

# **SAFETY STATEMENT of:**

**Hentech Fabrication Ltd.  
Ballymurn,  
Enniscorthy,  
Co. Wexford**

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# **PART 1**

## **STATEMENT OF POLICY**

### ***To each employee, contractor and visitor***

**This document sets out the Safety Policy of Our Company, Hentech Fabrication Ltd., and specifies the means provided to achieve that Policy.**

The essence of our Health and Safety Policy is to provide and maintain, as far as is reasonably practicable, a safe and healthy working environment for all our employees, contractors and visitors. It is our objective, and our plan, to meet the obligations on us to take all reasonable steps to prevent accidents, to avoid causing ill health and to manage Health and Safety in compliance with the provisions of the Safety Health & Welfare at Work Act 2005.

We are also aware of our safety and health responsibilities to our customers and our suppliers, who are at the core of our business, and we undertake to do everything that is reasonable practical so as not to endanger them when they visit our premises.

We also undertake to consult with our employees on all issues of health and safety on an on-going basis and in compliance with the provisions of the Safety Health & Welfare at Work Act 2005.

The success of the Policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

Signed



Date \_\_\_\_\_

Title:

\_\_\_\_\_  
Managing Director

Prepared  
by



for :Hentech Fabrication Ltd.

August 2008

## DECLARATION OF VIEWING OF SAFETY STATEMENT

I have read and understood the contents of this document, including my responsibilities outlined under section 13 of the Safety Health and Welfare at Work act 2005 (as on page 12 of this document).

<b>SIGNED</b> -----	<b>DATED</b> -----
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# DIGNITY IN THE WORKPLACE CHARTER

- ✓ We, the Managers, Supervisors and Employees of Hentech Fabrication Ltd., commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work.
- ✓ All who work here are expected to respect the right of each individual to dignity in their working life.
- ✓ All will be treated equally and respected for their individuality and diversity.
- ✓ Bullying in any form is not accepted by us and will not be tolerated.
- ✓ Our policies and procedures will underpin the principles and objectives of this charter.
- ✓ All individuals whether directly employed or contracted by us, have a duty and a responsibility to uphold this Dignity at Work Charter.
- ✓ The General Manager has a specific responsibility to promote its provisions.

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Prepared  
by



for :Hentech Fabrication Ltd.

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**Risk Assessments are in a separate folder**

## PART 2

### **RESPONSIBILITIES AND ARRANGEMENTS**

#### MANAGEMENT RESPONSIBILITIES

**It is accepted that the Managing Director John Hennessy has the primary responsibility for the management of health and safety within the business. Good health and safety practice will be achieved through the effective operation of safe systems of work and procedures and only with the active involvement of all employees and other stakeholders (e.g. contractors and visitors).**

The RESPONSIBILITY John Hennessy MANAGING DIRECTOR is to:

- **Ensure that a safety statement is prepared and implemented.**
- **Ensure that sufficient resources – people, money and time – are allocated so that the safety, health and welfare of all employees and others affected by the Company’s activities, can be safely guarded as far as is reasonably practicable.**
- **Ensure that management and employees understand their roles and responsibilities within the Safety Statement.**
- **Ensure that appropriate training, information, instruction and supervision are given at all levels within the Company.**
- **Review the effectiveness of the audit systems established to measure Safety performance.**
- **Ensure that the outputs from such audits are fed back into the management system to ensure continuous improvement.**
- **Review the effectiveness of the Safety Statement at least every year and make any changes as shown to be necessary.** *(NOTE: The operation of the Safety Statement should be included as part of the annual Report submitted to the Companies Office.)*
- **Ensure that the contents of the Safety Statement is made known to all employees, clients, contractors and other relevant persons;**



- **Provide any Personal Protective Equipment (PPE) and other safety equipment/clothing that may be required and ensure its proper use by all personnel;**
- **Ensure that adequate access and egress is maintained at all times;**
- **Make certain that employees are adequately trained on the safe usage of any equipment which they will use;**
- **Ensure that adequate consultation arrangements are in place so those employees can make their views and concerns known to management;**
- **Organise an effective Safety Committee and hold regular meetings of it;**
- **Organise routine safety inspections to check the adequacy of all health and safety matters;**
- **Ensure that all accidents are investigated and reported;**
- **Report all notifiable accidents to the Health & safety Authority;**
- **Comply with all other relevant health and safety legislation including the Safety Health and Welfare (Construction) Regulations 2006.**

The RESPONSIBILITY Eamonn Whelan WORKSHOP FOREMAN is to:

- **Show a personal example;**
- **See that all arrangements outlined in this Safety Policy are carried out on a day-to-day basis;**
- **Be familiar with applicable Safety, Health and Welfare Laws, Regulations and Company policy;**
- **Insist that the prescribed standards of behaviour are observed;**
- **Select and train all staff;**
- **Supervise and evaluate the performance of employees in their adherence to all safety rules;**
- **Ensure, so far as is reasonably practicable, that safe systems of work are in place;**
- **Maintain a tidy working environment, arrange for regular clean up periods and appoint persons to be responsible;**
- **Coordinate and encourage safety training throughout the Company;**
- **Insist that all persons under their control, employees, contractors, self-employed and visitors wear the appropriate personal protective equipment;**
- **Ensure that all equipment is maintained in good condition;**
- **Ensure that adequate fire fighting equipment is available and properly maintained;**
- **Ensure that first aid boxes are properly maintained;**
- **Ensure that all contractors comply with Company safety procedures;**
- **Review accident records at specified intervals to identify trends and to decide appropriate corrective actions;**
- **Ensure all statutory inspections are carried out on equipment for which you are responsible;**

RESPONSIBILITIES of the Company SAFETY COORDINATOR

**The Safety coordinator has been appointed to ensure that the Company complies with all its obligations under the Safety, Health and Welfare at Work Act, 2005. The Safety coordinators primary function will be to advise on, and monitor, all aspects of safety, health and welfare in the Company.**

**In particular, the RESPONSIBILITY of SAFETY COORDINATOR is to:**

- **Advise the Managing Director on the implementation of this policy and on any revisions required;**
- **Carry out periodic safety inspections and report findings to Management;**
- **Advise Management of Laws, Regulations and Directives that impinge on Company activities;**
- **Advise on, and monitor, the maintenance of all equipment;**
- **Monitor accidents and/or dangerous occurrences and provide regular reports to Management, including recommendations for remedial actions;**
- **Report all applicable accidents to the Health and Safety Authority (*statutory requirement*);**
- **Consult with the Health and Safety Authority when required;**
- **Meet and accompany the Health and Safety Authority inspector on visits to the premises;**
- **Investigate any reportable accident and advise Management regarding the injured party, potential claims, and of any insurance or legal implications;**
- **Prepare an annual report on the management of safety and health and on the performance of the Company's endeavours to reduce the number of accidents and to improve the safety and efficiency of the floor. (*This report should form the basis of Safety Report to be included in the Company's Annual Report as submitted to Companies Office.*)**

## DUTIES OF ALL EMPLOYEES

**It is the responsibility of all employees to co-operate in the implementation of the Safety Statement within their zones of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example, visitors/contractors) under the Safety, Health and Welfare at Work Act, 2005.**

**Under Section 13 of the Act it shall be the duty of every employee while at work: -**

- 1. Not to be under the influence of any intoxicant (including alcohol) that may endanger their own or other's health and safety, and to submit to testing as detailed in applicable Regulations**
- 2. To comply with statutory provisions and take reasonable care to protect their own health and safety and that of others who may be affected by their acts or omissions**
- 3. To attend training and undergo such assessment as may reasonably be required**
- 4. Co-operate with employers or other persons to enable the employer or other person to comply with statutory requirements**
- 5. Not to engage in improper conduct or behaviour that is likely to endanger their own or others' health and safety**
- 6. To make correct use - having regard to training and instruction - of articles or substances, including protective clothing supplied to protect health and safety**
- 7. Report, as soon as possible, defects in systems of work, articles or substances, or work being carried on which might endanger health and safety.**
- 8. Employees must adhere to all site safety rules this includes site rules for contractors on other sites.**

**9. Employees must not interfere with or operate plant and machinery not belonging to, or on hire for, Hentech Fabrication Ltd.**

**10. Employees must not lend or borrow equipment.**

## ***PART 3***

### **IMPLEMENTATION OF SAFETY POLICY**

#### **3.1 Supervision**

Appropriate supervision of all workers shall be maintained to ensure that procedures are followed and that Health & Safety is maintained throughout the business. This supervision shall be in a form, manner and language appropriate to the needs of each individual employee. All staff will be openly encouraged to report defects, hazards or any other safety concerns to the safety coordinator so that any necessary action can be taken.

#### **3.2 Safety Information**

Induction training will be carried out for all new members of staff (whether employee or other person working in the premises). In addition, safety information will be provided in the form of on-going training, memos etc. and augmented by safety signs posted around the premises (as appropriate).

#### **3.3 Identification of Hazards and Assessments of Risk**

Hentech Fabrication Ltd. undertakes to carry out Risk Assessments on all of its activities on an on-going basis to determine the level of risk they pose to employees and to others and to decide on appropriate control measures. The help of competent consultants to assist with such risk assessments will be sought if and when necessary.

In identifying hazards we will consider all Physical, Chemical and Human Factor ones. We will determine the level of risk, persons at risk and how hazards will be eliminated or controlled. All risk assessments will be written down and a record kept of them for review purposes. The risks that we have currently identified are evaluated for the purposes as stated above are kept in the Risk Assessment Folder.

### **3.4 Fire Prevention and Fire Emergencies**

In general, everyone who uses the premises should seek to ensure good standards of housekeeping at all times, both through their own actions and through vigilance of those of others. A clean and tidy work area is less likely to be a source of fire. Any act or omission, which you believe may constitute a fire risk, should be immediately notified either to the Safety Manager so that any necessary action can be taken.

Misuse and abuse of electricity is one of the most significant causes of fires in the workplace. All personnel should observe the following arrangements:

- Visually check electrical equipment before each use. All electrical faults are to be reported to your Supervisor or Safety coordinator for the appropriate repairs to be carried out.
- Do not attempt to repair faulty electrical equipment. Only authorised and competent electricians may repair electrically powered equipment.
- No employee is allowed to bring any item of electrical equipment onto the premises until it has been tested and a record of such test is included in the electricians equipment records file.
- Any electrical equipment should be switched off from the mains when left unattended for long periods.
- Flexible cables should be so positioned that they do not constitute a tripping hazard, or are subject to mechanical damage.
- Remember that electrical equipment as used by contractors (including, for example, those cleaning offices) must be considered in all the above safety clauses.
- Use of gas cutting equipment always use a hot work permit and have a fire watch on duty. Use weld screen to contain sparks.
- Always store solvents and paints in the chemical shed.

- Regular fire / evacuation drills will be carried out and all employees should ensure that they are familiar with the escape routes from their floor.
- It is essential that staff co-operate in maintaining clear and unobstructed escape routes at all times.

### **3.4.1 IF YOU DISCOVER A FIRE**

- (1) If you discover a fire (no matter how small) *immediately* raise the fire alarm.
- (2) If possible and within your capability, attack the fire using the appliances provided, *but without taking personal risk*.
- (3) If it is not possible to attack the fire, or you are not sure which fire extinguisher to use, assist in the evacuation of the area or building, *ensuring that all doors are closed behind you*.
- (4) Evacuate to the designated assembly point (situated by the main gate).
- (5) Ensure clear access for emergency vehicles and have designated person (usually the Safety Coordinator ) brief them on their arrival.

### **3.5 The Safe Use of Equipment**

It is the responsibility of all staff (employees and other persons working in the premises) to use any work equipment provided in a safe and correct manner. All employees should observe the following rules:

- **Employees must not operate any equipment that they are not trained on and authorised to use.**
- Before carrying out any cleaning of equipment, ensure it is switched off and plugged out.
- Immediately report all defects and damage to equipment, including safety equipment, to your Manager/Workshop foreman.



### **3.5.1 Lifting Equipment**

In addition to the general responsibilities of persons using any equipment (Section 3.5 above), additional are required of those who use lifting equipment. IE Fork lifts Power Pallet Trucks.

### **3.6 Management Meetings**

Management meetings will have Health and Safety on the agenda at every meeting, where reports on any accidents or near miss incidents will be received and any corrective actions and/or improvement initiatives will be devised and reviewed.

### **3.7 Clients and Visitors**

Our customers are at the core of our business and we take every precaution to safeguard them when they visit the building. Customers and visitors must not be allowed into unauthorised areas. In the event of any emergency, members of staff will take responsibility for the safe evacuation of customers.

### **3.8 Slips trips and falls**

Hentech Fabrication Ltd. is committed to providing a safe place of work. This applies to reducing the risks associated with slips trips and falls. The Management team will ensure that all incidents involving slips, trips, and falls will be investigated in order to identify causes and to monitor trends.

Staff will be informed of the hazards and of the precautions and controls to be used in order to minimise risks of any slips, trips or falls.

### **3.9 Manual Handling of Loads**

It is primarily the responsibility of Hentech Fabrication Ltd. to ensure the safety of staff during manual handling activities. The Shop Supervisor is responsible to organise work routines and to ensure that employees and other persons working in the premises follow the appropriate safe systems of work. This includes the requirement to make full and proper use of any aids (e.g. mechanical handling equipment) that are provided.

It is the responsibility of staff to follow the appropriate safe systems of work and to make full and proper use of any mechanical or other aids provided.

Back strains can be avoided if lifting is carried out in the correct manner, which is by using leg and arm muscles rather than back muscles. Staff should always be mindful of their own capabilities and limitations and should not lift anything that they believe to be too heavy. If need be, assistance should be obtained with a lifting operation.

### **What are the hazards?**

Lifting, pulling, pushing, or in any other way moving or holding still any material or object by a member of staff can cause injury to the person concerned. More than 25% of the lost time accidents reported to the Health and Safety Authority are the result of injuries sustained during manual handling operations. The most common injuries arising from manual handling are musculo-skeletal problems, strained backs, and those to ligaments and tendons. Injuries to shoulder, neck, arms wrists, etc. can also arise from manual handling activities.

### **Reducing the risk of injury**

Heavy items, or even lighter ones when held away from the body, may cause injury. Such items should only be moved if it is necessary to do so and large boxes of material should be broken down and moved in sections. Wherever practicable, loads should be lightened. If objects require regular movement, consider obtaining and using mechanical aid such as a trolley.

If carrying loads up stairs, first make absolutely sure that the route is clear of all obstructions and is fully lit and only carry the load under one arm – keep the other free for banister support. **DO NOT CARRY LOADS UP STAIRS THAT REQUIRE THE USE OF BOTH ARMS TO LIFT.**

If something has to be moved and there is potential for harm, make use of the correct techniques to minimise the problem. Injuries may be avoided by using the body carefully, taking care not to strain or cause undue pressure upon the spine or the stomach.

No specific weights, which people can safely lift, are laid down in general regulations, as much depends on specific circumstances and the capability of the person.

Guidelines give an example of **25 kilograms** as a maximum weight to be lifted by a man (**reduced by one third for females = 16 kg**) *but this only applies where the load can be easily gripped, and can be lifted and carried close to the body at the most comfortable height.*

**"If in doubt, don't lift"**

### **3.10 Ergonomics of VDU Workstations**

Because office staff may work for extended periods of time at desks and VDU terminals, the risk of longterm injury from incorrect sitting postures is a significant one. The minimisation of such risk must be a priority, and will involve the correct design of all such workstations, the design of the jobs themselves and the training of all staff doing such sedentary work.

#### *Design of Workstation*

Workstations should allow the worker to sit in a balanced body position.

- Use a workstation that ensures that the alignment of the spine is the same whether the worker sits or stands.
- Use a workstation that allows the worker to move the spine freely.

#### *Job design*

Jobs should be designed to allow work to be done in a variety of balanced positions. In particular, ways should be found to ensure that workers frequently alternate their positions (and hence move their spines). However, excessive range of movement should be avoided by:

- providing all materials at optimum working level (at or slightly below elbow height).
- positioning tasks within easy reach.
- avoid need to lift and transfer loads while sitting.
- positioning "visual tasks" that maintain the vertical alignment of the head and spine.

- providing armrests where appropriate.
- avoiding any heavy weights to be lifted while seated.

The lighting system of workstations is important and should:

- provide good general lighting.
- provide task lighting where necessary.
- avoid glare.

*The risks incurred by poor design of workstation and of task*

Poor arrangement of the workstation encourages an awkward body position. A poor body position or posture can hinder breathing and blood circulation and contribute to injuries affecting people's ability to move.

*The Risks from sitting on a chair that is too low*

- It disrupts blood circulation in lower legs, causing swelling.
- It puts pressure on internal organs.
- It creates too much pressure on buttocks and causes discomfort.

*The risks from sitting at a worktable that is too high*

- It prevents use of proper lumbar support and can cause back injury.
- It over-stretches spine and can cause back injury.
- It forces the head to tilt forward and can cause neck injury.
- It stresses shoulders and causes pain.
- It tires the whole body.

### **3.11 Provision of good environment**

Hentech Fabrication Ltd. will maintain the heating, lighting and ventilation systems to fully operational standards, and recognises the importance of these environmental factors to the general health and welfare of its employees.

### **3.12 Safety Representative**

Hentech Fabrication Ltd. will ensure that a Safety Representative is appointed to represent staff members in all matters of safety, health and welfare. In accordance with the 2005 Act provides for consultation between employers and employees to help ensure co-operation to prevent accidents and ill-health. This person shall have the right to such information from his/her employer as is necessary to ensure, so far as is reasonably practicable, the safety and health of employees and other persons working in the premises at the place of work. Where a safety committee exists in a workplace, it can be used for this consultation process. Consultations are particularly important when changes are taking place, for example when a safety statement or safety and health plan is being drawn up, or new technology or work processes, including new substances, are being introduced. They also have a part to play in dealing with long-established work practises and hazards.

The Safety Representative Functions can include:

- Safety representatives, after giving reasonable notice to the employer, have the right to inspect the whole or part of a workplace at a frequency or on a schedule agreed between them and the employer, based on the nature and extent of the hazards.
- A safety representative also has the right to inspect immediately where an accident or dangerous occurrence has taken place, or where there is an imminent danger or risk to the safety, health and welfare of any person.
- Inspections frequency will depend on various factors. These include the size of the workplace, nature and range of work activities and work locations, nature and range of hazards and risk. The frequency of inspections must be agreed with the employer. *(recommended for medium-sized manufacturing environment inspection once a week/fortnightly per section duration of inspection approx. one hour)*

- May investigate accidents and dangerous occurrences in the place of work to find out the causes and help identify any remedial or preventive measures necessary. However, a safety representative must not interfere with anything at the scene of an accident.
- Accompany an inspector carrying out an inspection under section 64 of the 2005 Act, other than an investigation of an accident or dangerous occurrence (although this may be allowed at the discretion of the inspector).
- At the discretion of the inspector, and when the employee concerned so requests, be present when the inspector interviews the employee about an accident or dangerous occurrence at a place of work.
- Make representation to the employer on safety, health and welfare at the place of work.
- Make verbal or written representations to inspectors, including about the investigation of accidents or dangerous occurrences.
- Receive advice and information from inspectors in relation to safety, health and welfare at the place of work.
- Consult and liaise with other safety representatives appointed in the same undertaking, whether or not they work in the same place of work, in different places of work under the control of the employer or at different times at the place of work (for example, safety representatives on different shifts.)
- The employer is required to inform the safety representative that an inspection is taking place. If the representative is not available, the inspector will make every effort to consult with one of the safety committee members, where one operates in the particular workplace.

#### Information for Safety Representatives

Under section 8 of the 2005 Act, an employer has the duty to provide "information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees" (including safety representatives). Section 9(1) further specifies the type of information that must be supplied to all employees.

*In addition, Section 9 (3) provides that safety representatives must have access to information on:*

- Risk assessments prepared under Section 19 of the 2005 Act.
- Information on reportable accidents, occupational illnesses and dangerous occurrences.

- Any information resulting from the experience of applying protective and preventive measure required under safety and health legislation.
- Whenever an employer writes to a Health and Safety Authority inspector confirming compliance with an Improvement or Prohibition Notice served upon him or her, the employer must copy this confirmation to the safety representative.
- Safety representatives should be given adequate information about the workplace, the systems of work and any changes in either that would affect existing risks or precaution.
- The confidentiality rules that apply to any workplace apply to any information provided to safety representatives under the Act.

#### Training for Safety Representatives

Training is essential for safety representatives so they have the knowledge and skills necessary to perform their function effectively. They should be knowledgeable enough about safety and health matters to make a positive contribution to safety and health at work.

#### Prohibition on Penalisation of employees

#### ***An employee must not be penalised or threatened with penalisation for***

- (1) Being a Safety representative
- (2) Acting in compliance with, or performing any duty or exercising any right under safety and health legislation
- (3) Making a complaint representation to the employer, the Health and Safety Authority or their safety representative;
- (4) Giving evidence in proceedings in respect of the enforcement of the relevant safety and health legislation ;
- (5) Leaving and or refusing to return to work or taking steps to protect himself or others in situations of serious and imminent danger.

### **3.13 Health and Safety Consultation**

Hentech Fabrication Ltd. will establish mechanisms and procedures for the regular consultation with staff by holding safety meetings. Such meetings should have their own separate identity and preferably not have any other function or tasks assigned to them. Such meetings will be held on a regular basis (at least once every two months), as frequently as necessary, depending on the need for updates of information etc. The date of the meetings will be notified well in advance, and provisions will be made for urgent meetings. An agenda will be drawn up, minutes kept and actions to be taken noted. Subsequent meetings will review minutes of previous meeting and update the status of any corrective or preventive actions.

Any meetings called for the purpose of safety consultation must be attended by the Safety Representative and the Manager and/or the Assistant Manager.

The meetings should be held once at least once every two month, the agenda for safety meetings should include:

1. any representations made to the employer on any matters relating to safety, health and welfare.
2. the review of safety and health audit reports (including feedback from an inspector).
3. seeking solutions to safety and health issues which arise.
4. the study of information relating to accidents, dangerous occurrences and instances of occupational ill-health at the place of work.
5. developing and implementing safe systems of work.
6. reviewing communication and employee-training procedures relating to safety and health.
7. considering reports presented by a safety representative.
8. a progress report on implementing risk assessments and the safety statement.



9. the provision and use of protective clothing and equipment.
10. special promotional activities on safety and health at work including general fitness and wellbeing programmes, stress reduction or 'work-positive' initiatives.
11. Safety and health training needs and reports on safety training courses attended by management or employees.
12. employers must consult in good time on anything carried out in the workplace which can have a substantial effect on safety and health. Any type of work activity already covered by safety and health law is valid for discussion. Consultation must occur on:
  - any risk-protection and prevention measures
  - the appointment and duties of staff with safety and health responsibilities
  - the outcome of risk assessments on workplace hazards
  - the preparation of the safety statement
  - safety and health information to be provided to employees
  - reportable accidents or dangerous occurrences
  - the engagement of safety and health experts or consultants
  - the planning and organising of safety and health training
  - the planning and introduction of new technologies, particularly on the consequences of the choice of work equipment, on working conditions and on the working environment.

Some additional points for effective safety consultation and employee participation are:

- Hentech Fabrication Ltd. must commit the necessary financial and staff resources and facilities such as meeting rooms, access to up-to-date safety and health information, Health and safety Authority guidance etc.
- The employer or senior managers and employees should be encouraged to participate.
- Workers are encouraged to communicate their views or complaints.
- Sensible recommendations are implemented without delay.
- Managers and supervisors do not ignore recommendations.
- Committee members are adequately trained and informed on safety and health matters.

- Meeting are held regularly.
- The agenda for meetings is varied and relevant.
- Committee members are prepared to consider new options or approaches to problems.

### **3.14 Young Persons and Female Workers**

#### Young Persons

In accordance with Hentech Fabrication Ltd. obligations under the Safety, Health and Welfare at Work Act 2005, and where the Company employs a young person (i.e. one who is below the age of 18) an individual risk assessment will be carried out. (This is in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007 [part 6-chapter 1])

This will ensure that such young persons are protected while at work from any risks to their health and safety as a consequence of:

- their lack of experience
- their lack of awareness of existing or potential risks
- the fact that the young person has not yet fully matured.

The Safety Manager will be responsible for ensuring that this risk assessment is carried out. The result of the risk assessment will be communicated to the young person and to his/ her immediate Supervisor.

#### Special provisions for Pregnant, Post Natal and Breast-feeding Employees

Hentech Fabrication Ltd., once notified by an employee or other person working in the premises that they are pregnant (as validated by a medical report or other appropriate certificate), or once notified that she is breast-feeding, will assess the risks to her in regard to her activities at work and in light of her condition. Her risk exposure to any agent, process or working condition as listed here must be considered and any necessary preventive and protective measures taken:

- Shocks or vibration
- Handling of heavy weights
- Noise
- Ionising radiation (e.g. from old generation VDU)

- Extremes of cold or heat
- Movements or postures that could cause fatigue
- Any chemical substances (particularly any potential or actual mutagens and/or carcinogens)

### **3.15 Stress**

Hentech Fabrication Ltd. recognises that stress at work can be a problem and takes its responsibilities in this regard seriously. Work is organised so that it can be reasonably achieved within a realistic time frame.

Employees are actively encouraged to report problems, concerns or issues to their Supervisor so that appropriate action can be taken. Counselling will be provided to any member of staff who (in the informed opinion of their Supervisor) is experiencing persistent stress-induced difficulties.

### **3.16 Protecting employee health**

Hentech Fabrication Ltd. fully supports the promotion and protection of employee's health at work. Through effective risk assessment, hazards with the potential to injure health will be fully evaluated and either eliminated or minimised. The Company will facilitate and promote the regular monitoring of the physical and mental health of their employees.

### **3.17 Employee welfare**

Toilet, washing and canteen facilities are provided for all employees and other persons working in the premises; please keep them in a clean and tidy condition.

Make sure that you:

- Wash your hands after using the toilets and before eating.
- Do not use thinners, petrol or degreasers to clean your skin.
- Use gloves when handling materials.

Appropriate lighting, ventilation and humidity levels are maintained. All such facilities will be monitored and maintained. (See section 3.11 also)

### **3.18 Working hours**

Hours worked by all staff are during daytime and do not exceed 39 in any normal week. Where exceptionally busy periods of work occur, total hours worked will not be allowed to exceed 50 and will be balanced with compensating time off during less busy periods.

### **3.19 Working at Heights**

The Safety Health and Welfare at Work (General Application) Regulations 2007 [part 4] define "working at height" as meaning work in any place, including a place

- (a) in the course of obtaining access to or egress from a place, except by a staircase in a permanent place or work or
- (b) at or below ground level.

The regulations require planning in advance of any work at height to determine if the work can be done any other way e.g. can components be assembled on the ground and then lifted into place etc.

This applies to working on scaffolds, on roof, working of the back of lorry, using a ladder, step-ladder or kick stool etc.

#### **Employers must ensure that:**

- any work at height performed in their undertaking or by their employees on any other site or premises, and the equipment provided for such work, complies with the requirements of the Regulations and does not put others at risk, e.g. members of the public;
- If workers go to another site, that they are not at risk from working at height on that site.

All employers at the site must cooperate to make sure employees are not asked to do tasks where there is inadequate protection; They consult their employees on matters relating to health and safety with respect to work at height and, where appropriate, in the development of risk assessments for work at height.

Wherever there are multiple contractors, a written formalised way of proceeding should be agreed so that it is clear who is responsible for which aspects of the work at height. Every contractor involved with the site will have duties under health and safety law, but the extent of the responsibilities will depend on the circumstances and are best agreed in writing before the work commences

Those who provide equipment for use at work, but do not control its use or the premises where it will be used, should still ensure that the work equipment complies with the Regulations to the extent that their control allows. The Regulations require that all the risks of the work be managed by the relevant

People to ensure safety. It is vital that this is communicated to all those involved on multioccupied sites. For example, where a scaffolding hire company delivers the equipment to a site and erects it on behalf of the user the hire company must ensure that it has been erected in accordance with the Regulations. The ongoing maintenance, inspection and recording requirements may, however, fall on the employer in control of those using the scaffold.

### **Employees using their own equipment for work at height**

The Regulations applies to personally owned equipment used for work at height.

Employers need to ensure that such equipment is checked and assessed as being suitable. This is particularly important where an employee brings his or her own tools on to the site and where the employee chooses to use his or her own equipment for work at height (e.g. safety harnesses). The employer needs to establish who will be Using such equipment (especially where it might be shared) and that the users are clear as to how to use it. The employer should also ensure that safe loading is adhered to and that it is compatible with other safety equipment, such as anchor points. An employer should ensure that any personally owned tools are appropriate for the task, are in good condition and can comply with the health and safety management controls identified in any risk assessment. The responsibility for the safe application and use of personally owned tools and equipment cannot be derogated to those people carrying out the work.

### **3.20 Forklift Truck**

The Forklift truck is used primarily to Load and unload lorries and moving materials around site. Only fully trained forklift drivers are permitted to drive forklifts. A speed limit of 5MPH is in force. Procedures are in place where each driver goes through a safety checklist at the beginning of each day before driving the forklift. The driver will remove keys from the machine, when not in operation so that unauthorised driving is made impossible. The Forklift truck is serviced regularly. The Forklift truck has reversing beepers and speed restrictors. It is a company rule that no passengers are carried on the forklift at any time.

### **Simple rules for forklift truck operators are as follows:**

- If the operators is ill or for some reason cannot operate his truck safely the supervisor must be told.
- Passengers should not be carried at any time.
- Be particularly careful when driving where there are pedestrians. It is the operator's job to avoid pedestrians and the pedestrian's job to avoid the traffic.
- The general rules of the road are KEEP TO THE LEFT.
- If forklift truck forks protrude beyond the load being lifted, they may strike stock from behind. If this may happen, take steps to exclude people from all areas at risk from falling materials.
- Sound the horn at every potential danger spot but remember that sounding your horn does not give you automatic right of way.
- Stop before doorways – sound your horn and go through slowly.
- Never run over cables or flexible pipes etc. that are on the ground unless they are suitably protected. Be careful when braking, as braking violently when loaded may cause the load to fall off or the truck to tip.

- Where possible drive with the forks lowered to within 250mm (6 inches) of level ground and the mast tilted slightly back. Because of the danger of overturning, the truck should not be driven with the load elevated for longer than is absolutely necessary.
- When a high load restricts forward vision, drive in reverse, except when going up an incline.
- Do not pick up a load if someone is standing close to it.
- Stop people from walking underneath the load.
- If the load appears to be unsuitable it should be left alone and its condition reported to the supervisor.
- When loaded always travel down or up slopes with the fork facing uphill, taking extra care if vision is obstructed. When unloaded travel down slopes with forks facing downhill. At the bottom of slopes the forks may have to be slightly raised.
- When descending slopes travel slowly.
- A truck should not be left unattended on a gradient. If in an emergency, it has to be parked on a gradient, chock the wheels.
- When leaving the truck even for a few seconds make sure that it is in neutral, the parking brake applied and the forks lowered.
- On completion of work the truck should be parked in its allotted parking area, forks fully lowered and tilted forward, the engine switched off, the parking brake applied and keys if fitted, returned to a secure place.

### **3.21 Training**

Health and Safety information is provided as part of day-to-day operations across all activities. All new employees will undergo the new employee's induction training programme, they will receive training for the job they are to do and this will include the safety aspects of it. All safety training will be in a manner and language that employees are reasonably likely to understand.

Employees will receive any necessary additional training on transfer or assignment to other tasks, and on the introduction of new work equipment / technology / systems of work, or when there are changes to current systems or equipment/technology. Training will be provided during working hours and without loss of remuneration.

### **3.22 Chemical Substances**

#### Identification and labelling of Chemical Substances

All containers of chemical substances must be labelled in accordance with the requirements of the *Classification, Packaging and Labelling of Dangerous Substances Regulations*. As such the label should specify:

- The name, address and telephone number of the person responsible for placing the preparation on the market,
- The trade name and description of the preparation,
- The name of the substance(s) present in the preparation
- The danger symbol(s) required,
- One or more risk phrases, where appropriate,
- One or more safety phrases,
- The quantity, by volume or mass,
- Material safety data sheets (MSDS) must be available for each substance in use. An up to date file of MSDS will be maintained. This will be available to all employees for reference.
- Limit use of all substances deemed to be hazardous to health
- Substitute any chemicals deemed to be hazardous to health with a more appropriate substance, which has limited hazardous effects.



## First Aid

Know how to deal with accidents involving chemicals and have available any special first aid items that are needed. For example, oxygen is recommended for the treatment of workers that may be overcome by inhalation of the fumes of the solvent called "Standard Thinners" which is used. For any new substances, it is good practice to obtain the supplier's advice as to what should be provided.

## (PPE)

Use of protective clothing should be a last resort after other means of control have been fully considered.

Take your supplier's advice when choosing clothing and gloves. Many solvents quickly penetrate rubber – based materials. Few materials provide protection if immersed in hazardous chemicals – design work methods so that at worst only minor splashes occur.

### **3.23 House Keeping**

Many accidents on sites are due to "bad housekeeping", i.e. slipping, trips and falls. Everyone is required to practice good housekeeping particularly at your work area.

Do not leave materials or waste lying around. All waste materials and rubbish must be deposited in the skips provided. Walkways, gangways, stairways and points of access and exit, must be kept free from obstruction and debris, at all times.

As part of good housekeeping on sites, if you drop materials, spill any liquid, or matter which is likely to be a hazard, you should clean up and/or report it to the foreman/manager immediately.

Operate a 'clean as you go' system of work. It is your responsibility to keep your work area neat, clean and organised.

### **3.24 Anti –bullying**

Hentech Fabrication Ltd. has put in place an anti-bullying policy. This policy fully recognises that Management has a legal responsibility to create and maintain a working environment where all staff shall be treated with dignity and respect.

The policy is explained to all new staff during induction and has been communicated to all existing staff as well. It provides a definition of bullying, the action to be taken by someone who feels they are being bullied, management's investigation procedure and possible action.

### **3.25 Crime and Violence**

Hentech Fabrication Ltd. is committed to providing a safe and healthy working environment and to the protection of all its employees and other persons working in the premises from aggression and violence, as far as it is able.

Criminal activity (such as attempted robbery) can pose a threat of violence and hence affect the safety of staff. Procedures for staff to follow in such an event have been devised and are based on the principle of total non-aggression towards intruders.

Violence perpetrated by one member of staff upon another can affect the safety and health of staff. All staff are reminded that any incidences of aggression, threat, or actual violence must be reported to their Supervisor. Such matters will be taken very seriously and, if validated, will result in appropriate disciplinary action against the perpetrator(s). In addition, where there is management awareness of violence possibly having occurred (whether reported or not) such will be investigated and will result in a consultation process in order to seek better measures of elimination and control.

### **3.26 First Aid**

It is the policy of the management of the Company with the conditions of S.I. No. 299 of 2007 regarding first aid.

First Aid boxes equipped in accordance with this standard are provided at the following locations on the premises:

All employees are to be made familiar with the location of such First Aid Boxes. Emergency phone numbers will be posted on the First Aid Boxes:

**Hospital**                    Wexford General Hospital

**Company Doctor** Dr. Patrick Walsh,  
Court Street, Medical Centre,  
Enniscorthy

**Phone number** (053)9135697

**Eye Doctor**            Dr. Mary-Jo Ryan  
  
Ryan Medical Centre,  
57 Bull Ring, Wexford

**Phone number** (053)9122446

**Emergency**                    999 (Always dial 999 in an emergency)

#### Responsibilities for stocking of First Aid Boxes

The responsible person is: Eamonn Whelan

Regular checks will be carried out on each box and stocks replenished as required.

### **3.27 Accident Reporting and Investigation**

All accidents and near-misses must be reported to the foreman immediately. An accident/near miss form must be filled out. All accidents and near-misses will be investigated and reported on by the Safety Coordinator. These reports will be considered at Management Meetings (see section 3.6). Accidents that result in more than three days absence from work will be reported by the Safety Coordinator to the Health and Safety Authority (HSA) in accordance with statutory requirements.

### **3.28 Contractors**

Anyone entering Company premises for the purpose of carrying out work must be regarded as a "contractor". Hence, the same kinds of control measures must be applied to all persons who work on Hentech Fabrication Ltd. premises.

In addition, contractors must: -

- Have their own Safety Statement and provide a copy as requested;
- Produce evidence (when requested) to show that appropriate Employers and Public Liability Insurance is in place;
- Comply with the requirements of this Safety Statement, and co-operate with Hentech Fabrication Ltd. management in providing a safe place of work and a safe system of operation;
- Provide and use personal protective equipment and clothing, as necessary, for the safe execution of their work;
- Only use competent and suitable persons to work on the premises;
- Get the consent of Hentech Fabrication Ltd. management to engage persons other than their direct employees;
- Ensure that their supervisors, employees and subcontractors are aware of the obligations placed upon them with regards to health and safety.

NOTE: It is Company policy not to loan to, or share equipment with, contractors at any time.

### **3.29 Control of Vibration at Work**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 [Part 5-chapter 2] prescribe the measures to be taken to protect employees from the risks arising from vibrations owing to their effects on safety and health, in particular muscular/bone structure, neurological and vascular disorders. These measures create a minimum basis of protection for all employees.

The regulations:

- Set lower values for the daily action value or the daily exposure limit value for vibrations.
- Require that where employees are liable to be exposed to mechanical vibration, an employer shall make an assessment of the risks.
- Require an employer to provide employees exposed to risk from mechanical vibration, with suitable information, instruction and training.
- Provide for appropriate health surveillance to be made available to employees identified as requiring same by an occupational health care professional.

#### **What are the health effects of hand-arm vibration?**

Vibration-induced white finger (VWF) is the most common condition among the operators of hand-held vibrating tools. Vibration can cause changes in tendons, muscles, bones and joints, and can affect the nervous system. Collectively, these effects are known as Hand-Arm Vibration Syndrome (HAVS). The symptoms of VWF are aggravated when the hands are exposed to cold.

Workers affected by HAVS commonly report:

- attacks of whitening (blanching) of one or more fingers when exposed to cold
- tingling and loss of sensation in the fingers
- loss of light touch
- pain and cold sensations between periodic white finger attacks
- loss of grip strength
- bone cysts in fingers and wrists

The development of HAVS is gradual and increases in severity over time. It may take a few months to several years for the symptoms of HAVS to become noticeable.

### **What are the symptoms of hand-arm vibration syndrome (HAVS)?**

Hand-arm vibration exposure affects the blood flow (vascular effect) and causes loss of touch sensation (neurological effect) in fingers.

### **Safe Work Practices**

Along with using anti-vibration tools and gloves, workers can reduce the risk of hand-arm vibration syndrome (HAVS) by following work practices:

- Employ a minimum hand grip consistent with safe operation of the tool or process.
- Wear sufficient clothing, including gloves, to keep warm.
- Avoid continuous exposure by taking rest periods.
- Rest the tool on the work piece whenever practical.
- Refrain from using faulty tools.
- Maintain properly sharpened cutting tools.
- Consult a doctor at the first sign of vibration disease and ask about the possibility of changing to a job with less exposure

### **3.30 Revision and Monitoring**

This safety statement will be reviewed at least once a year and any changes made will be communicated to employees, contractors and others who may be affected by it.

In the yearly review, account will be taken of new equipment, new products, new activities, changing legislation and all accidents and near misses etc..

### **3.31 Annual Report**

The Directors will report on the effectiveness of the Safety Statement in achieving its aims over the previous 12 months and will include this with our Annual Report as submitted to the Companies office.

## **PART 4**

### **PROTECTIVE EQUIPMENT**

Hentech Fabrication Ltd has a primary objective, the safety, health and welfare of all employees. The Company has put in place measures to eliminate workplace risks, and we require that personal protective equipment (PPE) must be used to protect against the hazards that are unavoidable.

The wearing of safety helmets, safety footwear, safety glasses and hi-visibility vest on site is compulsory. The non-wearing of PPE is a disciplinary matter within the company and will be dealt with in accordance with the disciplinary procedures appendix C

Further items of PPE will be provided as required of particular operations. A range of hazards, and how to avoid them, are described in the following pages.

**REMEMBER HARD HATS, SAFETY FOOTWEAR, SAFETY GLASSES AND HI-VISIBILITY VESTS MUST BE WORN AT ALL TIMES.**

#### **4.1 SAFETY HARNESS**

**The potential hazards to you are:**

- Working at heights.
- The possibility of incomplete scaffolding.
- Fragile roofing components.
- Working in confined spaces.
- Physical injury in confined spaces.
- Flooding of a confined space.
- Accidental release of hazardous substances in a confined space.

**Wearing Safety Harness.**

1. You have a legal obligation to use the safety harness provided in accordance with the regulations.
2. The use of safety harness must be supervised and adequate instruction provided until competency is established.
3. All areas of heights or confined spaces are to be assessed prior to work commencing.



4. If unsure about certain area (e.g. old roofing) the Supervisor/ Site Manager is to be consulted immediately.
5. The equipment must be checked and maintained on a regular basis. You also have a responsibility to check it before you put it on.
6. Any fraying, loose connections or imperfections noticed in the harness must be brought to the Site Managers attention immediately and the harness put out of circulation until rendered safe.

## **4.2 HEAD PROTECTION**

### **Potential hazards to your Head**

- Contact with substance / materials from heights or structures.
- Impact leading to symptoms ranging from minor cuts to major injuries and possibly death.
- Working in any area where construction work is occurring.
- Working in areas where movement of heavy vehicles (e.g. cranes / diggers) and materials is ongoing.

### **Wearing Head Protection**

1. You have a legal obligation to use the head protection provided in accordance with the regulations.
2. Do not enter any site without suitable head protection.
3. Ensure the hard hat fits you.
4. If your hard hat gets damaged, replace it.
5. Take care of the head protection supplied to you.
6. Always seek the attention of the first aid personnel if you have physical contact with any substances or materials.
7. While working the only place your hard hat should be is on your head.

## 4.3 EYE PROTECTION

### Potential Hazards to Your Eyes

- Using hammers and chisels.
- The use of compressed air and any, gas or vapour under pressure.
- Work carried out using abrasive materials where sparks may be given off at speed, e.g. grinder.
- Work with any tools, which will result in chippings being broken off.
- When welding, ultraviolet light is given off which can damage the eyes of anybody in view.
- The handling of, or coming into contact with, corrosive or irritant substances, such as acids or alkalis.
- Handling and use of cartridge-operated tools.
- Cutting of wire or metal strapping under tension.
- 

### Wearing Eye Protection.

1. You have a legal obligation to use the eye protection provided in accordance with the regulation.
2. Don't go into areas where eye protection is required unless you are wearing the correct eye protection.
3. Ensure the eye protectors fit you and are fit for the job.
4. Take care of any eye-protection equipment issued to you.
5. Ensure that eye protectors are comfortable to wear and kept clean.
6. If you do get something in your eye, get a trained first-aider to remove it – don't use a dirty handkerchief.
7. Ensure any damaged, lost or unserviceable eye-protection equipment is replaced immediately.
8. The place for eye protectors is over your eyes – not on your head or around your neck.

**REMEMBER  
EYE PROTECTORS ARE REPLACEABLE YOUR EYES  
ARE NOT**

## **4.4 HAND PROTECTION**

### **Potential Hazards to Your Skin**

- Working with hazardous substances.
- Working with irritant substances.
- Working in sewers / waterways or contaminated ground.
- Cuts / Grazes.
- Gradual Development of Contact Dermatitis.
- Allergic responses.

### **Wearing Hand Protection**

1. You have a legal obligation to use the hand protection provided in accordance with the regulations.
2. The effectiveness of the gloves for protection must be assessed in accordance with the Material Safety Data Sheets.
3. Ensure that the gloves are the right size before use as oversized gloves can be hazardous.
4. When dealing with particularly hazardous substances, all cuts must be covered underneath the gloves.
5. When dealing with hazardous substances, any cuts or grazes must be examined by a member of the First Aid team.
6. All gloves must be disposed of adequately after use.
7. Any defective gloves must be reported and disposed of immediately.

## **4.5 EAR PROTECTION**

### **Potential Hazards to Your Ears**

- Use of industrial machinery (i.e. Jack hammers, drills).
- Background noise from other machines.
- Impact noises (e.g. Use of Explosives).

### **Wearing Ear Protection**

1. You have a legal obligation to wear the hearing protection provided in accordance with the regulations.

2. Do not enter areas where the noise level overpowers normal speaking levels, without adequate hearing protection.
3. Ensure the hearing protectors fit you and are suitable for the job.
4. Take care of any hearing protection issued to you.
5. Ensure any lost or damaged equipment is replaced immediately.
6. The place for ear protectors is on your ears-not on your head or around your neck.

## **Excessive Noise**

Excessive noise is a major health hazard. It accelerates the normal hearing loss, which occurs naturally, as we grow older. Less obvious side effects-increased pulse rate, blood pressure and breathing rate-indicate that noise and vibration causes stress. Excessive noise is a function of the noise level and the duration of exposure.

### **What is Excessive Noise?**

**FIRST ACTION LEVEL 80 dBA** Hearing protection is optional-but available for use if required e.g. when using a power drill for long periods.

**SECOND ACTION LEVEL 85 dBA** Suitable and adequate hearing protection is supplied and must used, when working with noisy machinery e.g. angle grinder.

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## **PART 5**

### **PLANT AND EQUIPMENT**

Hentech Fabrication Ltd will provide the right equipment for the task. It is your responsibility to use the correct equipment, tools etc. For the job in question and keep all equipment, tools etc. in good condition e.g. electric power tools, hand tools etc.

Only properly trained and certified persons to use plant and equipment.

Under no circumstances should you attempt to over-ride any safety device on any plant, equipment or machinery on site. Any employee found involved in this practice will be subject to disciplinary procedures outlined in the disciplinary procedures in appendix C

Machines / Equipment should not be allowed to run if guards or safety devices are removed. You should check daily to ensure guards are in place prior to operating the equipment.

You may take suggestions or raise concerns on any matter of Health & Safety at any time. These should be made to your Site Manger and / or Safety Representative. Guidance on safe work practices are given in the following pages.

#### **5.1 LADDERS**

- Never use a defective ladder i.e. ladder with a defective rung, all defective ladders must be reported immediately.
- The ladder must be in good condition and of adequate length and strength for the work in progress.
- Never try to climb a ladder carrying a heavy or bulky load.
- The ladder must be secured at the top and long enough to extend 1 metre above the landing place. It is recommended that ladders be placed at an angle of 1:4.
- Place the ladder on a firm level base and secure prior to climbing – secure footing is vital.
- Ensure that the step-off area is clear if using a ladder to reach a platform.
  
- Ladders should be positioned so that over-reaching is not necessary and when working from the ladder, you should not stand on the top three rungs.

- Ensure that the best method possible and safe practices are used when working with or around ladders.
- Only one person is to climb a ladder at any one time.
- Remove all loose mud from your boots prior to using a ladder.
- A ladder shall never be placed so that it would obstruct a Fire Escape.

## **5.2 SCAFFOLDING**

- You should never erect and dismantle scaffolding unless you are a competent trained scaffolder.
- Never use scaffolding unless it is equipped with railing protection, toe boards and access ladders.
- Never alter scaffolding unless instructed to do so by your Site Manager.
- Obey any prominent warning notices placed on any scaffold, which may indicate that it is partly erected or partly dismantled.
- Never climb up scaffold uprights. Use a ladder or stairs for safe access.
- Ladders used to access a scaffold shall extend above the stepping off point, be of suitable construction and secured to prevent movement.
- Do not leave materials or tools lying on scaffold.
- Do not use hop-ups on scaffold unless guardrail heights are adjusted.
- Do not stack materials above height of toe boards unless brick guards are used.

## **5.3 MOBILE PLANT**

- Never use plant unless properly trained and certified.
- Always be alert to moving plant.
- Always keep clear of the turning circle of cranes and excavators.
- Never stand behind a machine.
- Never approach the machine unless you get a clear signal from the driver.
- When using a starting handle, always take it in the palm of hand with the thumb and forefinger together on top of the handle with the other fingers. Bend your knees and stand clear of the swing of the handle.

- Always get help when hitching or unhitching a portable compressor or other similar plant on two wheels, as the weight can be deceptive.
- Always keep away from any leaks on pressurised hydraulic hoses or fluid systems, and inform the Site Manager immediately.
- If you discover defects with plant or machinery, report them to the Site Manager immediately.

#### **5.4 MOBILE AND STATIC SCAFFOLD TOWERS**

- Always search for a scaffold tag.
- Always check with your Supervisor / Site Manager that the tower is safe to use.
- Always ensure that the access ladder is in place and properly secured / tied in.
- Ensure that mobile scaffold platforms are constructed and braced properly and erected by a person with a C.S.C.S. ticket or approved similar ticket:
  - have fully boarded platform
  - have toe boards and handrails
  - have a secured ladder access
  - have wheel nuts locked
  - have stabilisers secured
- Never move tower with a person or materials on it
- Always use the internal of fixed ladder for access; never climb the outside of the tower.
- Always dismount from the tower before you move it.
- Report any defect in the tower to your Supervisor / Site Manager immediately.

#### **5.5 MOBILE ELEVATED WORKING PLATFORMS**

- Only trained and authorised persons should operate and work from this equipment.
- Check the equipment before each use e.g. tyres, brakes, lights, fuel / power, leaks, general defects etc. in accordance with the manufacturer's guidance.
- Work surface areas should be level and firm. Where rough terrain equipment is available, the manufacturer's guidance on ground support requirements must be followed.
- Ensure there are no obstructions especially overhead cables etc, in the areas where the platform is to be taken or used.

- Ensure clear working areas around the equipment by the use of warning signs, barriers, cones etc. This is especially important if work takes place where the public have access.
- Ensure safety devices fitted are working correctly.
- Ensure safe access to the platform for boarding at ground level.
- Ensure any electrical supply is routed safely and is connected to the mains supply in an approval manner.
- Ensure the platform is fully guarded during use and provision is available and used for securing safety harnesses to the platform. Work should be done only from within the platform area without having to lean out.
- Ensure guards are fitted and maintained on all moving parts where a person could be trapped or entangled. This may require a cage around the base, especially in public areas.
- Wherever possible, all movement controls should be sited to be operated from the platform. If this is not possible, then clear communications should be established between the platform and ground.
- Emergency stop and isolation switches etc. should be clearly marked and you should be aware of the emergency procedures.
- Platforms, when not in use or unattended, should be secured at ground level and immobilised to prevent unauthorised operation.

## **5.6 PLATFORM HOISTS**

- Check the equipment before each use e.g. tyres, brakes, lights, fuel / power, leaks, general defects etc. in accordance with the manufacturer's guidance.
- Ensure that the hoist is protected by a substantial enclosure to prevent someone being struck by any moving part of the hoist or falling down the hoist shaft.
- Ensure that gates at the landings are kept shut.
- Check that controls are arranged so that the hoist can be operated from one position only.
- The operator of the hoist should be over 18 years old, trained and competent.
- Check that the hoist is clearly marked with the safe working load – DO NOT OVERLOAD.
- Check that a safe signalling system is in place prior to operating the hoist.



## **5.7 PORTABLE HAND TOOLS**

- Never use defective tools.
- Always select the right tool for the job.
- Check all portable tools for damage before use.
- Don't ever use equipment with damaged hand holds.
- Equipment must be held tightly and securely when in use.
- Never fool around while using compressed air tools as compressed air can penetrate the body and cause serious, even fatal injury.
- Never disconnect an air tool until the air supply has been turned off and all residual air is released firstly.
- Never make an adjustment to a power tool unless the power is switched off.
- Never cut timber with an Angle Grinder.
- Wear appropriate personal protective equipment.
- Take regular breaks when using vibrating equipment.

## **5.8 CARTRIDGE OPERATED TOOLS**

- Do not use cartridge tools unless you have been trained to do so.
- Check suitability of material for cartridge fixing.
- Do not force into unfamiliar materials without checking.
- Check area behind materials / structure into which fixing is being fired and guard to prevent access by persons.
- Tools should be at right angles to surface.
- Wear personal protective equipment i.e. goggles, gloves and earmuffs.
- Tools must be stored unloaded.
- Cartridges must be stored in fire proof cabinet.
- Cartridges of different strengths should be stored separately and marked clearly.
- Cabinet must be kept locked and the cartridges must be signed out and logged for the operation they will be used for.

## **5.9 ABRASIVES WHEELS, ANGLE GRINDERS, DISC CUTTERS**

- Check the area you are working in is safe. You may need a Hot Work Permit.
- Before using an abrasive wheel, ensure that it is fitted on the correct spindle – if in doubt, ask.
- Use only the right disc for the job.
- Check the wheel very carefully for wear, cracks or other damage before using the tool.
- Ensure the guard is always in position.
- Always wear protective gloves and goggles plus a dust mask if appropriate, when using a tool.
- Store portable tools carefully to prevent damage to the wheel.
- Change an abrasive wheel or disc by using only the tools issued by the suppliers.
- Ensure that dust or sparks from the work do not affect other workers, the public or adjacent property.
- Ensure that a fire extinguisher is in close vicinity prior to the operation of any of these machines.

## **PART 6**

### **SAFE WORK PRACTICES WORKING AT HEIGHTS**

#### **6.1 WORKING AT HEIGHTS**

Many jobs in the work place may involve working at heights with the use of ladders, trestles, scaffolds and mobile elevated work platforms. Working at heights is a major cause of serious accidents, many of which are fatal. (Also read the guidance to part 4 working at height SHWW (General Applications) Regulations 2007).

##### **6.1.1 Ladders**

A ladder is used for work at height only if the risk assessment has demonstrated that the use of more suitable work equipment is not justified because the level of risk is low, and the duration of use is short or existing features at the place of work cannot be altered.

The ladder must be of adequate strength, in good condition and suitable for the job in hand. All ladders must be securely tied at the top or bottom and they should extend at least 1m above the landing place. Tools and equipment must never be carried up or down a ladder by hand. Both hands should be used to maintain contact with the ladder at all time while ascending and descending.

##### **6.1.2 Scaffolds**

Both fixed and mobile, should only be designed, erected, altered and dismantled by a competent person (With a C.S.C.S. ticket or recognised equivalent). All scaffolds must have safe access and egress, i.e. ladders, and have all working platforms fitted with safety rail and toe boards.

##### **6.1.3 Safety harness**

Must be used where there is a danger of falling only when a collective safeguard for arresting falls is not practicable. The harness must be of adequate strength and be a comfortable fit for the user, as far as is reasonably practicable. It must be thoroughly checked out before each use and worn in on the harness must be securely fixed to a point adequate to take the required load.

#### **6.2 ROOFWORK**

- Make sure you are familiar with safety precautions, if not, check with your Supervisor / Site Manager.
- Always use proper access to roof (tower scaffold, ladders etc.)- properly tied / secured in place.

- Wear hard-hats, safety harness and foot protection.
- If the roof is covered with frost, keep off.
- Work should cease if there is adverse weather such as snow, ice, high winds etc.
- Materials must never be dropped or thrown down from roofs other than by means of a chute or other suitable safe method.
- All materials should be removed from the roof or properly secured at the end of each workday.
- Ensure edge protection is in place.
- Roof openings must have handrails and toe boards.

### **6.2.1 Working on Fragile Roofs**

- In addition to the above please note:
- Roof materials made of asbestos cement sheets, glass or plastic will not be strong enough to support your weight. Always use suitable and sufficient platforms, coverings, guard rails or other similar means of support or protection are provided and used so that any foreseeable loading is supported. Prominent warning notices should be affixed to the approach to all places where the fragile surface is situated, obey warning notices indicating same.
- Cover all openings in roofs and mark clearly.
- Ensure edge protection is in place.

### **6.3 LIFTING OPERATIONS**

- Never stand under a load.
- Never use a lifting appliance unless you have been trained and are competent and authorised to do so.
- Level, compact ground will be supplied for set up of lifting equipment, however you must satisfy yourself that the set up area is adequate and will support the lifting equipment during operations.
- Check that relevant certificates of testing and examination have been provided with all lifting equipment.
- Check that the slinger / banks man who rigs / ties the lift has been trained.
- Be aware of impact loads applied during operations.
- Never ride on loads.
- Always use tag lines to control the load especially in windy conditions or where the load is awkward or unwieldy in shape.
- Always keep clear of the load and ensure others do likewise.

#### 6.4 **BANKSMEN AND SLINGERS**

- Never use a lifting appliance unless you have been trained and are competent and authorised to do so.
- Never sling a load or give signals, unless you have been trained as a banks man / slinger.
- Always check to make sure that lifting gear is sound and free of any defects before use and appropriate certification is available.
- Wear the necessary high visibility jacket or waistcoat at all times so you are easily distinguished from other operatives on site.
- Never stand between the hook and the driver.
- Make sure the driver can see you.
- Always centre the hook over the centre of gravity of the load.
- Give clear approved signals.
- There must be no dragging of the load when lifted and the load should always be balanced.
- Once the strain is taken, stop and check that the load is safely held.
- Always use tag lines to control the load – especially important in windy conditions or where the load is awkward / unwieldy in shape.
- Once the load is lifted, stand clear and make sure others keep clear.
- Make sure no one is in danger before proceeding.
- If the driver doesn't understand a signal, stop him, and then repeat the signal.
- Never use worn or damaged equipment; report any damage to your Supervisor / Site Manager and take the equipment out of commission immediately.

## **PART 7**

### **SAFE WORK PRACTICES GENERAL**

#### **7.1 EXCAVATIONS**

The most common cause of accidents in trenches and excavations, is collapse of the sides. Always check with your Supervisor / Site Manager before entering trenches

Prevent the sides and the ends from collapsing by battering them to a

- safe angle, where it is not possible to batter, support the walls with timber, sheeting or proprietary support systems.
- Do not go into unsupported excavations that have not been battered to a suitable slope.
- No vehicle or item of plant is allowed near an edge of an excavation, which is likely to cause collapse
- Never work ahead of the support.
- Remember that even work in shallow trenches can be dangerous. You may need to provide support if the work involves bending or kneeling in the trench.
- Even work in rock cut excavations may result in boulders falling in on persons at work.
- Do not store spoil or other materials close to the sides of excavations. The spoil may fall into the excavation and the extra loading will make the sides more prone to collapse.
- Make sure the edges of the excavation are protected against falling materials.
- Provide toe boards where necessary.
- Wear a hard hat when working in excavations.
- In rock cut excavations where the rock is friable netting should be used.
- Keep vehicles away from excavations wherever possible. Use brightly painted stop blocks or barriers where necessary.
- Where vehicles have to tip materials into excavations, use stop blocks to prevent them from over-running. Remember that the sides of the excavation may need extra support.
- Never have a person in an excavation while machinery is working over it. The extra surcharge from the weight of the machine may induce a collapse.

- Provide good ladder access or other safe ways of getting in and out of the excavation. Keep access routes clear from obstruction.
- A trench will generally be a confined space. Thus emergency and rescue procedures that comply with the Authority's Code of Practice for Working in Confined Spaces should be adhered to.

**Remember 1 cubic metre of earth weighs over 1 tonne.**

## 7.2 ELECTRICITY

- Never interfere or work on electrical systems unless you are a qualified electrician.
- Only 110 volt portable power tools are permitted for use on site.
- All electrical equipment must be well maintained.
- Always disconnect tools when not in use, before changing blades, discs, drill bits etc, and when carrying out any maintenance, repair or adjustment.
- Don't overload or use makeshift plugs.
- Put away any leads not in use.
- Check that your work area is free from electrical hazards.
- Beware of trailing cables, and keep away from water.
- Never use damaged equipment and report any defective appliances to your Supervisor or Site Manager.
- If in any doubt, ask your Site Manager.

## 7.3 OVERHEAD POWER LINES

Contact with overhead power lines is one of the most severe hazards employees may face on a construction site. The practical steps that can be taken to prevent danger from live overhead cables include re-routing the cable, disconnecting it, placing suitable barriers around it or erecting a goal – post protective system.

- The local electrical authorities should be contacted for an on-site consultation on the protection of the overhead line.
- One shall assume all overhead lines and cables are live unless specifically advised otherwise by the ESB.
- Keep equipment a safe distance away .i.e. 10 metres.

#### **7.4 COMPRESSED GASES / WELDING**

- Always keep cylinders in well ventilated areas.
- Never roll cylinders along the ground, use trolley provided.
- All cylinders must be upright, must be contained in a suitable trolley and securely attached in the trolley.
- After use, replace the cylinders in the appropriate storage area.
- Never use flame cutting or welding equipment unless you are authorised to do so.
- Always use a good quality hose and check it daily for damage.
- Never cut or weld in a poorly ventilated area.
- Ensure a suitable fire extinguisher, fire blanket is nearby before works commence.
- Wear all necessary personnel protective equipment.
- Obtain a hot work permit if required and follow the specified conditions.
- Flash back arrestors to be fitted to all oxy-propane / oxy acetylene cutting equipment.
- Welding screens to be used to protect other workers.
- At least one person on fire watch at all times during work.
- One hour stand down time after work finishes .i.e. work place to be mentioned for one hour after work completed and Hot Work permit signed off.





## APPENDIX B

### HENTECH SAFETY RULES

***Every employee of Hentech Fabrication Ltd, has responsibility for safety – for yourself, your workmates and for others, so practise common sense at all times and follow the safety rules-***

1. **DO** wear PPE provided including safety footwear with steel caps and puncture proof soles.
2. **DO** wear close fitting clothing appropriate to the task with full-length sleeves.
3. **DO** wear gloves where necessary.
4. **DO** wash your hands frequently and thoroughly.
5. **DO** tie ladders securely when in use.
6. **DO** operate a clean up as you go system of work.
7. **DO** store tools in a secure place – do not leave them lying about.
8. **DO** observe and obey all warning signs.
9. **DO** observe the site and access road speed limit.
10. **DO** stay alert to the movement of other persons and equipment around you.
11. **DO** report all accidents and incidents which could have had serious consequences (near misses) and unsafe work conditions to your foreman.
12. **DO** evacuate to nominated assembly point site in case of emergency.
13. **DO** use a safety harness, where there is a risk of falling and where scaffolding or other fall protection is not provided.
14. **DO** ensure proper access/egress to working area is available prior to commencing work.
15. **DO** ensure adequate edge protection is in place prior to commencing work.
16. **DO** maintain welfare facilities as you would like to find them e.g. clean eating area.
17. **DO** remember the safety of the public and ensure that your work does not expose anyone to risk.
18. **NEVER** use a naked flame or electric tools anywhere near flammable materials or liquids.
19. **NEVER** ride as a passenger on any forklift, dumper or other mobile plant.
20. **NEVER** enter any excavation over 1.2 metres deep unless it is shored or battered to a safe slope.
21. **NEVER** remove boards or handrails from any scaffolding unless instructed to do so by your supervisor.
22. **NEVER** drive any vehicle on site, unless you hold a full driving licence, are over 18 years of age and you have received clearance from the Site Manager that it is safe to do so.
23. **NEVER** reverse any vehicle on site, unless you are being directed by a competent person.
24. **NEVER** leave tools or materials lying about at height.

25. **NEVER** work alone outside normal working hours.
26. **NEVER** create tripping hazards for yourself or others with electrical leads, hoses or discarded materials.
27. **NEVER** throw tools or materials down from a height.
28. **NEVER** climb scaffolding.
29. **NEVER** eat or drink outside the canteen provided.
30. **NEVER** use any petrol or diesel engines in an enclosed space.
31. **NEVER** engage in any operation that will put you or your fellow workers at risk.

## APPENDIX C

### HENTECH FABRICATION Ltd. SITE SAFETY DISCIPLINARY PROCEDURE

Non-compliance with safety legislation, procedures and use of agreed PPE will be addressed using the safety disciplinary format on site.

<b>STEP 1</b>	Verbal Warning
<b>STEP 2</b>	Second Verbal Warning
<b>STEP 3</b>	Written Warning
<b>STEP 4</b>	Suspension or removal from site

Depending on the gravity of the non-compliance step 1-3 may be passed over leading to instant suspension or dismissal for safety breaches which are serious or life threatening to self or others.

Authorised by



**John Hennessy**  
Managing Director

Date: \_\_\_\_\_

## **APPENDIX D    HARASSMENT POLICY**

**PURPOSE:**        To create and maintain a floor where all employees are treated with dignity and respect. This policy openly acknowledges that appropriate relationships within the floor (sexual or not), which are mutually desired and freely entered into, do not fall under this policy.

Where harassment occurs (whether sexual or otherwise) Hentech Fabrication Ltd. accepts that it may be liable if it failed to take reasonable steps to prevent it.

### **DEFINITION**

The definition of Sexual Harassment and Harassment as outlined in the Employment Equality Act 2004 has been accepted by Hentech Fabrication Ltd. and is as follows:

Sexual harassment is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature.

Harassment is any form of unwanted conduct related to any of the discriminatory grounds.

Harassment could typically be:

- Verbal        -    requests or demands for sexual favours
- suggestive remarks
- degrading abuse or insults
- jokes or tricks of a sexual nature
- Physical     -    gesturing of a sexually-suggestive nature
- unnecessary touching
- indecent exposure
- actual assault, up to and including rape
- Visual        -    displaying pornographic material at the floor

Sexual Harassment is sexual behaviour that is neither solicited nor accepted by the recipient. It is unwelcome and / or imposed. Sexual harassment can be by a fellow employee, employer, client customer or other business contact of the employer.

Sexual Harassment can occur in a variety of forms and can be based on sexual preferences, as well as gender.

## MANAGEMENT STATEMENT

Where sexual harassment or harassment is alleged to have taken place it will be fully investigated by Management and if proven will be dealt with as misconduct under the existing disciplinary procedure.

## REPORTING PROCEDURE

If any employee feels they are being sexually harassed or harassed they should do the following:

1. In the first instance, make the person aware that is engaging in the harassment that it is unwanted and unacceptable, and request him/her to stop it immediately.
2. If the behaviour fails to stop following this request, then the employee who is the victim should note all details of the incidences of harassment (what was said, done, or gestured; dates, times, locations, witnesses [if there are any]) and report these officially to their immediate Foreman. If the person engaging in harassment is the supervisor, or they feel uncomfortable in reporting it this way, then they should report it to an appropriate third party outside of Hentech Fabrication Ltd.

## **INVESTIGATING PROCEDURE**

If and when a report of alleged Sexual Harassment or Harassment is received by any member of Management they are committed to dealing with it seriously and confidentially and should do the following:

1. Listen to the complaint privately, sympathetically taking note of all details available.

2. Instigate an investigation involving detailed interviews of both the employee making the complaint, the alleged harasser and any witnesses, in order to determine what happened.
3. In the interests of natural justice, make the alleged harasser aware of the nature of the complaint and be give him/her every opportunity to respond and to rebut the detailed allegations made.
4. If, following a thorough investigation, there is a reasonable belief that there has been sexual harassment or harassment of another sort then (depending on the seriousness of the harassment) appropriate disciplinary action must be taken. (This may be anything from verbal warning to dismissal.)
5. Transferring one or both employees from any one department may be an option. However, in cases that have been proven, great care must be taken so as to not to place a penalty on the complainant whose complaint was found to be well based.

# **APPENDIX E**

## **ANTI-BULLYING POLICY**

### **MANAGEMENT STATEMENT**

Hentech Fabrication Ltd. wish to make known that behaviour, which constitutes bullying, is not acceptable within the business. Where bullying is alleged to have taken place it will be fully investigated by Management and, if proven, will be dealt with as misconduct under the disciplinary procedure. Any employee affected by bullying will have any counselling deemed necessary made available to them.

### **COMMITMENT**

Hentech Fabrication Ltd. is committed to ensuring that the work place is free from bullying and that the work environment is aimed at providing a high quality product in an atmosphere of respect, collaboration, openness, safety and equality. All employees are treated with dignity and respect. Any person reporting bullying behaviour will be free from any reprisals but equally, if their complaint is proven, will not does not enhance an employee's chance of promotion or favourable treatment. All reporting of bullying behaviour will be dealt with as quickly as possible. The policy will be updated to reflect the company's experiences in implementing it, relevant changes in the workplace and external factors that are relevant.

### **PROTECTION AGAINST INTIMIDATION**

Hentech Fabrication Ltd. will protect employees against intimidation, victimisation or discrimination if they file a complaint or assist in a bullying investigation. Employees found retaliating against an employee for complaining about bullying will be subject to disciplinary procedure.

### **FALSE OR MALICIOUS COMPLAINTS**

If Hentech Fabrication Ltd. becomes aware that a complaint about bullying is false or malicious in nature; again the disciplinary procedure will be used on the employee making the false complaint.



## **COMMUNICATIONS, TRAINING AND MONITORING**

This policy will be communicated to employees to ensure that they understand that Hentech Fabrication Ltd. is committed to dealing effectively with bullying. Where applicable, staff having supervisory responsibility will receive training in dealing with bullying complaints and any retraining of an employee affected by bullying will be carried out if necessary.

Management will promote awareness of this policy and be vigilant for signs of bullying. It is recognised the trade unions can contribute to the prevention of bullying and can play a role in providing information and advice.

This policy will be monitored and amendments made if required.

## **DEFINITION OF BULLYING**

The definition of bullying accepted by Hentech Fabrication Ltd is as follows:

***"Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or other wise, 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 individuals right to dignity at work.***

***An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying."***

### **It can be classified into 5 major categories:**

1. Manipulation of the victim's reputation by rumour, gossip and ridicule;
2. Preventing the victim from speaking by making loud voiced criticisms or obscenities;
3. Social exclusion or isolation;
4. Manipulating the nature of the work or the ability of the victim to perform the work e.g. by overloading, withholding information or setting meaningless tasks;
5. Physical abuse or threats of abuse *(This policy does not address physical assault at work the Company has no tolerance of such behaviour, and any such act will be dealt with under disciplinary procedures).*

Bullying can transcend organisational and reporting structures. It can occur within peer groups (e.g. within teams), from supervisors to subordinates and subordinates to supervisors.

## **EFFECTS OF BULLYING ON THE INDIVIDUAL**

Effects can include isolation, rejection, and lack of support from colleagues. Bullying can have a physiological, psychological and behavioural impact on an individual's character and their overt behaviour. It can change a happy, confident employee into a withdrawn, de-motivated individual.

At its most extreme, prolonged periods of bullying can lead to nervous breakdown, depressive illness and ultimately suicide.

### ***Chart of Symptoms of Bullying:***

<b><u>Physiological</u></b>	<b><u>Psychological</u></b>	<b><u>Behavioural</u></b>
headaches	depression	withdrawn personality
nausea/butterflies	mood swings	reliance on alcohol, drugs
high blood pressure	acute anxiety	tobacco as stress relievers
loss of appetite	panic attacks	irritated /distracted behaviour
fatigue	crying	tendency to be clumsy
shaking/sweating	irritability	forgetfulness
sleeplessness	loss of self-esteem	lack of self-confidence and motivation

## **EFFECTS OF BULLYING ON THE BUSINESS**

It can have a debilitating impact on an organisation. It can foster an environment of fear and resentment. Examples of direct negative effects of bullying:-

- increased levels of absenteeism
- low employee morale, motivation and job performance
- loss of job satisfaction
- reduced productivity
- high staff turnover
- high costs associated with legal proceedings

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

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

Factors which are known to signal a risk of bullying at work are:

- **High turnover of staff, high absenteeism or poor morale**
- **Employment tenure** – a bully may regard new, casual or contract employees as easier targets than permanent employees;
- **Hierarchies**-hierarchies involving, for example, technical or non-professional employees working to professionally qualified employees which can sometimes present higher levels of bullying;
- **Changes in the workplace**-workplace changes which can increase the risk include change in ownership, new manager or supervisor, introduction of new work performance measures or of new technology or internal re-organisation;
- **Management of relationships in the workplace** – bullying may be more likely to happen in workplaces that do not have an effective management system which respects persons and monitors and supports work relationships;
- **Personality differences** – petty jealousies, personal biases, taking advantage of vulnerable or less 'street-wise' individuals can contribute to bullying;
- **Gender/age imbalance**-bullying may be more likely where there is an age or a gender imbalance in the workplace;
- **Other factors** include the composition of the workforce, interface with the public, history of tolerance of unacceptable behaviour, lack of or inadequate procedures or disregard of procedures for dealing with bullying.

## **REPORTING PROCEDURE**

If any staff member feels they are being bullied they should first and foremost contact the following person John Hennessu; this person will listen and advise about complaints of bullying at work and explain the procedures in place to resolve it.

### *INFORMAL*

1. In the first instance raise the issue informally with the person who is creating the problem pointing out that their conduct is unwelcome, offensive or interfering with work and request that it stop immediately.

2. If the employee feels uncomfortable or this is not viable or does not achieve the desired result, then a formal approach should be used.
3. An intervention addressing the issue will be in place within three weeks or an agreed, indicative time frame.
4. If necessary the use of an expert or independent professional body will be accessed for mediation or conciliation.

#### *FORMAL*

3. Raise the issue with their immediate supervisor, or someone else within the business who could deal with sensitive issues such as this.
4. Note all the incidences of bullying, what was said, done or gestured, dates, times, locations, witnesses if there are any and report it officially to their supervisor. (Again, if they do not feel comfortable in reporting it this way then they should report it to someone else within the business who could deal with sensitive issues like this.)
5. If the person is suffering from sexual harassment and feels uncomfortable in reporting it directly to the appropriate supervisor, they should report it to an appropriate third party.
6. An intervention addressing the issue will be in place within three weeks or an agreed, indicative time frame.

#### **INVESTIGATION PROCEDURES**

If and when a report of alleged Bullying behaviour is received by Hentech Fabrication Ltd. they are committed to dealing with it seriously and confidentially and should do the following:

1. Listen to the complaint privately, sympathetically taking note of all details available.
2. Report it immediately and confidentially to the Managing Director (if he is not the one dealing with it).
3. Instigate an investigation involving detailed interviews with both the employee making the complaint and the alleged bully. Interviews of any witnesses should also take place to determine what happened.
4. In the interests of natural justice, the alleged bully must be made aware of the nature of the complaint and be given every opportunity to respond, to rebut the detailed allegations made and to be allowed representation if requested.
5. If, following a thorough investigation, there is a reasonable belief that there has been bullying, then (depending on the seriousness of it) appropriate disciplinary action must be taken. This may be anything from a verbal warning to dismissal.

6. Transferring one or both of the employees from any one workplace may be an option. However, care in doing so should be taken so that, in cases where the complainants' case was proven, not to place a penalty on the complainant.
7. If it is found that the perpetrator's behaviour had been misinterpreted and that they were genuinely unaware of the effect of their behaviour and actions, further procedures may not be necessary and the outcome of the investigation will be that the bullying ends.
8. In cases where there are conflicts of evidence, perhaps no witnesses and the details are vague; the person responsible for the investigation will have to weigh up the credibility of each party in order to reach a conclusion.
9. If the complaint is not resolved at workplace level, the "individuals involved" can seek a Rights Commissioner investigation. The Rights Commissioner will then assess how the procedures were applied and if appropriate, may carry out a new investigation. The person seeking a Rights Commissioner's hearing must apply directly, citing the Industrial Relations Act 1969-2001. Rights Commissioners' findings may be appealed to the Labour Court.
10. Both parties will be given appropriate support and periodical reviews, insofar as is reasonable, after resolution is found so as to obtain closure

## APPENDIX F

### PROCEDURES in case of FIRE: **EVACUATION PROCEDURE**

#### **In the event of a fire , **EMPLOYEES** must take the following actions:**

- ✓ Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.
- ✓ Immediately activate the building fire alarm system. This will sound the fire alarm bells to evacuate the building.
- ✓ Close doors as the last person leaves a room or area.
- ✓ Leave the building immediately. (No personnel will be allowed to re-enter the building without permission of fire brigade / management.)

#### **In the event of a fire , **FIRE WARDENS** have the following responsibilities:**

- ✓ In the event of a fire that is small enough, use a nearby fire extinguisher of the correct type to control and extinguish the fire.
- ✓ DO NOT fight a fire if the following conditions exist:
  - **You don't know what is burning**
  - **The fire is spreading rapidly**
  - **You don't have the proper equipment**
  - **The fire might block your means of escape**
  - **You might inhale toxic smoke**
  - **Your instincts tell you not to**
- ✓ If attempts to put out the fire fail, evacuate the building.
- ✓ In the event of an emergency evacuation having been called and where it is safe for you to do so, carry out a sweep of your premises to ascertain that nobody remains in the building.
- ✓ Close doors as the last person leaves a room or area.

*Upon evacuation of the building, all should proceed to the designated meeting area, where head counts can be taken.*

Never re-enter the building without permission from fire brigade/management.

## APPENDIX G

### PROCEDURES for RESPONSE to, REPORTING of, and INVESTIGATION of: NEAR MISSES, ACCIDENTS and DANGEROUS OCCURRENCES

**PURPOSE:** The purpose of this programme is to ensure that all near misses, accidents and dangerous occurrences are properly responded to, reported and investigated in accordance with Hentech Fabrication Ltd. Management System

The key requirements of this programme are:

- Initial response to the near miss, accident or dangerous occurrence;
- Investigation of the near miss, accident or dangerous occurrence;
- Corrective action;
- Training;
- Evaluation of this procedure.

### **SCOPE**

This SOP applies to all near misses, accidents or dangerous occurrences which occur on any Hentech Fabrication Ltd. premises and to any incident that:

- Results in a material loss or property loss but does not cause injury;
- Results in injury or illness;
- Requires that a form of Notice of 'Dangerous Occurrence Form' be completed for Health and Safety Authority;
- Is considered by Senior Management to be an adverse event.

## RESPONSIBILITIES

*The Safety Manager will:*

- Prepare, review and update this SOP.
- Organise section and training for all personnel to ensure understanding.
- Co-ordinate implementation of the SOP.
- Review reports of near misses, accidents or dangerous occurrences and prepare reports for Senior Management.
- Notify Health and Safety Authority of major incidents.
- Evaluate the effectiveness of the programme annually.

*The applicable Supervisor will take ownership of near miss, accident or dangerous occurrence occurring within his/her area of responsibility and will:*

- Ensure that appropriate medical care is provided to injured person.
- Ensure that the area is immediately made safe for others.
- Ensure that all incidents are reported to Safety Manager within 24 hours of occurrence.
- Ensure that all near misses, accidents or dangerous occurrences are fully investigated.
- Evaluate near misses, accidents or dangerous occurrences to determine the causes.
- Recommend corrective actions.
- Implement the recommended corrective action to prevent re-occurrence.
- Review the effectiveness of corrective actions.



Employees will:

- Report all near misses, accidents or dangerous occurrence to their Supervisor immediately or as soon as is practicable thereafter.

## **DEFINITIONS**

**Near Miss** – an unplanned event resulting in property damage, which could have caused personal injury but did not because of some circumstance

**Accident** – an unplanned event resulting in injury or illness to a person

**Lost Time - injury or illness** - Is any injury or illness that results in an employee being unable to report for the work shift following the day of the accident or for a future work shift if the missed work can be attributable to a work injury or exposure. A lost workday is the first work shift for which the employee does not appear following the day of an occupational injury or onset of illness. Only full lost-days are counted.

**Adverse Event** - Is an occupational incident that results in: -

- A fatality
- Hospitalisation of three or more workers for any purpose beyond observation
- Paralysis
- Electrocution
- The loss of sight in an eye
- An amputation of any appendage
- Fracture of a major bone (skull, pelvis, femur, humour, fibula, tibia, radius, or ulna)
- Third degree burns
- Loss of consciousness
- Internal haemorrhage
- Major property damage
- Evacuation

**Dangerous Occurrence** - An unplanned event such as collapse of any load-bearing part of a hoist, an explosion, a fire etc (See form of Notice of Dangerous Occurrence form from Health and Safety Authority) – Part X of General Application Regulations 1993.

## PROCEDURES

### **As initial response to and notification of a Near Miss, Accident or Dangerous Occurrence, the responsible Supervisor will: -**

#### *For a Near Miss incident*

- Confirm that no one is injured
- Arrange tidy up of area and ensure area is safe
- Complete near miss /accident report form and send to Safety Manager
- Interview relevant personnel
- Proceed to investigate the causes of the near miss incident
- Determine root cause(s) and implement corrective actions

#### *For an ACCIDENT*

The applicable Supervisor will arrange for first aid or medical assistance to be supplied immediately to any injured employee (note: The injured employee should not be moved until First Aider has assessed their condition).

The response to, and notification of, the incident will be based on the type of incident and degree of injury. Treatment will be categorised as follows:

- First aid treatment (capable of being provided by qualified in-house First Aider)
- Medical treatment (beyond First Aid and requiring the services of a medical Doctor)
- Hospital treatment (requiring the injured person be brought to a hospital for more serious medical treatment)
- Where transport is required, a Partner's car (i.e. with business-class insurance), taxi, or ambulance if deemed necessary, should be used

### *Incident involving a fire, chemical spill etc.*

- Notification of major incidents as required by COMAH regulations
- If the accident involves an injury
  - The First Aider will record details of any first aid that is given
  - The Company-retained Doctor will record details of any medical treatment that is given
  - Lost time will be recorded as it happens
- The applicable Supervisor will also eliminate any unsafe circumstances to prevent further injury and ensure area is safe for others. Care should be taken not to disturb the accident scene until photographs/ maps have been taken of the event.
- Any equipment involved in the accident will immediately be taken out of service until it is fully examined and re-commissioned by the manufacturer/supplier/installer of it, or some other person competent to do so.
- Complete near miss/accident report form and send to Safety Manager
- Inform Senior Management of the accident.
- If injured employee has been taken to hospital – the Supervisor will be required to inform Senior Management and injured person's next of kin.
- Interview relevant personnel
- Proceed to investigate the causes of the accident
- Determine root cause(s) and implement corrective actions.

## **INCIDENT INVESTIGATION**

In all cases, near misses, the Supervisor will investigate accidents and dangerous occurrences. Safety Manager, Senior Management and others may assist them but ownership of the incident remains with the Supervisor throughout the process. They will:

- Initiate the investigation of any near miss, accident or dangerous occurrence as soon as practicable and in any case within 48 hours of the incident:
- Lead the investigation team, enlisting others with particular skills or experience, as appropriate, to assist with the investigation;
- Ensure completion of the incident investigation and soon as is practicable
- Record the findings of the investigation and make recommendations.

## **CORRECTIVE ACTION**

Based on the results of the investigation, the Safety Manager will: -

- Develop a list of corrective actions to be taken to prevent recurrence of the incident or similar situations
- Seek resources for the implementation of the corrective actions
- Develop an action plan that is realistic and drive the corrective actions until they have all been implemented identifying persons responsible for the actions
- Review the effectiveness of corrective actions to check if they have eliminated the risk of re-occurrence.

## **INCIDENT REPORTING**

The Supervisor will: -

- Forward results of investigations including recommended corrective actions to the Safety Manager within 24 hours of completion
- Report results of illness investigations including recommended remedial actions to the Safety Manager who will forward them to the Company-retained Doctor

The Safety Manager will: -

- Make a presentation to Senior Management on a regular basis both positive and negative aspects of Safety for the preceding month.
- Maintain reports and essential back-up information for (6 years)

- Submit required reports to appropriate regulatory authorities and report the result of investigations to management.

## **MANAGEMENT OF THE INJURED EMPLOYEE**

- Depending on the level of injury the employee may return to work the following day or within days. The Company-retained Doctor should be involved in their on-going medical care.
- If the Doctor advises that the injured employee be fit to return to work then the employee returns and carries out normal duties.
- If the Doctor advises that the injured employee be fit to return to work but only on light duties then every effort should be made to facilitate the employee keeping the situation under constant review.
- In all cases the normal wages of the injured employee will continue to be paid regardless of the grade of work they perform on light duties.
- All relevant reasonable doctors' fees and other medical expenses (prescriptions, physiotherapy etc.) should be paid in full for a period of 4 weeks and then reviews on the basis on the long term medical condition and their likelihood of returning to work.

## **APPENDIX H** **DRUGS AND ALCOHOL**

We at Hentech Fabrication Ltd. are committed to providing a safe and comfortable working environment within our premises. We have put in place a clear statement of policy on alcohol and drug misuse.

***Alcohol and prohibited drug consumption\* is strictly forbidden when at work, whether within Hentech Fabrication Ltd. premises or not.***

No member of staff should present for work (within the premises or in control of a vehicle) under the influence of alcohol or of prohibited drugs\*. If a Medical Practitioner prescribes an employee medication, this must be brought to the attention of the Company, so that alternative work arrangements can be made if necessary. When staff may be off-site for lunch breaks etc., they should not consume any prohibited drug\*, this includes the consumption of alcohol.

Any alcohol and/or drug\* consumption in breach of the above restriction is strictly prohibited as it risks the safety and comfort of other staff and visitors and will be regarded as a disciplinary matter.

Hentech Fabrication Ltd. will not tolerate criminal behaviour relating to alcohol or drug misuse, but will however offer assistance to anyone identified as having an alcohol or drug misuse problem. To facilitate this, information on suitable organisations will be available on request.

***\*Prohibited drugs are any that can induce symptoms of intoxication or hallucination, whether medically prescribed or otherwise.***

**APPENDIX I**

Personal Protective Equipment issued by: *Hentech Fabrication Ltd.*

I have been provided with the following Personal Protective Equipment free of charge and in good condition and have received training in its use. (Please sign where appropriate)

ITEM ISSUED	Qty.
(1)	-----
(2)	-----
(3)	-----
(4)	-----
(5)	-----
(6)	-----

Employees Signature -----

Date -----

*For Hentech Fabrication Ltd.:* -----

## APPENDIX J

### Driver/Deputy Rules and Sign off Sheet

1. Only trained, qualified, authorised personnel to operate machine.
2. Hold Current Driving Licence where so required.
3. Keep cab clean and tidy.
4. Ensure reflective breakdown triangles are secure in vehicle and operational.
5. Report any defects to Manager as soon as possible.
6. Check oil, water and tyre pressure weekly.
7. Drive vehicle in a safe manner with due regard to Road Traffic Legislation (eg always stay within the speed limit).
8. Driving under the influence of alcohol is forbidden, alcohol will not be consumed during working hours.
9. Vehicles will be parked in a safe manner.
10. Vehicles will be locked and parked securely at the end of each working day or when vehicle is left unattended.
11. Ensure current tax and insurance disks are displayed at all times.
12. Seat belt must be worn by driver at all times.
13. Prepare for emergencies:
  - Be prepared for the occurrence of fire or accidents
  - Have a first aid kit and extinguisher on hand (and know how to use it correctly)
  - Have emergency contact numbers on hand

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# **ACCIDENT INCIDENT REPORT FOR EMPLOYEES**

All questions must be answered – use additional sheets if necessary

Accident No:	Incident No:	Reported by:	Date:
Employee Name:		Job Title:	
Date of Accident:		Time of Accident:	Am/pm
Exact Location:		Equipment Involved:	

**Exact description of what happened:**

\_\_\_\_\_

\_\_\_\_\_

Did employee resume duty after the accident?	Yes	No
Was the employee performing part of their duties at the time?	Yes	No
Any defect to equipment?	Yes	No
Was appropriate PPE being used?	Yes	No
Any other employee involved?	Yes	No
Did the employee report the accident / incident immediately?	Yes	No
Was there a breach of the safety standards?	Yes	No
Was first aid administered?	Yes	No

Name of First Aider? \_\_\_\_\_

Details of injuries received? \_\_\_\_\_

First Aid treatment on site – details: \_\_\_\_\_

Doctor / Hospital attended: \_\_\_\_\_

Name of Witnesses:	Statement Completed:	Yes	No
	Statement Completed:	Yes	No

**Corrective Action:**

\_\_\_\_\_

\_\_\_\_\_

To be completed by (date): \_\_\_\_\_

Responsible: \_\_\_\_\_

Time Lost: \_\_\_\_\_

Reported to Insurance Brokers: \_\_\_\_\_

Reported to HSA (over 72 Hours): \_\_\_\_\_

Cause	Part of Body	Nature of Injury	Location
Violence			
Manual Handling			
Egress/aggress			
Slip, Trip, Fall			
Alcohol/ illegal drugs			
Falling Object/collision			
Other			

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**NOTES:**

Please complete immediately and return to Safety Manager for forwarding to insurance broker.

Use additional sheets if necessary.

Attach sketch, photographs, when possible (all photos should be signed, dated and timed).

In the event of a serious accident, contact Safety Manager immediately, do not disturb the scene.

Establish the location of all personnel in the area and take details from actual witnesses.

ADDITIONAL INFORMATION / WITNESSES STATEMENTS

## **ACCIDENT INCIDENT REPORT FOR MEMBER OF THE PUBLIC**

All questions must be answered – use additional sheets if necessary

Date and Time of accident/incident	
Name and Address of Victim	
Reported by	
Date and Time of report	
Exact location and any object involved	

**Exact description of what happened:**

\_\_\_\_\_

\_\_\_\_\_

Any defect to equipment?	Yes	No
Any other people involved?	Yes	No
Was violence involved	Yes	No
Did the person report the accident / incident immediately	Yes	No
Was first aid administered?	Yes	No
Any spillage's involved?	Yes	No

Name of First Aider at the scene \_\_\_\_\_

Details of injuries received? \_\_\_\_\_

First Aid treatment at scene – details \_\_\_\_\_

Doctor / Hospital attended \_\_\_\_\_

Name of Witnesses \_\_\_\_\_

Contact number \_\_\_\_\_

Statement Completed: Yes                      No

