
- Immediately cease work on instruction of the Safety Representative (Feeney Keating Ltd.) contract co-ordinator/manager or any condition or practice, which may cause injury/illness to personnel or damage to equipment or product.
- Ensure that all their Employees comply with safety rules and procedures.
- Promptly report all accidents/incidents to area management.
- Promptly report any defect in plant and equipment, place of work, or system of work without delay to relevant individuals.
- Ensure all equipment and tools brought onto the premises must be of sound construction and meet the statutory requirements applicable to these tools or equipment.
- Have a duty to bring to the attention to management any one else who may be affected by any process or use of materials which may endanger health and safety at work on site.
- Must only use competent and qualified persons on site.
- Must obtain consent from management to engage persons other than their direct employees on site.
- Must ensure that their employees are aware of the obligations placed upon them with regard to health and safety.
- On request, provide Feeney Keating Ltd. with a current copy of their Company's safety statement and/or evidence when requested, showing the appropriate Employers Liability and Public Liability are in place.
- Comply with their legal obligations under the Safety, Health and Welfare at Work Act 1989 and other relevant legislation.

- Ensure that each of their Employee's and others under their care, direction or guidance are provided with and wear any appropriate personal protective equipment as is deemed necessary in the circumstances.

3.0 SAFETY PROGRAMME

Effective leadership and programme administration is vital to the success of a safety and health programme. Management leadership is the foundation upon which a solid programme is built. The general policy demonstrates this Company's commitment to continuous improvement in the area of safety and health.

All Management members will be actively involved in the implementation of this safety programme. Management in the organisation is expected and required to accept responsibility for the safety and health of each Employee and Contractor.

Specific responsibility to co-ordinate the safety and health programme is assigned to the Safety Officer. Safety guidelines and standards will be written in the format of standard operating procedures or safe work practice sheets and will be made readily available for reference.

Feeney Keating Ltd. ensures adequate consultation with the workforce on all matters of safety and health. This principally achieved through the use of safety meetings, safety teams, safety notice boards and regular personal communication between Board of Management and Safety Officer.

In the event of serious or imminent and unavoidable danger, all employees are required to stop working and report the situation to Management.

A reference library will be established and maintained by the Safety Officer to provide a readily available source of health and safety knowledge for the organisation.

3.1 TRAINING

Feeney Keating Ltd. pledges to provide an ongoing safety-training programme to meet the needs of all Employees at all levels of the organisation. This safety-training programme will be implemented before the next safety statement review.

Training initiatives include formal classroom training using presenters from within and external to the organisation, on the job instruction and safety meetings. Safety Officer and Management is responsible for ensuring that safety training is conducted in accordance with periodic needs analysis. All such training initiatives are co-ordinated by the Safety Officer.

3.2 PLANNED INSPECTIONS

Planned inspections involve the systematic examination of the organisation facilities, security systems, equipment, tools, machinery, noise, materials and method of use. The primary objective of these inspections is to identify and control sub-standard conditions and practices before they result in injury/illness or loss.

General inspections are conducted throughout the facility by properly trained personnel at an established frequency based on the loss exposure. The primary responsibilities for conducting these inspections and for implementing corrective action are assigned to the Safety Officer.

A preventative maintenance programme is managed by the Management through the ISO 9000:2000 Quality System. The system is designed to combat the development of equipment weaknesses into defects, which can lead to failures and breakdowns. The preventative maintenance programme should include all statutory inspection of pressure vessels, fire prevention systems, ventilation systems, security, noise etc.

All Employees are actively encouraged to report sub-standard conditions and procedures.

3.3 STANDARD OPERATING PROCEDURES

It is the policy of Feeney Keating Ltd. to ensure that tasks are within the competencies and capacity of the Employee. The system of work is designed with that in mind.

It is clear that processes necessarily give rise to risks which can only be controlled by good practice and adherence to proper procedure. The training provided to workers will identify the areas where care and skill must be exercised.

SOP's are periodically reviewed and updated. The person responsible shall review systems of work on request of Management.

3.4 ACCIDENT/INCIDENT INVESTIGATION

Accident/Incident investigation involves the systematic examination of an undesired event that did, or could, result in physical harm in people or damage to property/environment. Investigation activities are directed toward defining the facts and circumstances relating to an event, identifying the causes, and developing controls to prevent recurrence. The full accident/incident investigation procedure is detailed in the Appendix, dealing with the investigation of:

- a) All injuries
- a) All occupational injuries
- a) Fire and Explosion
- a) Property damage
- a) Chemical spill/hazardous substance discharge
- a) Other incidents (near misses)

3.5 ORGANISATIONAL RULES

General Feeney Keating facility safety rules are available in Section 5.0. In addition, maintenance activities are regulated by strict adherence to standard operating procedures. All work, involving hot work, electrical isolation, work over false ceilings and excavations are only permitted under an authorised permit to work system. These safety procedures are contained in safety statement.

Where advice and persuasion fails to achieve compliance with established safety and health rules, it is Feeney Keating Ltd. policy to utilise disciplinary action in accordance with disciplinary procedures. Flagrant disregard for safety and health rules will be regarded as serious misconduct and will render the Employee liable to disciplinary action up to and including dismissal or, in the case of Contractors, dismissal from the Facility.

Repeated or extreme disregard of safety and health rules by Contractors Employees will result in removal of the Contractor from Feeney Keating Ltd. tender listing.

Organisational safety and health rules apply to all employees, irrespective of seniority or service.

3.6 HEALTH CONTROL

A successful occupational health programme ensures that all potential health hazards in the working environment are recognised, evaluated and controlled. Feeney Keating Ltd. will employ identification methods which are formal, comprehensive and technically accurate, carried out by trained persons annually, and maintained by the Safety Officer. Such methods include occupational hygiene surveys and planned inspections.

Once occupational health hazards have been identified and evaluated, required control measures will conform to the following priorities:

- (i) Engineering controls: elimination, substitution, isolation, enclosure, local extraction ventilation.
- (ii) Safe working systems: worker information and training, good housekeeping, labelling, proper storage, personal hygiene, rules compliance
- (iii) Administration controls: scheduling of workers to minimise exposure, early warning systems and alarms.
- (iv) Personal protective equipment: the last resort when all other reasonably practicable measures fail to provide adequate control, e.g during the design and assessment of alternative controls, during maintenance operations where the provisions of alternative controls are not feasible.
- (v) Due to the nature of the work all Feeney Keating operatives are required to wear Safety Glasses, Steel Toe Safety Shoes at all times outside of office and canteen areas.
- (vi) Ear protection is available and is required on Machine Operations which exceed permissible levels (which are clearly detailed on posted Noise Map) it is advised that ear protection is worn while using any equipment.

4.0 FIRST AID & EMERGENCY ARRANGEMENTS

4.1 EMERGENCY

Emergency First Aid assistance (ambulance, doctor etc) can be contacted by the following emergency telephone numbers which are posted to the first-aid boxes:-

SERVICE	TELEPHONE NO.
Ambulance	999/112
Merlin Park Hospital	(091) 75 76 31
UCH Galway	(091) 52 42 22
Fire Brigade	(091) 536400
Local Doctor	(091) 773053

4.2 NON- EMERGENCY MEDICAL ARRANGEMENTS

First aid is intended to deal with two areas:

- (i) Life saving and injury minimisation;
- (i) Treatment of minor injuries which would otherwise receive no treatment.

The names and contact phone number of the first-aid trained personnel are also posted on first aid boxes & available from the Manager.

Occupational First Aiders are certified by instructors approved by the Health & Safety Authority. Refresher training is provided annually.

First aid equipment will be periodically inspected and replenished by the area First Aider. Usage of consumable items must be reported to Management so that adequate stocks are maintained at all times.

Pre-employment and periodic medical examination may be introduced by the Company. The content of the examination will be related to the physical requirements and nature of the working environment without the job held/sought.

An appointed Physician will review work-related injuries/illnesses. Employee rehabilitation will be monitored by the Manager.

5.0 SAFETY AND HEALTH RULES

Feeney Keating Ltd. is committed to the maintenance of adequate Safety Rules and Standards in accordance with the fundamental aims of the Safety, Health and Welfare Act, 1989.

Where advice and persuasion fails to achieve compliance with established safety and health rules, it is Feeney Keating Ltd. policy to utilise corrective action in accordance with Company procedures. Flagrant disregard for safety and health rules will be regarded as serious misconduct and will render the Employee liable to corrective action up to and including dismissal or, in the case of Contractors, dismissal from the Facility.

5.1. ALL AREAS

The following basic Safety Rules must be observed:-

- Follow instruction; don't take chances. If you don't know ask.
- Obey all rules, signs and instructions.
- Running/horseplay is prohibited in the facility. Avoid distracting others.
- Do not leave any object on the floor where it could result in slips, trips or falls.
All passageways must be kept clear and everything stacked tidily.
- Report immediately to Management any condition or practice you think might cause injury/illness to Employees or damage to equipment/product.
- Report all accidents and incidents immediately to Management regardless of how minor. Get first aid promptly.
- Good housekeeping procedures are mandatory. Put everything you use in its proper place. Keep your work area clean and tidy. Surplus material must be removed from the work area. Dispose of rubbish and debris in

the appropriate manner on a regular basis and at the end of your working day.

- Spills of any liquids or matter which is likely to create a hazard must be cleaned up and/or immediately reported Management.
- When using a substance always read the label and confirm identification prior to use. Ensure all materials are correctly labelled.
- Operate, adjust, alter, and repair equipment only when trained and authorised.
- Equipment must not be operated without due regard for its operating/safety instructions.
- Check tools and equipment for defects before use. Use the correct tools and equipment for each job.
- Only leave equipment designed to run unattended.
- Unless specifically marked otherwise, make sure equipment is turned off before leaving at night.
- Only authorised maintenance or calibration personnel are permitted access to control panels (electrical).
- When lifting, bend your knees and keep your back in a natural line. Lift with your legs and not with your back. Use a mechanical aid or get help if the load is awkward/heavy.
- When working in other area, ensure you are familiar with the area hazards and that area's safety rules. Identify the nearest fire extinguisher and emergency exits before starting work.
- Use care when opening and closing doors. Check for persons on the other side of the door before opening. Open and close doors using your hands, not your foot or shoulder. Do not open doors at such force that they may swing closed at speed and injure another.
- Fire evacuation doors, fire extinguishers, must be kept clear for immediate use.
- If a fire extinguisher is used, even if accidentally, notifies the Manager immediately. Do not hand it back on the wall.
- Eating is prohibited in any area of the facility except in the area with tea/coffee making facility. Smoking is not permitted.

- Certain medications may have associated side effects. Employees taking medication known to have side effects must obtain confirmation from their medical practitioner that it is safe for them to attend work and attend/operate equipment.

5.2. ENGINEERING/ CONTRACTORS/SUB-CONTRACTORS

In addition to the requirements of the general health and safety rules the following rules apply to Engineering and Contractor Employees.

1. A "Work Permit" system is in operation and no flame cutting or welding can proceed without obtaining this permit through the Manager.
2. When welding is in progress, protective screens must be used. Flash-back arrestors must be provided on flame cutting and welding equipment. Fume extraction units must also be used. Wear welder's glove and goggles/eye-shield.
3. Oxygen and acetylene bottles must be turned off and regulators backed off when equipment is not in use. Bottles must not be taken into confined spaces.
Hoses must be with drawn from confined spaces when welding work ceases including during breaks.
4. Securely support all gas cylinders including empty cylinders and replace cylinder caps.
5. When flammable liquids or gases are used be sure there are no open flames or electrical sparks.
6. A permit-to-work system governs work on the electrical system or electrical installations of any kind. Contact the Manager if a situation arises involving work on an electrical installation.
7. Electrical panels must not be accessed without such authorisation and qualification. Only use insulated tools when conducting electrical work.
8. Electrical hand tools should preferable be 110 volt. If 240 VAC operation hand tools are used they must be double insulated with electrical supply protected by an ELCB (Earth Leakage Circuit Breaker).
9. Position all power cables to avoid the risk of trips or damage to cables by traffic. Cables must be kept tidy and not strewn about.

10. Computer/communication terminals, printers and other peripherals and cables must not, under any circumstances, be moved, worked on or interfered with in any way without the permission and detailed instruction of the Manager.
11. Use ladders that are structurally sound and ensure that they are securely tied off to prevent slipping.
12. The use of unapproved safety cages to gain access to high levels is strictly prohibited. Tower lifts and/or secure scaffolding are the approved methods in such a case.
13. When lifting equipment proper rigging hardware and techniques must be used. Slings, shackles, jacks etc must be regularly checked for wear or damage and corrective action taken.
14. Practice good housekeeping at all times, keep your work area orderly and safe.
15. When working in other areas, ensure you are familiar with the area hazards and the area's safety rules. Identify the nearest fire extinguishers and emergency exits before starting work.
16. Under no circumstances may residues of solvents, chemicals, oils, greases etc. be discharged to surface drain, foul drain or to a tank bund. Discharge of water treatment chemicals to drain requires specific permission of the Manager.

5.3. MANUFACTURING & REPAIRS

In addition to the requirements of the general health and safety rules the following rules apply to Employees carrying out repairs:

- Gloves must be worn whenever there is potential skin contact with chemicals.
Never handle materials with which you are unfamiliar.
- Practice good housekeeping at all times, keep your work area orderly and safe.
- When working in other area, ensure you are familiar with the area hazards and that area's safety rules. Identify the nearest fire extinguishers and emergency exits before starting work.

5.4. STORES & MOVEMENT OF GOODS/LOADS

In addition to the requirements of the general health and safety rules the following rules apply to persons within stores areas:

- Only approved access systems (e.g. rigid D-shaped ladders) are permitted for access to heights.
- Always report any damage or defect promptly
- Only employees who have received Manual Handling training are permitted to move, lift etc. heavy or unwieldy loads.
- Practice good housekeeping at all times, keep your work area orderly and safe.
- When stacking material, make sure layers are not overbalances or lopsided and that the foundation is level and solid.
- Have clear vision and footing when carrying materials.
- Where manual handling is necessary, carry a single box or tote at a time. If such a box or tote is awkward or heavy get help from another personal to carry the load.
- A snips, secateurs or scissors must be used to remove bands from packaged materials.

5.5. ALCOHOL/SUBSTANCE MISUSE POLICY

Feeney Keating Ltd fully endorses the important prevention messages of The National Alcohol Policy (1996) on:

- Sensible Drinking Guidelines
- Detecting early signs of Alcohol Dependency.

These messages are promoted by the Company through the development of the Alcohol/Substance Misuse Policy. The workplace provides an optimal setting whereby the concerns of alcohol / substance misuse can be dealt with through a caring, well being workplace initiative.

Statement of Policy

Feeney Keating Ltd is concerned with promoting the health of all employees. It recognizes that the well being of its them can be put at risk by misuse of alcohol or other mood altering substance, to such an extent that it adversely affects employees' health, job performance, or the public image of the Company. Feeney Keating Ltd ACCEPT that Alcohol/substance Misuse problems can be helped and in most instances the employee enabled to restore their job performance to a satisfactory level.

Aim of Policy

- To promote awareness and greater understanding of the risks associated with Alcohol/Substance misuse.
- To develop an environment which promotes the reduction of harm from Alcohol or Substance misuse through early intervention, education and support.

Objectives

- To educate employees on sensible drinking, and the harmful effects of misuse of alcohol, drugs/mood altering substances
- To encourage employees with substances misuse problems to seek help early with an assurance of every effort towards upholding confidentiality and privacy.
- To offer employees known to have Alcohol/Substance misuse related problems affecting their work, referral to an appointment agency, services, occupational health department, for assessment / diagnosis, and if necessary treatment.
- To encourage Managers / Supervisors in being proactive towards early intervention.
- To provide skills training for staff who have key responsibilities for identify or advising employees with Alcohol/substance problems.
- To restore health and job performance.
- To endeavour to retain employees.

Definition of Terms

Alcohol Misuse - in the context of employment Alcohol Misuse exists when repeated poor work is due to the way the employee uses alcohol.

Substance Misuse - refers to a drug or mood affecting substances, legal or illegal, whose consumption by an individual deteriorates work performance. Also defined as the non medical use of drugs that are only intended for use in medical treatment, and the use of drugs that have no accepted medical purpose.

Examples:

Legal; alcohol, prescription drugs, tranquillizers, analgesics, etc.

Illegal; cannabis, ecstasy, amphetamines, LSD, cocaine, heroin, etc.

How Does Policy Work

1) When an employee is recognized as having an Alcohol/Substance misuse related problem impairing performance or conduct at work, he/she will be

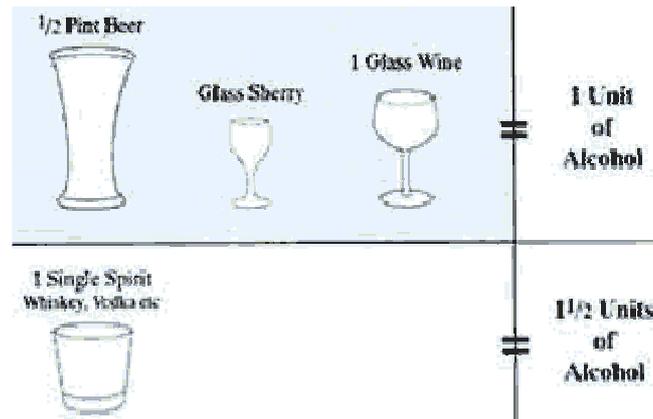
- encouraged to consult with their Supervisor/Line Manager about the concern.
- 2) The supervisor, (taking account of the work situation) will let the employee know of help available through the policy.
 - 3) If agreement is reached the Supervisor/Manager will arrange for a further meeting, if necessary, options re. assessment of the problem or if necessary, referral to treatment agency suggested.
 - 4) An employee's Manager, will clarify to the employee going through this process, that rights laid down in the contract of employment are protected.
 - 5) An employee will have the right to be accompanied by a concerned person or trade union representative during this process.
 - 6) On resumption of work the employee will return to his/her original job unless to do so may not be appropriate.
 - 7) Should an employee deny the actuality of an Alcohol/Substance misuse problem that interfered with work performance, distance or disengage him/her from the assessment/treatment process then normal disciplinary procedures ensue.
 - 8) Self referral is encouraged by the employee and the discussion of an employee's problem will be strictly confidential.
 - 9) Feeney Keating promotes safe drinking and the good practices of clear regulations re: alcohol in the workplace. Company further supports the use of non alcohol drinks during catering and hospitality arrangements.

Alcohol/Substance Misuse does not distinguish between gender, class, job, junior or senior staff neither does this policy.

Safe Drinking Guidelines

Recommended units per week (Eire) - Men = 21 Units, Women = 14 Units.

- Make a decision on your drinking limits and stick to them
- Always eat before drinking
- Avoid the "round" system
- Start your drinking with a non alcoholic drink
- Alternate your drinks, soft drinks / alcohol drinks, etc.
- Always dilute spirits
- Avoid drinking alone
- Avoid drinking when upset, feeling down or angry.
- Always have two/three drink free days weekly.



Remember - Up to a limit of 21 units for men and up to 14 units for women. This amount of alcohol may be inappropriate for some people in certain situations ie. driving, during pregnancy.

6.0 INFORMATION, INSTRUCTION AND TRAINING

6.1. INSTRUCTION AND TRAINING

Feeney Keating Ltd. recognises that even with the best engineered work arrangements people still need clearly defined safety procedures and instructions. For that reason there is a substantial commitment by Feeney Keating Ltd. to identifying safety training needs, to carrying out that training and to measuring the competence of Employees. Strong emphasis will be placed on safety and health aspects during all client sessions.

The Company expects that all Employees will co-operate in the training programmes provided. Certain tasks in our operations require that strict safety procedures be followed. Where this arises the Employees involved receive special instructions. It is essential that no person attempt a potentially hazardous task without instruction.

Management will co-ordinate an on-going safety training programme to meet the needs of Employees at all levels of the organisation. Training initiatives will include formal classroom training using presenters from within and external to the organisation, on the job instruction, and safety meetings.

Management will be responsible for ensuring that safety training is conducted and recorded for all members of staff in accordance with periodic needs analyses. Supervision will meet much of the safety training needs through the review and instruction of Feeney Keating facility safe operating procedures (SOPs). The person(s) responsible for training and instruction shall identify the training needs and report on the options available to carry out the training. He/she shall present the options to the Management for decision.

The safety training effort will be supported by Management and external training consultants as need dictate.

Some of the Safety Training activities at Feeney Keating Ltd. include:

- Induction Training
- Manual Handling
- Machine Training/operation
- Reporting of Injuries/Illnesses
- Occupational First Aid
- Emergency Response Team
- Fire Drill /Evacuation
- Ergonomics

7.0 CONSULTATION AND PARTICIPATION OF EMPLOYEES

Feeney Keating Ltd. is committed to meeting its obligations under Section 13 of Safety, Health and Welfare at Work Act 1989 and Regulation 12 of the (General Applications) Regulations 1993, on consultation and participation of employees. The following consultation arrangements have been agreed:

Regular personal planned communication between Management & Employees.

Safety is included in periodic meetings.

Operational and maintenance Employees are involved in safety reviews of new projects and modifications.

7.1 SAFETY MEETINGS

Feeney Keating facility is required to hold periodic safety talks. Management meetings regularly contain safety and environmental matters.

7.2 SAFETY REVIEWS OF NEW PROJECTS/FEENEY KEATING FACILITY MODIFICATIONS

Operational and Maintenance Employees will be involved in the safety reviews of new projects and modifications.

7.3 SELECTION OF PERSONAL PROTECTIVE EQUIPMENT

The selection of personal protective equipment will consider user related comments from Employees.

7.4 ADDITIONAL SAFETY COMMUNICATION

Further items of safety and loss control will be communicated via a safety notice board.

The effectiveness of the consultation arrangements will be reviewed from time to time.

8.0 CONTRACTORS - PROCEDURES FOR CONTRACTORS COMING ON SITE

8.1 SELECTION

Contractors will be classified according to their potential of loss to Contractor and Feeney Keating Ltd.

CATEGORY A: Minimal chance of loss. Part time service contracts (i.e. clerical support, minor repairs/calibration, Cleaning services)

CATEGORY B: Moderate to high chance of loss.

(i.e. Facility modifications, excavations, long term maintenance, construction services)

The following arrangements will take place to identify and control loss exposures presented by Contractors providing services to the plant

The Management will include the following elements as part of the Contractor selection procedures from **category B Contractors only:**

Review of Contractor's existing Safety Statement.

Review of the Contractor's previous loss experience data (injury/illness rates)

Ensure that the Contractor's insurance programme includes adequate coverage.

All tenders include minimum health and safety requirements for the contract.

8.2 PRE-JOB MEETINGS

All contracts with moderate to high risk of loss to Feeney Keating Ltd. and/or the Contractor (category B) are required to attend a pre-job meeting. Examples involving moderate to high risk of loss include, permit-to-work maintenance (electrical isolation) pipeline breaking, hot work maintenance, facility modification, construction, excavation. The meeting will be arranged by the Manager requesting the Contractor service. Feeney Keating Ltd. contact will be assigned to co-ordinate safety and health aspects with the Contractor.

8.3. INDUCTION

All Contractors will attend a safety induction prior to starting work at the Feeney Keating facility. The duration and content of the induction will be in proportion to the Contractors level of exposure in the facility. For example, a Contractor working solely within administration serving the photocopier would not receive the complete Feeney Keating facility safety induction programme. The Contractor safety induction will be conducted by the Manager or designated person. The safety induction will include hazard awareness and reporting, general rules and procedures, Company Safety Statement. It will give an overview on Feeney Keating facility safety permit procedures but detailed instruction will be given by the Contractor's Facility contact.

8.4. MONITORING

Each Contractor's management is responsible for ensuring all their Employees comply with current applicable legislation and Feeney Keating Ltd. safety rules and procedures. Notice is drawn to the following documents:

Safety, Health & Welfare at Work Act, 1989

Safety Health & Welfare at Work (General Application) Regulations, 1993

Safety Health & Welfare at Work (Construction) Regulations, 1995

Feeney Keating Ltd. Health & Safety Statement

Contractors who fail to maintain high standards in the area of health and safety will be withdrawn from any future tenders.

The following general rules apply:

Safety procedures must be adhered to.

Work permits must be issued by Manager before Hot Work commences.

Equipment brought onto site must be in good working order.

All accident/incidences (near misses) must be reported to Manager.

Contractors must supply each of their own Employees with any necessary personal protective equipment.

9.0 WELFARE FACILITIES

9.1 PERSONAL HYGIENE

The arrangements for providing effective hygiene facilities at the Feeney Keating facility are as follows:

- Wash hand basins, sink (hot & cold water) & toilet facilities.
- The Feeney Keating facility is committed to meeting its legal obligations under the Safety, Health and Welfare at Work (Miscellaneous Welfare Provisions) Regulations 1995.

9.2 CANTEEN FACILITIES

Drinking water is to be provided at the facility.

Facility staff has full use of Kitchen which is equipped with all necessary cooking and eating utensils.

9.3. VIOLENCE/ASSAULT/AGGRESSION/BULLYING/HARASSMENT

Feeney Keating Ltd. fosters a collaborative work environment based on teamwork, accountability, and respect for the dignity and value of each employee.

The following acts by an individual or group of individuals, irrespective of position within the organisation, shall be construed as violence/assault/aggression/harassment or bullying.

- (i) using violence or the threat of violence towards another's person or property;
- (ii) persistent, aggressive behaviour towards another;
- (iii) persistent criticism or condemnation;
- (iv) repeated verbal harassment e.g. picking on a person as the butt of jokes,
- (v) uncomplimentary remarks use of songs/jokes or laughter as a form of ridicule;
- (vi) repeated ridicule by the display of circulation of words, pictures or material;
- (vii) repeated physical harassment e.g. picking on a person as the butt of horseplay or behaviour designed to ridicule, humiliate or terrorise an individual;
- (viii) repeated physical harassment e.g. picking on a person as the butt of horseplay or behaviour designed to ridicule, humiliate or terrorise an individual;
- (ix) repeated physical harassment e.g. picking on a person as the butt of horseplay or behaviour designed to ridicule, humiliate or terrorise an individual;
- (x) continued and deliberate staring, obstruction or other non-verbal physical behaviour;
- (xi) continued and deliberate staring, obstruction or other non-verbal physical behaviour;
- (xii) showing hostility through sustained unfriendly contact or exclusion;
- (xiii) unfair selection for difficult or unpleasant tasks.

It is the impact of the conduct on the recipient and not the intent of the perpetrator that determines if the behaviour is unacceptable.

Feeney Keating Ltd. is committed to ensuring any of the instances outlined above are prevented. To ensure success in this regard, Feeney Keating Ltd. encourages prompt reporting of any such behaviours to allow for early intervention.

Such reporting shall be made to Manager as appropriate.

All such allegations shall be investigated, in an even-handed and impartial manner, by Management. Malicious allegations against another shall render the proponent of the allegation liable to corrective action. Proponents of bullying/violence/aggression/harassment or assault are liable to corrective procedure up to, and including dismissal.

10.0 REVIEW AND REVISION OF SAFETY STATEMENT

The Safety Statement will be amended as necessary to incorporate any changes which may occur to the Company safety programme. A Safety Statement review by the Feeney Keating Ltd. management team will be conducted annually.

11.0 EMERGENCY & EVACUATION PLANS

Introduction: Every company is subject to potential unforeseen emergencies which could lead to temporary or permanent injury loss or damage to its Employees, equipment or plant. This programme is designed to provide guidance in instances from minor injuries to major emergencies. The Facility is located 5 miles from continuously staffed fire brigade station in Galway City. There is a full accident and emergency hospital located in UCHG approximately 4 miles away. Estimated travel time to the facility is approximately 10 minutes. The main focus of this plan is to minimise injury to personnel and damage to the plant until the arrival of the emergency services

With the above in mind, our objective is as follows:-

- a. to highlight potential emergency situations.
- b. to prepare and educate personnel of the appropriate steps in the event of an emergency.
- c. establish effective lines of authority to minimise decision making time.
- d. to provide a flexible guide for action and relief.
- e. to reduce costs by minimising losses.

Feeney Keating Ltd. intend to establish a Feeney Keating facility security, emergency and evacuation procedure. This document provides detailed guidance on the following stages:

Responsibilities of employees

- Raising the alarm
- Obtaining first aid
- Calling out the emergency services

- Evacuation procedure
- Composition of emergency response team
- Emergency communications
- Authority to silence alarms

Potential emergencies at the Feeney Keating facility include:

- Major accident
 - Loss of limbs, Serious Lacerations, Cuts from Machinery.
 - Burns from Welding, Hot Surfaces
 - Falling Metal & Heavy Items

- Fire
 - Diesel Storage
 - Gas Cylinders/Welding
 - Paint and Chemicals
 - Machine Electric's
 - Friction heat on debris

11.1 RAISING THE ALARM

Major Accident/Fire

- Phone emergency services, 999 – Ambulance, Fire brigade

- a) Location of accident
- b) Nature of accident
- c) Number of personnel involved
- d) Report any injuries

12. RISK ASSESSMENT and RECOMMENDATIONS

It is Feeney Keating's policy to continuously assess the safety & welfare of all personnel using the facility and those working off-site on behalf of Feeney Keating.

Risk Assessment and Recommendations will be documented and updated as needed in Matrix Format detailing Area, Operation, Risk Rating and Controls needed with an expected completion date.

See Appendix 5 for current Risk Matrix (note this may be update without having to update Safety Statement (SS) once all holders of SS are give copy of updated Risk Matrix)

Risk Rating is used to prioritise Control Actions in order of importance. It is calculated from Severity and Frequency of Hazards as follows;

Severity rated from 1 to 5 in ascending order of consequence;

For example;

1 = minimal consequence e.g. slight discomfort, unsightliness etc.

3 = Moderately serious consequence e.g. Minor personnel injury needing first aid

5 = Extremely serious possibly fatal

Frequency rated from 1 to 5 in ascending order of occurrence;

1 = Very rare

3 = On occasion e.g. every few months

5 = Regular occurrence e.g. daily, weekly

Risk Rating = Frequency x Severity x 4 value in %

e.g. Freq. = 3, Severity = 4 then Risk Rating = $3 \times 4 \times 4 = 48\%$

***** N.B. *** Recommended Risk Rating action times;**

Risk Rating Value

81% - 100% Immediate action needed, operations to cease.

61% - 80% Action within one working week, all relevant personnel to be made aware of risk immediately.

30% - 60% Action within one month. All relevant personnel to be informed of risk prior to further operation.

below 30% Action as soon as reasonably possibly.

Feeney & Keating

General Employee Safety & Health Rules

1. Do not leave any object on the floor where it could result in slips, trips or falls.
2. All passageways must be kept clear and everything stacked tidily.
3. Personal Protective equipment (PPE) is provided by management and must be worn as required. Employees must discuss immediately with Management any issues regarding fit/suitability of PPE provided.
4. Only operate machinery which you are trained on.
5. Follow Safe operating Procedures at all times and always be aware of those around you.
6. Good housekeeping procedures are mandatory. Keep your work area clean and tidy.
7. Dispose of rubbish and debris in the appropriate manner on a regular basis and at the end of your working day.
8. Spills of any liquids must be cleaned up and/or immediately reported Management.
9. Only authorised maintenance or calibration personnel are permitted access to control panels (electrical).
10. Use care when opening and closing doors. Open and close doors using your hands, not your foot or shoulder. Do not open doors at such force that they may swing closed at speed and injure another.
11. Fire evacuation doors, fire extinguishers, must be kept clear for immediate use.
12. If a fire extinguisher is used, even if accidentally, notifies the Manager immediately. Do not hand it back on the wall.
13. **Feeney Keating encourages all employees to communicate with each other and management any safety concerns and to continuously improve Safety by proactively suggesting safety improvements.**

Forklift Operation

Only trained and competent personnel shall perform operations. The posting of a Safe Operating Procedure (SOP) does not replace the need for proper training.

Who can operate the forklift?

Forklift trucks should be operated only by experienced workers who are trained as professional operators. Only a "competent" person may operate powered lift trucks.

What should an operator do when operating the forklift truck?

- Know the recommended load limit of the forklift and never exceed it.
- Know how to assess the weight of the load to be lifted.
- Do a visual and operational check of the forklift at the start of the shift.
- Check for adequate overhead clearance before raising the load.
- Operate a forklift smoothly when stopping, starting, lifting and tilting.
- Know the blind spots of the lift truck with and without a load.
- Keep pedestrians away from a forklift in operation.
- Stop when anyone crosses the route being travelled. Lower the load to the floor, and wait until clear.
- Operate only as fast as conditions safely permit- **MAX SPEED 5mph**
- Wear leather gloves when moving or shifting loads or when checking skids.
- Wear fully laced safety boots to give impact protection when moving loads or skids and to provide ankle support when mounting and dismounting lift truck.
- Remain alert and prepare for the unexpected.
- Note anything that affects the normal operation of the forklift and tell the supervisor immediately.
- Keep hands, arms, head, feet and legs inside the confines of a moving forklift.
- Stay in the truck in case of overturn.
- Report any collisions, damage or near-miss accidents to a supervisor immediately.

What should an operator avoid when operating a forklift truck?

The operator should avoid:

- Trying to move or adjust any part of the load, the forklift or the surroundings when on the forklift.
- Lifting a load that extends above the load backrest unless no part of the load can possibly slide back toward the operator.
- Allowing anyone but the operator to ride on the forklift.
- Using pallets elevated by forklifts as an improvised working platform.
- Allowing anyone to stand or walk under the elevated part of any forklift, whether loaded or unloaded.

NOTE: Manual Handling should be avoided where possible. Manual handling should only take place where no other systems of work are available and risks associated have been fully evaluated. Mechanical/Electrical aids should be used at all times where available. Distances must be kept to a minimum. This SOP applies only to persons who are formally trained in manual handling techniques to act as a refresher.

Manual Handling & Lifting Techniques

Manual Handling Technique may be summarised by the following six points:

- **Plan the Route**
- **Assess the load**
- **Correct position of feet**
- **Straight back**
- **Correct grip**
- **Lift smoothly**

Plan the Route

- Where is the load going
- Are there obstructions in the way
- Is there somewhere to set it down

Assess the load

- Determine the weight
- Look for sharp edges
- See if weight is evenly distributed
- Keep heaviest side to body
- Decide how to hold the load

Correct Positioning of Feet

- Comfortably apart
- One foot positioned in direction of movement
- Other foot where it can give maximum thrust to the body

Straight Back

- Lower the body by relaxing the knees
- Keep your back straight (but not vertical)
- Keep load close to body
- Keep chin in and head back
- If lifting from ground make maximum use of legs
- Keep back straight but inclined forward

As lift proceeds and the legs are straightened the back returns to

vertical position

Correct Grip

- Take a firm grip by using the palms of the hands and roots of fingers
- Taking weight on finger tips will create pressure at the end of fingers and could strain muscles and tendons in the arms

Lifting Smoothly

- Thrust from back foot and straightening of knees will move body forwards and upwards – briefly off balance
- Immediately countered by bringing the back foot forward as if walking
- Lift now completed - forward movement results in smooth transition from lifting to carrying
- Make sure you can see where you are going
- Avoid twisting the body – move your feet instead
- If you need to change your grip – set the load down – not whilst walking
- Setting the Load Down
- Use the correct stance for lifting and set the load down gently

Chemicals

Only trained and competent personnel shall perform operations. The posting of a Safe Operating Procedure (SOP) does not replace the need for proper training.

Examples of Chemicals

Adhesives, Admixtures, Cleaners, Decorative/Protective Treatments, Floor Treatments/Finishes, Formwork and Mould Treatments, Fumigants, Cements, Grouts, Sealants, Solvents, Cleaning Materials, Weedkillers, Paints, Anti-Freeze, Oils, Grease, Fuel, Oil, Petrol, Domestic Gas, Tippex, Toner for photocopying, Science Laboratory Supplies.

The above may be either one or more of the following:-

Explosive – Flammable – Toxic – Corrosive.

Do's and Don'ts

- Always read the label on the container before opening, or using. Check the danger symbols on the label, follow the instructions.

- When opening containers hold a rag over the cap as some volatile liquids tend to spurt up when caps/lids are released.
- Wear the correct protective equipment before handling chemicals, gloves, eye protection, protective clothing, rubber boots may be required.
- Explosive chemicals must be treated with great care. Some chemicals become unstable when old, and explosions can result if these are mishandled. Check the condition of all chemical containers for indications of leakage or age.
- All flammable liquids give off vapour which travel unseen into the air, and are easily ignited by flames, sparks or heat.
- Never smoke if there are flammable chemicals in the area.
- All chemicals should be regarded as toxic. Poisoning can occur by accidentally swallowing the chemical, by eating, drinking, or smoking with contaminated hands.
 - Wash hands carefully after handling chemicals.
 - Do not drink, eat or smoke in the same area as chemicals.
- Some chemicals can be absorbed through the skin and cause a wide range of
 - diseases. Always use the right protective equipment and clothing, and apply
 - barrier creams if solvents are being handled.
- Some chemicals are poisonous if inhaled, avoid breathing in any fumes from
 - chemicals. Provide good ventilation or work in the open air.
 - If you feel dizzy or unwell leave the area immediately.
- Corrosive chemicals like acids and alkalis destroy the skin. The eyes are particularly vulnerable even to fumes.
 - Always wear eye protection, gloves and protective clothing, when handling these chemicals.
 - Use the smallest quantity of chemicals that is necessary for the particular job.
 - If the skin is splashed with a chemical it should be washed off immediately. Eye contamination should be flushed copiously with water and receive immediate medical attention.
 - If you are burned by a chemical or feel unwell after using a chemical seek medical attention without delay.

CLASSIFICATION SYSTEM FOR HAZARDOUS SUBSTANCES & CHEMICALS

Highly Flammable:



Substances which may become hot and catch fire in contact with sources of ignition; liquids with a very low flash point; substances which in contact with water or damp air, evolve highly flammable substances.

Corrosive:



Substances which may, on contact with living tissue, destroy them.

Irritant:



May cause inflammation of the skin or mucous membranes through immediate, prolonged or repeated contact.

Harmful:



May cause death or acute or chronic damage to health when inhaled, swallowed or absorbed via the skin.

Toxic:



Cause death or acute or chronic damage to health when inhaled, swallowed or absorbed via the skin.

Carcinogenic:



May induce cancer or increase its incidence if inhaled, ingested or if it penetrates the skin.

Teratogenic:



May produce or increase incidence of non-hereditary adverse effects in progeny if inhaled, ingested or if it penetrates the skin.

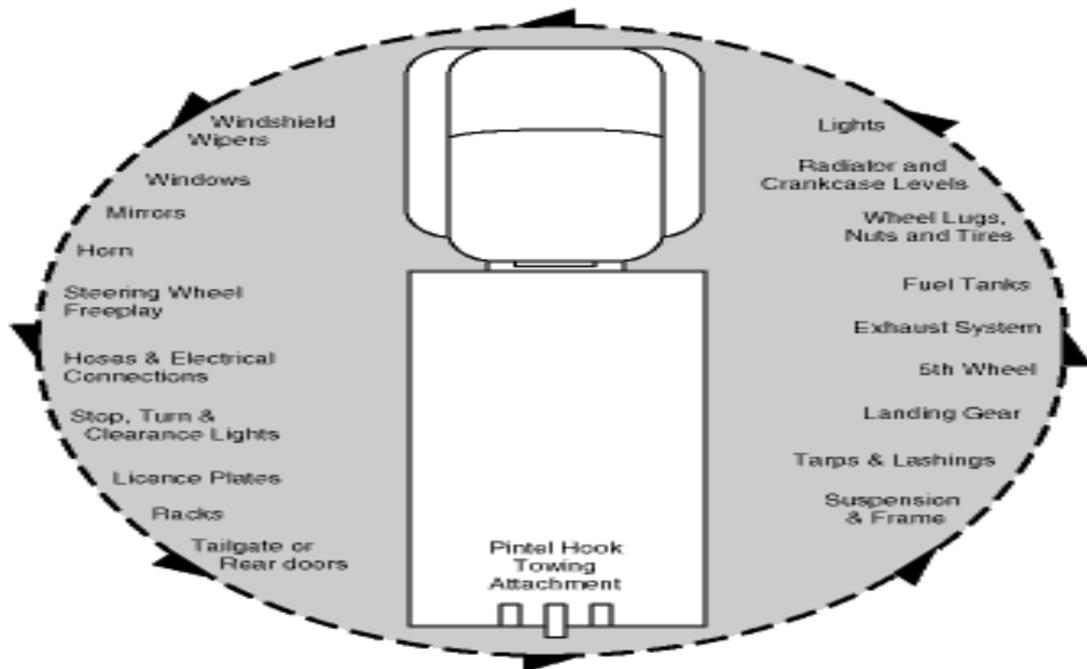
Sensitising:



Substances and preparations which, if they are inhaled or if they penetrate the skin, are capable of eliciting a reaction of hypersensitisation such that on further exposure to the substance or preparation characteristic adverse effects are produced.

Vehicles & transport

Only trained and competent personnel shall perform operations. The posting of a Safe Operating Procedure (SOP) does not replace the need for proper training



Before starting a vehicle.

DO

- Read, understand, and follow manufacturer's operating manual.
- Know how to operate the vehicle and use any related equipment or attachments safety. Be familiar with the location and function of all the controls.
- Inspect your vehicle daily.
- Develop a routine method of inspecting vehicle. Such as example in diagram above.

Before operating a vehicle.

- Adjust seat and controls.
- Fasten seat belt if equipped with roll-over protection structure (ROPS).
- Check for correct operation of the following:
 - Parking Brake--holds against slight acceleration
 - Foot Brake--holds, stops vehicle smoothly
 - Clutch and Gearshift--shifts smoothly without jumping or jerking
 - Steering--moves smoothly
 - Lights--headlights, warning lights, and turn signals operational
 - Dash Control Panel--all lights and gauges operational
 - All Moving Parts--no strange noises
 - Horn--operational
 - Vehicle back-up alarm--operational, where required
 - Hydraulic systems--no evidence of leaks and systems operate smoothly

APPENDIX 1

ACCIDENT/INCIDENT INVESTIGATION

IR 1 – Accident

IR 3 – Incident/Dangerous Occurrence

When should an accident at a place of work be reported to the HSA?

This is covered by the 1993 General Application Regulations.

The Authority must be notified using Form IR1 about:

- a work accident causing the death of any employed or self-employed person
- a work accident that prevents an employed or self-employed person from working for more than three days
- an accident caused by a work activity which causes the death of, or requires medical treatment to, a person not at work: e.g. a passer-by.

What type of accidents must be reported?

The following types of accidents must be reported

(a) the death of any employed or self-employed person, which was caused by an accident during the course of their work.

(b) an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable.)

(c) a death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. Deaths or injuries caused by normal medical treatment (e.g. surgery or medication) do not need to be reported.

(d) a road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.

(e) a road traffic accident that meets the criteria (c) above as a result of construction work on or adjacent to a public road.

Who is responsible for reporting accidents?

The following persons are responsible for reporting accidents:

(a) employers (in the case of the death or injury of employees at work).

(b) persons providing training (in the case of the death or injury of a person receiving training for employment).

Accidents must be reported promptly

Work place accidents must be reported promptly:

(a) Fatal or potentially fatal accidents must be reported immediately, by telephone in the first instance.

(b) Non-fatal accidents should be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.

(c) Major accidents notifiable under the major accident hazards regulations must be reported immediately, by telephone in the first instance.

IR 1 forms are available From the HSA.

Electronic reporting is now available on WWW.HSA.IE

IR 3 INSTRUCTIONS

Where a dangerous occurrence of the kind named below, which is not reportable by reason of death or injury, occurs an employer/self employed person must, as soon as practicable, send a written report in the form overleaf to the Health and Safety Authority.

1. The collapse, overturning, or failure of any load-bearing part of:
 - (a) any lift, hoist, crane, derrick or mobile powered access platform;
 - (b) any excavator; or
 - (c) any pile-driving frame or rig having an overall height, when operating, of more than seven metres.
2. An explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure.
3. Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours.
4. An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by-products (including waste) or finished products.
5. The sudden uncontrollable release of one tonne or more of highly flammable liquid, liquefied flammable gas, flammable gas or flammable liquid above its boiling point from any system plant or pipe-line.
6. The collapse or partial collapse of any scaffold more than five metres high which results in a substantial part of the scaffold falling or overturning, including, where the scaffold is slung or suspended, a collapse or part collapse or the suspension arrangements (including an outrigger) which causes a working platform to cradle to fall more than five metres.
7. Any unintended collapse or partial collapse of:-
 - (a) any building or structure under construction, reconstruction alteration or demolition, or of any false-work, involving a fall of more than five tonnes of material: or
 - (b) any floor or wall of building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition.
8. The uncontrolled or accidental release of any substance or pathogen from any apparatus, equipment, pipework, pipe-line, process plant, storage vessel, tank, in-works conveyance tanker, land-fill site, or explanatory land-drilling site, which, having regard to the nature of the substance or pathogen and the extent and location of the release or escape, might have been liable to cause serious injury to any person.
9. Any unintentional ignition or explosion of explosives.
10. The failure of any container or of any load-bearing part thereof while it is being raised, lowered or suspended.
11. Either of the following incidents in relation to a pipe-line:-

- (a) The bursting, explosion or collapse of a pipe-line or any part thereof:
 - (b) The unintentional ignition of anything in a pipe-line, or of anything which immediately before it was ignited was a pipe-line.
12. Any incident in which a container, tank, tank vehicle, tank semi trailer or tank container being used for conveying a dangerous substance by road:
- (i) overturns: or
 - (ii) suffers damage to the package or tank in which the dangerous substance is being conveyed.
- Any incident involving a vehicle carrying a dangerous substance by road, where there is:
- (i) an uncontrollable release or escape from any package or container of the dangerous substance or dangerous preparation being conveyed; or
 - (ii) a fire which involves the dangerous substance or dangerous preparation being conveyed.
13. Any incident where breathing apparatus while being used to enable the wearer to breathe independently of the surrounding environment malfunctions in such a way as to be likely either to deprive the wearer of oxygen or, in the case of use in a contaminated atmosphere, to expose the wearer to the contaminant to the extent in either case of posing a danger to his health, but excluding such apparatus while it is being used in a mine or is being maintained or tested.
14. Any incident in which plant or equipment either comes into contact with an overhead electric line in which the voltage exceeds 200 volts, or causes an electrical discharge from such electric line by coming into close proximity to it, unless in either case the incident was intentional.
15. Any accidental collision between a locomotive or a train and any other vehicle at a factory or at dock premises.
16. The bursting of a revolving vessel, wheel, grindstone, or grinding wheel moved by mechanical power.

IR 3 Form

APPENDIX 2

FORM OF NOTICE OF DANGEROUS OCCURRENCE

APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS, 1993

(Before completing this form, please see INSTRUCTIONS overleaf)

S.I. No. 44 of 1993

EMPLOYER/SELF-EMPLOYED INFORMATION

Name of business or company name:	Phone No: (+ STD Code)	
Address of Head Office:	Date of Incident:	
Address of establishment where incident took place if different from above:	Approximate no. employed at establishment:	Approximate total no. employed by business:

TYPE OF WORK BEING UNDERTAKEN AND LOCATION OF DANGEROUS OCCURRENCE

What activity was being undertaken at the time of the incident (e.g. construction, road transport, chemical processing)
Where did the incident take place (e.g. inside buildings, underground, field, public road, shop etc.)

CIRCUMSTANCES OF THE INCIDENT

Description and cause:

DETAILS OF NOTIFIER

Notifier: <input type="checkbox"/> Employer/Self Employed <input type="checkbox"/> Person in control of workplace <input type="checkbox"/> Person Providing Training <input type="checkbox"/> Other	Date:
Address and telephone number for acknowledgement/clarification if different from above:	Signature: Position:

Return to Health & Safety Authority, 10 Hogan Place, Dublin 2.

Form No. IR3

INQUIRIES CONCERNING THIS FORM CAN BE MADE TO THE HEALTH AND SAFETY AUTHORITY (TEL. (01) 6147000) FROM WHICH DETAILED GUIDELINES ARE AVAILABLE

E-MAIL: web_info@hsa.ie

NOTE: THESE FORMS CAN BE PHOTOCOPIED

APPENDIX 3 ASSESSMENT OF WORK CONDITIONS FOR PREGNANT EMPLOYEES

1.0 Introduction

Because there are some hazards in the workplace which may affect either the health of the woman or her developing child, the Safety, Health & Welfare at Work (Pregnant Employees etc.) Regulations 1994 provide specific protection during this period.

These Regulations

(a) Identify a list of conditions known to affect either a pregnant woman, a breast feeding woman or the developing child.

(b) Outline the ways to manage health & safety of the pregnant (or breast-feeding) woman during this period.

This procedure is designed to provide guidance to Supervisors on work which may reasonably be undertaken by pregnant Employees. The elements of this procedure are based on the relevant legislation and on a guide to the Regulations published by the Health & Safety Authority in 1996.

2.0 RESPONSIBILITIES

2.1 Employees

2.1.1 Report their pregnancy to their Supervisor/Manager as soon as confirmed to the Employee by a medical practitioner.

2.2 Supervisor/Manager

2.2.1 Make an assessment of work undertaken by a pregnant Employee and make any changes necessary in work undertaken by pregnant/breast-feeding Employees.

2.2.2 Maintain regular contact with the Employee through the course of the pregnancy to ascertain the Employees changing condition.

2.2.3 Review all notification reports.

2.2.4 Conduct periodic audits in compliance with this procedure.

2.2.5 Train Supervision in the implementation of this procedure.

2.2.6 Provide technical support on hazard identification and control.

APPENDIX 3 ASSESSMENT OF WORK CONDITIONS FOR PREGNANT EMPLOYEES (cont'd)

3.0 PROCEDURE

3.1 Standing Tasks

Consideration must be given to removing a pregnant Employee from tasks that require long periods of standing (in excess of half an hour at any one time). It is worth noting that a pregnant Employee may experience difficulty in sitting during the last weeks of pregnancy and may express a preference to stand at this stage.

3.2 Work Involving Chemical Exposures

Chemical substances are not typically used but if introduced to Facility must be assessed for risk to all including pregnant employees

3.3 Manual Handling

Consideration must be given to removing a pregnant Employee from tasks that include excessive periods of manual handling. It is worth noting that a pregnant Employee will show a decreasing capacity for manual handling as her pregnancy advances and is at greater risk from manual handling injury after 28 weeks of pregnancy.

3.4 Other Factors (Non-exhaustive list)

Other factors to include in consideration of work undertaken by a pregnant or breast-feeding woman include potential for:

- Physical Shocks including direct blows to abdomen
- Exposure to extremes of noise, cold or heat
- Extremes of non ionising radiation (magnetic fields, X rays)
- Biological Agents (viruses, bacteria etc.)

APPENDIX 4 EMPLOYEE PREGNANCY NOTIFICATION REPORT

- CATEGORY PREGNANCY
 MOTHER WITHIN 14 WEEKS OF GIVING BIRTH
 BREAST FEEDING MOTHER

*Any mother within 26 weeks after giving birth should be considered a breast feeding mother.

Employee Name -----

Recent Occupation:	Change to:	Date Work Change Began	Estimated Return to Normal Work
Basis for Work Change	<input type="checkbox"/> Change shift <input type="checkbox"/> Reduce standing tasks <input type="checkbox"/> Reduce exposure to risk <input type="checkbox"/> Other (specify)		
Supervisor: _____ Signature: _____ Date: ___/___/___ <i>Day Month Year</i>			

APPENDIX 5

Risk Matrix 2011

Page 1 of 4

Risk/Hazard	Severity	Frequency	Risk Rating	Control Measure / Corrective Action	Expected Completion
Loss of limb/Serious cut	5	4	80%	Safeguards to be put in place. Safe Operating Procedure to be posted.	
Loss of limb/Serious cut	5	4	80%	Safeguards to be put in place. Safe Operating Procedure to be posted.	
Emergency Shut down inaccessible	5	4	80%	Emergency shut to be kept clear and easily accessed by non-user	
Hearing loss and/or impairment	4	5	80%	Noise Mapping of all work areas & subsequent policy on hearing PPE to be adhered to by all employees	
Physical Injury	5	4	80%	Only trained personnel allowed use equipment. SOP to be posted on all equipment which poses significant hazards	On Going
Fall from height/Manual Handling	4	4	64%	Proper safe height access system & policy to be put in place	
Falling Objects	4	4	64%	Policy for heavy/unwielding items and commonly used materials to be stored as low as possible	
Personal Injury - Ingestion, Eyes, Handling	4	4	64%	Material Safety data sheets reviewed before handling & available in emergency	

Falling from heights	4	4	64%	Access restricted to management only. Only approved ladder used for access.	
Head Injury from low ceiling & Slips, Trips and falls	4	4	64%	Height Warning put in place and ensure floor surface even and free from trip hazards.	
Entanglement/Flying debris - no safeguards	4	4	64%	Safeguards to be put in place. Safe Operating Procedure to be posted.	
Serious Cut/Hand Injury	4	4	64%	Safeguards to be put in place. Safe Operating Procedure to be posted.	
Blowout and Leakage	5	3	60%	All Manifolds/regulators etc. need to be certified and pressure rated	
Snaking and wiping from blowout	5	3	60%	Frayed/worn hoses removed. All hoses checked for pressure rating.	
Personnel Trapped	5	3	60%	Emergency exit at back door kept clear, signposted and illuminated	
Personnel Trapped	5	3	60%	All personnel trained on evacuation procedure and evacuation drills run routinely	
Small Fire not extinguished	5	3	60%	Staff trained in basic Fire prevention & Extinguishers to be certified annually.	
Personnel Trapped	5	3	60%	Smoke and Fire alarm systems to be installed	
Driving dangers	5	3	60%	All drivers of company vehicles must have full clean license. Travel times must allow for safe speeds at all times. Policy regarding travel in company vehicles to be drafted.	

Slips, trips, falls	3	5	60%	All walkways, doors, entry/exit points must be left free and unobstructed with floor surfaces maintained in good condition.	On Going
Inhalation of fumes	4	3	48%	Policy on Protective Equipment requirements and formal training provided	
Risk of Falling too quickly when padlock removed	3	4	48%	Padlock system not user friendly, no instruction or warning on use. Need Fail Safe system e.g. Door only closes on assistance also instruction on how to open/close	
Emergency Shut down inaccessible	3	4	48%	Emergency shut to be kept clear and easily accessed by non-user	
Flying Debris - no safeguards	3	4	48%	Safeguards to be put in place. Safe Operating Procedure to be posted.	
Entanglement/Flying debris - no safeguards	3	4	48%	Safeguards to be put in place. Safe Operating Procedure to be posted.	
Various Site Hazards	3	4	48%	On first visit to any site FK personnel must meet with Customer representative to discuss safety and familiarise themselves with work location and potential hazards	On Going
Blowout and missile type snaking	5	2	40%	All cylinders must be chained or caged to prevent free movement	
Eye Strain, Back pain, Repetitive Strain Injury	2	5	40%	VDUs to comply with 92 Eu Regs. Office chairs must have adjustable height and back support. Office staff to take breaks at regular intervals.	On Going

Sanitation	2	5	40%	Toilets to be cleaned regularly and stocked with paper etc. Separate ladies and Gents toilets.	On Going
First Aid box replenishment	3	3	36%	First Aid to be routinely checked for stock	On Going
First Aid administrated on site	3	3	36%	Training given to ensure always one first aider on site	
Risk of electric shock from leads	4	2	32%	Leads to be stored in safe manner and connected as per manufacturers instructions.	
Explosion & Corrosion	4	2	32%	Storage only in flame cupboard. Compatibility between materials checked in storage.	On Going
Spill & Leakage	3	2	24%	Spill Containment/Bunding to be put in place	
Burn injuries	3	2	24%	Instructions for use to be posted.	
Free & safe movement restricted by lack of floor space	1	2	8%	Policy on ensure free path for movement posted	
Hygiene & Slip hazard from liquid spill	1	2	8%	Empty drain run-off on regular basis	On Going