

DRYWALL INTERIOR FITOUT LTD

SAFETY STATEMENT

SAFETY STATEMENT INDEX

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SAFETY AND HEALTH POLICY

It is the policy of the Drywall Interior Fitout Ltd to comply with the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007, the Safety Health and Welfare at Work (Construction) Regulations 2006 and all other current legislation relevant to business and operations carried out by Drywall Interior Fitout Ltd and our employees. Drywall Interior Fitout Ltd is committed to identifying new legislation and best practice and is committed to adhering to changing standards.

It is our aim to achieve a working environment, which is free of work related accidents and ill health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures;
- providing and maintaining safe plant and work equipment;
- establishing and enforcing safe systems of work;
- recruiting and appointing personnel who have the skills, abilities and competence equal to their role and level of responsibility;
- ensuring that tasks given to employees are within their skills, knowledge and ability to perform;
- ensuring that technical competence is maintained through the provision of refresher training as appropriate;
- promoting awareness of health and safety and of good practice through the effective communication of relevant information;
- monitoring our safety performance by regular site inspections from our safety officer;
- furnishing sufficient funds needed to meet these objectives;

It is the policy of Drywall Interior Fitout Ltd to consult all staff and employees on matters of health and safety. All employees are hereby notified of our policy. It is the obligation of all employees to act responsibly and to do everything that is reasonable to prevent injury to themselves, their fellow workers and any other person who may visit their place of work. Employees are encouraged to comply with their duties under the 2005 Act and 2007 General Application regulations and to notify Drywall Interior Fitout Ltd of identified hazards in the workplace.

This health and safety policy is reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. This policy is to be read in conjunction with the organisation, arrangements and applicable safe systems of work outlined in the safety statement.

This statement is communicated to all Drywall Interior Fitout Ltd employees.

SAFETY AND HEALTH CONSIDERATIONS & AIMS

Drywall Interior Fitout Ltd considers the Health, Safety and Welfare of its employees and of other persons affected by its activities, to be a primary concern for all. Safe and healthy working can be achieved only by creating a proper organisation and arrangements for the purpose.

Drywall Interior Fitout Ltd aim to maintain or improve working conditions and measures to control and reduce hazards which apply in respect of all their activities. Any new hazards shall be assessed as they become known.

It is the policy of Drywall Interior Fitout Ltd to provide and maintain working conditions that are as safe and healthy as possible and to take all reasonable steps to attain this end. Project Managers are fully aware of their responsibilities for the health and safety of employees, but can achieve this objective only with the co-operation of employees in complying with the various regulations and instructions issued for their safety and by their constant care for the safety of themselves and their colleagues. Training and more specific instructions will be provided when appropriate to enable employees to work safely, to identify hazards and to protect themselves. It is the duty of everyone to do everything possible to prevent personal injuries to themselves and others and this duty extends to the design, construction, operation and maintenance of all buildings, vehicles, plant and equipment.

Drywall Interior Fitout Ltd will take all reasonable steps to secure the safety of employees and others by ensuring that equipment and machinery under their control are safely installed and maintained. Any hazards to health and safety or defects in equipment or machinery are to be rectified as soon as possible and supervisors are required to take all reasonable precautions to safeguard employees and others from any such hazards until repairs have been satisfactorily carried out.

Consultation with employees on health and safety matters forms an important part of the organisation.

This safety statement is available to all employees whose active co-operation is an essential part in achieving safe working. Please read this statement carefully and keep it close at hand for future reference.

COMPANY SAFETY OBJECTIVES

The approach to ensuring safe and healthy work conditions at Drywall Interior Fitout Ltd may be summarised by the following headings:

- Identification of hazards
- Provision of safety training and instruction
- Provision of protective equipment
- Creation of practical and safe working systems
- Consultation with staff on safety and health matters

Identification of Hazards

Drywall Interior Fitout Ltd will carry out regular risk assessments internally on all hazardous work activities, both in our offices as well as on construction projects around the country. Where necessary written risk assessments will be developed to ensure that safe working systems and control measures are put in place to minimise the exposure to risks and hazards to all our employees and sub-contractors.

The company further commits to make use of the advice available through the Health and Safety Authority and other institutions for Safety, Health and Welfare at Work.

Safety Instruction and Training

It is recognised by Drywall Interior Fitout Ltd that no one can be expected to perform their tasks and duties safely and efficiently unless that person is experienced and trained to carry out such tasks.

Drywall Interior Fitout Ltd is committed to identifying training needs and to carrying out that training and instruction as appropriate. Certain operations require that strict safety procedures be followed, where such tasks are undertaken the employees involved will receive special instruction.

It is essential that no person attempt a potentially hazardous task without instruction and or proper training.

Induction of Employees

Upon commencement with Drywall Interior Fitout Ltd all employees must attend safety induction training regardless of their position or of their experience.

Every employee attending a new project will be required to attend the project specific safety induction.

All Drywall Interior Fitout Ltd employees commencing work on a project shall attend an induction training course. The project manager will inform all new starts, workmen and site visitors of the location of welfare facilities and first aid equipment. Site visitors to the workplace are discouraged unless essential to the contract. Site visitors will be informed of the site rules. The managers / supervisors shall ensure that all operatives are fully aware of the established methods of work for the operations involved. Statutory notices will be posted in site accommodation. Managers / supervisors will be issued with a copy of the company's safety statement to be kept on site for reference purposes. Training will be given and updated as necessary.

Everybody must attend induction and a record must be kept.

COMPANY SAFETY OBJECTIVES

Toolbox Talks

Toolbox talks will be held regularly, at least fortnightly. The frequency will be established by management in conjunction with client / PSCS requirements on construction projects.

General Safety Training

Drywall Interior Fitout Ltd expects that all employees will co-operate in the training provided. Certain tasks in our operations require strict safety procedures be followed. Where this arises, the employees involved receive special instructions. It is essential that no person attempt a potentially hazardous task without clear instruction.

The person(s) responsible for training and instruction shall identify the training needs and report on the options available to carry out the training. He / she shall present the options to Cormac McCloskey for decision.

A Training Record for all training will be maintained in the head office.

Personal Protective Equipment

It is the policy of Drywall Interior Fitout Ltd to provide the required protective equipment and to replace it on the presentation of the worn or defective item.

Responsibility for ensuring that the equipment is available and used properly shall rest with the project manager.

However the wearing of P.P.E. will be a last resort measure where hazards cannot be totally removed and a manageable risk level remains.

Disciplinary Actions will be issued to persons not conforming with statutory and site requirements for the wearing of Personal Protection Equipment.

SUBSTANCE ABUSE POLICY

The aim of this policy is to ensure acceptable standards of safety, health and welfare in the workplace.

The law imposes obligations on Drywall Interior Fitout Ltd to ensure a safe system of work. In addition to the obligations on Drywall Interior Fitout Ltd the law requires all employees, while at work, to take reasonable care of their own safety, health and welfare and for that of any other person who may be affected by their acts or omissions while at work. Furthermore, it is the duty of every employee to co-operate with Drywall Interior Fitout Ltd in this regard.

The possession, use or supply of drugs or alcohol by any employee is strictly prohibited unless the drugs are prescribed by a duly qualified, registered medical practitioner. Possession or consumption of drugs or alcohol constitutes serious misconduct which may result in disciplinary action up to and including dismissal.

Possession or consumption of scheduled drugs and / or alcohol

Where Drywall Interior Fitout Ltd suspects that you have consumed drugs and / or alcohol, they reserve the right to request that you attend a medical practitioner for an examination. The results of this examination will be sent directly to you. Drywall Interior Fitout Ltd will request that you forward to them a copy of these results. You may in these circumstances be asked to leave your place of work for health and safety reasons pending receipt of the results of the examination.

Where Drywall Interior Fitout Ltd suspects that you are in possession of / or consuming drugs and / or alcohol, an investigation will take place following the principles outlined in the disciplinary procedure.

DIGNITY AND RESPECT AT WORK POLICY

Drywall Interior Fitout Ltd is committed to implementing and promoting measures to protect the dignity of employees and to encourage respect for others at work. This is done by creating a work environment free from harassment, bullying and disrespectful behaviour and by dealing effectively with any complaints of such conduct as may arise. Harassment is unequal treatment and discrimination. Bullying is defined below. Lack of respect may be shown in words, conduct, acts or demeanour. Drywall Interior Fitout Ltd value the contribution of all employees and this type of behaviour can demean and damage people.

Drywall Interior Fitout Ltd recognises that the issue of whether harassment, bullying or disrespectful behaviour has occurred requires a factual determination based on all the evidence received. Drywall Interior Fitout Ltd also recognises that false accusations can have serious effects on innocent men and women. We trust that all employees will continue to act in a responsible and professional manner to maintain a pleasant working environment free of harassment, bullying and disrespectful behaviour. To assist in achieving this goal, no record of a complaint shall be entered in an employee's file unless the matter is dealt with under the disciplinary procedure.

Drywall Interior Fitout Ltd will not tolerate harassment, bullying or disrespectful behaviour by one employee of another for any reason. In particular employees cannot and should not;

- comment to or about another employee
- harass or bully another employee
- discriminate against each other on any of the following grounds:-
 - Gender
 - Marital Status
 - Family Status
 - Sexual Orientation
 - Religious Belief or Lack of Religious Belief
 - Age
 - Disability or the Nature of Disability
 - Race, Colour, Nationality or Ethnic or National Origins
 - Membership of the Traveller Community

Definitions

Harassment

Any act or conduct of an employee including spoken words, gestures or the production, display or circulation of written words, pictures or other material, is harassment of one person by another if the action or other conduct is unwelcome to the recipient and could reasonably be regarded, in relation to the relevant characteristics outlined above, as offensive, humiliating or intimidating to that person.

Sexual Harassment

Sexual or gender based harassment is unwanted conduct of a sexual nature, or other conduct based on sex affecting the dignity of women and men at work. It can include any act of physical

intimacy, any request for sexual favours or any other act or conduct including spoken words, gestures, the production, display or circulation of written words, pictures or other material.

DIGNITY AND RESPECT AT WORK POLICY

Conduct of this nature is sexual harassment if it is unwelcome to an employee and could reasonably be regarded as due to the employee's gender, or sexually offensive, humiliating or intimidating.

Conduct of this nature by an employee towards a fellow employee will constitute sexual harassment. Sexual harassment of any form will not be tolerated by Drywall Interior Fitout Ltd.

Bullying

Bullying is behaviour directed at an individual which causes them or is calculated to cause them to feel, upset, threatened, humiliated or embarrassed, due to its persistent, offensive abusive, intimidating or malicious content.

Lack of Respect

Lack of respect can be shown by direct comments, sarcasm, snide remarks, inappropriate jokes or banter directed towards a colleague. It can also arise where colleagues are ignored, overlooked, avoided or shunned without good reason and in a manner likely to be hurtful or disrespectful. Jokes or comments directed at or referring to a colleague could be thought amusing by others but unpleasant, uncomfortable or hurtful to that colleague. Respect should be shown to all colleagues. Respect is also earned. By showing respect to others and honouring their personal dignity, you will earn their respect.

Reporting of Harassment, Bullying and Disrespectful Behaviour

Harassment, bullying and disrespectful behaviour of any form as set out above will not be tolerated by Drywall Interior Fitout Ltd. Any person who encounters harassment, bullying or disrespectful behaviour themselves or of a colleague should inform Drywall Interior Fitout Ltd immediately. You should also report any such behaviour directed at a colleague by any third party such as a supplier or customer. Allegations of harassment, bullying or disrespectful behaviour will be treated seriously and dealt with sensitively and confidentially. Where allegations are proven they will be dealt with under the disciplinary procedure. The penalty imposed will be appropriate to the gravity of the conduct involved and could result in the dismissal of the employee against whom a complaint has been proven.

Any victimisation of an employee for reporting an incident, or assisting with an investigation of alleged harassment is a breach of equality legislation and will also be subject to disciplinary action.

Depending on the gravity of an allegation or allegations made, Drywall Interior Fitout Ltd may opt to deal with the issue under the disciplinary procedure.

DISCIPLINARY PROCEDURE

Introduction

Drywall Interior Fitout Ltd requires acceptable standards of conduct from their employees and need to ensure that employee's commitments to them are met. From time to time difficulties may arise where an employees conduct, attendance or performance requires disciplinary action. The object of the disciplinary procedure is to ensure a fair and effective means of dealing with disciplinary issues as they arise, that any disciplinary action deemed necessary is imposed following proper and fair procedures and to ensure that the disciplinary action is appropriate in the circumstances.

Principles

- Disciplinary action will only be taken against you as an employee when the case has been fully investigated.
- At every stage in the procedure you will be advised of the nature of the complaint against you and will always be given the opportunity to state your case before any decision is given.
- At all stages you will be given the right to be accompanied by a person of your choice.
- You will have the right to appeal against any disciplinary penalty imposed on you.

Drywall Interior Fitout Ltd reserve the right to select the appropriate stage of the disciplinary procedure based on the particular circumstances of each case.

Stage I - Verbal Warning

- ◆ If your conduct or performance does not meet acceptable standards you will normally be given a formal Verbal Warning by Drywall Interior Fitout Ltd.
- ◆ Targets for improvement in both time and conduct / performance will be agreed between you and Drywall Interior Fitout Ltd and further disciplinary action will be taken against you if there is not satisfactory improvement.
- ◆ A letter confirming that a Verbal Warning has been given to you will be confirmed to you in writing and a copy will be kept on your personnel file for a period of six months.
- ◆ A verbal warning will be given for minor offences which include minor damage to company property, minor breach of company rules and regulations, unexplained absences from work, poor timekeeping and poor job performance. This list is not exclusive.

Stage 2 - First Written Warning

If you commit an offence of a serious nature or are already in receipt of a verbal warning to which you have not responded satisfactorily within the agreed time scale you will be issued with a First Written Warning. The written warning will be issued by Drywall Interior Fitout Ltd. A copy of this warning will be kept on your personnel file for a period of twelve months.

Stage 3 - Final Written Warning

If there is still a failure to improve and conduct or performance is still unsatisfactory, or if the misconduct is sufficiently serious in itself, a Final Written Warning will be given to you. This will explain the nature of the offence and indicate that any recurrence may lead to dismissal. The Final Written Warning will be issued by Drywall Interior Fitout Ltd. A copy of this warning will be kept on your personnel file for a period of twelve months. Exceptionally, there may be circumstances where the misconduct is so serious - verging on gross misconduct - that it cannot realistically be disregarded for future disciplinary purposes. In such circumstances it will be made very clear that the Final Written Warning can never be removed from your personnel file and that any recurrence will lead to dismissal.

DISCIPLINARY PROCEDURE

Stage 4 - Dismissal

If conduct or performance is still unsatisfactory and you still fail to reach the prescribed standard, dismissal will normally result. Drywall Interior Fitout Ltd only can take the decision to dismiss. You will be provided, as soon as reasonably practicable, with written reasons for dismissal. One copy to be retained by Drywall Interior Fitout Ltd.

Serious Misconduct

The following types of behaviour during working hours, or in connection with your employment will normally be dealt with by the dismissal procedure.

- ◆ physical violence, actual or threatened.
- ◆ bullying, harassment and sexual harassment.
- ◆ theft, or unauthorised removal of materials or equipment.
- ◆ malicious or wilful damage to property belonging to any employee of Drywall Interior Fitout Ltd or belonging to Drywall Interior Fitout Ltd.
- ◆ falsification of records, including personal particulars and pay sheets, or falsely claiming expenses or other benefits.
- ◆ professional misconduct such as, breaches of confidentiality, inappropriate sexual behaviour gross negligence or irresponsibility.
- ◆ unauthorised absence from work
- ◆ criminal offences outside working hours which may affect the employee's ability to perform his or her duties, particularly where there is an element of trust involved or it is felt there could be a risk to others.

This list is not exclusive nor does it imply that Drywall Interior Fitout Ltd will not take action in accordance with its rights or duties under criminal law, where appropriate.

Suspension from Duty

If you are accused of serious misconduct you may be suspended from work with or without pay or temporarily redeployed within Drywall Interior Fitout Ltd, while Drywall Interior Fitout Ltd investigate the alleged offence. Such action does not imply guilt. Immediate suspension from duty can only be authorised by Drywall Interior Fitout Ltd. If, on completion of the investigation, Drywall Interior Fitout Ltd is satisfied that serious misconduct has occurred, the result will normally be summary dismissal.

Appeals Against Disciplinary Procedure

Employees shall have the right to appeal against the following disciplinary actions: -

- (a) Dismissal
- (b) Verbal Warning, First Written Warning and Final Written Warning

An employee who wishes to appeal against a disciplinary decision must inform Drywall Interior Fitout Ltd in writing within five working days of the decision to be appealed. An employee will have the right to be accompanied by a person of their choice during the appeals procedure.

At the appeal the disciplinary procedure imposed will be reviewed but it cannot be increased. Should any disciplinary procedure be reconsidered and withdrawn any written references shall be removed from the employee's personnel file and the employee notified accordingly.

STRESS AT WORK POLICY

Stress may be defined in many ways but a widely accepted definition is as follows:-

Stress is a negative and unpleasant condition which may be experienced when a person perceives that they are unable to meet the demands and pressures placed upon them and which may be associated with a range of ill health effects both physiological and psychological.

The causes of stress may be any one of a number of factors or a combination arising in ones personal life or workplace.

Drywall Interior Fitout Ltd recognise that personal problems / work pressures may cause stress. When this happens, both the individual and the organisation suffer.

If you feel that you are suffering from stress and would like to talk to an independent professional counsellor please contact Drywall Interior Fitout Ltd in the strictest confidence.

Drywall Interior Fitout Ltd accept that some work activities have the potential to cause stress, particularly at busy times. Care is taken in recruitment policy to ensure each person's workload is reasonable.

When risk assessments are being undertaken special attention will be paid to potential risks from stress and signs of stress at work will be noted.

Drywall Interior Fitout Ltd has an arrangement with an employee assistance scheme which offers confidential and individual counselling and other advice to employees who may need it.

Any individual with clear stress related problems shall receive appropriate counselling and help from Drywall Interior Fitout Ltd or shall be encouraged to make use of the employment assistance scheme but is understood that this is not an alternative to looking at the cause of the stress and if work related seeking to alter the structure and working arrangements of the job.

Following actions to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

If it is not possible to reassign the worker to work which the employee concerned is capable of carrying out, the procedure for long-term ill health shall be applied in accordance with the policy of Drywall Interior Fitout Ltd on such matters and employment law.

Drywall Interior Fitout Ltd will provide and maintain suitable, smoke free rooms for individuals to take breaks from their work activity at appropriate times. The timing and duration of such breaks are at the discretion of Drywall Interior Fitout Ltd.

PREGNANT EMPLOYEE POLICY

Drywall Interior Fitout Ltd as an equal opportunity employer will provide a safe place of work for pregnant employees and follow all statutory duties as stated in the Safety, Health and Welfare at Work (General Application) Regulations 2007.

Employees who are pregnant must inform Drywall Interior Fitout Ltd so that a full risk assessment can be undertaken in their place of work – if employees fail to give notice then an employer cannot undertake this responsibility.

Drywall Interior Fitout Ltd will endeavour –

- To assess any risk to the safety or health of pregnant employees.
- To assess any possible effect on the pregnant employees resulting from any activity in the work place which may involve a risk of exposure to an agent, process or working condition.
- To determine the nature, degree and duration of the pregnant employees exposure to such agents, processes or working conditions.
- To take the preventive and protective measures necessary to ensure the safety and health of pregnant employees.

A risk assessment must be carried out where a hazard reveals a risk to an employee's health or safety. If adequate measures cannot be taken to ensure the pregnant employees health and safety through protective or preventive measures, it may be necessary to temporarily rearrange the working conditions or working hours of the employee concerned so that exposure to the risk is eliminated.

If it is not feasible to rearrange the pregnant employees working conditions or working hours, then Drywall Interior Fitout Ltd will take the necessary measures to provide the employee concerned with other work which will not present a risk to their health and safety.

COMPANY ORGANISATION CHART

OVERALL COMPANY RESPONSIBILITIES

OVERALL RESPONSIBILITIES

- Overall responsibility for safety, health and welfare in this company is that of Damien Treanor (Managing Director).
- The Managing Director shall delegate specific responsibilities to the company management team.
- The Managing Director shall include in the company annual report a report on health and safety in the company as required under the Safety Health and Welfare at Work Act 2005.
- The Managing Director will ensure that adequate provision is made for safety & health.

OPERATIONAL RESPONSIBILITIES

- Cormac McCloskey (Construction Director) is responsible for this policy being carried out at all locations where the company undertakes work.
- Consultation on all health and safety matters in this company is the responsibility of the Construction Director.
- The appointed Safety Officer for the company is Cormac McCloskey (The Construction Director).
- As required, outside consultants may be used to carry out safety audits, inspections, investigations or other tasks as requested by the Construction Director to fulfil the requirements of health and safety legislation.
- The Construction Director will ensure that all employees engaged in construction work have received or will receive Safe Pass training and CSCS training in accordance with the Safety, Health & Welfare (Construction) Regulations 2006.

PROJECT MANAGERS RESPONSIBILITIES

Project Managers must ensure that:

- Adequate provision for safety and health is made in planning and pricing contracts.
- Work commencement notices are issued to the H.S.A.
- Site specific safety statements and method statements are prepared.
- The provisions of this policy statement are executed from project inception and until completion on site.
- Site managers / foremen under your control will implement this policy and comply with statutory requirements.
- Training is provided for all site managers and foremen to enable them to effectively carry out their responsibilities with regard to health and safety.
- Plant and machinery allocated for each site is in accordance with regulations and is inspected as required.
- All personnel recruited for, or assigned to, each site are competent to carry out the work on site.
- Training will be provided for employees to carry out their tasks.
- Sub-contractors and self-employed persons are aware of this company policy and have confirmed that they will comply.
- Sub-contractors have prepared their own safety statement and copy has been received.
- Sub-contractors will comply with requirements as on Page 20.
- Adequate protection is provided on all sites to protect the public and, in particular where children are likely to enter sites, that perimeter / hoarding fencing is provided.

SITE MANAGERS / FOREMAN RESPONSIBILITIES

Each appointed site manager / foreman will:

- Be familiar with the Safety and Health at Work Act 2005, and subsequent regulations, and the company policy applicable to the work on which you are engaged and insist that the prescribed standards are observed.
- Show a personal example by wearing the safety equipment provided.
- Ensure, so far as is reasonably practicable, that safe systems of work are in place.
- Maintain a tidy workplace and, where necessary, arrange for regular clean-up periods.
- Insist that all persons on site, employees, sub-contractors, self-employed and visitors wear the required PPE.
- Ensure that adequate access and egress throughout the site complies with the regulations.
- Provide safety equipment / clothing and ensure it is properly used by all personnel on site.
- Make certain that all plant and machinery operators are only employed on equipment for which they have been properly trained.
- Ensure that all machinery and plant, including power and hand tools, are maintained in good condition.
- Report defects in plant equipment to your immediate supervisor.
- Ensure that adequate fire fighting equipment is available and that used or defective equipment is replaced.
- Ensure the safe handling and storage of all tools, plant and materials.
- Ensure that first aid boxes are properly maintained.
- Provide good sound scaffolding and platform areas which conform to the 2007 General Applications Regulations and nominate a competent person, or persons, for the erecting / dismantling and altering of such scaffoldings and maintain records at all times (Form GA3).
- Ensure that all lifting certificates are available for inspection in the work place (Form GA1).
- Ensure that all sub-contractors comply with the site safety procedures.
- Ensure that all floor and stair opes are guarded or covered over.
- Maintain all safety records on site i.e. general register (accident record form), lifting appliance certificates etc.
- Record and investigate all accidents with a view to preventing recurrence.
- Ensure that, where necessary, the site has suitable perimeter fencing to keep children and others out of the site and away from dangers.

QUANTITY SURVEYORS RESPONSIBILITIES

The quantity surveyor(s) must:

- Be familiar with the Safety and Health at Work Act 2005, and subsequent Regulations, and the company policy applicable to the work undertaken.
- Show a personal example by wearing the safety equipment provided.
- Ensure all commercial aspects of the company are managed with safety at the forefront and included in all tenders and subcontractor documentation.

SUBCONTRACTORS RESPONSIBILITIES

Subcontractors must:

- Provide their safety statement when requested to do so.
- Produce evidence when requested; showing that appropriate employers and public liability insurance is in place.
- Bring to the attention of Drywall Interior Fitout Ltd without delay any dangerous practices or situation which could lead to the injury of another person on site.
- Co-operate with Drywall Interior Fitout Ltd in providing a safe place of work.
- Ensure that all their employees and others under their care are provided with and wear appropriate personnel protective equipment.
- Only use competent and suitable persons on site.
- Ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.
- Use correct tools and equipment.
- Maintain tools in good condition.
- Operate any site specific permit to work systems.
- Ensure that all their employees engaged in construction / maintenance / fit out work have received or will receive Safe Pass training in accordance with the Safety, Health & Welfare at Work (Construction) Regulations 2006.

All subcontractors employees carrying out work for Drywall Interior Fitout Ltd should be aware of their own company's safety statement.

Every employee of a subcontractor should use his own company's tools and equipment, suitable for the task being undertaken.

No employee of Drywall Interior Fitout Ltd should be requested, or expected, to assist subcontractors employees in the pursuance of their duties.

All equipment and the area where work is being undertaken must be left in a safe condition on completion of the work or at any time subcontractor's employees are not in attendance.

Note: All subcontractors are employers in their own right and as such have statutory non-transferable Safety & Health duties to their own employees regardless of who undertakes the role of Client / PSDP / PSCS or who the main contractor or contracting company may be.

RESPONSIBILITIES OF SAFETY ADVISOR

When requested to do so an external safety consultant (Jim Doherty Safety Limited) may undertake the following tasks on behalf of Drywall Interior Fitout Ltd otherwise Cormac McCloskey the Construction Director will undertake these duties.

- Carry out agreed site inspections and report to company senior management.
- Advise on regulations, laws etc. which impinge on the business activities.
- Advise and monitor statutory tests on plant and equipment.
- Monitor accidents / dangerous occurrences at the workplace.
- Advise on training courses to meet identified needs.
- Monitor the issue and use of PPE and advise on the types of safety equipment and clothing required.
- Consult with the Health and Safety Authority.
- Advise Drywall Interior Fitout Ltd on action required where Improvement Notices or Prohibition Notices have been served upon the business.
- Advise on accidents, potential claims, insurance or H.S.A. implications.
- Ensure that the safety statement is available.
- Investigate all accidents with a view to preventing a reoccurrence.

EMPLOYEES SAFETY RESPONSIBILITIES

- It is the responsibility of all Drywall Interior Fitout Ltd employees to take reasonable care of their own safety, health and welfare, and that of others affected by their activities.

Employees

- Co-operate with Drywall Interior Fitout Ltd and any other person to such an extent as will enable them to comply with any of the relevant statutory provisions as regards to safety, health and welfare and to ensure that your place of work is safe and healthy.
- Use protective clothing and any other equipment provided for their safety, health and welfare while at work. Use in such a manner so far as to provide the protection intended of any suitable appliance, protective clothing, convenience, equipment or other means or thing so provided (whether for use alone or for use by you in common with others) for securing their safety, health and welfare while at work.
- Report to Drywall Interior Fitout Ltd any defect in the plant, equipment, place of work, or system of work that might endanger safety, health and welfare.
- Not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means of thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
- Keep their tools and equipment in good condition.
- Use the correct tools and equipment for the job.
- Wear the correct PPE / work wear appropriate to the work activity.
- Not possess or consume alcohol, drugs or other intoxicants or be under their influence.
- Where possible make suggestions or raise concerns on health and safety matters.
- Develop a personal concern for their own safety and the safety of others.
- Avoid any action that would be a source of danger to themselves or others.
- Not carry out any tasks that they feel they are not competent to carry out, or which involves unreasonably high risk.

ENVIRONMENTAL AND WASTE POLICIES

Drywall Interior Fitout Ltd is committed to providing a safe and healthy workplace and in carrying out our normal work to enhance the wider environment and minimise any harmful impacts as far as is reasonably practicable.

Environmental management is formally assigned to managers / supervisors who shall ensure compliance with this policy and best current practice.

Employees are reminded that minimising waste is good for the business and good for the environment and should both co-operate with environmental initiatives and also make positive suggestions as to how we may improve our performance.

Drywall Interior Fitout Ltd is committed to a high level of environmental protection and, where possible, enhancement. Our employees are strongly encouraged to participate and offer suggestions as to how we may improve our performance in this area.

Drywall Interior Fitout Ltd will seek to minimise the creation of waste by avoiding unnecessary wastage of materials and recycling materials that cannot be directly reused as far as practicable.

All employees are required to comply with this policy by minimising waste creation and co-operating actively with recycling programmes.

Where waste is created, it shall be safely placed in appropriate storage receptacles, care being taken not to overload the storage.

Where required, Drywall Interior Fitout Ltd shall take care to provide suitable waste receptacles and ensure that arrangements are made for the collection / emptying of receptacles at a suitable frequency.

All employees responsible for collecting waste shall avoid handling overfilled bags etc. to minimise the risk of a manual handling injury.

Waste collection points shall be kept in a clean, accessible condition with due regard to fire protection and suitable containers.

All waste, for recycling or disposal, shall be collected by either local authority employed refuse collectors or by authorised waste carriers.

ACCIDENT PROCEDURES

When a serious accident occurs the procedures below must be followed:

The manager / supervisor must notify Drywall Interior Fitout Ltd immediately. The manager / supervisor must take charge of the proceedings, as follows:

- Observe the accident or incident location and the status of any injured persons.
- If there is a risk of further injury move the injured party to safety.
- Call for immediate medical assistance or emergency services.
- Ensure a competent person administers First Aid.
- If an Ambulance is called, make sure the exact location is given.
- If necessary nominate a responsible person to meet the Ambulance at the site entrance and escort it to the injured party.
- As soon as the situation has stabilized immediately notify the Construction Director – Cormac McCloskey or the Managing Director – Damien Treanor.
- Establish the location of the Hospital and appoint a suitable person to travel with the injured party.
- Do not move anything unless further serious risk to personnel has to be avoided.
- Immediately gather all the information relevant to the accident or incident in particular the sequence of events and actions leading up to it.
- Take sketches or photographs of the area where the accident or incident occurred marking areas where witnesses were present.
- Identify witnesses and obtain written statements of events.
- Complete Accident / Incident Report Form Part 1 and inform the Safety Advisor
- If the H.S.A. is to inspect the site and location of the accident, ensure that nothing is moved unless further serious risks have to be avoided – contact the Construction Director if an inspector is due on site.

PRINCIPLES OF ACCIDENT PREVENTION
THE SAFETY HEALTH AND WELFARE AT WORK
ACT 2005.

- THE AVOIDANCE OF RISKS.
- THE EVALUATION OF UNAVOIDABLE RISKS.
- THE COMBATING OF RISKS AT SOURCE.
- THE ADAPTION OF WORK TO THE INDIVIDUAL ESPECIALLY AS REGARDS THE DESIGN OF PLACES OR WORK, THE CHOICE OF WORK EQUIPMENT AND THE CHOICE OF SYSTEMS OF WORK, WITH A VIEW, IN PARTICULAR, TO ALLEVIATING MONOTONOUS WORK AND WORK AT A PREDETERMINED WORK RATE AND TO REDUCING THEIR EFFECT ON HEALTH.
- THE ADAPTION OF THE PLACE OF WORK TO TECHNICAL PROGRESS.
- THE REPLACEMENT OF DANGEROUS ARTICLES, SUBSTANCES OR SYSTEMS OF WORK BY NON- DANGEROUS ARTICLES, SUBSTANCES OR SYSTEMS OF WORK.
- THE DEVELOPMENT OF AN ADEQUATE PREVENTION POLICY IN RELATION TO SAFETY, HEALTH AND WELFARE AT WORK, WHICH TAKES ACCOUNT OF TECHNOLOGY, ORGANISATION OF WORK, WORKING CONDITIONS, SOCIAL FACTORS AND THE INFLUENCE OF FACTORS RELATED TO THE WORKING ENVIRONMENT.
- THE GIVING TO COLLECTIVE PROTECTIVE MEASURES OF PRIORITY OVER INDIVIDUAL PROTECTIVE MEASURES.

THE GIVING OF APPROPRIATE TRAINING AND INSTRUCTIONS TO EMPLOYEES

EXTERNAL SAFETY AUDIT PROCEDURE

- The safety advisor undertakes the site safety inspection with the site foreman / project manager and completes the safety checklist and hand writes his safety report.
- The safety report is discussed with the site foreman / project manager.
- The white copy of the duplicate report is left on site for the site foreman / project manager to start correcting highlighted issues.
- The yellow copy of the duplicate report is removed from site with the safety checklist for typing.
- The typed copy of the safety checklist and the safety report are emailed to the project manager and Cormac McCloskey.
- The site foreman and / or the project manager sign off each issue when it is corrected.
- When all issues are corrected the project manager signs off the entire report and forwards the safety report and safety checklist to Cormac McCloskey.
- Cormac McCloskey signs off the safety report to indicate that all issues have been resolved and files the signed off safety report and the safety checklist for future reference.

SAFETY HEALTH AND WELFARE ARRANGEMENTS

RESOURCES FOR HEALTH AND SAFETY:

Training and re-training fees for first aid personnel.

Acceptance by management of their responsibility for all employees. This involves ensuring that all employees are aware of the safety hazards and are adequately trained in safety practices to minimise the risk of accident / injury. Any potential hazards not within the scope of the managers responsibility to remedy must be reported immediately to Drywall Interior Fitout Ltd.

Drywall Interior Fitout Ltd managers / supervisors have the authority and financial resources to immediately take corrective action on potential hazards when brought to their attention.

Time and resources involved in undertaking hazard audits.

Fire evacuation and training in the use of portable fire extinguishers.

Training in lifting and handling.

SMOKING POLICY:

It is the policy of Drywall Interior Fitout Ltd that all places of work are smoke free and that all persons have a right to a smoke free environment. Smoking is prohibited throughout all places of work. This policy applies to all office workers, employees, consultants, contractors, customers or visitors.

CONSULTATION:

Drywall Interior Fitout Ltd is committed to meeting its responsibilities with regard to consultation in compliance with the Safety, Health and Welfare at Work Act 2005. If there are any matters which are not covered in this safety statement that you feel should be addressed please bring them to the attention of Drywall Interior Fitout Ltd.

LONE WORKING:

Where possible lone working must be avoided. A buddy system should be operated. This would ensure that there is always someone to call for assistance and / or the emergency services in the event that this is deemed necessary.

GENERAL PRECAUTIONS WHEN USING CHEMICAL PRODUCTS:

This section must be read in conjunction with the material safety data sheets for all chemical products in use by Drywall Interior Fitout Ltd. Drywall Interior Fitout Ltd recognise that before using any chemical or dangerous substance, the user must be provided with the necessary information and where necessary training to use the chemical or substance in a safe manner. The user must be made aware of the hazards associated with the chemical or substance and of the control measures including personal protective equipment requirements that must be in place before using the chemical or substance. Where less hazardous alternatives to the chemical products in use at present become available they will be used in place of existing products. The necessary resources will be provided to handle any emergency situation including personal injury accident, fire, explosion and spillage. Where training is required, it will be provided. All chemicals and dangerous substances will be stored in accordance with information contained in their material safety data sheets.

SAFETY HEALTH AND WELFARE ARRANGEMENTS

DELIVERIES:

Local parking restrictions will be observed. Every effort will be made to avoid unloading of deliveries during peak periods. Parking at site shall be in accordance with good practice and agreement of site authority. All deliveries are to go directly to Drywall Interior Fitout Ltd storage.

DRIVING POLICY:

All Drywall Interior Fitout Ltd owned vehicles will be serviced and maintained in accordance with the manufacturers instructions. Where defects are discovered the vehicle driver must bring these to the attention of managers / supervisors immediately. Materials stored in vehicles must be adequately secured to prevent damage to the materials, injury to operatives and accidental displacement into the public roadway. The cab and storage areas of vehicles must be regularly cleaned out. Only named drivers on the Drywall Interior Fitout Ltd vehicle insurance policy who have full drivers licenses may drive company vehicles. In all situations drivers must be authorised by Drywall Interior Fitout Ltd. The rules of the road must be obeyed at all times. Site-specific speed limits will be observed at all locations where Drywall Interior Fitout Ltd carries out its business.

ROOF WORK:

In all cases where roof work has to be undertaken a 'permit to work' and a 'roof access' permit must be prepared and signed off. In roof areas where edge protection has been installed, it shall not be necessary to wear safety harnesses secured to suitable anchorage during roof works. In all other roof areas safety harnesses secured to suitable anchorage must be worn by all operatives at all times.

MANUAL HANDLING:

Manual handling will only be undertaken when mechanical methods are unsuitable. When the load is too heavy for one man, additional manpower is to be used. There must be adequate room to lift an object, a clear path to its destination and sufficient space to put it down. When objects have an awkward shape or sharp edges, gloves must be worn. Manual handling over long distances is discouraged.

SIGNS & BARRIERS:

A sufficient quantity will be displayed and erected to identify hazardous areas around the site for operatives and public, where appropriate. Other contractors will be expected to discharge similar obligations, where appropriate.

WELFARE:

Drywall Interior Fitout Ltd will ensure that there are adequate canteens, drying rooms, toilets and washing facilities on all projects on which they are engaged.

SAFETY HEALTH AND WELFARE ARRANGEMENTS

ELECTRICAL EQUIPMENT / WORK:

Portable appliances to be 125 volt rated or less, or battery operated. Care to be taken with trailing leads and cables to avoid risk of damage, particularly from traffic, trip hazards in walkways and doorways and any kinking or knotting. Faulty or damaged equipment shall be removed from use. Employees are to check before each use that the flexible cable is not damaged and is firmly connected to the tool and plug. Tools shall be disconnected before any adjustments are made or attachments changed.

HOUSEKEEPING:

Drywall Interior Fitout Ltd will remove all Drywall Interior Fitout Ltd excess materials and waste on a regular basis and store / dispose of it in accordance with company policy and site procedure. All other contractors are expected to discharge their responsibility in a similar manner.

HOT WORK:

A documented Hot Work Permit System will be in place for the use of all welding, flame cutting and allied processes. Suitable fire extinguishers in sufficient quantity for the work in progress will be provided. Operatives will be trained in their use. Suitable first-aid facilities as required generally for the site will also be available. A continuous fire watch during Hot Work will be maintained and will continue for at least one hour afterwards. Hot slag or debris will not be left unattended at the work site. Combustible materials (flammable liquids, wood, paper textiles, packing or plastics) will be removed from within 10 meters of the Hot Work area. Combustible material that cannot be removed will be protected from sparks or hot slag with either metal shields or fire blankets. A local assessment should be made of adjacent areas (behind or under partitions and walls) for combustible materials. Gas hoses will be kept clear of the Hot Work area to prevent contact with flames, heat, sparks or splatter. Oxygen and other gas cylinders will be stored outside in clear open air. They will be segregated by type and hazard at a distance of at least 3 metres. Storage areas will be tamper and vandal proof and will not be positioned within 1 metre of boundary walls. Cylinders will be kept upright in their designated bottle racks and will be secured at all times. Only trained operatives will use oxygen / fuel gas welding or cutting equipment and / or other welding equipment. Training will include precautions to be taken during tasks, use of fire extinguishers and emergency procedures. Oxygen / fuel gas cylinders will be fitted with a shut off valve to isolate gas supply (cylinder valve), a pressure regulator to reduce and control gas pressure and flashback arrestors to protect cylinders from flashbacks and backfires. The blowpipe will be fitted with non-return valves to prevent oxygen reverse flow into the fuel line and fuel flow into the oxygen line. Only hoses, equipment, regulators, valves, welding leads etc. designed for the specific process will be used. Work will be contained with suitable barriers (flash guards and welding screens), to protect other personnel in the vicinity. The work area will be kept free of debris underfoot. Hose and cable runs should not obstruct walkways or cause a trip hazard. Good ventilation should be in place for welding and cutting operations. Operative will wear the correct PPE for the task – flame retardant overalls, welder's gauntlets & suitable eye protection. A suitable dust mask / respirator should be worn to protect against specific processes e.g. welding or cutting galvanized material. No loose clothing will be worn.

SAFETY HEALTH AND WELFARE ARRANGEMENTS

EMERGENCY PROCEDURES:

Drywall Interior Fitout Ltd trained First Aid personnel will keep a First Aid Box and it is the duty of First Aid personnel to take charge of all first aid equipment provided on the site.

The site manager is able to handle emergency situations or to summon outside help as the need arises, i.e. 112 / 999 for Fire, Police and Ambulance. Emergency phone numbers will be posted in site accommodation. All accidents and dangerous occurrences will be recorded and controlled in accordance with S.H.A.W.W. (General Application) Regs 2007. A preliminary accident report will be forwarded to head office and where appropriate entered in the company accident book. The H.S.A., client or PSCS will be notified as appropriate. Dangerous occurrence reports shall in every instance be forwarded to the Drywall Interior Fitout Ltd head office without delay for review. The H.S.A., client or PSCS will be notified as appropriate.

First aid accidents shall be recorded in the first aid log.

FIRE:

In the event of fire the following procedures must be followed:

- Raise the fire alarm
- Tackle small fires using portable fire extinguishers if you are trained to do so and it is safe to do so.
- Keep yourself between the fire and the exit.
- Go immediately to the assembly point.
- On hearing the fire alarm you must
- Leave the premises by the nearest safe exit, and go to the assembly point.
- Upon reaching the assembly point, report to your fire marshal.
- Managers / supervisors are responsible for the evacuation of all work areas.
- Remain at the assembly point until a roll call takes place and all persons have been accounted for.
- Nobody may leave the assembly point until instructed to do so.

EMERGENCY CONTACT LIST

**DRYWALL INTERIOR FITOUT LTD
EMERGENCY CONTACT LIST**

NAME	POSITION	CONTACT NUMBER
Cormac McCloskey	Construction Director	086 3879127
Jim Doherty	Safety Advisor	087 988 3286

SENIOR MANAGEMENT CONTACT NUMBERS

OTHER COMPANY CONTACT NUMBERS

<p>HEAD OFFICE</p> <p>Unit 701 Northwest Business Park, Ballycoolin Road, Dublin 15.</p>	<p>Phone: 01 8809111</p> <p>Fax: 01 8809222</p> <p>Email: info@errigalgroup.ie</p>
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GENERAL EMERGENCY CONTACT NUMBERS

AMBULANCE	Control Centre	999 or 112
GARDAI		999 or 112
FIRE BRIGADE		999 or 112
ELECTRICITY	E.S.B.	1850 37 23 72
GAS	Leaks only	1850 20 50 50
EIRCOM	Line Faults	1902

RISK ASSESSMENTS

INDEX OF RISK ASSESSMENTS

No	Hazard	N/A	Low Risk	Average Risk	Particular / High Risk
1	Working at Height				
2	M.E.W.Ps				
3	Mobile Scaffold Towers				
4	Access Scaffolds				
5	Portable Electric Tools				
6	Installation of Insulation Materials				
7	Installation of Metal Studding				
8	Use of Hand tools				
9	Use of Abrasive wheel Machinery				
10	Manual Handling Operations				
11	Fire				
12	Use of Plant and Machinery				
13	Use of Cartridge Operated Tools				
14	Installation of Dry Lining Boards				
15	Installation of Suspended Ceilings				
16	Plastering				
17	Poor Housekeeping				
18	Raised Access Flooring				
19	Noise				
20	Vibration				

RISK ASSESSMENT PROCEDURES

The information contained in the following Risk Assessments includes;

- Identification of hazards.
- Likely outcome of accidents.
- Level of risk.
- Preventative procedures.

As new hazards are identified, risk assessments will be carried out and included in this Safety Statement.

RISK ASSESSMENTS

WORKING AT HEIGHT.

Likely outcome of an accident involving WORKING AT HEIGHT

	<u>Level of risk</u>
Fall of Persons	High
Falling Objects Striking Others	High

Preventative Procedures

- All work at height will be subject to detailed risk assessment. The risk assessment will identify the most appropriate access equipment for the task being assessed and will justify the choice of equipment.
- Suitable signs and barriers will be positioned directly below works to warn of overhead operations.
- Edge protection will be erected at all openings or edges where falls could occur.
- Where edge protection is removed for access or is not practicable, employees working at or near the edge will wear safety harnesses secured to suitable anchorage. Note: Safety harnesses will be inspected on a weekly basis and results entered in GA3 forms.
- Where there is likely to be debris, materials or tools falling, control measures will be installed to protect third parties. These may include netting or the creation of exclusion zones using robust barriers complete with signage.
- Work below overhead operations is prohibited.
- Any unguarded opening will be notified to Drywall Interior Fitout Ltd supervisor.
- Timber 'A' frame stepladders are prohibited on this project. Single sided stepladders can be used under a permit system strictly controlled by the main contractor. Ideally, podium stepladders will be used in all circumstances. No work is permitted from any stepladder above two metres.
- Additional information is contained in the following Risk Assessments;
 - M.E.W.P.'s (next page)
 - Access Scaffolds (page 25)
 - Mobile Scaffolds (page 24)

RISK ASSESSMENTS

MOBILE ELEVATED WORK PLATFORMS

Likely outcome of an accident involving M.E.W.P.'S

	<u>Level of risk</u>
Fall of Persons	High
Falls of Materials	High
<i>Unintentional Lowering of Platform</i>	<i>Medium</i>
Striking against Overhead Obstructions	High
Platform Overturning	High
Vehicles or Plant Striking Platform	High

Preventative Procedures

- Control of traffic and pedestrians will be planned.
- Platform capacity will be checked to ensure sufficient height and SWL for the work undertaken, before use.
- All MEWP's will be hired in. Copies of current certificates of test and inspection will be forwarded to the main contractors project safety manager before being used on site. MEWP's will be inspected on a weekly basis. Records of same will be entered on GA3 forms. A copy of all GA3 forms will be forwarded to the main contractors project safety manager.
- The area of work is to be fenced off using robust barriers and appropriate signage. Red and white barrier tape is prohibited on this project.
- Platforms must not be operated outside limits set by the manufacturer
- The operating area will be firm and level. Stabilisers, if fitted will be extended before the platform is raised.
- Platforms are not to be left unattended in the raised position.
- Platforms require regular maintenance, which must be arranged at 6 monthly intervals.
- The Drywall Interior Fitout Ltd supervisor is responsible for ensuring that only trained and authorised personnel use the platforms.
- A safety harness will be worn at all times by employees working in MEWP's. Harnesses will be secured to the anchorage point within the MEWP.
- Employees will not stand on the guardrails of the MEWP and will not under any circumstances climb out of the MEWP while elevated.
- Drywall Interior Fitout Ltd must ensure by discussion with the main contractor that floor slabs on which they intend to use MEWP's can take the weight.

RISK ASSESSMENTS

MOBILE ELEVATED WORK PLATFORMS

Likely outcome of an accident involving M.E.W.P.'S

	<u>Level of risk</u>
Fall of Persons	High
Falls of Materials	High
<i>Unintentional Lowering of Platform</i>	<i>Medium</i>
Striking against Overhead Obstructions	High
Platform Overturning	High
Vehicles or Plant Striking Platform	High

Preventative Procedures

- Control of traffic and pedestrians will be planned.
- Platform capacity will be checked to ensure sufficient height and SWL for the work undertaken, before use.
- All MEWP's will be hired in. Copies of current certificates of test and inspection will be forwarded to the main contractors project safety manager before being used on site. MEWP's will be inspected on a weekly basis. Records of same will be entered on GA3 forms. A copy of all GA3 forms will be forwarded to the main contractors project safety manager.
- The area of work is to be fenced off using robust barriers and appropriate signage. Red and white barrier tape is prohibited on this project.
- Platforms must not be operated outside limits set by the manufacturer
- The operating area will be firm and level. Stabilisers, if fitted will be extended before the platform is raised.
- Platforms are not to be left unattended in the raised position.
- Platforms require regular maintenance, which must be arranged at 6 monthly intervals.
- The Drywall Interior Fitout Ltd supervisor is responsible for ensuring that only trained and authorised personnel use the platforms.
- A safety harness will be worn at all times by employees working in MEWP's. Harnesses will be secured to the anchorage point within the MEWP.
- Employees will not stand on the guardrails of the MEWP and will not under any circumstances climb out of the MEWP while elevated.
- Drywall Interior Fitout Ltd must ensure by discussion with the main contractor that floor slabs on which they intend to use MEWP's can take the weight.

RISK ASSESSMENTS

ACCESS SCAFFOLDING

Likely outcome of an accident involving ACCESS SCAFFOLDING

	<u>Level of risk</u>
Scaffolding collapse	High
Falls from scaffold	High
Injury from falling materials	High

Preventative procedures

- Only CSCS trained and authorised personnel will assemble, modify or dismantle scaffolding.
- Proper access via tied ladders or scaffold stairs will be provided to all scaffold platforms.
- Adequate guardrails and toe boards will be provided at every side, from which a person could fall, and to prevent the fall of materials or articles.
- All working platforms will be fully boarded. Boards will be free from defects and they will be arranged to avoid tipping or tripping.
- A competent person will inspect scaffolding regularly, i.e. at least once a week, and always after bad weather. The results of these inspections to be recorded including defects that were put right during the inspection. The records will be signed by the person who carried out the inspection and the results entered into Form GA3.
- Ties removed for any purpose will be replaced or alternative ties fitted, at once.
- Debris guards, debris netting and fans will be considered for high-rise scaffolds and those close to public areas.
- Traffic movements will be restricted around scaffold bases.
- Excavations adjacent to scaffold bases will be monitored to ensure the suitability of the structure is not affected.

RISK ASSESSMENTS

PORTABLE HAND HELD POWERED TOOLS (INCLUDING DRILLING MACHINES, ANGLE GRINDERS, CHOPSAWS & SCREW GUNS)

Note: It is policy on most construction sites that all hand held power tools receive portable appliance testing. Drywall Interior Fitout Ltd will comply with this policy. All tools will be tested before use on site and at agreed intervals thereafter.

Likely outcome of an accident involving PORTABLE ELECTRIC TOOLS

	<u>Level of risk</u>
Hand Injury	Medium
Eye Injury	Medium
Electrocution	High
Fire	High
Damage to Equipment	Low

Preventative procedures

Only equipment operating at 110 volts will be permitted.

- A visual inspection of equipment will be carried out by the user on a daily basis.
- All damaged equipment will be switched off, returned to the Drywall Interior Fitout Ltd supervisor and labelled as damaged and not to be used. The Drywall Interior Fitout Ltd supervisor will ensure that damaged equipment is not returned to service until it has been repaired.
- Extension leads will be checked before use. No taped joints or connector type joints will be permitted.
- All electrical equipment will be properly earthed.
- Only the correct type (yellow – moulded plastic) sockets and plugs will be used.
- Pay due care and attention to the work at hand.
- Ensure your work will not result in injury to anyone else.
- Use the correct PPE to minimise the risk of injury. In particular, safety helmets, high visibility clothing, safety footwear (not rigger boots), and safety eyewear must be worn at all times on site.

Note: gloves must not be worn when using rotating hand held or hand operated power tools because gloves are likely to be drawn in if contact is made between the glove and the rotating parts of the powered tool.

Note: goggles must be worn when using drilling machines to drill steel or masonry and when using angle grinders. Full face shields must be worn in addition to safety glasses when operating chopsaws.

RISK ASSESSMENTS

INSTALLATION OF INSULATION MATERIALS

Likely outcome of an accident involving INSTALLATION OF INSULATION MATERIALS

	<u>Level of risk</u>
Falls of persons	High
Inhalation of particles	Medium
Eye injury caused by insulation particles	Medium
Hand injury from Stanley knives and saws	Medium
Accumulation of rubbish	Medium
Interaction with services in walls and ceilings	Medium
Cuts to hands from metal studs and screws	Medium

Preventative procedures

- MSDS's for all insulation material will be forwarded to site before work commences. Copies of these MSDS's will be forwarded to the main contractors project safety manager.
- The control measures outlined in MSDS's will be adhered to in full at all times.
- All operatives handling insulation must wear appropriate respiratory protection as directed in the insulation MSDS.
- Ensure that all personnel in the work location are wearing respiratory protection as directed in the insulation MSDS.
- PPE including safety helmets, high visibility clothing, safety footwear (not rigger boots), safety eyewear and gloves must be worn at all times on site.
- Rubbish must be removed on an ongoing basis as work progresses and must be segregated and disposed of as per the project waste management procedures.

RISK ASSESSMENTS

INSTALLATION OF METAL STUDDING

Likely outcome of an accident involving INSTALLATION OF STUDDING

	<u>Level of risk</u>
Falls of persons	High
Falls of materials	High
Interaction with existing services	Medium
Cuts and abrasions to hands	Medium
Electric shock from power tools	High
Noise induced hearing loss	Medium
Manual handling injuries	Medium
Harmful effects from silicones and adhesives	Low
Slip, trip and fall accidents	High
Studding collapse	High

Preventative procedures

- Ensure work area is cordoned off using robust barriers and appropriate signage and no personnel can gain access to areas under high work activities.
- Ensure that all high noise (above 85dB(A)) work is done in designated areas and that relevant signs are posted. Ensure the correct ear protection including ear protectors and ear plugs as recommended by the manufacturer of the power tools or cartridge operated tools creating the noise are available and worn.
- Ensure that all electrical equipment is checked and only operated by competent persons.
- When working at height a safe place of work with full guardrail protection must be provided.
- Ensure personnel are trained in the use and construction of all access equipment.
- Ensure work area is kept clear at all times and materials are stored safely.
- Liaise with main contractor on any issues regarding the installation of studding.
- Ensure all equipment is stored correctly and leads are suspended off the ground where practicable.
- Ensure that adequate numbers of personnel are involved in the task and that the necessary PPE is worn at all times. PPE including safety helmets, high visibility clothing and safety footwear must be worn at all times on site.
- Utilise pallet trucks and fork trucks where possible.
- Ensure safe access to the work and always plan the route.
- Ensure that competent persons carry out all operations.
- Ensure that studding is fitted properly and fixed.
- Ensure that MSDS's are made available to all operatives along with any risk assessments specific to the work being undertaken.

RISK ASSESSMENTS

USE OF HAND TOOLS

Likely outcome of an accident involving HAND TOOLS

	<u>Level of risk</u>
Eye injury	Medium
Hand injury	Medium
Foot injury	Low
Injury to other Body Parts	Low

Preventative procedures

- Select the correct tool for the job.
- Visually inspect the tool to ensure good working condition.
- Reject the tool if it not in good condition or in any way unsuitable for the job.
- Knives should have retractable blades.
- Cut away from the body.
- PPE including safety helmets, high visibility clothing and safety footwear must be worn at all times on site.
- Knives and screwdrivers should be carried and used so as not to cause injury to the user and others.
- Check open-ended spanners for splayed jaws.
- Check wooden handled hammers and files for deterioration and exposed tangs.
- Check chisel heads for signs of wear.
- Use mushroom heads on chisels.
- Use non-ferrous (spark free) tools in flammable atmospheres.
- Use insulated tools where there is a possibility of live electrical work.
- Never pull spanners towards your face.

RISK ASSESSMENTS

USE OF DISK CUTTERS AND ABRASIVE WHEEL MACHINERY

Likely outcome of an accident involving DISK CUTTERS AND ABRASIVE WHEEL MACHINERY

	<u>Level of risk</u>
Eye injury	High
Hand injury	Medium
Face injury	High
Injury to other Body Parts	Medium

Preventative procedures

- Never use a chop saw or angle grinder if the guard has been removed or is wrongly adjusted.
- Never use any material to wedge the guard open.
- Never use the side of the wheel to file down rough edges. Use a hand file for this task.
- Ensure the abrasive wheel in use is suitable for the material to be worked on.
- Only nominated individuals should change wheels. These individuals should be adequately trained.
- A register should be kept by the nominated individuals of the time and date of every wheel change and should include the signature of the individual who changed the wheel.
- Warning posters should be put up to remind employees of the dangers associated with this machinery.
- The correct P.P.E. should be worn when using abrasive wheel and includes;
 - Eye protection - Goggles or glasses
 - Full face protection (full face visor)
 - Ear protection
 - Dust masks
- PPE including safety helmets, high visibility clothing, and safety footwear must be worn at all times on site.

Note: gloves must not be worn when using rotating hand held or hand operated power tools because gloves are likely to be drawn in if contact is made between the glove and the rotating parts of the powered tool.

RISK ASSESSMENTS

MANUAL HANDLING OPERATIONS

Likely outcome of an accident involving MANUAL HANDLING OPERATIONS

Level of risk

<i>Disc injuries</i>	<i>Medium</i>
Ligament / Tendon injuries	Medium
Muscular / Nerve injuries	Medium
Hernias	Medium
Fractures, abrasions and cuts	Medium

Preventative procedures

- Review the potential for use of mechanical lifting devices and aids including board trolleys and pallet trucks relative to site conditions and implement as appropriate.
- If manual handling is unavoidable, ensure operatives involved are trained in basic lifting techniques. Selection may be required of suitable fit individuals depending on the nature of the task.
- Ground conditions should be firm and level.
- PPE including safety helmets, high visibility clothing, gloves and safety footwear must be worn during all manual handling tasks.
- Team lifting should be considered for the movement of all loads, which are unmanageable, by a single person.
- Force should be applied gradually when lifting. If strain is felt, the task should be re-evaluated.
- Avoid lifting boards or sheets in windy or adverse weather conditions.
- Manual handling training certificates must be forwarded to the main contractors project safety manager before operatives can commence work on this project.

RISK ASSESSMENTS

FIRE

Likely outcome of an accident involving FIRE

	<u>Level of risk</u>
Serious or fatal burns	High
Explosions	High
Suffocation	Medium
Damage to site works	High

Preventative procedures

- Site planning and safety rules established by the main contractor should include fire detection provisions, supply and maintenance of fire fighting equipment, control of hot-work, emergency procedures in the event of fire, control of smoking on site as needed and prevention of the build-up of flammable materials such as in waste skips.
- Adequate means of escape and access for emergency vehicles should be considered by the main contractor during all stages of construction.
- Fire emergency exit routes should be established by the main contractor and should be adequately signed and kept free of obstruction.
- Security measures should be taken by the main contractor to restrict access to the site work areas, especially out of working hours.
- Hot work and use of naked flame appliances will be controlled by the main contractor, including the use of permit to work systems as necessary. Changes in electrical systems made necessary by contract conditions or practical requirements will be reviewed by a competent person to ensure that necessary precautions have been taken to accommodate changes, by way of design review where necessary and the provision of adequate fire arrangements. Temporary electrical systems will conform to standards set down by the ETCI and the main contractor.
- All Drywall Interior Fitout Ltd site operatives will be trained on fire and evacuation procedures at project induction training provided by the main contractor.
- Site management will be aware of the requirements of the standards and regulations concerning fire safety.
- Gas, oil or electric heaters used for drying clothes must be mounted on and backed with non-flammable material and enclosed in a stout wire mesh with effective air space to prevent clothes being placed directly upon them. All power supplies, unless specifically required, should be switched off at the end of each working day.

RISK ASSESSMENTS

USE OF PLANT & MACHINERY (INCLUDING TELEPORTER)

Likely outcome of an accident involving USE OF PLANT & MACHINERY

	<u>Level of risk</u>
<i>Injury to operatives from machinery</i>	<i>High</i>
Injury to persons in the vicinity	High
Injury to trespassers, especially children	High
Environmental contamination	Low
Damage to property, materials etc.	Medium

Preventative procedures

- Current certificates of test and inspection will be forwarded to the main contractors project safety manager before any item of plant and machinery is brought into use on this project.
- All items of plant and machinery will be inspected by the operator on a weekly basis. Records of these inspections will be entered into GA2 forms. Copies of these GA2 forms will be forwarded to the main contractors project safety manager.
- All operatives using plant & machinery will be competent, of legal age and fully trained in the use of the item of plant & machinery in question.
- The use of flashing beacons and reversing alarms will be used on mobile plant to warn persons in the vicinity of the machine of the existence of the hazard.
- All the requirements of Schedule 6 of the 2006 Construction Regulations will be adhered to in full on this project.
- If operators of mobile plant have to operate blind, then a competent watchman or Banksman provided by Drywall Interior Fitout Ltd will be used to guide the operator in all movements.
- Apart from security measures in place on site to prevent access of children, trespassers etc. all plant and machinery will be turned off, keys removed and protective screens fitted to prevent any access to plant and machinery by children, trespassers etc.
- All plant and machinery will be maintained on a regular basis to prevent any escape of hydraulic or fuel oils etc. that could pose a threat of contamination to the environment.
- Due care and attention will be paid at all times by operators to the work at hand to prevent accidents that could result in damage to the structure being worked on or any other damage to property etc.

RISK ASSESSMENTS

USE OF CARTRIDGE OPERATED TOOLS (GAS POWERED)

Note: These tools are used to fix grid ceiling hanging wires, base and head channel and perimeter angle in position on masonry & steel surfaces.

Likely outcome of an accident involving CARTRIDGE OPERATED TOOLS

	<u>Level of risk</u>
Injury to operatives from kickback	Medium
Injury to operative from ricochet	High
Injury to operative from material in eye	Medium
Injury to persons in the vicinity	Medium
Damage to hearing	High
Damage to eyes	High

Preventative procedures

- Only trained, authorised operatives over the age of 18 are permitted to use COT's on site.
- All COT's will be inspected for damage prior to every use and will be stored and used in accordance with the manufacturer's instructions.
- Any persons not directly involved with the work in progress will be kept away from the work area by means of signage etc. to prevent injury from ricochet.
- PPE including safety helmets, high visibility clothing, safety footwear (not rigger boots), safety eyewear and gloves must be worn at all times on site.
- The operator of the COT and any other persons in the vicinity will wear ear protection at all times while COT's are being used.
- The operator of the COT and any other persons in the vicinity will wear suitable eye protection at all times.
- Maintenance as per the manufacturers instructions will be carried out on all COT's to ensure they are kept in good condition.
- All cartridges and gas containers must be stored in a careful manner and cartridges will only be issued on an as needed basis. Regular monitoring of the amount of cartridges on site will be carried out.

RISK ASSESSMENTS

INSTALLATION OF DRY LINING BOARDS

Likely outcome of an accident involving INSTALLATION OF DRY LINING BOARDS

	<u>Level of risk</u>
Manual Handling injuries	Medium
Hand injuries	Medium
Exposure to insulation dusts	Low
Head, Eye and Feet injuries	Low

Preventative procedures

- Manual handling tasks should be reduced to a minimum by the use of mechanical aids where possible – board trolleys, pallet trucks etc.
- Store sheet materials close to point of use and avoid double handling materials by careful planning of deliveries and lay down areas.
- Ensure operatives receive manual handling training.
- PPE including safety helmets, high visibility clothing, safety footwear (not rigger boots), safety eyewear and gloves must be worn at all times on site.
- Suitable gloves should be worn at all times avoid contact with wet and dry plastering materials and jointing compounds.
- MSDS's will be available for all materials in use including plasterboard, insulation materials and plaster skim coat. The controls outlined in these MSDS's will be fully implemented.

Note: If plaster skim coat materials make contact with the skin, the affected area should be washed immediately.

Note: Dry lining boards will be stored on their flat in agreed lay-down areas. If boards have to be stored on their edge a maximum number of ten boards will be allowed at any one location.

RISK ASSESSMENTS

INSTALLATION OF SUSPENDED CEILINGS

Likely outcome of an accident involving INSTALLATION OF SUSPENDED CEILINGS

	<u>Level of risk</u>
Falls of persons	High
Falls of materials	High
Interaction with existing services	Medium
Cuts and abrasions to hands	Medium
Electric shock from power tools	High
Manual handling injuries	Medium
Slip, trip and fall accidents	High

Preventative procedures

- Ensure work area is cordoned off using robust barriers and appropriate signage and no personnel can gain access to areas under high work activities.
- Ensure that all electrical equipment is checked and only operated by competent persons.
- When working at height a safe place of work with full guardrail protection must be provided.
- Ensure personnel are trained in the use and construction of all access equipment.
- Ensure work area is kept clear at all times and materials are stored safely.
- Liase with main contractor on any issues regarding the installation of suspended ceilings.
- Ensure all equipment is stored correctly and leads are suspended off the ground where practicable.
- All operatives to be trained in manual handling techniques.
- PPE including safety helmets, high visibility clothing and safety footwear must be worn at all times on site.
- Utilise pallet trucks and fork trucks where possible.
- Ensure safe access to the work and always plan the route.
- Ensure that competent persons carry out all operations.
- Ensure that suspended ceilings are fitted properly and fixed.
- Ensure that MSDS's are made available to all operatives along with any risk assessments specific to the work being undertaken.

RISK ASSESSMENTS

PLASTERING

Likely outcome of an accident during PLASTERING

	<u>Level of risk</u>
Falls of persons	High
Falls of materials	High
Interaction with existing services	Medium
Electric shock from power tools	High
Manual handling injuries	Medium
Harmful effects of wet and dry plaster	Medium
Slip, trip and fall accidents	High

Preventative procedures

- Ensure work area is cordoned off using robust barriers and appropriate signage and no personnel can gain access to areas under high work activities.
- When working at height a safe place of work with full guardrail protection must be provided.
- Ensure personnel are trained in the use and construction of all access equipment.
- Ensure work area is kept clear at all times and materials are stored safely.
- PPE including safety helmets, high visibility clothing, safety footwear (not rigger boots), safety eyewear and gloves must be worn at all times on site.
- Utilise pallet trucks and fork trucks where possible to reduce the need for manual handling.
- Ensure that MSDS's are made available to all operatives along with any risk assessments specific to the work being undertaken.

RISK ASSESSMENTS

POOR HOUSEKEEPING

Likely outcome of an accident involving POOR HOUSEKEEPING

	<u>Level of risk</u>
Slips, trips and falls	High
Falls of persons	High
Falling objects striking persons	High
Damage to equipment	Low

Preventative procedures

- All instructions issued by the main contractor will be followed to ensure acceptable housekeeping standards.
- A definite place for every item, article or substance will be provided.
- Each item, article or substance will be kept in its designated place or returned if removed.
- Adequate disposal arrangements for scrap, waste and surplus materials will be provided.
- All work areas and equipment will be kept clean.
- Sufficient working spaces and adequate passageways for safe access and egress (entry and exit) will be maintained.
- Adequate space for materials, tools and portable equipment will be provided.
- Waste, scrap, spillage, leakage, dust and splashing will be anticipated and controls including the provision of labour to 'clean as we go' will be provided. Wheelie bins will be available in all work areas. Skips will be provided to allow for the segregation of waste by the main contractor.
- Only the materials required for that day will be taken to the workplace and all surplus materials will be returned to the stores at the completion of the day or the end of the task.
- Adequate general illumination will be provided by the main contractor.
- Any obstruction found will be removed, all sharp objects especially nails will be controlled and removed.
- Housekeeping hazards should not be ignored they should be put right.

RISK ASSESSMENTS

INSTALLATION OF RAISED ACCESS FLOORING

Likely outcome of an accident involving INSTALLATION OF RAISED ACCESS FLOORING

	<u>Level of risk</u>
Cuts and abrasions to hands	Medium
Electric shock from power tools	High
Noise induced hearing loss	Medium
Manual handling injuries	Medium
Harmful effects from substances in use	High
Slip, trip and fall accidents	High
Eye injury	Medium

Preventative procedures

- Ensure that all high noise work is done in designated areas and the relevant signs are posted. Ensure the correct ear protection is available and worn.
- Ensure that all electrical equipment is checked before use and only operated by competent persons.
- Ensure work area is kept clear at all times and materials are stored safely.
- Liaise with main contractor on any issues regarding the installation of raised access floors.
- Ensure all equipment is stored correctly and leads are suspended off the ground where practicable.
- Ensure gloves are worn during all manual handling tasks.
- All operatives to be trained in manual handling techniques.
- Ensure that the necessary PPE is worn at all times.
- Utilise pallet trucks and fork trucks where possible.
- Ensure safe access to the work and always plan the route.
- Ensure that competent persons carry out all operations.
- Ensure that raised access floors are fitted properly and fixed.
- Ensure that M.S.D. sheets are made available to all operatives and that the control measures outlined are followed in full.
- Ensure that the findings of all risk assessments specific to the work being undertaken are made known to operatives engaged in these tasks.
- Ensure eye protection is worn where there is a risk of eye injury.
- Ensure all power tools including band saws, circular saws and jig-saws are used only by trained competent persons and in accordance with the manufacturers instructions.

RISK ASSESSMENTS

NOISE

Some of the main sources of noise in construction are:

- impacting tools (such as concrete breakers);
- use of explosives (such as blasting, cartridge tools);
- pneumatically powered equipment;
- internal combustion engines.

Likely outcome of an accident involving NOISE

	<u>Level of risk</u>
Acute Effects (temporary)	
Temporary threshold shift	Low
Tinnitus	Low
Acute Acoustic Trauma	Low
Chronic Effects (permanent)	
Noise Induced Hearing Loss	Low
Permanent Threshold Shift	Low
Tinnitus	Low

Levels of Loudness

	DECIBELS dB(A)
Rustle Of A Leaf	10
A Whisper	30
Normal Conversation	60
Busy Traffic	80
A Heaving Goods Vehicle	90
The Factory Floor	100
A Grinding Machine	110
A Propeller Aircraft	200

Noise Action levels

- **First action level** - a daily or weekly personal noise exposure of 80 dB(A). At this level, your employer has a legal duty to provide - at your request - suitable ear protection.
- **Second action level** - a daily or weekly personal noise exposure of 85 dB(A). At this level, employers must take steps to reduce sound levels as far as is practicable and provide suitable ear protection.
- **Third action level** – a daily or weekly personal noise exposure of 87 dB(A).

RISK ASSESSMENTS

Managing noise on site

Noise must be actively managed once work starts on site. This can be seen as a four-stage process.

- **Assess;** a competent person should assess the noise risks.
- **Eliminate;** remove noise sources from site.
- **Control;** put in place measures to prevent exposure, with personal hearing protection as the last resort.
- **Review;** check to see if there are any changes in the work, and amend the assessment and control measures accordingly.

Assessment

Worker noise exposure should be assessed, with particular attention being paid to the following:

The workers and their exposure, including:

- the level, type and duration of exposure, including any exposure to impulsive or impact noise, and whether the worker belongs to a particular risk group;
- where possible, effects on workers' health and safety resulting from interactions between noise and vibrations, and noise and work-related toxic substances (substances that can harm your ears);
- risks to workers' health and safety from failing to hear warning signals or alarms;
- the extension of exposure to noise beyond normal working hours under the employer's responsibility;

Technical knowledge and information, including:

- the information on noise emission provided by manufacturers of work equipment;
- the existence of alternative work equipment designed to reduce the noise emission;
- relevant information from health surveillance;
- the availability of suitable hearing protectors.

Elimination of noise

Where possible, the production of noise should be eliminated. This can be achieved by changing the construction or work method. Where elimination is not possible, then the noise should be controlled.

Control

There are three steps to the protection of workers from noise, using technical and organisation measures:

- control the noise at source;
- collective measures, including work organisation;
- personal hearing protection.

RISK ASSESSMENTS

Control of noise at source

Such control measures include:

- using a machine with lower noise emissions;
- avoiding metal on metal impacts;
- damping to reduce noise or isolating vibrating parts;
- fitting silencers;
- carrying out preventive maintenance: as parts become worn, noise levels can change.

Collective control measures

Collective measures include:

- isolating noisy procedures and restricting access to noisy areas;
 - interrupting the path of airborne noise through the use of noise enclosures and barriers;
 - using absorptive materials to reduce reflected sound;
 - controlling ground-borne noise and vibration by using floating slab measures;
 - organising work so that the time spent in noisy areas is limited;
 - planning to have noisy work done when as few workers will be exposed as possible;
- implementing work schedules that control exposure to noise.

Personal hearing protection

Personal hearing protection should be used as a last resort.

Where used:

- the personal hearing protection must be worn and its use enforced;
- it should be suitable for the job, type and level of noise, and compatible with other protective equipment;
- workers should have a choice of suitable hearing protection, so that they can find the most comfortable;
- training should be given on how to use, store, and maintain the hearing protection.

Training:

Training is an important part of noise control.

Persons requiring training include:

- those carrying out the noise assessment;
- those writing the tender documentation to ensure that contractors will control noise;
- managers, so that they can meet their duties regarding control and record keeping;
- workers, who need to know how and why to use work equipment and control measures to minimise exposure to noise.

RISK ASSESSMENTS

VIBRATION

Some of the main sources of vibration in construction are:

Chainsaws; concrete breakers / road breakers; cut off saws (for stone etc); hammer drills; handheld grinders; jigsaws; needle scalers; pedestal grinders; power hammers and chisels; powered sanders; scabblers.

The health effects of hand arm vibration include:

- tingling and numbness in the fingers;
- not being able to feel things properly;
- loss of strength in the hands;
- the fingers going white (blanching) and becoming red and painful on recovery (particularly in the cold and wet, and probably only in the tips at first).

For some people, symptoms may appear after only a few months of exposure, but for others they may take a few years. They are likely to get worse with continued exposure to vibration and may become permanent.

The effects on people include:

- pain, distress and sleep disturbance;
- inability to do fine work or everyday tasks such as fastening buttons;
- reduced ability to work in cold or damp conditions (ie most outdoor work) which would trigger painful finger blanching attacks;
- reduced grip strength which might affect the ability to do work safely.

Exposure action value (EAV) and exposure limit value (ELV)

What is the exposure action value?

The exposure action value (EAV) is a daily amount of vibration exposure above which Cobec Engineering are required to take action to control exposure. The greater the exposure level, the greater the risk and the more action will need to be taken to reduce the risk.

For hand arm vibration the EAV is a daily exposure of $2.5 \text{ m/s}^2 \text{ A}(8)$.

What is the exposure limit value?

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day.

For hand arm vibration the ELV is a daily exposure of $5 \text{ m/s}^2 \text{ A}(8)$.

It represents a high risk above which employees should not be exposed.

RISK ASSESSMENTS

High risk (above the ELV)

Employees who regularly operate:

- hammer action tools for more than about one hour per day; or
- some rotary and other action tools for more than about four hours per day.

Employees in this group are likely to be above the exposure limit value.

The limit value could be exceeded in a much shorter time in some cases, especially where the tools are not the most suitable for the job.

Medium risk (above the EAV)

Employees who regularly operate:

- hammer action tools for more than about 15 minutes per day; or
- some rotary and other action tools for more than about one hour per day.

Risk controls include:

Alternative work methods

- Look for alternative work methods which eliminate or reduce exposure to vibration.
- Mechanise or automate the work.

Equipment selection

- Make sure that equipment selected or allocated for tasks is suitable and can do the work efficiently. Equipment that is unsuitable, too small or not powerful enough is likely to take much longer to complete the task and expose employees to vibration for longer than is necessary.
- Select the lowest vibration tool that is suitable and can do the work efficiently.
- Limit the use of high vibration tools wherever possible.

Purchasing policy for replacing old equipment and tools

Work equipment is likely to be replaced over time as it becomes worn out, and it is important that you choose replacements, so far as is reasonably practicable, which are suitable for the work, efficient and of lower vibration.

- Discuss your requirements with a range of suppliers.
- Check with suppliers that their equipment is suitable and will be effective for the work.
- Compare vibration emission information for different brands / models of equipment.
- Find out about the equipment's vibration reduction features and how to use and maintain the equipment to make these features effective.
- Develop a policy on purchasing suitable equipment, taking account of vibration emission, efficiency and your specific requirements.
- Train purchasing staff on the issues relating to vibration so that they can deal effectively with equipment suppliers.

RISK ASSESSMENTS

Workstation design

- Improve the design of workstations to minimise loads on employees' hands, wrists and arms caused by poor posture.
- Use devices such as jigs and suspension systems to reduce the need to grip heavy tools tightly.

Maintenance

- Introduce appropriate maintenance programmes for your equipment to prevent avoidable increases in vibration (following the manufacturer's recommendations where appropriate).
- Do not use blunt or damaged concrete breaker and chipping hammer chisels and replace consumable items such as grinding wheels, so that equipment is efficient and keeps employee exposure as short as possible.

Work schedules

- Limit the time that your employees are exposed to vibration.
- Plan work to avoid individuals being exposed to vibration for long, continuous periods – several shorter periods are preferable.
- Where tools require continual or frequent use, introduce employee rotas to limit exposure times (you should avoid employees being exposed for periods which are long enough to put them in the high risk group).

Clothing

- Provide your employees with protective clothing when necessary to keep them warm and dry. This will encourage good blood circulation which should help protect them from developing vibration white finger.
- Gloves can be used to keep hands warm, but should not be relied upon to provide protection from vibration.