

**WEXFORD PC DEVELOPMENTS LTD T/A ICON
CONSTRUCTION**

PAUL CORRIGAN

22nd January 2021

SAFETY STATEMENT

Including Risk Assessment

CONTENTS

PART A – SAFETY STATEMENT & APPENDICES	4
SECTION 1 – HEALTH & SAFETY POLICY	5
 1.0 – HEALTH & SAFETY POLICY	6
 1.1 – COMPANY INFORMATION	7
SECTION 2 – SAFETY ARRANGEMENTS	8
 2.0 – ROLES & RESPONSIBILITIES	9
 2.1 – COMPETENCE & TRAINING REQUIREMENTS	11
 2.2 – CONSULTATION & PARTICIPATION	14
 2.3 – THE SAFETY REPRESENTATIVE	14
 2.4 – ACCIDENT REPORTING & INVESTIGATION	15
 2.5 – EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE	16
 2.6 WELFARE FACILITIES	17
 2.7 – PERSONAL PROTECTIVE EQUIPMENT	17
 2.8 – PREGNANCY AT WORK	18
 2.9 – YOUNG PERSONS	19



2.10 – WORK-RELATED STRESS & DIGNITY AT WORK

19

SECTION 3 – SITE-SPECIFIC INFORMATION

20



3.0 – PROJECT / JOB INFORMATION

21



3.1 – MANDATORY SITE REQUIREMENTS

22



3.2 – SITE-SPECIFIC REQUIREMENTS

23



3.3 – WEEKLY INSPECTION

25



3.4 – SITE APPOINTMENTS AND DUTIES

25



3.5 – SAFE SYSTEMS OF WORK

27

APPENDICES

29

APPENDIX 1 – SITE-SPECIFIC INFORMATION

30

APPENDIX 2 – RECORDS

36

APPENDIX 3 – FORMS & REGISTERS

43

APPENDIX 4 – METHOD STATEMENTS & SSWPs

44

APPENDIX 5 – ACCIDENT/INCIDENT INVESTIGATION FORM

48

APPENDIX 6 – SAFETY DATA SHEETS / REPORTS FOR HAZARDOUS SUBSTANCES

51

PART B – RISK ASSESSMENT & ACTION LIST

52

PART A – SAFETY STATEMENT & APPENDICES

SECTION 1 – HEALTH & SAFETY POLICY

I / WE WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION. I / WE WILL MAKE SURE THE RELEVANT PARTS OF THIS SAFETY STATEMENT, INCLUDING RISK ASSESSMENTS, ARE BROUGHT TO THE ATTENTION OF EMPLOYEES.



1.0 – HEALTH & SAFETY POLICY

KEY ACTIONS

As an employer we have the ultimate responsibility for the workplace and a direct influence on health and safety in our business. The health and safety policy below outlines our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.

HEALTH AND SAFETY POLICY

I / We of _____ am / are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. I / we am / are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring so as far as is reasonably practicable that:

- Work activities are managed so as to ensure the safety, health and welfare of my / our employees
- The Safety Statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually
- Identified protective and preventive measures are implemented and maintained
- Improper conduct likely to put an employee's safety and health at risk is prevented
- A safe place of work is provided, which is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment is provided
- Safe systems of work are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel to advise and assist in securing the safety, health and welfare of my / our employees are employed when required.

Signed: _____ Date: _____

Position: _____

Managing Director / Owner



1.1 – COMPANY INFORMATION

KEY ACTIONS

Input relevant details relating to the company name, address and any relevant contact details.

COMPANY INFORMATION	
Company Name	
Company Address	
CRO Number	
Managing Director / Owner	
Phone Number	
Email	
Website	
Other Contact / Social Media Channels	

SECTION 2 – SAFETY ARRANGEMENTS

THIS SECTION PROVIDES A BRIEF SUMMARY OF KEY REQUIREMENTS THAT WILL BE CONSIDERED WHEN CARRYING OUT WORK. THE KEY REQUIREMENTS INCLUDE:

- ROLES & RESPONSIBILITIES
- COMPETENCE & TRAINING REQUIREMENTS
- SAFETY REPRESENTATIVE
- ACCIDENT REPORTING & INVESTIGATION
- EMERGENCY PROCEDURES, INCLUDING FIRST AID & FIRE
- WELFARE FACILITIES
- PERMIT TO WORK
- PERSONAL PROTECTIVE EQUIPMENT
- PREGNANCY AT WORK
- YOUNG PERSONS
- WORK-RELATED STRESS & DIGNITY AT WORK



2.0 – ROLES & RESPONSIBILITIES

KEY ACTIONS

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

EMPLOYER'S RESPONSIBILITIES INCLUDE:

- Manage and conduct work activities so as to ensure the safety and health of employees and others affected
- Prevent improper conduct likely to put an employee's safety and health at risk
- Provide a safe place of work, which is adequately designed and maintained
- Provide safe means of access and egress
- Provide safe plant, equipment and machinery
- Provide safe systems of work, e.g. operating procedures
- Prevent risk to health from any article or substance (including plant, tools, machinery, chemical substances and equipment)
- Provide appropriate information, instruction, training and supervision, taking into account the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced
- Provide suitable protective clothing and equipment where hazards cannot be eliminated
- Prepare and revise emergency plans
- Designate staff to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken).

EMPLOYEE'S RESPONSIBILITIES INCLUDE:

- Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment
- Comply with safety policies and procedures to ensure your own personal safety and that of others
- Co-operate with your employer in relation to safety, health and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures
- Use any protective clothing and equipment that has been provided for your safety
- Attend any training as required by your employer
- Co-operate with your employer to enable your employer to comply with relevant health and safety legislation
- Do not engage in improper conduct or behaviour that is likely to endanger your own or others' safety, health and welfare while at work
- Do not be under the influence of intoxicants as they may endanger your own or others' safety, health and welfare
- Do not interfere with, misuse or damage anything provided for securing safety, health and welfare.



2.0.1 – DUTIES OF CONTRACTORS

KEY ACTIONS

A contractor is an employer whose employees carry out or manage construction work. This includes self-employed contractors, sole traders, etc. The following are some of my / our duties:

- Identify and eliminate hazards, and reduce risks during construction
- Work in a safe manner and take measures to protect workers, members of the public, the homeowner and their family from the potential dangers of construction work
- Ensure that relevant employees have a Safe Pass card and a construction skills card where required
- Provide employees with site-specific induction
- Monitor compliance and take corrective action
- Co-operate with the Project Supervisor for the Construction Stage (PSCS)
- Provide the relevant extract of my / our Safety Statement and relevant information to the PSCS
- Promptly provide the PSCS with information required for the safety file
- Comply with directions of project supervisors
- Report accidents to the Health & Safety Authority and to the PSCS where an employee cannot perform their normal work for more than three days as the result of an injury
- Comply with site rules and the safety and health plan, and ensure that my / our employees comply with same
- Facilitate the Site Safety Representative
- Appoint a Safety Officer where there are more than 20 employees on site or 30 employees engaged in construction work
- Consult employees and Safety Representatives on safety related issues.

FURTHER INFORMATION

Refer to Section 3.4 for Site Appointments and Duties



2.0.2 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

KEY ACTIONS

I / We, as the employer, are legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them:

- I / We shall identify responsible persons on site (where required) who will take responsibility for various tasks, e.g. site induction, statutory inspections and training
- I / We shall brief them on these tasks and their responsibilities
- I / We shall record the names of such nominated persons in Form 2.5 – Responsible Persons Task Register in Appendix 2.



2.1 – COMPETENCE & TRAINING REQUIREMENTS

KEY ACTIONS

Competence of employers, managers and employees is critical to the effective safe management and operation of business activities.

Competence is determined by knowledge, training and experience, and as an employer we will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, my / our employees will be capable of completing a job safely, efficiently and to a high standard.

In relation to training, there are mandatory requirements which must be complied with, as per Schedules 4 and 5 of the Safety, Health and Welfare at Work (Construction Regulations) 2013, such as:

- Safe Pass / Construction Skills Certification Scheme (CSCS).



2.1.1 – SAFE PASS

KEY ACTIONS

General construction workers, craft workers and on-site security personnel must be in possession of a valid Safe Pass card or approved equivalent when working on a construction site.

- Safe Pass cards are valid for a period of four years.

I / We shall record details of Safe Pass cards in the **Induction & Safe Pass Register Form 2.1** in **Appendix 2**.

FURTHER INFORMATION

Further information in relation to Safe Pass can be found at www.solas.ie or by telephoning SOLÁS at +353 (1) 533 2500.



2.1.2 – CONSTRUCTION SKILLS CERTIFICATION SCHEME (CSCS)

KEY ACTIONS

There are specific training requirements for carrying out certain work activities on site. If any of the activities listed below are being carried out by any of our employees on a construction site then a valid CSCS card or equivalent is required.

- For those carrying out any of the tasks listed below, we will keep a copy of the card on file and / or fill in the details in **Form 2.2 CSCS Register** in **Appendix 2**
- CSCS cards are valid for a period of five years

CONSTRUCTION SKILLS CERTIFICATION CARDS (CSCS)			
1.	Scaffolding – Basic	12.	Site Dumper Operation
2.	Scaffolding – Advanced	13.	180° Excavator Operation
3.	Mobile Tower Scaffold	14.	360° Excavator Operation
4.	Tower Crane Operation	15.	Mini-Digger Operation (Less than 6000kg)
5.	Self-Erecting Tower Crane	16.	Roof and Wall Cladding / Sheeting
6.	Slinging / Signalling	17.	Built-Up Roof Felting
7.	Telescopic Handler Operation	18.	Signing, Lighting & Guarding on Roads
8.	Tractor / Dozer Operation	19.	Health & Safety at Roadwork's
9.	Mobile Crane Operation	20.	Shotfiring (Explosives in Construction)
10.	Crawler Crane Operation	21.	Locating of Underground Services
11.	Articulated Dumper Operation		

FURTHER INFORMATION

Further information in relation to CSCS can be found at www.solas.ie or by telephoning SOLÁS at +353 (1) 533 2500 if you have any queries in relation to:

- The status or authenticity of a CSCS card
- Criteria for eligibility to undertake CSCS Training / Assessment
- Renewal & replacement of CSCS cards
- Recognition / equivalency of training cards from other jurisdictions



2.1.3 – INDUCTION TRAINING

KEY ACTIONS

Induction training is very important in communicating site-specific health and safety information to employees, contractors and other relevant persons when they first arrive on site.

Our Induction training will include the following information:

- Specific hazards associated with the workplace and the controls that are in place
- Site Rules
- Roles and responsibilities
- Emergency procedures and first aid arrangements

When inductions have been completed and Safe Pass details received then I / we shall complete **Form 2.1 Induction / Safe Pass Register** in **Appendix 2**.

FURTHER INFORMATION

Typical topics which are discussed at induction are covered in **Form 2.1A Typical Induction Topics** in **Appendix 2**.



2.1.4 – OTHER TRAINING

KEY ACTIONS

Where CSCS training is not required for specific tasks or activities, there is still a requirement that those carrying out tasks have received adequate information, instruction and training and are competent to carry out the work activities assigned to them. I / We shall identify when this training is required and what form of training is needed, e.g. specific training on equipment or toolbox talks.

I / We shall record details of training in relation to specific tasks, such as those listed below, in **Form 2.3 Training Register** in **Appendix 2**.

Other Examples of Training Requirements:

- Mobile Elevating Work Platform
- Placing & Removal of Fall Arrest Netting
- Manual Handling
- Abrasive Wheels
- Fall Arrest Equipment
- Toolbox Talk – Chemicals
- Occupational First Aid

FURTHER INFORMATION

Further information in relation to training can be obtained at www.solas.ie or by telephoning SOLÁS at +353 (1) 533 2500 or by contacting a local training provider.



2.2 – CONSULTATION & PARTICIPATION

KEY ACTIONS

I / we recognise that employee participation in health and safety is an integral part of my / our safety management system. I am / we are committed to providing adequate and appropriate consultation and welcome the views of all employees on issues relating to health and safety.

TOP TIPS

I / we will consult with all relevant employees:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process
- When new machines or processes are introduced
- When new substances or materials are introduced.

Furthermore, should any of my / our employees raise any matters relating to their health and safety that are connected in any way to our work activities, I / we will consider such matters and will endeavour to take any action that I / we consider necessary or appropriate to deal with the matters raised.



2.3 – THE SAFETY REPRESENTATIVE

KEY ACTIONS

My / our employees may select and appoint a Safety Representative. The appointed Safety Representative may consult with, and make representations to, me / us on safety, health and welfare matters at the place of work.

I / We shall consider these representations, and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, highlight problems, and identify means of overcoming them.

- On any site where there are more than 20 employees, I/ we will arrange to have a Safety Representative selected, and, where one is not selected by the employees, I / we will appoint one
- Arrangements for consultation, such as fortnightly safety meetings/audits specific to each site, will also be put in place
- Facilitate the training of the Safety Representative so that they have the necessary competence to carry out the task.

FURTHER INFORMATION

Further information on the role of Safety Representatives can be found in 'Safety Representatives and Safety Consultation Guidelines' which is available in the 'Learn More' section of BeSMART.ie.



2.4 – ACCIDENT REPORTING & INVESTIGATION

KEY ACTIONS

If an accident or incident occurs in my / our place of work or in the course of my / our work activities which has affected employees or a third party, I / we will:

- Ensure that all accidents and dangerous occurrences are recorded.
- Promptly investigate the accident or dangerous occurrence so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.
- Ensure that where a fatal accident has occurred the HSA are notified as quickly as possible (Tel: 1890 289 389) and **Form of Notice of Accident (IR1)** sent within 5 working days.
- Ensure that other accidents are reported to the Health & Safety Authority on Form **IR1** within 10 working days where:
 - Employees are out of work or not able to perform their normal work for more than 3 consecutive days (excluding the day of the accident but including any days which would not have been working days)
 - Members of the public injured due to a work activity and who are taken from the location of the accident to receive treatment in a hospital or medical facility
- Ensure that dangerous occurrences are reported to the Health & Safety Authority on the **Form of Notice of Dangerous Occurrence (IR3)** within 10 working days

FURTHER INFORMATION

An **Internal Accident/Incident Investigation Form 5.0** is included in **Appendix 5**. I / we will add photographs, witness statements or extra pages / information if required.

The employer of the injured party is responsible for the reporting of accidents on Form IR1 when required.

A record of any accident or dangerous occurrence reported to the HSA must be kept for a minimum of 10 years.

Any report to the Health & Safety Authority can be made online at www.hsa.ie, or by completing the relevant **Form (IR1 or IR3)** and posting it to:

Workplace Contact Unit,
Health & Safety Authority,
Metropolitan Building,
James Joyce Street,
Dublin 1.



2.5 – EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE

KEY ACTIONS

I / We shall ensure appropriate procedures are in place on each site to deal with a fire or a serious accident, including:

- Emergency procedures which shall be included in the site induction training:
 - Location of firefighting equipment and first-aid kit / equipment
 - Location of assembly point
 - Name and contact details for the site first aider, where available
 - If there is no first aider on site, contact details and directions to the nearest doctor or hospital
- At least 1 adequately stocked and accessible first-aid kit
- Ensure that employees are trained in the specific plans and procedures we have in place to deal with emergencies at our workplace
- Designate where employees are needed to implement our emergency plans and procedures
- Provide the equipment and training needed
- Completing **Form 1.1 Emergency Contact Information** in **Appendix 1**.

Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the site. The person who becomes aware (or is made aware) of a potential emergency should follow the emergency procedures. On hearing the alarm, all employees and visitors must:

- GO IMMEDIATELY TO THE NEAREST EXIT
- NOT WAIT TO FIND OUT WHAT IS HAPPENING
- NOT STOP TO COLLECT PERSONAL ITEMS
- GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION
- NOT RE-ENTER THE BUILDING SITE UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

FURTHER INFORMATION

Refer to **Section 3.2.2** for site-specific information.



2.6 WELFARE FACILITIES

KEY ACTIONS

I / We will ensure that suitable arrangements are in place for use by my / our employees and are kept clean.

Welfare facilities include;

- Toilets
- Washing
- Drying facilities
- Canteen facilities.

Refer to **Section 3.2.4** for site-specific details.



2.7 – PERSONAL PROTECTIVE EQUIPMENT

KEY ACTIONS

Appropriate personal protective equipment (PPE), as identified in my / our risk assessments, is provided and must be worn by my / our employees. Where required, typical construction site PPE includes:

- Safety helmet
- Safety footwear
- Eye, ear and respiratory protection
- High-visibility clothing
- Fall arrest / restraint equipment
- Gloves.

I / We will ensure that:

- Adequate and suitable PPE is provided
- The suitability of the PPE for the job is assessed
- PPE is maintained, used and replaced as recommended by the manufacturer's instructions
- Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate/reduce the risk
- Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task / work environment, as identified in my / our risk assessments, will be used
- I/We record details of the supply and training in the use of PPE as required using **Form 2.4 PPE Register** provided in **Appendix 2**.

I / We expect our employees to:

- Use PPE properly whenever it is required
- Report any defects or damage to PPE immediately
- Participate in any training or instruction provided on PPE
- Inform me / us of any medical conditions they have that might be affected by the use of the PPE provided to them.

FURTHER INFORMATION

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. See Chapter 3 of Part 2: Personal Protective Equipment.



2.8 – PREGNANCY AT WORK

KEY ACTIONS

As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, I / we will assess the specific risks arising from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, I / we will carry out the following;

- Make sure that a specific risk assessment for that employee is undertaken*, taking account of any medical advice that the employee has received
- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities
- If a risk cannot be eliminated or reduced to an acceptable level, then:
 - Adjust the working conditions or hours of work or both; or
 - If this is not possible, provide alternative work; or
 - If this is not possible, grant the employee health and safety leave
- I / we will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed.

FURTHER INFORMATION

***A Pregnancy Risk Assessment Template form is available in the Learn More section of BeSMART.ie**

Form 2.5 Responsible Persons Register in Appendix 2 can be used to identify the person responsible for carrying out pregnancy at work risk assessments.

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. See Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.



2.9 – YOUNG PERSONS

KEY ACTIONS

I / We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. I / we will undertake the following:

- Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity
- Put in place all required control measures identified by the risk assessment, taking account of:
 - Their lack of experience, maturity or awareness of risk
 - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
 - The physical and psychological capacity of the young person
- Make sure the recommended working hours are not exceeded for young persons.

FURTHER INFORMATION

The Health & Safety Authority has produced a guidance document 'Protection of Children and Young Persons', which is available in the 'Learn More' section of BeSMART.ie



2.10 – WORK-RELATED STRESS & DIGNITY AT WORK

KEY ACTIONS

As an employer I / we will, so as far as is reasonably practicable, ensure that:

- No employee's workload is so great that he or she will have to consistently work overtime
- No employee will be subjected to harassment from, or degrading behaviour by, colleagues or managers, and that everyone in the workplace treats others with respect and courtesy even if they do not 'get along'
- No employee has to work in an environment which is unsafe and in which there are risks of accidents
- Employees are trained so they can do their jobs effectively and safely
- Everyone knows what his or her core job is
- That a 'Dignity at Work Policy' is in place, outlining procedures with regard to addressing bullying and harassment at work.

FURTHER INFORMATION

The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the 'Learn More' section of BeSMART.ie.

SECTION 3 – SITE-SPECIFIC INFORMATION

THIS SECTION WILL HELP IN IDENTIFYING HAZARDS AND CO-ORDINATING WORK ACTIVITIES ON INDIVIDUAL CONSTRUCTION SITES. SUB-CONTRACTORS NEED TO GATHER INFORMATION ON THE SITE SET UP, SITE RULES, DUTY HOLDERS AND SPECIFIC HAZARDS. TO HELP PLAN FOR ON-SITE WORK ACTIVITIES THE FOLLOWING SHOULD BE CARRIED OUT;

- FILL OUT THE CONTRACTOR INFORMATION SHEET
- CHECK COMPLIANCE WITH MANDATORY SITE REQUIREMENTS
- IDENTIFY FORESEEABLE HAZARDS AND CARRY OUT RISK ASSESSMENTS
- IF YOU SUB-CONTRACT WORK OR ARE GOING TO ACT AS A PSCS, YOU SHOULD REFER TO 'OTHER CONTRACTOR REQUIREMENTS' IN SECTION 3
- EMERGENCY PROCEDURES / FIRST AID.



3.0 – PROJECT / JOB INFORMATION

KEY ACTIONS

A project / job information sheet, using Form 1.0 – Project Information Sheet in Appendix 1, will be completed for each new construction site (unless the work is of very short duration), which will help identify safety critical items which need to be in place before starting work. This form will detail key information in relation to the construction site, such as:

- Project name and address
- Supervisors on site
- Type of work
- Duration of work
- Daily operating hours
- Numbers working on site
- Other contractor details

In addition, I / we shall complete **Form 1.1 – Emergency Contact Information** in **Appendix 1** for each construction site that we are contracted to work on.



3.1 – MANDATORY SITE REQUIREMENTS

KEY ACTIONS

Before starting construction work on any site, I / we shall review the following checklist and confirm that the requirements that are applicable have been satisfied. Welfare facilities may be provided by the PSCS/Main Contractor. Where this is the case, I / we shall ensure that they are satisfactory and suitable for use by my / our employees.

ACTIVITY	SITE REQUIREMENT	DETAIL	ACTION
	Supervision	Competent site supervisor is appointed	Y / N
	Safe Pass	All my/our workers have a valid, in-date Safe Pass Card or equivalent as required	Y / N
	Plant / Equipment Certification	Certification and testing is done as required on equipment	Y / N
	CSCS	Where necessary, employees hold relevant CSCS training cards	Y / N
	Induction	All my/our workers on site have received a site-specific induction	Y / N
	Communication	Communication systems are in place on site to ensure that tasks are understood and completed in a safe manner	Y / N
	Welfare	Adequate welfare arrangements are in place	Y / N
	Smoking Control	Enclosed places of work are smoke-free	Y / N
	PPE	Adequate and appropriate PPE has been provided (such as helmets, safety footwear, high-visibility clothing, eye, ear and respiratory protection, and training in its use where required)	Y / N
	First Aid / Emergency Procedures	First-aid facilities and planned emergency procedures are provided	Y / N
	Signage	Appropriate safety signs are in place, particularly at site entrances (e.g. traffic routes, speed limits, authorised personnel, PPE)	Y / N



3.2 – SITE-SPECIFIC REQUIREMENTS

KEY ACTIONS

When setting up on site, I / we shall look at the following requirements and put suitable arrangements in place to manage and reduce the risk:

- Site security arrangements and protection of the public/visitors
- Emergency procedures, including first aid and fire
- Traffic management
- Welfare facilities



3.2.1 – SITE SECURITY ARRANGEMENTS

KEY ACTIONS

I / we will ensure arrangements are / have been put in place to prevent unauthorised access to the site by members of the public, and in particular access by children. Persons visiting the construction site must report to the site office and must not walk unaccompanied through the construction site. Construction works must be planned to ensure that they do not pose a risk to members of the public. When setting up on site, the following will be assessed:

- Site boundary security, e.g. Heras fencing, hoarding
- Site compound, e.g. pedestrian routes, separating people from moving vehicles, adequate lighting, storage and delivery arrangements
- Offices
- Signage
- Works area – secured to prevent access
- Plant and equipment secured and keys removed
- Access routes unobstructed and kept clean, and access by members of the public prevented to works area.



3.2.2 – EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE

KEY ACTIONS

I / We will ensure that appropriate site-specific procedures are in place on site to deal with any fire or serious accident. These procedures will be covered in the site induction training and will include:

- The location of firefighting equipment and first-aid box
- The location of the assembly point
- Name and contact details for any first aider on site
- Contact details and directions to the nearest doctor or hospital where there is no first aider on site
- Details on how to raise the alarm on site
- Evacuation procedure for the site.

These procedures will be adapted to the specifics of each site and will include a copy of the site plan with fire points, alarm points and assembly point clearly marked where applicable.

I / we shall also ensure the first-aid box is adequately stocked and accessible and that **Form 1.1 Emergency Contact Information** in **Appendix 1** is completed and displayed on site.



3.2.3 – TRAFFIC MANAGEMENT

KEY ACTIONS

Before any construction activities involving vehicles commence, a site traffic management plan will be developed to take into account planned activities and this will be kept up to date. Where the traffic management plan is developed and updated by the PSCS, I / we will ensure our employees are aware of and comply with the requirements of the plan. The traffic management plan will take into account:

- Site entrance, site lines, signage, lighting and pedestrian footways
- Delivery, collections and set-down areas
- Parking
- On-site traffic and pedestrian routes
- Safe procedures for reversing on site.



3.2.4 – WELFARE FACILITIES REQUIREMENTS

KEY ACTIONS

Adequate and suitable welfare arrangements must be in place on site. Welfare facilities may be provided by the PSCS / main contractor on a site. However I / we will ensure that appropriate facilities, such as those listed below, are provided and maintained.

WELFARE FACILITIES (minimum requirements)
• At least one suitable toilet for up to 20 persons
• Shelter from the elements
• Means to dry clothing
• Accommodation to take meals
• Drinking water
• Washing facilities
• Arrangements so that facilities are maintained and kept clean

FURTHER INFORMATION

See Safety, Health & Welfare at Work (Construction) Regulations 2013 – Part 14: Construction Site Welfare Facilities.



3.3 – WEEKLY INSPECTION

KEY ACTIONS

I / We will ensure that there is always adequate monitoring and supervision on site.

A weekly inspection checklist can be used to help monitor health and safety compliance on site. This checklist, which I / we can adapt to suit each site and our specific works, will help me / us identify potential hazards that may need remedial action. Form 1.2 Weekly Checklist is provided in Appendix 1. To use this form, I / we will:

- Tick 'Yes' or 'No' if items on the checklist are applicable to the work being done
- For questions answered 'No', the relevant section of the Safety Statement or risk assessments will be checked and the appropriate control measures put in place.

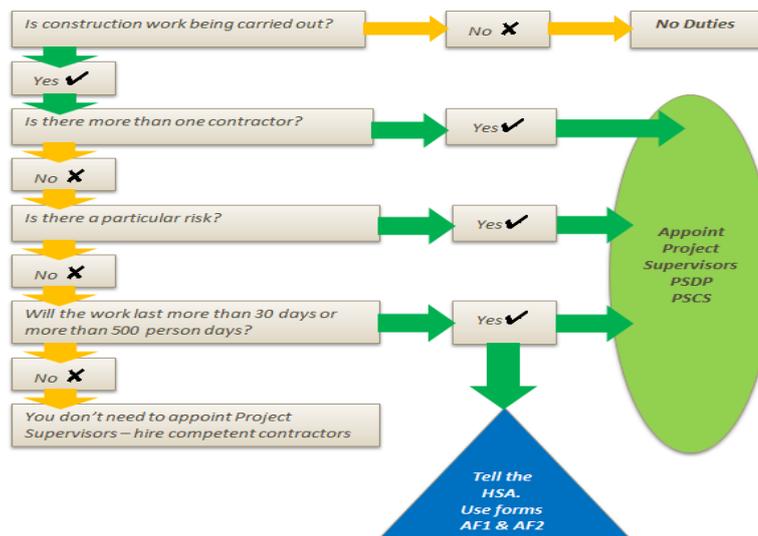


3.4 – SITE APPOINTMENTS AND DUTIES

KEY ACTIONS

Depending on the type and duration of construction work that has to be undertaken, there may be additional requirements that I / we as a contractor may have to undertake. Below is a summary of these duties that will be undertaken if I / we are carrying out any of these roles:

- Duties of Contractors (Refer to Section 2.0.1)
- Project Supervisor Design Process (PSDP)
- Project Supervisor Construction Stage (PSCS)



FURTHER INFORMATION

'Guide for Contractors and Project Supervisors – Carrying out work on Private Domestic Dwellings' is available for download in 'Learn More' which also includes a 'Construction Safety & Health Plan (Template for Domestic Project)' and Form AF2 – Project Notification Form, which is available in Appendix 3.

3.4.1 – PROJECT SUPERVISOR DESIGN PROCESS (PSDP)

KEY ACTIONS

A Project Supervisor Design Process (PSDP) is a person or company appointed by a client that has various duties relating to the design of the project. The following are some of the key duties of the project supervisor design process:

- Identify hazards arising from the design or from the technical, organisational, planning or time-related aspects of the project
- Where possible, eliminate the hazards or reduce the risks
- Communicate necessary control measures, design assumptions or remaining risks to the PSCS so that these can be dealt with in the Safety and Health Plan
- Ensure that the work of designers is co-ordinated to ensure safety
- Organise co-operation between designers
- Prepare a written Safety and Health Plan on a preliminary basis for any project where construction will take more than 500 person days or 30 working days, or where there is a particular risk, and deliver it to the client
- Prepare a safety file for the completed structure and give it to the client.

3.4.2 – PROJECT SUPERVISOR CONSTRUCTION STAGE (PSCS)

KEY ACTIONS

A Project Supervisor Construction Stage (PSCS) is a person or company appointed by a client that has various duties under the regulations relating to co-ordinating health and safety on site, including the following:

- Prior to commencing construction work, develop the Preliminary Safety and Health Plan provided by the PSDP into the Construction Stage, Safety and Health Plan
- Co-ordinate the implementation of the Construction Regulations by contractors
- Organise co-operation between contractors and the exchange of health and safety information
- Co-ordinate the reporting of accidents to the Health & Safety Authority
- Notify the Authority before construction commences where construction is planned to take more than 500 person days or 30 working days using form AF2 (which can be completed online at www.hsa.ie or by registered post to Health & Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1)
- When there is more than 20 workers on site, facilitate the appointment of a Safety Representative and provide the necessary information to the Site Safety Representative so they can fulfil their role
- Co-ordinate the checking of safe working procedures
- Co-ordinate measures to restrict entry on to the site
- Co-ordinate the provision and maintenance of welfare facilities
- Co-ordinate arrangements to ensure that craft, general construction workers and security workers have a Safe Pass card and a construction skills card where required
- Provide all necessary safety file information to the PSDP
- Monitor the compliance of contractors and others and take corrective action where necessary
- Issue directions to designers or contractors where they feel safety is being compromised
- Ensure that traffic and pedestrian routes are in place to prevent injury from moving vehicles.



3.5 – SAFE SYSTEMS OF WORK

KEY ACTIONS

Safe Systems of Work are known by various names, e.g. method statements, safe system of work plans (SSWP), standard operating procedures (SOPs), permits to work, etc. They document how a particular work activity should be carried out safely.

Method Statements

Detailed method statements which set out the step-by-step description of the safe system of work for high-risk activities may be required so that such activities are suitably planned, organised and controlled.

The method statement will be in writing and be clearly communicated to all persons involved in the activity, using a language that is understood by all. The method statement will include the following information:

- Job details (location, main contractor, description of the works, start date, estimated completion date, etc.)
- The schedule of responsibilities
- Details of selected work methods
- Details of plant/ equipment, hazardous materials to be used
- Details of ancillary equipment
- The name of appointed duty holders
- Emergency arrangements and details
- A complete plan setting out the sequence of the operation, taking account of relevant site hazards and control measures (i.e. from site preparation, arrival of the equipment on site, any necessary erection, positioning of the equipment, lifting and placing of load(s), and dismantling of equipment, to moving off site)
- Author of method statement, signature and date.

FURTHER INFORMATION

Form 4.0 Method Statement can be found in **Appendix 4**.

Safe System of Work Plans (SSWPs)

Safe System of Work Plans (SSWPs) is a user-friendly, pictogram-based resource that will assist in planning and completing construction work activities in a safe manner. The plans are site activity based and assist in identifying hazards and putting in place appropriate controls before work starts. They are also communication tools that help in providing information so that all persons involved in the work activity are fully informed and can work safely.

The following SSWP forms are available:

- House Building
- Civil Engineering
- Demolition
- Ground Works
- Commercial Building
- Roadworks
- Building & Monument Maintenance

FURTHER INFORMATION

SSWP forms can be purchased or downloaded directly from the Health & Safety Authority.

Permit to Work

Depending on my / our work activities, permits to work may form a part of my / our safe systems of work. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been identified. Typical types of work activity where permits to work is used are, for example:

- Permit to Dig
- Lifting Operations
- Hot Work
- Electrical Works (Temporary/Commissioning Works)
- Out-of-hours Works / Lone Working
- Confined Spaces
- Roofwork

APPENDICES

APPENDIX 1 – SITE-SPECIFIC INFORMATION

APPENDIX 2 – RECORDS

APPENDIX 3 – STATUTORY FORMS & REGISTERS

APPENDIX 4 – METHOD STATEMENTS & SSWPs

APPENDIX 5 – ACCIDENT REPORTING & INVESTIGATION

APPENDIX 6 – SAFETY DATA SHEETS

APPENDIX 1 – SITE-SPECIFIC INFORMATION

FORM 1.0 – PROJECT INFORMATION SHEET

PROJECT INFORMATION SHEET			
PROJECT NAME			
PROJECT ADDRESS			
MANAGER /SUPERVISOR	NAME:	PHONE:	
DESCRIPTION OF WORK			
PROJECT START DATE & DURATION	START DATE:	FINISH DATE:	DURATION:
HOURS OF OPERATION (Ref Planning Conditions)			
PLANNED NUMBER OF EMPLOYEES ON SITE			
PSCS / MAIN CONTRACTOR DETAILS			
PSCS /MAIN CONTRACTOR CONTACT			
SIGN & DATE	NAME:	SIGNATURE:	DATE:

FORM 1.1 – EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT INFORMATION			
PROJECT NAME			
PROJECT ADDRESS			
SITE CO-ORDINATES		N	W
SITE CONTACT DETAILS			
NAME	ROLE	PHONE NUMBER	
EMERGENCY SERVICES CONTACT DETAILS			
SERVICE	ADDRESS	PHONE NUMBER	
DOCTOR			
FIRE/GARDAÍ/AMBULANCE		999 OR 112	
UTILITY & SERVICE PROVIDERS			
ELECTRICITY (ESB NETWORKS)	1850 372 999 (24HR)		
GAS NETWORKS IRELAND	1850 20 50 50 (24HR)		
IRISH WATER	1890 278 278		
HEALTH & SAFETY AUTHORITY	1890 289 389		
ASSEMBLY AREA			
EMERGENCY CO-ORDINATOR(S)	NAME	PHONE	

FORM 1.2 – WEEKLY INSPECTION CHECKLIST

(Can be used if relevant and adapted to suit the work activities)

WEEKLY INSPECTION CHECKLIST				
COMPLETED BY:				DATE:
COMPANY:				REF NO:
ITEM NO:	ITEM	YES	NO	N/A
1.	WORKERS CAN GET TO THEIR PLACE OF WORK SAFELY			
2.	THE SITE IS FENCED & SECURED SO THAT THE PUBLIC CANNOT GET IN			
3.	MEASURES ARE IN PLACE TO PROTECT MEMBERS OF THE PUBLIC (SUCH AS PEOPLE PASSING BY THE SITE)			
4.	TRAFFIC ROUTES ARE KEPT CLEAR AND ARE WELL LIT			
5.	VEHICLES ARE EQUIPPED WITH AUXILIARY REVERSING DEVICES WHERE REQUIRED			
6.	THE SITE IS TIDY AND WELL LAID OUT			
7.	APPROPRIATE SAFETY SIGNS ARE IN PLACE (E.G. TRAFFIC ROUTES AND AUTHORISED PERSONNEL)			
8.	WELFARE FACILITIES ARE SUFFICIENT (CHANGING ROOMS, WASHROOMS, CANTEEN, ETC.)			
9.	FIRST-AID FACILITIES ARE IN PLACE			
10.	WORKERS HAVE BEEN INSTRUCTED AND TRAINED ON SAFE MANUAL HANDLING			
11.	APPROPRIATE LIFTING EQUIPMENT IS PROVIDED FOR HANDLING HEAVY LOADS, THE EQUIPMENT IS SUITABLE FOR THE JOB AND IS CERTIFIED AND INSPECTED ON A REGULAR BASIS			
12.	EXISTING SERVICES (POWER/GAS LINES BURIED OR OVERHEAD) HAVE BEEN IDENTIFIED & PROTECTED			
13.	ELECTRICAL SYSTEMS AND EQUIPMENT ARE MAINTAINED AND FREQUENTLY INSPECTED BY A COMPETENT PERSON			
14.	110V ELECTRICAL POWER SUPPLY IS BEING USED AND THERE IS ADEQUATE TRANSFORMER POINTS ON SITE			
15.	COLLECTIVE MEASURES ARE IN PLACE TO STOP WORKERS AND OBJECTS FROM FALLING (E.G. NETTING, SCAFFOLDING)			
16.	SCAFFOLDS ARE ERECTED, ALTERED AND DISMANTLED BY COMPETENT CSCS SCAFFOLDERS			
17.	SCAFFOLDS ARE INSPECTED AND RESULTS RECORDED ON FORM GA3 IN APPENDIX 3 AT REGULAR INTERVALS BY A COMPETENT PERSON AND ANY REMEDIAL WORKS IDENTIFIED DURING INSPECTION(S) ARE COMPLETED			
18.	WHERE COLLECTIVE FALL PROTECTION MEASURES ARE NOT POSSIBLE, PERSONS WORKING AT HEIGHT USE APPROPRIATE FALL ARREST / RESTRAINT EQUIPMENT			
19.	LADDERS/STEPLADDERS ARE ONLY USED FOR LIGHT WORK OF SHORT DURATION AND WHEN THERE IS NO OTHER CHOICE			
20.	LIFTS AND HOISTS HAVE BEEN PROPERLY INSTALLED AND CHECKED BY COMPETENT PEOPLE			

21.	ALL PEOPLE ON SITE WEAR CORRECT PROTECTIVE EQUIPMENT (E.G. FOOTWEAR, HARD HAT)			
22.	SUITABLE PROTECTIVE MEASURES ARE USED TO PREVENT OR TO REDUCE EXPOSURE TO DUST (E.G. WOOD, CEMENT, SILICA)			
23.	SUITABLE PROTECTIVE MEASURES ARE USED TO PREVENT OR TO REDUCE EXPOSURE TO NOISE AND VIBRATION			
24.	WORK EQUIPMENT AND MACHINERY IS MAINTAINED IN A SAFE CONDITION			
25.	PLANT AND MACHINERY SAFETY DEVICES ARE KEPT IN GOOD WORKING ORDER (E.G. SOUND SIGNALS, GUARDS)			
26.	EXCAVATIONS ARE ADEQUATELY SUPPORTED TO REDUCE THE RISK OF COLLAPSE, ARE INSPECTED WEEKLY AND RECORDS MAINTAINED ON FORM AF3 IN APPENDIX 3			
27.	PERSONS WORKING ON SITE ARE IN POSSESSION OF A VALID SAFE PASS CARD AND HAVE BEEN INDUCTED			
28.	WORKERS ARE SUITABLY TRAINED AND IN POSSESSION OF A VALID CSCS CARD WHERE APPLICABLE			
29.	ALL EMPLOYEES GET INFORMATION ABOUT POTENTIAL RISKS AND CONTROL MEASURES IN A LANGUAGE AND AT A LEVEL THAT THEY UNDERSTAND			
SIGNED:		DATE:		

FORM 1.3 – SITE RULES (Amend as required)

SITE RULES

I / WE EXPECT ALL PERSONNEL TO COMPLY WITH THE FOLLOWING SITE RULES:

1.	HAVE A VALID SAFE PASS AND ATTEND SITE INDUCTION BEFORE STARTING WORK ON SITE
2.	SEEK PERMISSION/SIGN-IN BEFORE ACCESSING THE SITE
3.	OBSERVE AND OBEY SITE RULES AND SIGNAGE
4.	REPORT ANY UNSAFE WORK PRACTICES AND DAMAGE TO EQUIPMENT
5.	HAVE THE NECESSARY TRAINING FOR THE JOB/ACTIVITY THAT THEY ARE DOING
6.	WEAR THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT AT ALL TIMES DURING WORK
7.	WORK IN A SAFE MANNER
8.	RESPECT FELLOW WORKERS AND THE ENVIRONMENT
9.	FAMILIARISE THEMSELVES WITH EMERGENCY / FIRST-AID PROCEDURES
10.	RESPECT THE NEIGHBOURING ENVIRONMENT AND MINIMISE NOISE, DUST AND VIBRATION
11.	RESPECT THE LOCAL AREA TRAFFIC REQUIREMENTS / RESTRICTIONS AND BE PARTICULARLY MINDFUL OF THE HAZARDS TO CHILDREN
12.	'WATCH OUT' FOR FELLOW WORKERS AND ATTEND ANY SAFETY TRAINING / TOOLBOX TALKS / MEETINGS AS REQUESTED
13.	AVOID WORKING ALONE 'OUT OF HOURS' UNLESS SAFETY PROCEDURES ARE IN PLACE

**NOTE: THESE RULES APPLY TO ALL, INCLUDING MANAGERS, SUPERVISORS AND WORKERS
PERSON RESPONSIBLE FOR UPDATING 'SITE RULES' AND ENSURING THEY ARE DISPLAYED IN
A PUBLIC PLACE, E.G. CANTEEN:**

APPENDIX 2 – RECORDS

FORM 2.1A – TYPICAL INDUCTION TOPICS

TYPICAL INDUCTION TOPICS				
PURPOSE	TO FAMILIARISE EMPLOYEES WITH THE HEALTH & SAFETY RULES AND PROCEDURES BEFORE THEY START WORK ON SITE. TO BE USED IN CONJUNCTION WITH FORM 2.1 – INDUCTION AND SAFE PASS REGISTER IN APPENDIX 2			
NO.	RECOMMENDED TOPICS TO BE DISCUSSED	YES	NO	N/A
1.	The competencies and qualifications (e.g. Safe Pass, CSCS) of workers to be inducted have been checked			
2.	Employees have been briefed on method statements / SSWPs where relevant			
3.	PPE is available and worn as required:			
	• Hard hat			
	• Safety glasses			
	• Safety footwear			
	• High-visibility clothing			
	• Ear protection			
	Other (specify) _____			
4.	Emergency procedures and location of:			
	• Assembly point and evacuation route			
	• Closest medical facility			
	• Contact details of emergency services			
	• Provisions for emergency communications			
5.	Firefighting equipment, e.g. fire extinguishers and hose reels			
	First Aid:			
	• Names of the first aiders and where to obtain treatment			
	• The location of the first-aid facilities / kits			
6.	Names and contact details of the Health and Safety Representative(s)			
7.	Location of welfare facilities (including toilets and drinking water)			
8.	Accident reporting procedures			
9.	Site security procedures and site rules			
10.	Question and answer session			
NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS APPROPRIATE AND IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE EMPLOYEE				
PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING:				

FORM 2.4 – PERSONAL PROTECTIVE EQUIPMENT REGISTER

PERSONAL PROTECTIVE EQUIPMENT REGISTER					
NAME	COMPANY	TYPE OF PPE RECIEVED	TRAINING RECIEVED	SIGNATURE	DATE

FORM 2.5 – RESPONSIBLE PERSONS TASK REGISTER

RESPONSIBLE PERSONS TASK REGISTER			
NO.	TASKS (NON-EXHAUSTIVE)	RESPONSIBLE PERSON (WHERE REQUIRED)	SIGNATURE
	Ensuring the site-specific Safety Statement is at the place of work		
	Person responsible for managing & coordinating work activities		
11.	Ensuring records are maintained, such as induction, Safe Pass, CSCS & provision of PPE (Appendix 3).		
12.	Ensuring forms & registers are collected and filled out as required (Appendix 3)		
13.	Ensuring Safety Data Sheets are filed and appropriate control measures are in place (Appendix 6)		
14.	Ensuring accidents are investigated, reported (where required) and remedial measures are in place to prevent re-occurrence		
15.	Ensuring risk assessments are carried out and updated as necessary		
16.	Ensuring method statements and SSWP forms are completed when required		
17.	Where acting as PSCS persons responsible for ensuring co-ordination, communication and co-operation between contractors on site		
18.	Ensuring 'Young Persons' & 'Pregnancy at Work' risk assessments are carried out when necessary		

APPENDIX 3 – FORMS & REGISTERS

INSERT APPROPRIATE STATUTORY FORMS AS REQUIRED (THESE CAN BE OBTAINED IN LEARN MORE (CONSTRUCTION) AT BeSMART.ie OR AT HSA.ie

- GA1 – THOROUGH EXAMINATION OF LIFTING APPLIANCES
- GA2 – WEEKLY INSPECTION OF LIFTING APPLIANCES
- GA3 – WORK AT HEIGHT INSPECTIONS
- AF1 – PARTICULARS TO BE NOTIFIED BY THE CLIENT TO THE HEALTH & SAFETY AUTHORITY BEFORE THE DESIGN PROCESS BEGINS
- AF2 – PARTICULARS TO BE NOTIFIED BY THE PROJECT SUPERVISOR FOR THE CONSTRUCTION STAGE TO THE HEALTH & SAFETY AUTHORITY BEFORE THE CONSTRUCTION WORK BEGINS
- AF3 – THOROUGH EXAMINATION OF EXCAVATIONS
- AF4 – INSPECTION / EXAMINATION OF PERSONAL FLOTATION DEVICES
- OTHER RELEVANT FORMS AS APPLICABLE

APPENDIX 4 – METHOD STATEMENTS & SSWPs

PART E – SAFETY

SPECIFIC RESIDUAL IDENTIFIED HAZARDS (OR REFER TO THE TASK SPECIFIC RISK ASSESSMENTS)

SPECIFIC STAFF TRAINING (E.G. CSCS)

SEQUENCE OF OPERATIONS (INCLUDE SKETCHES IF REQUIRED)

DETAILS OF COORDINATION / INTERACTION REQUIRED WITH PROJECT SUPERVISORS, CONTRACTORS AND OTHERS

TEMPORARY WORKS NEEDED TO FACILITATE THE PERMANENT WORKS (IF NONE, STATE NONE)

FALL PROTECTION MEASURES (WHERE WORK AT HEIGHT CANNOT BE ELIMINATED – CONSIDER BOTH PERSONNEL AND MATERIALS)

SAFE WORKING LOADS (SWLs) – DETAIL ANY LIMITS ON THE LOADING APPLICABLE TO TEMPORARY PLANT/EQUIPMENT OR FIXED ELEMENTS OF THE STRUCTURE WHERE THE WORK IS TAKING PLACE

DETAIL PERMITS TO WORK (IF APPLICABLE)

UTILITY / POWER SHUT DOWN REQUIRED?

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE)

 SAFETY BOOTS	 HARD HATS	 SAFETY GLOVES	 HEARING PROTECTION	 EYE PROTECTION	 RESPIRATORY PROTECTION	 HI-VIZ
YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>

OTHER PPE REQUIRED (PLEASE STATE)

SERVICES TO BE SUPPLIED BY OTHERS

OTHER INFORMATION AND COMMENTS

PART F – HAZARDOUS SUBSTANCES

ATTACH CHEMICAL RISK ASSESSMENTS IF REQUIRED

LIST HAZARDOUS SUBSTANCES & IDENTIFY RISKS BELOW

								
EXPLOSIVES	FLAMMABLE LIQUIDS	OXIDISING LIQUIDS	COMPRESSD GASES	CORROSIVE	ACUTE TOXICITY	SKIN IRRITATION	ASPIRATION HAZARD	HAZARDOUS TO THE AQUATIC ENVIRONMENT
YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>						

STORAGE ARRANGEMENTS

PART G – EMERGENCY PROCEDURES & WELFARE REQUIREMENTS

FIRST-AID FACILITIES

NAME OF FIRST AIDER

PHONE

FIRST-AID BOX LOCATION

LOCATION OF NEAREST HOSPITAL

WELFARE REQUIREMENTS

DECLARATION

ALL WORK WILL BE UNDERTAKEN BY QUALIFIED, COMPETENT PERSONS WITH EXPERIENCE OF THE TYPE OF WORK DESCRIBED ABOVE AND, IN ALL CASES, IN FULL ACCORDANCE WITH SAFETY PROCEDURES SPECIFIED IN THE COMPANY'S HEALTH AND SAFETY POLICY

PREPARED BY

NAME

SIGNATURE

DATE

REVIEWED BY

NAME

SIGNATURE

DATE

PART H – ITEMS ATTACHED

SKETCHES	CERTIFICATION OF PLANT, ETC.	PROGRAMME OF WORK	RISK ASSESSMENTS	TRAINING RECORDS
YES <input type="radio"/> NO <input type="radio"/>				

INFORMATION SUPPLIED PREVIOUSLY

PART J – METHOD STATEMENT BRIEFING RECORD

BRIEFING DELIVERED BY

NAME

SIGNATURE

DATE

WE (THE UNDERSIGNED) HAVE READ AND UNDERSTOOD THE ATTACHED METHOD STATEMENT AND WILL COMPLY WITH THE SPECIFIED REQUIREMENTS AND CONTROL MEASURES. IF THE WORK ACTIVITY CHANGES OR DEVIATES FROM THAT ORIGINALLY ENVISAGED, WE WILL SEEK FURTHER ADVICE AND REQUEST AN AMENDED METHOD STATEMENT.

NAME

SIGNATURE

DATE

APPENDIX 5 – ACCIDENT/INCIDENT INVESTIGATION FORM

FORM 5.0 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

INTERNAL ACCIDENT / INCIDENT INVESTIGATION FORM					
PART A – DETAILS OF INJURED PERSON					
NAME		PHONE			
ADDRESS	EMAIL				
	PPS NUMBER				
	DATE OF BIRTH				
	AGE				
	POSITION				
SAFE PASS NUMBER & EXPIRY DATE		CSCS DETAILS			
EMPLOYMENT TYPE		FULL TIME <input type="radio"/>	PART TIME <input type="radio"/>	OTHER <input type="radio"/>	
OCCUPATION	EMPLOYEE <input type="radio"/>	CONTRACTOR <input type="radio"/>	MEMBER OF THE PUBLIC <input type="radio"/>	OTHER <input type="radio"/>	
OUTCOME	INJURY <input type="radio"/>	NEAR MISS <input type="radio"/>	FATALITY <input type="radio"/>	OTHER <input type="radio"/>	
PART B – DETAILS OF INJURY & TREATMENT					
TYPE OF INJURY (E.G. BURN, CUT, SPRAIN)					
CAUSE OF INJURY (E.G. FALL, MACHINE)					
PART OF BODY INJURED					
AGENT (E.G. POOR LIGHT)					
FIRST AID	YES <input type="radio"/>	NO <input type="radio"/>	FIRST AIDER		
TREATED BY DOCTOR?	DOCTOR'S NAME		ADDRESS		
HOSPITALISED?	HOSPITAL NAME		ADDRESS		
TREATMENT RECEIVED?					
PART C – DETAILS OF ACCIDENT OR INCIDENT					
DATE		TIME			
LOCATION					
DESCRIPTION OF ACCIDENT / INCIDENT					
OTHER INFORMATION AVAILABLE?	WITNESS <input type="radio"/>	CCTV <input type="radio"/>	PHOTO/VIDEO <input type="radio"/>	OTHER <input type="radio"/> E.G. PHYSICAL	

			EVIDENCE	
PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT/INCIDENT?)				
NAME		PHONE		
ADDRESS		EMAIL		
		PPS NUMBER		
		DATE OF BIRTH		
		AGE		
		POSITION		
SAFE PASS NUMBER & EXPIRY DATE		CSCS DETAILS		
WITNESS STATEMENT TAKEN?				YES <input type="radio"/> NO <input type="radio"/>
PART E – KEY FINDINGS OF INVESTIGATION				
1. _____				
2. _____				
3. _____				
PART F – ACTIONS TO PREVENT REOCCURRENCE				
ACTION		BY WHOM		DATE
PART G – ITEMS ATTACHED				
SKETCHES		CERTIFICATION OF PLANT, ETC.		PHOTOGRAPHS/VIDEO
YES <input type="radio"/> NO <input type="radio"/>		YES <input type="radio"/> NO <input type="radio"/>		YES <input type="radio"/> NO <input type="radio"/>
				RISK ASSESSMENTS
				YES <input type="radio"/> NO <input type="radio"/>
				TRAINING RECORDS
				YES <input type="radio"/> NO <input type="radio"/>
DETAIL OTHER ITEMS / USEFUL INFORMATION				
PART H – OTHER INFORMATION				
ACCIDENT INVESTIGATED BY		POSITION		
PHONE		EMAIL		
SIGNED		DATE		

APPENDIX 6 – SAFETY DATA SHEETS / REPORTS FOR HAZARDOUS SUBSTANCES

INSERT SAFETY DATA SHEETS OR REPORTS FOR HAZARDOUS SUBSTANCES, E.G. TYPE ASBESTOS SURVEY, CEMENT SAFETY DATA SHEET

SAMPLE SAFETY DATA SHEET INFORMATION BRIEF

The Safety Data Sheet (SDS) is provided to inform you of the hazards of the chemical you are using and the measures you need to take to protect your health and that of your employees. It consists of 16 obligatory sections. Each section contains specific information relating to the chemical for which the SDS is prepared. You must have an SDS for each hazardous chemical you receive from a supplier. The following serves as an aid in helping you to understand what information you should be aware of and what information you need to take into account when completing the risk assessment for the chemicals you use.

Section 1 contains contact details of the person / company responsible for supplying the chemical as well as the emergency telephone number to contact in case of an emergency.

Section 2 gives details on the hazards of the chemical. This will help you assess the risk and what harm it can do to your health, the health of your employees and the environment.

Section 3 gives information on the hazards of each of the individual substances in the preparation where the chemical you are using is a preparation (mixture).

Section 4 details the first-aid measures you need to take in case of an accident while using the chemical.

Section 5 gives specific information on fighting a fire caused by the chemical.

Section 6 details what actions need to be taken if there is an accidental release of the chemical, such as what protective equipment to wear and how to clean up the spill.

Section 7 contains details on how to handle and store the chemical safely. The information in this section should be used to help you put in place safe procedures for working with chemicals.

Section 8 gives you details of the steps you need to take to reduce exposure and of the personal protective equipment you need to wear when working with the chemical to protect yourself.

Sections 9, 11 and 12 provide detailed information on the physical/chemical, toxicological and ecological properties of the chemical.

Section 10 contains details of any hazardous reactions that may occur if the chemical is used under certain conditions.

Section 13 explains how the chemical should be disposed of correctly.

Section 14 contains information relating to the transportation of the chemical.

Section 15 contains the details of the classification of the chemical as given on the label.

Section 16 gives any other information relevant to the chemical, e.g. training advice

PART B – RISK ASSESSMENT & ACTION LIST

RISK ASSESSMENT

RISK ASSESSMENTS WILL BE CARRIED OUT IN CONSULTATION WITH EMPLOYEES, HAVING REVIEWED THE WORKPLACE AND WORK PRACTICES, BOTH IDENTIFYING THE HAZARDS THAT EXIST AND ASSESSING THE RISKS ARISING FROM THE HAZARDS.

- WHERE ADDITIONAL CONTROLS ARE REQUIRED TO AVOID OR REDUCE THE RISK, THEY WILL BE IDENTIFIED ON THE RISK ASSESSMENT ACTION LIST AND WILL BE IMPLEMENTED BY THE RESPONSIBLE PERSON
- EVERY REASONABLE EFFORT WILL BE MADE TO GIVE PRIORITY TO THE IMPLEMENTATION OF CONTROLS FOR THOSE HAZARDS OF MOST CONCERN
- WHERE THE NECESSARY COMPETENCE TO CARRY OUT PARTICULAR RISK ASSESSMENTS IS NOT AVAILABLE IN-HOUSE, ADDITIONAL EXPERTISE WILL BE OBTAINED
- WHEN A PROCESS, TASK OR ACTIVITY SIGNIFICANTLY CHANGES OR A NEW ONE IS INTRODUCED:
 - THE EXISTING RISK ASSESSMENT WILL BE REVIEWED AND AMENDED AS REQUIRED; OR
 - A NEW RISK ASSESSMENT WILL BE CARRIED OUT
 - THIS WILL BE DONE IN CONSULTATION WITH EMPLOYEES.

ACTION LIST

FOLLOWING THE COMPLETION OF THE RISK ASSESSMENT, AN ACTION LIST WAS GENERATED. THIS IS A LIST OF CONTROLS IDENTIFIED DURING THE RISK ASSESSMENT PROCESS THAT ARE REQUIRED TO BE IMPLEMENTED IN ORDER TO REDUCE THE RISK OF ACCIDENT/ILL-HEALTH IN MY/OUR WORKPLACE. YOU SHOULD:

- ASSIGN A RESPONSIBLE PERSON TO COMPLETE EACH TASK?
- ASSIGN A REALISTIC GOAL DATE AND THE RESOURCES REQUIRED TO CARRY OUT EACH ACTION
- FOLLOW UP TO ENSURE SATISFACTORY COMPLETION.

YOU CAN COMPLETE THIS ACTION LIST BY PRINTING AND FILLING IT OUT BY HAND OR YOU CAN RETURN TO THE 'MANAGE ACTION LIST' AND COMPLETE IT ONLINE.

PART B1 - RISK ASSESSMENTS

Completed Risk Assessments

1. Fire
2. Manual Handling
3. Chemicals
4. Driving for Work
5. Electricity on Site
6. Slips, Trips & Falls on Site
7. Angle Grinder
8. Attic Insulation (Rigid / Quilt)
9. Building / Repairing Walls
10. Cartridge Operated Tools
11. Cement Mixer
12. Concrete Saw
13. Construction Dust
14. Construction Site Traffic
15. Demolition (Non-Explosive)
16. Excavations
17. Excavator 360 (Tracked & Wheeled)
18. Falling from a Vehicle
19. Flat / Sloped Roofs
20. Formwork / Falsework
21. Fragile Roofs
22. Hand-Held Circular Saw
23. Handling Window Glazing / Door Units
24. Knives and Sharp Objects
25. Ladder (Straight /Extension)
26. Manually Operated Hand Tools
27. Mini-Digger
28. Mitre / Chop Saw
29. Noise
30. Outdoor Work
31. Overhead Electricity Lines
32. Planer
33. Power Hand Tools
34. Roof Ladders / Crawling Boards
35. Site Dumper
36. Stepladders (A-Frame)
37. Trailer
38. Use of Scaffolding
39. Van Loading / Unloading
40. Vehicle Overturning
41. Vermin
42. Vibration

43. Wood Dust

Hazard: Fire	
Fire can cause smoke inhalation, burns and other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
<p>Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily (Keep workplace clean and tidy)</p> <p><i>Sources of ignition; e.g. naked flames, sparks from welding or grinding, overloaded / damaged electrical cables or sockets. Flammable materials; e.g. petrol, paper, flammable gases. If oxygen is used check the equipment is not leaking</i></p>	Yes
<p>Fire alarm, manual call points and smoke / heat detectors are in place where necessary, kept in good working order and checked regularly (e.g. Daily and weekly checks by the user and three monthly and annual checks by a competent person)</p> <p><i>You may need an automatic detection system linked to an automatic warning system (with back up battery supply) and manual call points on escape routes & at final exits. Servicing, maintenance & repair must be done by a competent person. Keep records</i></p>	Yes
<p>Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area</p> <p><i>Escape routes must be adequate for the various types of people likely to use them. The number and types of persons likely to be present must be known. Emergency exit doors must always be available for use i.e. not locked when the building is occupied</i></p>	Yes
<p>Emergency lights are installed on escape routes where necessary, at and outside exits and near call points / fire fighting equipment and are tested regularly (e.g. Weekly checks by the user and three monthly checks and annual tests by a competent person)</p> <p><i>Emergency lights must have a back-up power source. They may be lit all the time or only light in the event of a power outage. Full standby lighting must be provided in swimming pools and high risk areas such as commercial kitchens</i></p>	Yes
<p>Fire extinguishers are accessible, kept in good working order and inspected regularly</p> <p><i>Firefighting equipment is for use in the early stages of a fire without exposing anyone to danger. It should be checked weekly and serviced annually by a competent person and records must be kept. Refer to the fire safety checklist in Learn More</i></p>	Yes
<p>Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers</p>	Yes

Emergency evacuation procedures are in place <i>Emergency procedures must take account, where necessary, of persons who have reduced mobility and / or understanding and may require help</i>	Yes
Fire drills are held regularly	Yes
Appropriate signs (e.g. assembly point, fire point) are in place <i>Each fire point should be signed and have a copy of the evacuation strategy displayed. The assembly point(s) should be in a safe location away from any fire hydrant and moving traffic</i>	Yes
Additional Controls or Information	

Hazard: Manual Handling	
<p>Manual Handling means the lifting, putting down, pushing, pulling, carrying or moving of a load which involves risk of injury due to risk factors such as: Load is too heavy, large, awkward or is carried away from the body. Load is lifted too high or carried too far / too often or involves bending and / or twisting. Inadequate space, uneven floor or steps / ramps</p>	
Current Controls	Actioned
<p>Each manual handling task is assessed (Using the risk factors) and measures put in place where needed to avoid or reduce the risks</p> <p><i>Risk Factors: Load is too heavy / large / awkward or carried with arms outstretched. Load is lifted above shoulder height, lowered to floor level or carried too far. Moving the load involves bending /twisting of body or is done more than 30 times per hour</i></p>	Yes
<p>Task is organised to allow the use of mechanical aids (e.g. hoist, forklift, stairlift, gantry crane, winch, goods lift, pallet truck, trolley) to avoid or reduce the need for manual handling</p> <p><i>Maintain the equipment in good working order and make sure staff are trained in its correct use. Lifting equipment such as hoists and lifts must be examined every 6 or 12 months by a competent person. Keep records</i></p>	Yes
<p>Task is organised so that handling is carried out between waist and shoulder height</p> <p><i>Where possible heavy loads should be stored at waist height and lighter loads stored at a higher level</i></p>	Yes
<p>Heavy or large or unwieldy loads are broken down into more manageable weights or sizes or suitable mechanical aids / team lifts are used</p> <p><i>Load weight should be reduced where possible for safe handling e.g. source a 10kg bag of material instead of 20kg. A two people or team lift may be appropriate but mechanical handling aids, e.g. trolleys, should be used where possible for loads above 25kg</i></p>	Yes
<p>Work is planned to prevent handling over long distances or frequent repetitions</p> <p><i>Where repetitive tasks cannot be eliminated, it is good practice to rotate staff. Efforts could be made to reduce carry distances by changing the layout of a work area or by using simple handling aids to reduce the long carrying distances</i></p>	Yes
<p>Bending, twisting and unstable postures are avoided</p> <p><i>Organise the workplace: good housekeeping, clear routes, adequate space and suitable equipment can allow the safe handling / movement of loads and prevent twisting postures. Storing materials at waist height can reduce bending and unstable postures</i></p>	Yes
<p>Employees receive relevant manual handling training where necessary</p> <p><i>The control measures to be put in place may still require employees to carry out some manual handling. Employees need instruction on how to assess and lift loads safely and instruction is recommended to be delivered by a trained manual</i></p>	Yes

<i>handling instructor</i>	
Additional Controls or Information	

Hazard: Chemicals	
Exposure to chemicals can cause fires, explosions, skin and eye irritation, cancer, ill health and other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
A list (inventory) of all chemicals used in the workplace has been prepared	Yes
Chemical labels (Label applied to containers of dangerous chemicals to indicate the risk and precautions to be taken) and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified <i>A Safety Data Sheet (SDS) is a document to be provided with all hazardous chemicals. It gives information on the chemical hazards, advice on safe handling/use/storage & emergency measures in case of an accident/spillage. Cosmetics do not require an SDS</i>	Yes
Employees are trained in the safe use of chemicals	Yes
The number of employees and the exposure to chemicals is assessed and minimised	Yes
Less hazardous chemicals are used where possible	Yes
Adequate ventilation is provided	Yes
A wash hand basin, soap and disposable towels/hand dryer are available	Yes
All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations <i>Consider the risk of spillage or leakage during storage and if an outer container or bund should be in place to contain the chemical</i>	Yes
Eye, skin and respiratory protection (Device designed to protect the wearer from inhaling harmful, fumes, vapours, and/or gases) is provided and worn where appropriate and in accordance with the safety data sheet	Yes
Additional Controls or Information	

Hazard: Driving for Work	
Driving on the public road may result in collisions which may cause serious injuries to you, your employees and / or others	
Current Controls	Actioned
<p>Employees have a full drivers licence, are competent, authorised and experienced and are familiar with the vehicle</p> <p><i>Valid driving license is carried and is appropriate to the vehicle being driven and any equipment being towed. Refer to the Road Safety Authority, www.rsa.ie, for information on licencing and other requirements for vehicles and towed machinery on the road</i></p>	Yes
<p>Vehicles are maintained in accordance with the manufacturer's instructions, in a roadworthy condition and fit for use</p> <p><i>Vehicle should be fully serviced and insured for business use. Servicing it as per the manual will help keep it in safe working order and prevent breakdowns. Keep the manual in the vehicle and consult it for information on use, checks and maintenance</i></p>	Yes
<p>A driving for work policy is in place and is communicated to all employees who drive for work</p> <p><i>For more information on a driving for work policy see driver's handbook and guidelines in 'Learn More'. The policy should cover all vehicle types driven for work purposes. Vehicles must never be operated by persons under the influence of alcohol or drugs</i></p>	Yes
<p>The use of hand held equipment (e.g. hand held phone or electronic device) is not allowed while driving</p> <p><i>Holding a mobile phone while driving, sending SMS/MMS messages or emails even if the phone or device is held in a cradle, are not allowed</i></p>	Yes
<p>Employees are trained in safe driving practices (e.g wearing of safety belts, speed, breaks and rest periods, use of dipped headlights during daylight hours, use of daily vehicle check list, actions in event of a collision)</p> <p><i>Drivers should do a quick walk around of the vehicle prior to driving e.g. check fuel level, tyres, wipers, washers, lights, indicators, warning devices, load security. See Walk-Around Check Sheets, posters and information in 'Learn More'</i></p>	Yes
<p>Safe practices and suitable aids (e.g. where it is safe to reverse, well positioned mirrors, use of reversing alarms etc) are used for reversing and aids are kept in good working order</p> <p><i>Improve the driver's ability to see around the vehicle / load where required by providing extra aids such as convex mirrors or CCTV. Refer to the Workplace Transport Safety Reversing Vehicles guidance in 'Learn More' for more information</i></p>	Yes
<p>Adequate rest breaks are planned and taken, and adequate time is allowed for journeys, taking account of road, traffic and weather conditions</p>	Yes

<p><i>During daylight hours it is recommended to take a 15 minute break after 2 hours of driving. In the hours of darkness it is recommended to take rest breaks more frequently, about every 1.5 hours</i></p>	
<p>Records are kept of drivers' licences, authorisation, training, collisions, incidents, vehicle checks, maintenance, NCT / DOE and insurance</p>	<p>Yes</p>
<p>Vehicles are parked safely and legally</p> <p><i>Vehicles should not be parked in such a way that they are liable to cause an obstruction to traffic or others e.g. vulnerable road users, pedestrians, cyclists or motorcyclists</i></p>	<p>Yes</p>
<p>Work equipment carried in the vehicle is secured for travel (e.g. using bulkheads, roof racks, boot)</p>	<p>Yes</p>
<p>Plans are in place for dealing with vehicle breakdown and collisions, and employees are trained</p> <p><i>Make sure employees know how to deal with incidents and to whom and how they must be reported. Breakdown cover and a breakdown kit, containing warning triangle, torch, high visibility clothing, fire extinguisher and first aid kit, should be provided</i></p>	<p>Yes</p>
<p>In the event of breakdown the vehicle is safely stopped, hazard warning lights are activated and warning triangle is used where appropriate (Try to park in as safe a place as possible. Avoid stopping on bends, narrow road sections or where there is reduced visibility)</p> <p><i>On motorways and high speed roads employees should exit the vehicle by the non-traffic side, remain clear of the vehicle and not attempt repairs. Warning triangle should not be used on motorways</i></p>	<p>Yes</p>
<p>Additional Controls or Information</p>	

Hazard: Electricity on Site

Contact with electrical installations or electrical equipment can cause electrocution, burns, and other serious injuries to you, your employees and/or visitors

Current Controls	Actioned
<p>All new / temporary electrical installations and all extensions are tested / commissioned and certified as safe, by a competent (A 'Registered Electrical Contractor' should be used when carrying out any work on electrical equipment) qualified electrician</p> <p><i>A safe system of work e.g. permit to work, should be used to ensure that works do not begin until all the safety controls are in place and signed off. Work on live electrical equipment is avoided where possible</i></p>	Yes
<p>Electrical installations / equipment (e.g. distribution boards, transformers, generators etc.) are regularly checked and maintained in good working order by a qualified electrician, reported defects are dealt with promptly and unsafe equipment is taken out of use</p> <p><i>Testing, certifying and repairs are carried out in accordance with appropriate NSAI standards. Refer to the 'Guidance-Note on Periodic Inspection and Testing of Electrical Installations' in 'Learn More' for more information</i></p>	Yes
<p>All circuits supplying socket outlets are protected by an RCD (Residual Current Device) and are tested regularly in accordance with manufacturer's instructions</p>	Yes
<p>Portable equipment / electrical tools rated below 2KVA are powered using 110v supply</p> <p><i>Consider using battery operated hand tools and plan for how they are to be charged, which often requires a 230v supply</i></p>	Yes
<p>Lights (e.g. festoon lighting, task lighting) are suitable for the location and are protected from breakage</p>	Yes
<p>Electrical cable reels are uncoiled during prolonged use and when using high-power items (e.g. power-hose, large lighting circuit etc.)</p> <p><i>Heat can build up in coiled-up cables causing them to melt which can lead to fires or electrocutions. Electrical cable reels should only be connected to small electrical loads when coiled up; when using higher powered items make sure the cable is uncoiled</i></p>	Yes
<p>Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested (Portable Appliance Testing (PAT) is carried out by a competent person) regularly</p>	Yes
<p>Enclosures / covers are in place and secured to prevent contact with live electrical equipment / parts</p>	Yes

Means of cutting off power (e.g. isolation switch, trip switch etc.) to electrical installations and equipment is provided and employees are aware of their locations	Yes
Suitable (e.g. dry powder or CO2 carbon dioxide) fire extinguishers for fighting electrical fires are provided	Yes
Electrical equipment and fittings are suitable (e.g. IP-rated for protection against water or dust; EX-rated. Refer to NSAI standards) for construction work	Yes
Additional Controls or Information	

Hazard: Slips, Trips & Falls on Site

Slips, trips and falls due to poor housekeeping, stairs and steps, vehicles and uneven walkways can cause fractures, head injuries and other serious injuries to you, your employees and / or visitors

Current Controls	Actioned
Access routes (e.g. escape routes, stairways, walkways and working platforms) and work areas are kept clean and clear of materials, obstructions and trip hazards <i>A minimum of 600mm width must be kept clear on all working platforms. Avoid trailing leads e.g. use of battery operated tools, adequate number of transformers and generators</i>	Yes
Site is kept clean and organised <i>Put systems in place for the safe delivery and storage of materials and for collecting, storing and disposing of waste. Adequate skips and bins are provided</i>	Yes
Stairs and steps are clearly visible, adequately lit and are kept clear	Yes
Procedures are in place for dealing with ice and snow (e.g. salting or gritting)	Yes
Suitable footwear is provided and worn where necessary <i>Footwear should be slip-resistant and should provide adequate support. Consult with employees when choosing safety footwear. Refer to 'Watch your Step—Choosing Slip-resistant Footwear' Information Sheet in Learn More</i>	Yes
Work areas and access routes are adequately lit	Yes
Safe access (e.g. stairs, ramp, scaffold, hoist) is provided to work areas located above and below ground	Yes
Exposed nails are removed from timber	Yes
Protruding reinforcing bar is cut or capped	Yes
Access to hazardous work areas is restricted (Provide barriers and signs)	Yes
Additional Controls or Information	

Hazard: Angle Grinder

Contact with an angle grinder or ejected materials can cause burns, entanglement, fractures, lacerations, amputation and serious injuries to you, your employees and / or visitors

Current Controls	Actioned
Angle grinder is used and maintained in accordance with the manufacturer's manual and safety guards are in place	Yes
Employees are trained in the use of the angle grinder and the operator's manual is available <i>Employees undergoing training must be supervised until they are competent</i>	Yes
Abrasive wheel is mounted by a trained, competent and authorised person, is suitable for the work and is inspected before use <i>The maximum speed of the spindle must be clearly marked on the machine. Wheel speed must be compatible with the spindle speed and the maximum operating speed of the wheel is never exceeded. Store blades as per manufacturer's instructions</i>	Yes
Name(s) of employees trained and authorised to mount abrasive wheels have been recorded in the safety statement	Yes
Sufficient clear work space is provided and area is inspected (e.g. for flammable substances, other persons) before cutting or grinding <i>Screens should be used to control debris and sparks</i>	Yes
Clamps are used to secure work pieces where necessary	Yes
Adjustments are not made when wheel is in motion	Yes
Angle grinder with a voltage greater than 110 volts is not used on a construction site or in a damp location	Yes
Angle grinder is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Vibration dampening is provided where appropriate <i>Make sure you complete the 'vibration' risk assessment</i>	Yes
Loose clothing, dangling jewellery and unsecured long hair are avoided when using the angle grinder	Yes

<p>Dust levels are kept as low as possible and RPE (Respiratory Protective Equipment i.e. FFP3 Respirator Mask / P3 Filter Half Mask) is provided and worn</p> <p><i>RPE must be suitable for the dust and must fit properly (face fit) and be worn correctly every time. Refer to 'A Guide on Respiratory Protective Equipment' in Learn More</i></p>	<p>Yes</p>
<p>Eye / face and hearing protection are provided and worn</p>	<p>Yes</p>
<p>Additional Controls or Information</p>	

Hazard: Attic Insulation (Rigid / Quilt)	
Fitting of attic insulation may result in exposure to hazardous substances, working at height and falling materials which could cause serious injuries to you, your employees or others	
Current Controls	Actioned
Attic is surveyed for suitability (e.g. attic condition, loading, equipment required, asbestos, access arrangements, electricity etc.)	Yes
Equipment (e.g. ladders, mobile tower scaffold etc.) needed to access the attic is available and employees are trained in its use	Yes
Attic area is adequately lit, access point is protected and a temporary walkway is provided across joists	Yes
RPE (Respiratory Protective Equipment e.g. filtering face mask FFP3) is provided and worn when cutting and placing insulation and employees are trained in its use <i>Train employees in the fitting and use of RPE. RPE must be suited to the employee (face fit) and worn correctly every time. Refer to 'A Guide on Respiratory Protective Equipment' in Learn More</i>	Yes
PPE (Personal Protective Equipment e.g. coveralls, gloves, glasses, ear protection) is provided and worn as required and employees are trained in its use <i>Exposed skin should be covered when handling fibreglass insulation</i>	Yes
Adequate rest periods are provided during warm weather <i>An enclosed space can increase the risk of heat stroke or collapse from heat stress. The risk may be increased by the wearing of personal protective equipment or by lack of ventilation</i>	Yes
Additional Controls or Information	

Hazard: Building / Repairing Walls	
Building or repairing of walls may cause cuts, bruising, head injuries, back injuries, crush or other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
The wall's condition and stability is assessed by a competent person before work starts <i>An engineer should examine any existing wall before repair to make sure there is no risk of it collapsing while work is being done</i>	Yes
All employees have a valid Safe Pass card <i>Building or repairing of walls is defined as construction work. For more information refer to www.hsa.ie/eng/Your_Industry/Construction</i>	Yes
Work area is fenced off to prevent unauthorised entry by members of the public and warning signs are in place <i>Where members of the public have to pass close to or around the work area safe routes must be provided for them. Consideration must be given to people with disabilities. Routes must be kept clear of debris and trip hazards</i>	Yes
Deliveries of materials are arranged at times that cause the least disruption and materials are stored within the boundary fence	Yes
Work at height is properly planned and supervised and work platforms, where used, are not overloaded <i>Make sure Work at Height risk assessment has been completed</i>	Yes
A mechanical aid is used for lifting/moving materials where possible and operators are trained in its use <i>Make sure the Manual Handling risk assessment has been completed</i>	Yes
Suitable PPE (Personal Protective Equipment e.g. safety footwear, hi-vis clothing, hard hat, gloves, eye protection) is provided and worn	Yes
Additional Controls or Information	

Hazard: Cartridge Operated Tools

Use of cartridge operated tools may result in misfires, wounds or explosions which may cause lacerations, eye injuries, internal injuries and other serious injuries to you, your employees and/or visitors

Current Controls	Actioned
Cartridge operated tools are used and maintained (Keep the equipment including all safety devices in good working order) in accordance with the manufacturer's manual	Yes
Employees are trained (e.g. handling, dealing with misfires, cartridge types, surface strengths and cleaning) in the correct use of cartridge operated tools and the operator's manuals are available <i>Operators using cartridge operated tools must be over 18 and should be tested for colour blindness</i>	Yes
Cartridge operated tools are checked (e.g. splinter guards and covers in place, buffer, piston, tool in good condition with no visible damage/faults etc.) before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Cartridges are stored as per the manufacturer's instructions and their availability is strictly controlled (Restrict issue, account for fired cartridges and ensure unused cartridges are returned) <i>Tools should not be loaded with cartridges when not in use e.g. during storage or transit</i>	Yes
Surface is assessed (To determine material type/strength and also to check what may be behind it e.g. services or people etc)before firing into it and the correct cartridge is used	Yes
Misfire procedures (Refer to the manufacturer's instructions) are in place and strictly followed	Yes
Cartridge tool is not loaded (e.g. storage, transit) when not in use	Yes
PPE (Personal Protective Equipment e.g. hearing and eye protection, safety helmet, safety boots) is provided and worn	Yes
Additional Controls or Information	

Hazard: Cement Mixer

Using a cement mixer can result in contact with cement or moving parts, or it can overturn which may cause dermatitis, cuts, crush or other serious injuries to you, your employees and/or visitors

Current Controls	Actioned
Cement mixer is used and maintained in accordance with the manufacturer's instructions	Yes
Only trained and authorised employees operate the cement mixer, and operator's manual is available	Yes
Cement mixer is set up on firm, level ground	Yes
Cement mixer is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Power supply to an electric cement mixer is protected by an RCD (Residual Current Device)	Yes
<i>Make sure the Electricity risk assessment has been completed</i>	
The starter handle is stored after use	Yes
Suitable PPE (Personal Protective Equipment e.g. gloves, safety boots, dust mask, appropriate clothing) is provided and worn	Yes
Additional Controls or Information	

Hazard: Concrete Saw

Contact with or use of a concrete saw could result in being hit by ejected materials or impact with the blade which may cause cuts, entanglement, fractures, burns, amputation or other serious injuries to you, your employees and/or visitors

Current Controls	Actioned
Concrete saw is used and maintained (Including all safety devices in good working order) in accordance with the manufacturer's manual	Yes
Employees are trained in the use of the concrete saw and the operator's manual is available <i>Employees undergoing training must be supervised until they are competent</i>	Yes
Abrasive wheel is mounted by a trained, competent and authorised person, is suitable for the work and is inspected before use <i>The maximum speed of the spindle must be clearly marked on the machine. Wheel speed must be compatible with the spindle speed and the maximum operating speed of the wheel is never exceeded. Store blades as per manufacturer's instructions</i>	Yes
Name(s) of employees trained and authorised to mount abrasive wheels have been recorded in the safety statement	Yes
Objects being cut are secured and supported as needed	Yes
Work area is inspected (e.g. for flammable substances, buried cables) before cutting, saw is not used in enclosed areas unless there is adequate ventilation and hot work procedures are in place <i>Make sure you carry out the 'Hot Works' risk assessment</i>	Yes
Water attachments fitted to the concrete saw are used to dampen down dust <i>Screens should be used to control dust, debris and sparks</i>	Yes
Vibration dampening (e.g. anti-vibration gloves, vibration dampening tape / material on handles) is provided where appropriate	Yes
Loose clothing, dangling jewellery and unsecured long hair are avoided when using the concrete saw	Yes
Fuel for the concrete saw is stored properly, only approved containers are used and care is taken when refuelling <i>Make sure equipment is stopped and allowed to cool, spillages are wiped up after</i>	Yes

<i>filling and fuel caps are secured. Do not start petrol-fuelled concrete saws indoors or in an area where there has been a recent spill. Allow machine to cool before storing</i>	
RPE (Respiratory Protective Equipment i.e. FFP3 respirator mask / P3 Filter half mask) is provided and worn <i>RPE must fit properly (face fit) and be worn correctly every time. Refer to 'A Guide on Respiratory Protective Equipment' in Learn More</i>	Yes
PPE (Personal Protective Equipment e.g. eye/face protection, suitable dust mask, safety boots, flame retardant clothing, hearing protection. Refer to the manufacturer's instructions) is provided and worn	Yes
Additional Controls or Information	

Hazard: Construction Dust

Breathing in some construction dusts over a long period of time may result in lung diseases such as asthma, silicosis or lung cancer

Current Controls	Actioned
Exposure to hazardous construction dusts is avoided by using safer alternatives (Avoid stone with a high silica content, hardwood dusts, MDF etc.)	Yes
Building materials are ordered in the correct size to reduce on-site cutting	Yes
Dust levels are kept as low as possible <i>Tools and equipment which generate dust e.g. concrete / road saws / chasing equipment, are fitted with water suppression or dust extraction systems with HEPA filter. Wet down dusty work areas e.g. avoid dry sweeping, damping down during demolition work</i>	Yes
Adequate ventilation is provided and maintained <i>Local extraction, doors / windows, ventilation fans, the use of temporary screens or sheeting to minimise exposure to other persons e.g. during roadworks</i>	Yes
Vehicles working in dusty environments (e.g. handling construction debris, demolition etc.) are fitted with enclosed ventilated cabs and filtered air intakes where possible <i>Doors and windows of vehicles should remain closed at all times</i>	Yes
Employees are informed of the health risks (e.g. silicosis, asthma) associated with hazardous construction dust(s) <i>Inform employees to report symptoms if they develop. Health surveillance to detect early symptoms should be provided where needed</i>	Yes
RPE (Respiratory Protective Equipment i.e. FFP3 Respirator Mask / P3 Filter Half Mask) is provided and worn when dust levels cannot be lowered and employees are trained in its fitting and use <i>RPE must be suitable for the dust and must fit properly (face fit) and worn correctly every time. Refer to 'A Guide on Respiratory Protective Equipment' in Learn More</i>	Yes
Hands are washed before eating, drinking and smoking	Yes
Additional Controls or Information	

Hazard: Construction Site Traffic

Poor management of traffic on construction sites can result in vehicles overturning, people being struck or collisions which may cause crush injuries and other serious injuries to you, your employees and/or visitors

Current Controls	Actioned
<p>Traffic management plan is in place and communicated to employees</p> <p><i>Plan should include vehicle and pedestrian routes, access points, loading and unloading areas, designated parking and vehicle maintenance areas</i></p>	Yes
<p>Entry to the construction site is directed and controlled</p> <p><i>Traffic can be directed using signs and ground markings, and can be controlled using barriers or gates</i></p>	Yes
<p>Pedestrians and vehicles are kept apart and only authorised vehicles are allowed on site</p>	Yes
<p>Site vehicles are fitted with suitable audible and visual devices (e.g. flashing beacon, reversing camera, mirrors, reversing/movement alarms)</p>	Yes
<p>Roads and routes are suitable (e.g. adequate width/gradient/surface) for plant and vehicles and are kept clear of hazards</p> <p><i>Keep routes clear of excavations, scaffolding, pedestrian routes, LPG/fuel stores, office areas</i></p>	Yes
<p>Reversing is avoided and speed limits are in place and enforced</p> <p><i>Use a one way system where possible and/or provide safe turning areas. Overtaking should not be permitted</i></p>	Yes
<p>Adequate signage and lighting is provided</p>	Yes
<p>Vehicles are not overloaded and all loads are secured for travel</p> <p><i>Construction site vehicles must be suitable for the work and the load</i></p>	Yes
<p>Construction site entrance is set back from the public road and footpaths, with adequate warning signs on approach</p> <p><i>Make sure emerging construction traffic can see and be seen and keep the surface of the public road clean</i></p>	Yes
<p>PPE (Personal Protective Equipment e.g. Safety helmet, high-visibility vest/jacket, safety boots) is provided and worn as required</p>	Yes
<p>Additional Controls or Information</p>	



Hazard: Demolition (Non-Explosive)

Carrying out demolition work may result in collapse of a structure, falling materials or exposure to hazardous substances which could cause serious injury or ill-health to you, your employees or others

Current Controls	Actioned
Demolition plan is prepared by a competent person (e.g. structural engineer) before starting work <i>The demolition plan should detail the demolition method to be used and the safe systems of work and should be specific for the site / structure and communicated to all relevant persons</i>	Yes
Hazardous substances (e.g. Asbestos, PCB's (Polychlorinated Biphenyls), biological and hazardous waste) have been removed and disposed of correctly, prior to demolition, by competent persons <i>Competent or licensed contractors will be required for the removal and disposal of hazardous substances</i>	Yes
All demolition work is supervised by a competent person	Yes
Utilities including underground and overhead services are identified, protected and/or made safe (e.g. isolation, diversion) <i>Make sure you contact the relevant service provider</i>	Yes
Restricted areas including exclusion zones are set up, maintained and enforced <i>Personnel must not work underneath or within a structure being demolished and members of the public must not be put at risk</i>	Yes
The site is secured (e.g. security fencing / hoarding) to prevent unauthorised access <i>Make sure you complete the 'Site Security' risk assessment</i>	Yes
Temporary works (e.g. shoring, bracing, propping) designed by a competent person are in place and are suitable for the planned work <i>The structure to be demolished and its components must remain in a stable and safe condition during demolition</i>	Yes
Demolition and temporary works are inspected by a competent person on a regular basis and records maintained <i>Appropriate prominent signage should be displayed as to the status of the work area</i>	Yes
Falls from height are prevented <i>Make sure all openings and edges are protected</i>	Yes
Floors are not overloaded (debris is cleared on a regular basis to prevent overloading)	Yes

Dust control measures (e.g. by dampening down with water) are in place <i>Water used for dust suppression should be mains fed as legionella may form in water stored for long periods in tanks / hoses during hot weather</i>	Yes
Plant and equipment is suitable (i.e. fitted with Falling Object Protection System (FOPS)) for demolition work	Yes
PPE (Personal Protective Equipment e.g. safety helmet, high-visibility vest/jacket, safety boots) is provided and worn	Yes
Additional Controls or Information	

Hazard: Excavations	
Excavation work could result in the sudden collapse of the excavation, persons or materials/equipment falling or exposure to hazardous substances which may cause crush/head injuries, suffocation or other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
Excavation work is designed and planned by a competent person (e.g. civil engineer) <i>Design should take into account run, depths, gradients, services etc.</i>	Yes
Underground services have been located (Operatives must be trained and in possession of a CSCS Locating Under-Ground Services card. Contact the service/utility supplier for drawings and local knowledge), marked and brought to the attention of employees before work starts <i>Make sure you complete the 'Underground Services' risk assessment. Refer to the Code of Practice for Avoiding Danger from Underground Services in Learn More</i>	Yes
Overhead services have been identified and protected (e.g. goalposts, fixed barriers at crossing points, signs) before work starts <i>Refer to the 'ESB Code of Practice for Avoiding Danger from Overhead Electricity Lines' in Learn More</i>	Yes
A safe system of work (e.g. permit-to-work/method statement/SSWP) is used and monitored by a competent person <i>A safe system of work should be used to ensure that works do not begin until all the safety controls are in place, and signed off</i>	Yes
Excavations carried out on roads comply with signing, lighting and guarding requirements <i>Make sure you complete the 'Working on Roads' risk assessment</i>	Yes
Barriers or stop blocks are in place to prevent plant or machinery from getting too close to the excavation	Yes
Excavations are protected from collapse (e.g. battering, double side support (trench box), trench sheeting (sheet piles)) <i>Materials (including excavated material), machinery and vehicles are not stored close to an open excavation</i>	Yes
Exposure to toxic or explosives gases or biological agents is prevented <i>Make sure hazards e.g. methane, sulphur dioxide, sewage, carbon monoxide, petrol etc. are not present. Make sure you complete the 'Confined Spaces' risk assessment</i>	Yes
Excavation is protected (e.g. fixed barriers, securely covered, backfilled) to prevent persons or vehicles falling	Yes

Excavations do not undermine nearby temporary/permanent structures (e.g. walls, scaffolding, buildings, roads)	Yes
Employees are kept clear of machinery and vehicle and pedestrian routes are kept away from excavations <i>Employees should not work close to machinery during excavation work or lifting. Zero tail swing excavators could be used in restricted areas</i>	Yes
Safe access (e.g. secured ladders, ramps) is provided into and out of excavations	Yes
Excess water is removed from excavations as required	Yes
Excavations are inspected daily and thoroughly examined (Thorough examination is carried out at least every 7 days or after an event that may have affected the stability) by a competent person and records kept <i>Approved Form (AF3) is available in Learn More and can be used to record the thorough examination of excavations</i>	Yes
PPE (Personal protective equipment e.g. safety helmet, eye/ear protection, gloves, waterproof footwear and clothing) is provided and worn <i>Eye and ear protection must be used during rock-breaking operations</i>	Yes
Additional Controls or Information	

Hazard: Excavator 360 (Tracked & Wheeled)	
Use of a 360 excavator may result in equipment overturning, people falling or collisions which can cause damage, crush injuries, electrocution and other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
360 excavator is used and maintained in accordance with the manufacturer's instructions <i>Check that the excavator is CE marked (has an EC Declaration of Conformity). Safety placards, labels and instructions should be in place and be readable</i>	Yes
Only trained and authorised employees operate the excavator, the operator's manual is available and employees have a valid CSCS (Construction Skill Certification Scheme 360 Excavator) card when carrying out construction work	Yes
The 360 excavator is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Perform checks in accordance with the manufacturer's manual e.g. mirrors, lights, beacon, tracks, movement alarms, reversing camera, seat belt, steps, cab/roll bar etc. See 360 Excavator Prestart Checks sheet in 'Learn More' for more detailed inform</i>	Yes
360 excavator is suitable (Nearby hazards have been identified and removed or protected e.g. ground conditions, pedestrians, vehicles, deep water, roadways) for the tasks to be undertaken	Yes
Overhead and underground services have been identified and suitable safety arrangements (e.g. isolation, protection of services, no tip zones etc.) have been put in place before work starts <i>Refer to the Codes of Practice for Avoiding Danger from Overhead Electricity Lines and Underground Services. Make sure you complete the 'Overhead Electrical Services' and 'Underground Services' risk assessments</i>	Yes
360 excavator is not operated (e.g. during travel, lifting, digging) on gradients steeper than those specified as safe in the manufacturer's instructions	Yes
360 excavator used for lifting and accessories have had a thorough examination by a competent person within the last 12/6 months and are inspected weekly and records kept <i>Make sure you carry out 'Lifting Operations' risk assessment. Form GA1 - Report of Thorough Examination and Form GA2 - Report of Weekly Examination are available in Learn More and in the Safety Statement</i>	Yes
360 excavator used as a crane is fitted with check valves and an automatic	Yes

<p>safe load indicator or rated capacity indicator and the SWL (Safe Working Load) is clearly marked</p> <p><i>Check valves are needed if the machine is designed to lift >1000kg. Indicators and check valves must be installed and tested by a competent person. Make sure you carry out the 'Lifting Operations' risk assessment</i></p>	
<p>Suitable visual and/or warning (e.g. beacon, reversing camera, movement alarm, convex mirrors, lights) devices are in place and maintained in good working order</p> <p><i>Suitable devices should be installed to improve visibility where the driver's direct field of vision is inadequate</i></p>	Yes
<p>The quick hitch mechanism is maintained and used in accordance with the manufacturer's instructions</p> <p><i>Semi-automatic quick hitch devices should not be used. Keep the quick hitch mechanism free from obstruction and loose materials; make sure the quick hitch springs of a manual system are in place and not damaged</i></p>	Yes
<p>Attachments (e.g. bucket, rock breaker, forks) are locked in place and the correct pins and clips are used</p> <p><i>Forks/attachments should be secured for travel. Refer to the manufacturer's instructions on locking/securing arrangements</i></p>	Yes
<p>Passengers are not carried at any time</p> <p><i>Excavator must not be used to lift persons and persons must not ride on the buffer, step, running board or any other insecure position while the machine is in operation or moving</i></p>	Yes
<p>The use of hand held phones or electronic devices is not allowed and seat belts are worn while operating plant and machinery</p> <p><i>Two-way radio systems may be required to communicate with the operator. These systems should only be used when communication is critical to safe operations</i></p>	Yes
<p>Pedestrians and vehicles are kept clear (e.g. the use of exclusion zone, fencing, pedestrian routes, signs, high visibility clothing) of the 360 excavator when it is in use</p>	Yes
<p>The ignition key is removed and the machine is secured if left unattended</p>	Yes
<p>Fire extinguisher is in place in the cab</p>	Yes
<p>PPE (Personal Protective Equipment e.g. High visibility clothing, safety footwear, helmet, gloves, eye/ear protection) is provided and worn</p>	Yes

Additional Controls or Information	

Hazard: Falling from a Vehicle	
Falling from a vehicle may cause fractures, head injuries or other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
<p>Work at height is avoided where possible</p> <p><i>Use systems of work and equipment that allow people to work at ground level e.g. vehicles with gauges and controls at ground level; automatic sheeting systems. Plan loading and unloading to avoid the need to work at height e.g. use pallets and forklift</i></p>	Yes
<p>On-vehicle systems are provided to prevent falls</p> <p><i>e.g. collapsible guardrails, handholds and non-slip steps</i></p>	Yes
<p>Suitable equipment (e.g. platforms, gantry's, hoists) is used to access work areas at height</p> <p><i>Equipment used to access work areas or for lifting people must be designed for the task and must prevent falls</i></p>	Yes
<p>A soft landing system or personal protective equipment (e.g. fall arrest equipment, restraint system, airbags) is provided where on-vehicle systems are not available</p> <p><i>Employees must be trained in the correct use of equipment and systems. PPE should be inspected daily by the user and at least every 6 months by a competent person. Equipment must be stored correctly to avoid contamination and unnecessary wear and tear</i></p>	Yes
<p>Only trained and authorised employees are permitted to work at height</p> <p><i>Ensure that the work is carried out in a designated place, away from passing vehicles and pedestrians and sheltered from strong winds and bad weather</i></p>	Yes
<p>Equipment is kept in good order, reported defects are dealt with promptly and unsafe equipment is taken out of use</p>	Yes
<p>Safe access is provided and maintained to all parts (e.g.cab, load area, fifth wheel) of the vehicle</p> <p><i>Ensure that vehicle steps are anti-slip and large enough for the foot. Provide drivers with safety footwear which has compatible slip resistance with the surfaces they will be walking on</i></p>	Yes
Additional Controls or Information	

Hazard: Flat / Sloped Roofs	
Working on flat or sloped roofs may result in persons or materials falling which may cause fractures, head injuries and other serious injuries to you, your employees and /or visitors	
Current Controls	Actioned
The roof type and condition (e.g. the structure and strength) is known before work starts <i>If the roof has asbestos containing materials, refer to Practical Guidelines on ACM Management and Abatement in 'Learn More'</i>	Yes
Suitable measures (e.g. scaffolding, edge protection, MEWP, crawling boards, staging, safety netting, fall arrest or restraint etc.) and a safe system of work are put in place to prevent falls before work starts <i>A method statement should be in place to identify safe systems of work and dealing with emergencies / rescue. Refer to the 'Code of Practice for Safety in Roofwork' in Learn More for more detailed information</i>	Yes
Edge / fall protection / scaffolding is inspected (Form GA3 must be completed and signage should be displayed as to the status of the work area) by a competent person before first use, at least once a week and after any alteration or bad weather <i>Form GA3 - Report of Results of Inspections of: Work Equipment for Work at Height is available in Learn More</i>	Yes
Safe means of access (e.g. scaffold access tower, MEWP, Mobile Tower Scaffold, properly secured ladder) is provided <i>Access routes and work areas should be marked out</i>	Yes
Only trained and authorised employees work on roofs and employees have a valid CSCS (Construction Skill Certification Scheme) card when carrying out Built-Up Roof Felting	Yes
Roof openings (e.g. roof lights, service shafts) are securely covered or suitably guarded	Yes
Roof is not overloaded and materials / equipment are secured (to prevent them from moving or being blown around)	Yes
Properly designed roof ladders and crawling boards are used for working on sloped roofs <i>Make sure you complete the 'Roof Ladder and Crawling Boards' risk assessment</i>	Yes
Materials or equipment are not thrown or dropped from the work area <i>Waste material should be disposed through debris chutes or use of suitable skips, bins and loading bays</i>	Yes

Unauthorised access to the roof area is prevented (e.g. removing means of access at the end of the day, warning signs displayed)	Yes
Work at height is only carried out when weather conditions do not pose a risk (e.g. high winds, slippery surfaces due to ice etc.)	Yes
Emergency and rescue plan from work at height are in place <i>The method of rescue should be proportionate to the risk and you should not rely on the emergency services to perform a rescue</i>	Yes
Personal fall-protection (e.g. safety harness, fall restraint, fall arrest) equipment is worn where needed and employees are trained in its use <i>Make sure you carry out the 'Personal Fall-Protection Equipment' risk assessment</i>	Yes
Suitable PPE (Personal Protective Equipment e.g. safety footwear, hi-visibility clothing, hard hat, gloves, eye protection) is provided and worn	Yes
Additional Controls or Information	

Hazard: Formwork / Falsework

Erection, maintenance and dismantling of formwork/falsework can result in collapse, falls from height and falling materials which may cause head, crush or other serious injuries to you, your employees and/or visitors

Current Controls	Actioned
Formwork/falsework systems are erected, used, dismantled and maintained in accordance with the manufacturer's instructions	Yes
Formwork/falsework design and plan (Written procedures, precautions and methods of work is prepared by a competent person e.g. structural engineer) is prepared <i>Designed formwork/falsework must be capable of supporting the expected loadings (live and dead). Striking and back propping arrangements must be included in the plan</i>	Yes
Only trained and authorised employees erect, modify or dismantle formwork/falsework	Yes
Formwork/falsework components are checked (e.g. lifting points/clamps in good condition with no visible damage/faults etc.) before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Safe access and fall protection (e.g. fixed handrails, platform stop-ends, netting, secured ladders)is provided to working decks and platforms	Yes
Exclusion zones are set up and enforced <i>Work area should be segregated with fixed barriers to prevent unauthorised access during erection, pouring and dismantling/striking</i>	Yes
Formwork/falsework is properly secured by a CSCS Slinger/Signaller before lifting <i>Make sure you complete the 'Lifting Operations' risk assessment</i>	Yes
Formwork/falsework platforms/decks are not overloaded	Yes
Materials and equipment are secured to prevent movement in high winds	Yes
Formwork/falsework is supported (e.g. wall and column formwork) during construction and dismantling/striking	Yes
Emergency plan and rescue procedures are in place	Yes

<i>You should not rely on the emergency services for rescue. Plan your rescue procedures including the equipment required and employee training</i>	
<p>Employees are made aware of the risks (e.g. burns, dermatitis) of working with wet concrete</p> <p><i>Skin should not be exposed to wet concrete and washing facilities must be provided</i></p>	Yes
PPE (Personal Protective Equipment e.g. eye and ear protection, fall arrest/restraint, gloves, overalls, safety helmet, safety boots etc.) is provided and worn	Yes
Additional Controls or Information	

Hazard: Fragile Roofs	
Working on fragile roofs may result in persons or materials falling or exposure to hazardous substances, which may cause fractures, head injuries, ill-health and other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
The roof type and condition (e.g. the structure and strength) is known before work starts <i>If the roof has asbestos containing materials, refer to Practical Guidelines on ACM Management and Abatement in 'Learn More'</i>	Yes
Work to a fragile roof is carried out from underneath where practicable	Yes
Suitable measures (e.g. use of edge protection, MEWP, crawling boards, staging, safety netting, fall arrest or restraint etc.) are put in place to prevent falls before work starts <i>A method should be in place to identify safe systems of work. Refer to the 'Code of Practice for Safety in Roofwork' in Learn More for more detailed information.</i>	Yes
Edge/fall protection is inspected (Form GA3 must be completed and signage should be displayed as to the status of the work area) by a competent person before first use, at least once a week and after any alteration or bad weather <i>Form GA3 - Report of Results of Inspections of: Work Equipment for Work at Height is available in Learn More and the Safety Statement</i>	Yes
Safe means of access (e.g. scaffold access tower, MEWP, Mobile Tower Scaffold, properly secured ladder) is provided <i>Access routes and work areas should be marked out</i>	Yes
Only trained and authorised employees carry out work and employees have a valid CSCS (Construction Skill Certification Scheme Roof and Wall Cladding/Sheeting card or Built-Up Roof Felting card) card when carrying out construction work	Yes
A safe system of work (e.g. permit-to-work / method statement etc.) is used and monitored by a competent person <i>A safe system of work should be used to ensure that works do not begin until all the safety controls are in place and signed off e.g. exclusion zones, access and egress, authorised personnel etc</i>	Yes
Unauthorised access to the fragile roof and areas below is prevented (e.g. removing means of access, exclusion zones, warning signs are displayed) <i>Covered walkways, debris netting and fans can help prevent injuries</i>	Yes
Suitable equipment (e.g. roof ladders, crawling boards, staging platforms etc.) is available for moving across the roof	Yes

<i>Staging and work platforms must be long enough to span across roof members / rafters and must not be overloaded</i>	
Materials or equipment are not thrown or dropped from the work area	Yes
PPE (Personal protective equipment e.g. safety harness, fall restraint, fall arrest) is provided and employees are trained in its use <i>Make sure you complete the Personal Fall Protection risk assessment</i>	Yes
Additional Controls or Information	

Hazard: Hand-Held Circular Saw

Contact with a hand-held circular saw, or ejected materials can cause cuts, lacerations, amputation and other serious injuries to you, your employees and/or visitors

Current Controls	Actioned
Circular saw is used and maintained in accordance with the manufacturer's instructions <i>Consider all the tasks for which the circular saw will be used and make sure the manufacturer's instructions are followed accordingly</i>	Yes
Safety guards (e.g. fixed top guard, spring loaded lower guard, rip fence) are in place and working	Yes
Saw is only used by trained and authorised employees and the operator's manual is available <i>When undergoing training an employee must be instructed and supervised by a competent person</i>	Yes
Electrical powered equipment is 110v and a RCD (Residual Current Device) is fitted	Yes
Saw is checked (e.g. all guards and covers are fitted and work correctly, correct blade type, blade is sharp and in good condition, correct rotation, no visible faults, lead and casing in good condition) before use, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Make sure the lower blade guard returns to its position when you finish the cut</i>	Yes
Saw is disconnected from its power source before changing the blade or before any other maintenance / repair work	Yes
Sufficient clear work space is provided	Yes
Material being cut is adequately supported (e.g. using a saw bench or other suitable means) and care is taken so that hands / body parts and electrical cords are kept clear of the moving blade at all times	Yes
Loose clothing and jewellery are not worn and long hair is tied back when using the saw	Yes
PPE (Personal Protective Equipment e.g. eye and ear protection, suitable dust mask) is provided and worn	Yes

Additional Controls or Information	

Hazard: Handling Window Glazing / Door Units	
Handling of window glazing and door units involves the lifting, lowering, carrying, pushing or pulling of a load likely to cause injury, which may result in damage to the joints or upper / lower limbs, back injuries or other serious injuries to you, your employees and / or visitors	
Current Controls	Actioned
<p>Delivery of window glazing and door units is made as close to the work area as possible and the load is inspected (to make sure nothing will move unexpectedly) before any straps are released</p> <p><i>Contact is made with the client, homeowner or PSCS to decide the equipment / people that may be needed e.g. scaffolding, telehandler. Make sure you carry out the 'Loading / Unloading' risk assessment</i></p>	Yes
<p>Work is planned (use of mechanical lifting aids e.g. telehandler, crane, hoist) to prevent or reduce the need for manual handling of units</p>	Yes
<p>Weights of window glazing and door units are known</p> <p><i>Where lifting of units is unavoidable, weights are known to assess the number of people required to carry out the lift</i></p>	Yes
<p>Large units are broken down (e.g. removal of the door leaf from the frame) where possible to reduce the weight of the load to be lifted</p>	Yes
<p>Procedures are in place for manual offloading from the delivery vehicle</p> <p><i>Where mechanical lifting aids are not being used then manual handling of units must be minimised e.g. by guiding units off the vehicle with the vehicle taking most of the weight and then manoeuvring onto the storage base</i></p>	Yes
<p>Suitable equipment (e.g. glass suckers, lifting bars, trolley, pallets) is used to help with the manual handling of units</p> <p><i>Refer to the workplace health section of www.hsa.ie for more information on team lift requirements for different weights etc</i></p>	Yes
<p>Clear access routes and adequate space and lighting are provided</p>	Yes
<p>Suitable scaffolding / loading bays are used with safe access to working lifts</p> <p><i>Use scaffolding, loading bays and storage areas close to the work area. Do not overload scaffolding or loading bays and make sure loads are secure before and after lifting. Make sure you carry out the 'Use of Scaffolding' risk assessment</i></p>	Yes
<p>Window glazing and door units are secured (to prevent from falling over) until fastened to the structure</p> <p><i>Make sure you carry out the 'Chemicals' and 'Power Hand Tools' risk assessments where relevant</i></p>	Yes

<p>Employees receive relevant manual handling training</p> <p><i>Even with the control measures in place employees may still need to carry out some manual handling and therefore need to be trained by a manual handling instructor. Training should cover a safe system of work and how to assess and lift loads</i></p>	<p>Yes</p>
<p>PPE (Personal protective equipment e.g. helmet, gloves, safety footwear, high visibility clothing, eye protection) is provided and worn</p>	<p>Yes</p>
<p>Additional Controls or Information</p>	

Hazard: Knives and Sharp Objects

Contact with knives and sharp objects can cause cuts, lacerations and amputations to you, your employees and / or visitors

Current Controls	Actioned
Use of knives and sharp objects is minimised and they are stored safely (e.g. safe location, knife block, blade retracted or housed in a holster or sheath)	Yes
Safe work practices are in place for the use, cleaning and sharpening of knives and sharp objects and employees are trained <i>Training in safe cutting and use e.g. cutting away from the body, not leaving knives / blades in areas where others may not be aware of them e.g. in a sink or other areas</i>	Yes
Knives and sharp objects are checked (e.g. blade seating, blade and overall condition of knife) before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Knives or sharp object used are suitable (e.g. blade size, type of blade, holder / sheath, rounded edges, functionality and ergonomic use) for the job <i>Typical categories of utility knives include bladeless cutters, concealed blades, spring loaded blade retraction, manual blade retraction, automatic blade retraction</i>	Yes
Blades are kept sharp and replaced as needed	Yes
PPE (Personal Protective Equipment e.g. cut resistant gloves, aprons) is provided and worn as required	Yes
Additional Controls or Information	

Hazard: Ladder (Straight /Extension)

Use of a ladder could result in falls from height which may cause fractures, head injuries and other serious injuries to you, your employees and / or visitors

Current Controls	Actioned
<p>Work is only carried out from a ladder when the job is of short duration and low risk</p> <p><i>The work must be light, non-repetitive and should not take longer than about 30 minutes. Consider the use of other safer equipment e.g. podium steps, mobile scaffold tower, MEWP</i></p>	Yes
<p>Ladder is suitable (Standard EN131; Class 1 Heavy Duty & Industrial Use, Class 2 Light Trade Use. Class 3 Domestic Use ladder must not be used for construction work) for the work to be carried out</p> <p><i>Ladders must be marked by the manufacturer with the relevant standard and the maximum working load</i></p>	Yes
<p>Ladder is checked (e.g. check for splits, cracks, damaged rungs, stiles, feet, platform, steps, and locking devices) before use, and unsafe ladders are taken out of use</p> <p><i>Ladders should never be painted</i></p>	Yes
<p>Ladder is regularly inspected by a competent person and records are kept</p> <p><i>Equipment should be inspected at suitable intervals when it is exposed to conditions likely to cause damage and deterioration. Form GA3 available in Learn More can be used to record inspections of work at height equipment</i></p>	Yes
<p>Extension ladders overlap as per the manufacturer's instructions and locking devices are used</p>	Yes
<p>Employees are trained in the safe use (e.g. inspection, securing etc.) of ladders</p>	Yes
<p>Work is not carried out near overhead electricity lines</p> <p><i>Ladders must not be used close to overhead lines / there must be a safe clearance distance. Refer to the 'Code of Practice for Avoiding Danger from Overhead Lines' in Learn More</i></p>	Yes
<p>Ladder is set up on a firm level base, leaning at a suitable angle and secured (e.g. tied at the top or bottom; footed; use of anti-slip or other stability devices) against slipping or moving</p> <p><i>It is recommended that the ladder is angled at 75degrees (1 in 4). Avoid side on work and over-reaching, move the ladder as necessary</i></p>	Yes
<p>Non-conductive (e.g. timber or fibre-glass (GRP)) ladders are used for electrical work</p>	Yes

Ladders used for access are tied at the top and extend 3 rungs above the landing point unless a suitable handhold is provided	Yes
Moving vehicles and pedestrians are kept away from ladders when in use	Yes
3-points of contact (e.g. two hands and a foot, or two feet and a hand) are maintained at all times when using a ladder <i>Tools or equipment should not be carried when going up or down a ladder. Use a tool belt or raise tools up using a hand line</i>	Yes
Additional Controls or Information	

Hazard: Manually Operated Hand Tools

Contact with manually operated hand tools can cause cuts, lacerations and other serious injuries to you, your employees and/or visitors

Current Controls	Actioned
Hand tools are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Employees are informed of the possible risks when using the hand tools	Yes
Adequate lighting is available	Yes
Bench vice is provided and used in workshops as required (e.g. when using hacksaws, handfiles)	Yes
PPE (Personal protective equipment e.g. gloves, eye protection) is provided and worn as required	Yes
Additional Controls or Information	

Hazard: Mini-Digger

Use of a mini-digger may result in equipment overturning, people falling or collisions which can cause damage, crush injuries, electrocution and other serious injuries to you, your employees and/or visitors

Current Controls	Actioned
<p>Mini-digger is used and maintained in accordance with the manufacturer's instructions</p> <p><i>Check that the mini-digger is CE marked (has an EC Declaration of Conformity). Safety placards, labels and instructions should be in place and be readable</i></p>	Yes
<p>Only trained and authorised employees operate the mini-digger, the operators manual is available and employees have a valid CSCS (Construction Skill Certification Scheme 360 Excavator or Mini-Digger) card when carrying out construction work</p>	Yes
<p>The mini-digger is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</p> <p><i>Perform checks in accordance with the manufacturer's manual e.g. mirrors, lights, beacon, tracks, movement alarms, reversing camera, seat belt, steps, cab / roll bar, etc.</i></p>	Yes
<p>Seat belt is worn and adequate ROPS (Roll Over Protection System) is fitted where there is no cab fitted</p> <p><i>Ensure the ROPS is designed, manufactured and tested to recognised standards</i></p>	Yes
<p>Mini-digger is suitable (Nearby hazards have been identified and protected or removed e.g. ground conditions, pedestrians, vehicles, deep water, roadways) for the tasks to be undertaken</p>	Yes
<p>Overhead and underground services have been identified and suitable safety arrangements (e.g. isolation, protection of services, no tip zones etc.) have been put in place before work starts</p> <p><i>Refer to the Codes of Practice for Avoiding Danger from Overhead Electricity Lines and Underground Services. Make sure you complete the 'Overhead Electrical Services' and 'Underground Services' risk assessments</i></p>	Yes
<p>Mini-digger is not operated (e.g. travel, lifting, digging) on gradients steeper than those specified as safe in the manufacturer's instructions</p>	Yes
<p>Mini-digger used for lifting and accessories have had a thorough examination by a competent person within the last 12 / 6 months and are inspected weekly, records kept and SWL (Safe Working Load) is clearly marked</p> <p><i>Make sure you carry out 'Lifting Operations' risk assessment. Form GA1 - Report</i></p>	Yes

<i>of Thorough Examination and Form GA2 - Report of Weekly Examination are available in Learn More and in the Safety Statement</i>	
Suitable visual and/or warning devices (e.g. beacon, reversing camera, movement alarm, convex mirrors, lights) are in place and maintained in good working order <i>Suitable devices should be installed to improve visibility where the driver's direct field of vision is inadequate</i>	Yes
The quick hitch mechanism is maintained and used in accordance with the manufacturer's instructions <i>Semi-automatic quick hitch devices should not be used. Keep the quick hitch mechanism free from obstruction and loose materials; make sure the quick hitch springs of a manual system are in place and not damaged</i>	Yes
Attachments (e.g. bucket, rock breaker) are locked in place and the correct pins and clips are used <i>Attachments should be secured for travel. Refer to the manufacturer's instructions on locking / securing arrangements</i>	Yes
The use of hand held phones or electronic devices is not allowed when operating the mini-digger <i>Two-way radio systems may be required to communicate with the operator. These systems should only be used when communication is critical to safe operations</i>	Yes
Passengers are not carried at any time <i>Passengers must not ride on the buffer, step, running board or any other insecure position while the machine is in operation or moving</i>	Yes
Pedestrians and vehicles are kept clear (e.g. the use of exclusion zone, fencing, pedestrian routes, signage, high visibility clothing) of the mini-digger when it is in use	Yes
The ignition key is removed and the machine is secured if left unattended	Yes
Fire extinguisher is in place in the cab	Yes
PPE (Personal Protective Equipment e.g. high visibility clothing, safety footwear, helmet, gloves, eye protection, hearing protection) is provided and worn	Yes
Additional Controls or Information	



Hazard: Mitre / Chop Saw

Contact with a chop saw or with ejected materials, can cause cuts, lacerations, amputation and other serious injuries to you, your employees and / or visitors

Current Controls	Actioned
Mitre / chop saw is used and maintained in accordance with the manufacturer's instructions <i>The saw must only be used for tasks for which it is suited, as recommended by the manufacturer</i>	Yes
Safety guards and devices (e.g. fixed guard for non-cutting part of blade; progressively opening self-closing guard for cutting part of blade; adjustable fence; emergency stop) are in place and working <i>There should be no access to the saw blade when the machine is in the rest position</i>	Yes
Mitre / chop saw is only used by trained and authorised employees and the operator's manual is available <i>When undergoing training an employee must be instructed and supervised by a competent person. Employees should be monitored to make sure that they are using the machine guards and safety devices correctly</i>	Yes
Mitre / chop saw is turned off and disconnected from its electricity supply before changing the blade and any other maintenance / repair work <i>Maintenance must only be carried out by those who are competent. Wear suitable gloves and follow manufacturer's guidelines for cleaning / handling blades</i>	Yes
Machine adjustments or removal of waste are not done while machine parts are in motion	Yes
Mitre / chop saw is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>e.g. check that all guards are in place, the retractable guard is moving freely, adjustable fences are in correct position for the job; blade is suitable, sharp and in good condition; no visible faults</i>	Yes
Push stick is provided and used (e.g. to remove small components and / or off-cuts) where needed	Yes
Workpiece is adequately supported and care is taken so that hands and body parts are kept clear of the moving blade at all times <i>Use clamps, jigs, roller stand to secure workpieces as appropriate</i>	Yes
Mitre / chop saw is set up and secured (e.g. legstand, workstation or base station) in a suitable location and at an appropriate height for the work being carried out	Yes

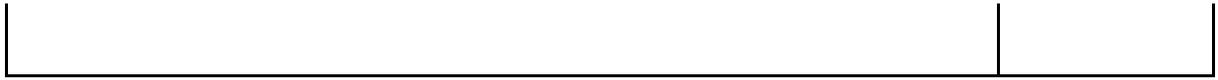
<i>There must be enough clear space around the saw to work safely and it must not be allowed to become slippery. Materials must be placed and stored safely</i>	
Dust extraction (e.g. dust collection bag, vacuum assisted, local exhaust ventilation) is correctly fitted, used during operation and kept in good working order <i>Make sure you carry out the 'Wood Dust' risk assessment</i>	Yes
Loose clothing and jewellery are not worn and long hair is tied back when using the mitre saw	Yes
PPE (Personal Protective Equipment e.g. eye / face protection, hearing protection, respiratory protection. Refer to the manufacturer's instructions) is provided and worn	Yes
Additional Controls or Information	

Hazard: Noise	
Exposure to noise can cause damage to you, your employees and/or visitors hearing resulting in temporary hearing loss, tinnitus or permanent hearing damage	
Current Controls	Actioned
Noisy areas/activities have been identified (A competent person should carry out measurements where necessary), and ways to reduce levels and exposure have been considered <i>Working in a noisy environment can lead to noise induced hearing loss. Generally, if you have to raise your voice to be heard by somebody 2 metres away then you should measure noise levels and take action to reduce exposure</i>	Yes
Warning signs () are displayed in the workplace <i>Warning signs should be clearly visible at entrances to noisy work areas and beside noisy equipment</i>	Yes
Employees are advised of the risks from exposure to noise <i>Where the daily noise exposure levels are high and cannot be reduced, health surveillance should be provided to employees</i>	Yes
Hearing protection is provided and worn where necessary, especially when working with or working close to noisy equipment <i>The hearing protection provided should protect against the type of noise in the workplace and employees must be trained how to use it correctly</i>	Yes
Additional Controls or Information	

Hazard: Outdoor Work

Outdoor factors such as the sun, soil, plants and insects can cause skin damage, infections, allergies, bites and other serious illness to you, your employees and/or visitors

Current Controls	Actioned
<p>Employees are informed of the importance of protection from the sun, sun cream is available and over-exposure to the sun is avoided (e.g. plan work to limit exposure to direct sunlight when the UV index is high and take breaks out of direct sunlight)</p> <p><i>Educate and encourage employees to self-check skin for signs of skin cancer. Inform them about the Sun Smart Code and to keep covered up e.g. clothing, hat, sunglasses, sun cream</i></p>	Yes
<p>Suitable measures are put in place when working in bad weather</p> <p><i>Consider how bad weather affects the work and if the work should stop temporarily. A place to shelter and to dry work clothes should be provided. Protection in cold weather includes layering of clothing and taking frequent, short breaks in warm areas</i></p>	Yes
<p>Suitable facilities are provided and maintained for cleansing of hands before eating, drinking or smoking</p> <p><i>Infectious diseases such as leptospirosis (weils disease), hepatitis and tetanus can be spread from hand to mouth or through cuts and scrapes</i></p>	Yes
<p>Suitable clothing and gloves are provided and worn as required (Appropriate to the weather conditions and the work being done e.g. wet weather gear)</p> <p><i>Long sleeve clothing should be worn where necessary e.g. when there is a risk of sunburn, scratches or insect bites</i></p>	Yes
<p>Cuts and abrasions are covered with waterproof dressings / plasters</p> <p><i>Infectious diseases such as leptospirosis (weils disease), hepatitis and tetanus can be spread from hand to mouth or through cuts and scrapes</i></p>	Yes
<p>Working in and generating dust is kept to a minimum and where this is not possible, suitable personal protective equipment (e.g. dust mask, eye protection) is provided and worn</p>	Yes
<p>A First Aid box is available</p>	Yes
<p>A relevant vaccination (e.g. tetanus, hepatitis) programme is in place and is offered to employees</p> <p><i>Diseases can develop from contact with body fluids, sewage, soil, stagnant water etc, so where there is a risk and a vaccine exists it should be offered</i></p>	Yes
<p>Additional Controls or Information</p>	



Hazard: Overhead Electricity Lines	
Contact with or working close to overhead electricity lines can cause burns, electrocution and other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
Overhead electricity lines have been identified (Contact the service provider to determine the voltage and minimum safe distances) and brought to the attention of employees before work starts	Yes
Overhead electricity lines are isolated or cables are diverted/protected before starting work <i>Refer to the 'Code of Practice for Avoiding Danger from Overhead Electricity Lines' in Learn More for further information</i>	Yes
Exclusion zones are set up (Using non conducting materials, with barriers, bunting and warning signs) and maintained along overhead electricity line routes <i>Do not store/stack plant, machinery or equipment underneath overhead electricity lines. Long objects are carried horizontally below shoulder level when near overhead services</i>	Yes
Crossing points (Using height restricting goal posts, made from rigid non-conducting high visibility materials) for plant and machinery are set up and maintained <i>Refer to the 'Code of Practice for Avoiding Danger from Overhead Electricity Lines' in Learn More for further information</i>	Yes
When doing roadworks (e.g. during road strengthening and resurfacing works) 'No-Tip Zones' are identified and warning signs are placed at entry and exit points <i>Refer to the resurfacing works section in the 'Code of Practice for Avoiding Danger from Overhead Electricity Lines' in Learn More</i>	Yes
Work underneath or close to overhead electricity lines is only carried out in limited circumstances and to a safe system of work (e.g. method statement, specified equipment, safety devices such as chain restrictors, limiting devices, proximity warning devices, insulating guards) agreed with the service provider <i>Safety devices fitted to machinery without other safety precautions are not adequate protection on their own. Always contact ESB Networks</i>	Yes
Additional Controls or Information	

Hazard: Planer	
Contact with a hand-fed planing / thicknessing machine or impact from ejected materials / workpiece can cause cuts, amputations, entanglement and other serious injury to you, your employees or visitors	
Current Controls	Actioned
Planer is used and maintained in accordance with the manufacturer's instructions and safety guards are in place (e.g. fixed guards, interlocked guards, fence, bridge guard, anti-kickback device etc) <i>It should not be possible on new machines to carry out rebating using the end of the cutter block and older machines (pre-1995) should not be used for rebating unless additional measures are put in place so that the cutter is effectively guarded</i>	Yes
Machine is fitted with an emergency stop within easy reach, and the machine does not automatically restart if the power supply is interrupted and restored	Yes
Planer is only used by those who are trained and competent, and the operator's manual is available <i>Employees undergoing training must be supervised until they are competent and records should be kept</i>	Yes
Adequate lighting and sufficient clear work space is provided and the machine is stable (e.g. fixed to the floor) <i>The floor area around the machine must be level, in good condition, and kept free of loose materials e.g. chips, cut offs</i>	Yes
Machine adjustments are not made while moving parts are in motion	Yes
Tables and cutter block are set up correctly as per the manufacturer's instructions and are checked before planing starts	Yes
A bridge guard is in place and adjusted for the work piece to give the best level of protection (to prevent contact of the operator with the cutter block) <i>The bridge guard must be strong and rigid, mounted centrally over the cutter block and appropriately sized in height and width to cover it, easily adjustable and lockable without the use of a tool. Keep it maintained so that it moves freely when adjusted</i>	Yes
Planer is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>e.g. all guards securely in place; adjustable guards in correct position for the job; blades sharp and in good condition; no visible faults</i>	Yes

<p>Planer is disconnected from its power sources and moving parts completely stopped before clearing a blockage or starting maintenance / repair work</p> <p><i>Follow the manufacturer's instructions for routine cleaning, removing chips / dust and maintenance work e.g. regular sharpening of the cutters, checking guards, brake, safety devices etc. and make sure you complete the 'Maintenance' risk assessment</i></p>	Yes
<p>Operator's hands are positioned correctly when planing, and a push block is provided at the machine and used when planing short pieces</p> <p><i>Push blocks must have suitable hand holds. Inspect them regularly to make sure they are secure. Consider using a power feed device instead. Avoid planing small workpieces where possible e.g. consider using a sander</i></p>	Yes
<p>Planer is not left running when unattended</p>	Yes
<p>Loose clothing and dangling jewellery are not worn and long hair is tied back when using the planer</p>	Yes
<p>Dust and chip extraction is correctly fitted, turned on when planing and kept in good working order</p>	Yes
<p>PPE (Personal Protective Equipment e.g. hearing protection, eye protection, suitable footwear) is provided and worn</p>	Yes
<p>Additional Controls or Information</p>	

Hazard: Power Hand Tools

Contact with a powered electrical / hydraulic / pneumatic hand tool, ejected materials or possible impact from machine or work piece movement, can cause burns, entanglement, fractures, lacerations, amputation and other serious injuries to you, your employees and / or visitors

Current Controls	Actioned
Power hand tools are used and maintained in accordance with the manufacturer's manual and safety devices are in good working order	Yes
Tool is disconnected from its power supply before cleaning, clearing blockages or other maintenance/repair work starts	Yes
Tool adjustments are not made while moving parts are in motion	Yes
Employees are trained in the correct use of the power hand tools and the operator's manuals are available	Yes
Sufficient clear work space is provided and work pieces are secured (e.g. using clamps, jigs) where necessary	Yes
Loose clothing, jewellery and unsecured long hair are avoided when using power hand tools	Yes
PPE (Personal Protective Equipment e.g. eye / face and hearing protection.) is provided and worn when required <i>Refer to the manufacturer's instructions. Respiratory Protection may be needed depending on the task. Make sure you complete the 'Wood Dust' or 'Construction Dust' risk assessments where relevant</i>	Yes
Electrical hand tools of greater than 110 volts are not used on construction sites or in damp locations	Yes
Tools are checked (e.g. guards and covers in place, tool and hoses/leads in good condition with no visible damage/faults etc) before use, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Tools should be checked, kept clean and serviced as per the specific manufacturer's instructions</i>	Yes
Portable electrical tools that could be subject to wear and tear are inspected and tested regularly by a competent person	Yes

<p>Vibration dampening (e.g. anti-vibration gloves, vibration dampening tape/material on handles) is provided on powered hand tools where appropriate</p> <p><i>Keep tools in good condition so that they operate more smoothly and with less vibration</i></p>	<p>Yes</p>
<p>Additional Controls or Information</p>	

Hazard: Roof Ladders / Crawling Boards	
Use of a roof ladder / crawling board could result in falls from height which may cause fractures, head injuries and other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
<p>Only roof ladders and crawling boards of the correct classification (Standards EN131; Class 1 Heavy Duty & Industrial Use, Class 2 Light Trade Use. Class 3 Domestic Use must not be used for construction work) are used for roof work</p> <p><i>Manufacturers / suppliers must always provide information about the specification and the safe working load of the equipment</i></p>	Yes
<p>Roof ladders and crawling boards are checked before use (e.g. check for splits, cracks, damaged rungs, stiles, feet, platform, steps, and locking devices), kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use</p> <p><i>Ladders should never be painted</i></p>	Yes
<p>Roof ladder / crawling boards are regularly inspected by a competent person and records are kept</p> <p><i>Equipment should be inspected at suitable intervals when it is exposed to conditions likely to cause damage and deterioration. Form GA3 available in Learn More can be used to record inspections of work at height equipment</i></p>	Yes
<p>Measures (e.g. edge protection, scaffolding, MEWP's) are in place to prevent falls from roofs</p> <p><i>Where work is of short duration the roof should be assessed as to the measures needed. Refer to the Code of Practice for Safety in Roofwork in 'Learn More'</i></p>	Yes
<p>Crawling boards are long enough to span across roof supports and are secured or placed to prevent movement</p>	Yes
<p>Eaves / gutters are not used for footing or to support a roof ladder</p>	Yes
<p>Work at height is only carried out when weather conditions (e.g. high winds, slippery surfaces due to ice) do not pose a risk</p>	Yes
<p>Suitable PPE (Personal Protective Equipment e.g. safety footwear, hi-visibility clothing, hard hat, gloves, eye protection) is provided and worn</p>	Yes
Additional Controls or Information	

Hazard: Site Dumper

Use of a site dumper may result in equipment overturning, people falling or collisions which can cause damage, crush injuries, amputation and other serious injuries to you, your employees and / or visitors

Current Controls	Actioned
<p>Site dumper is used and maintained in accordance with the manufacturer's instructions</p> <p><i>Check that the site dumper is CE marked (has an EC Declaration of Conformity). Safety placards, labels and instructions should be in place and be readable</i></p>	Yes
<p>Only trained and authorised employees operate the site dumper, the operators manual is available and employees have a valid CSCS (Construction Skill Certification Scheme Site Dumper) card when carrying out construction work</p>	Yes
<p>Site dumper is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</p> <p><i>Refer to the 'Site Dumper Prestart Checks' in Learn More and the manufacturer's manual e.g. mirrors, lights, tyres, beacon, tow hitch, seat belt, steps, cab / roll bar, handles, tipping linkage, handbrake, mechanical body prop, etc.</i></p>	Yes
<p>Site dumper is suitable for the tasks to be undertaken</p> <p><i>Nearby hazards should be identified and protected or removed e.g. ground conditions, pedestrians, vehicles, deep water, roadways, falling materials</i></p>	Yes
<p>Seat belt is worn and adequate ROPS (Roll Over Protection System) is fitted where there is no cab</p> <p><i>Retrofitted ROPs must be CE marked</i></p>	Yes
<p>Handbrake is engaged and operator stands clear of the dumper while it is being loaded within its load limit (i.e. not overfilled, load evenly distributed, not protruding and not blocking forward vision)</p>	Yes
<p>Dumper is operated at an appropriate speed with skip fully lowered and not obstructing the driver's view</p>	Yes
<p>Dumper is not operated (e.g. travel, tipping, loading) on gradients steeper than those specified as safe in the manufacturer's instructions</p>	Yes
<p>Barriers / stop blocks / banksmen are in place to prevent site dumper from driving into any excavation</p>	Yes
<p>Site and road speeds are obeyed</p>	Yes

<p>Suitable visual and / or warning devices (e.g. beacon, reversing alarm, convex mirrors, lights) are in place and maintained in good working order</p> <p><i>Suitable devices should be installed to improve visibility where the driver's direct field of vision is inadequate</i></p>	Yes
<p>The use of hand held phones or electronic devices is not allowed when operating the site dumper</p> <p><i>Two-way radio systems may be required to communicate with the operator. These systems should only be used when communication is critical to safe operations</i></p>	Yes
<p>Passengers are not carried at any time</p> <p><i>Passengers must not ride on the buffer, step, running board or any other insecure position while the machine is in operation or moving</i></p>	Yes
<p>Pedestrians and vehicles are kept clear of the site dumper when it is in use (e.g. the use of exclusion zone, fencing, pedestrian routes, signage, high visibility clothing)</p>	Yes
<p>The ignition key is removed and the machine is secured if left unattended</p>	Yes
<p>PPE (Personal Protective Equipment e.g. high visibility clothing, safety footwear, helmet, gloves, eye/ear protection) is provided and worn</p>	Yes
Additional Controls or Information	

Hazard: Stepladders (A-Frame)

Use of a stepladder may result in falls from height which may cause fractures, head injuries and other serious injuries to you, your employees and/or visitors

Current Controls	Actioned
Work is only carried out from a stepladder when the job is of short duration and low risk <i>The work must be light and should not take longer than 30 minutes. Consider the use of other safer equipment e.g. podium steps, mobile scaffold towers, MEWPs</i>	Yes
Ladder is suitable (Standards EN131; Class 1 Heavy Duty & Industrial Use, Class 2 Light Trade Use. Class 3 Domestic Use must not be used for construction work) for the work to be carried out <i>Ladders must be marked by the manufacturer with the relevant standard and the maximum working load</i>	Yes
Stepladders are used as per the manufacturer's instructions <i>Stepladders should not be used to support planks as part of a work platform</i>	Yes
Employees are trained in the correct and safe use of stepladders	Yes
Stepladders are checked (e.g. check for splits, cracks, damaged rungs, stiles, feet, platform, steps, restraint cords / threads and locking mechanisms) before use, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Ladders / steps should never be painted</i>	Yes
Stepladder is regularly inspected by a competent person and records are kept <i>Equipment should be inspected at suitable intervals when it is exposed to conditions likely to cause damage and deterioration. Form GA3 available in Learn More can be used to record inspections of work at height equipment</i>	Yes
Non-conductive (e.g. timber or fibre-glass) stepladders are used for electrical work	Yes
Stepladders are set up (Avoid side on work and over-reaching. Reasses the location and move the stepladder as necessary) on a firm level base facing the work activity	Yes
Stepladders are never straddled and the top three steps are not used for standing	Yes
Moving vehicles and pedestrians are kept away from stepladders when in use	Yes

3-points of contact (e.g. two hands and a foot, or two feet and a hand) are maintained at all times when using a stepladder	Yes
<i>Tools or equipment should not be carried when going up or down a ladder. Use a tool belt or raise tools up using a hand line</i>	
Additional Controls or Information	

Hazard: Trailer

Unsafe coupling or uncoupling and loading or unloading of a trailer can lead to trailer rollaway and shifting and falling of loads, which may cause damage, crush injuries or other serious injuries to you, your employees or others

Current Controls	Actioned
<p>Trailer is kept in good working order and is checked (All connections are made and working correctly; no defects) before use</p> <p><i>Use and maintain the trailer according to the manufacturer's instructions. Check brakes, lights / reflectors, attachment / hitching points, tyre condition and pressures, safety chain, jockey wheel / stand, hydraulic attachments / hoses etc</i></p>	Yes
<p>Vehicle used is capable of towing the trailer and its load, and the correct (Strong enough for the weight and speed) braking system is fitted and working</p> <p><i>See www.RSA.ie for information on weight limits and braking requirements for towing trailers on public roads. Where fitted, make sure trailer brakes are working evenly and are synchronised with the vehicle brakes before moving off</i></p>	Yes
<p>Trailer is only used by those who are trained (e.g. in hitching, connections, maximum travel speeds, towing on slopes, tipping where relevant, driving licence for the vehicle-trailer combination)</p> <p><i>See www.RSA.ie for information on driving licence requirements for towed equipment on public roads. Have the operator's handbook available</i></p>	Yes
<p>The vehicle is safely stopped on level ground during hitching and unhitching, the correct hitch system is used and the controls are only operated from the correct position</p> <p><i>Do not stand between the vehicle and trailer unless the engine is off and brake is on. When using an automatic hitch, check that the coupling has been properly made before moving off</i></p>	Yes
<p>Trailer is loaded safely and is not overloaded</p> <p><i>Do not exceed the trailer maximum safe working load. Distribute the load evenly across axles. Trailers should not be loaded above their headboard</i></p>	Yes
<p>Loads are adequately secured (Prevent from moving e.g. restrain using straps) for transport and are checked regularly</p> <p><i>Inspect restraint equipment for wear and damage before use. Prevent loads shifting, falling, being dislodged or blown off during the journey or when being unloaded. Check load and restraints, especially after heavy braking or sudden changes of direction</i></p>	Yes
<p>Working at a height is avoided where possible or measures are taken to protect against the risk of falling</p> <p><i>Avoid climbing on to a trailer by working at ground level where possible e.g. use of mechanical loading equipment, vehicles with gauges and controls at ground level; automatic sheeting systems</i></p>	Yes
<p>A raised trailer or trailer part is always supported with a suitable prop (e.g.</p>	Yes

<p>hinged support bar provided on the trailer, rated axel stand) when reaching in or working underneath it</p> <p><i>The prop must be suitable to support the weight and prevent the raised part from falling. Make sure you complete the 'Vehicle / Plant Maintenance & Repairs' risk assessment</i></p>	
<p>People stand clear when opening tail gates / boards and trailer is only unloaded or tipped when on stable, level ground with nobody in the tipping zone</p> <p><i>Unfasten the locking bar before tipping. Follow the manufacturer's instructions</i></p>	Yes
<p>Trailer is not tipped or high loads moved under or close to overhead electricity lines unless there is adequate clearance distance</p> <p><i>Avoid moving the trailer when in the raised position</i></p>	Yes
<p>Reversing is avoided or minimised</p> <p><i>Driver must be able to see behind the trailer or be safely guided. Reverse only in a safe place, using safe practices and suitable aids e.g. well positioned mirrors. Keep aids in good working order. Consider fitting a reversing camera on long trailers</i></p>	Yes
<p>Passengers are never carried on the drawbar or trailer</p>	Yes
<p>Trailer is not parked on severe gradients and is chocked when needed (e.g. on slopes, when parked if no handbrake fitted, during maintenance, when tipping)</p> <p><i>Refer to the manufacturer's instructions. Take care when fitting and removing chocks and stand to the side of the wheels</i></p>	Yes
Additional Controls or Information	

Hazard: Use of Scaffolding	
Using scaffolding may result in scaffold collapse, persons or materials falling which could cause fractures, head injuries, death or other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
Scaffolding is safe to use and has been erected by a competent CSCS Scaffolder ('Basic' or 'Advanced' CSCS ticketed scaffolders are used depending on scaffold complexity)	Yes
Any required alterations to the scaffolding is only carried out by a competent CSCS Scaffolder	Yes
Scaffolding is adequately tied, braced and not overloaded (Do not overload scaffold, use loading bays and ensure signage displaying SWL is in place)	Yes
All working platforms have guardrails and toe boards <i>Do not take up boards, move guardrails or remove ties to gain access for work</i>	Yes
Scaffolding is checked and inspected (Scaffolding must be inspected by a competent person before first use, at least once a week, after alteration or bad weather and the form GA3 completed) <i>It is the responsibility of each contractor to make sure that the scaffolding is safe for use before starting work. Appropriate signage should be displayed as to the status of the scaffold</i>	Yes
Incomplete scaffolding is not used	Yes
Designated scaffold access points and routes are used <i>Climbing of scaffolding is not permitted</i>	Yes
Materials or equipment are not thrown or dropped from scaffolding	Yes
Scaffolding is kept clean and clear of materials <i>A clear passageway of 430mm should be maintained for persons to pass between materials and the edge of platform</i>	Yes
Scaffolding is not used during bad weather (e.g. high winds, frost or snow)	Yes
Additional Controls or Information	

Hazard: Van Loading / Unloading

Loading or unloading a van can cause crush, back, head and other serious injuries to you, your employees and/or visitors

Current Controls	Actioned
Van is always parked safely and legally for loading/unloading	Yes
Hand brake is applied, ignition turned off and key removed before loading/unloading	Yes
Loads are always adequately secured (e.g. restraining equipment, straps and racking) to prevent movement or shifting while in transit and bulkhead protection is fitted <i>Bulkheads prevent load shifting to drivers cabin in event of sudden braking or impact. Loads and restraints should be checked regularly by the driver during all journeys</i>	Yes
Van is loaded within manufacturer's limits and evenly across all axles	Yes
Roadside loading or unloading is carried out in a safe manner with suitable precautions (e.g. choose safest location, use hazard warning lights, exit vehicle from the side away from the flow of traffic, do not block footpaths) to protect pedestrians and other vehicles	Yes
Suitable mechanical aids (e.g. tail lifts, pallet trucks, stair-climbing trolleys, height adjustable trolleys, powered mobile equipment or other manually operated lifting equipment) are available to help lift and move loads	Yes
Suitable PPE (Personal protective equipment e.g. high visibility clothing, gloves, safety footwear, outerwear) is provided and worn where relevant	Yes
Additional Controls or Information	

Hazard: Vehicle Overtuning

Overtuning vehicles may cause fractures, crush injuries, head injuries or other serious injuries to you, your employees and/or visitors

Current Controls	Actioned
<p>The vehicle used is safe and suitable for the task/load and ground conditions</p> <p><i>Driving on ground that is poor, uneven, slippery or too steep, or driving over potholes or kerbs, may cause a vehicle to overturn. Extra care must be taken when unloading bulk material on softer ground</i></p>	Yes
<p>Vehicles and trailers are maintained in roadworthy condition as per the manufacturer's instructions and are examined every 12 months by a competent person and certificates of roadworthiness are kept</p> <p><i>Refer to www.rsa.ie - commercial vehicle test, for more detailed information</i></p>	Yes
<p>Drivers check vehicles daily before use, reported defects are dealt with promptly and unsafe vehicles are taken out of use</p> <p><i>Refer to the sample HGV Driver Walk-Around Check Sheet and Video in 'Learn More'</i></p>	Yes
<p>Drivers hold a current, valid license appropriate to the vehicle they are operating and undertake one day per year CPC (Certificate of Professional Competency) training where applicable</p> <p><i>Refer to www.rsa.ie - Driver CPC, for more detailed information</i></p>	Yes
<p>Drivers are provided with instruction, information and training, and operator's manual is available</p> <p><i>Job specific training should be given to specifically address the risk of vehicle overturn for the particular vehicle type. Driver should be aware of the vehicle's limitations</i></p>	Yes
<p>Vehicles are not overloaded, unevenly loaded or loaded too high</p> <p><i>Loads should not be loaded above the trailer/ vehicle headboard/ barge board</i></p>	Yes
<p>Vehicles are driven at a speed suitable for the load and ground conditions</p>	Yes
<p>Seatbelts are worn at all times</p>	Yes
<p>Roll over protection is fitted as required</p>	Yes
<p>Additional Controls or Information</p>	

Hazard: Vermin	
Contact with vermin or their bodily fluids may result in bites or infection which could cause serious ill health to you, your employees and / or visitors	
Current Controls	Actioned
Vermin eradication programme is in place where practical <i>Always use a tool or wear protective gloves when removing dead vermin</i>	Yes
Good housekeeping and storage (e.g. for feed, waste etc) arrangements are in place <i>Floors and work surfaces should be cleaned on a regular basis using detergents and / or disinfectants and vermin proof containers should be used for storage where practicable</i>	Yes
Good hygiene practices (e.g. hand washing, covering of cuts and open wounds) are in place	Yes
Contact with stagnant water, or water that may be contaminated, is avoided	Yes
PPE (Personal Protective Equipment e.g. gloves) is provided and worn as required	Yes
Additional Controls or Information	

Hazard: Vibration	
Exposure to vibration may cause nerve damage in hands, back pain and other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
Equipment is used and maintained in accordance with the manufacturer's instructions <i>The manufacturers manual and operators manual should be available</i>	Yes
Where information on vibration exposure levels and times are not available exposure measurements are undertaken by a competent person as necessary <i>Hand Arm Vibration is caused by working with vibrating hand held tools and can damage fingers, nerves and blood supply. Whole Body Vibration is caused by vibration through the feet or the seat of vehicles or large floor mounted machines causing back pain</i>	Yes
Task rotation is used to minimise exposure <i>Follow the manufacturer's recommendations with regard to the maximum time for the use of the equipment. The task could be rotated between employees or an individual could rotate between tasks</i>	Yes
Machines are mounted and not hand held where possible	Yes
Employees are trained in the use of equipment	Yes
Gloves are provided and worn as required	Yes
Additional Controls or Information	

Hazard: Wood Dust	
Contact with wood dust can cause a potentially explosive atmosphere in the workplace and can cause irritation to eyes and nose, dermatitis, asthma, bronchitis and or serious injuries to you, your employees and / or visitors	
Current Controls	Actioned
Wood dust levels are kept as low as possible and adequate ventilation is in place <i>The best way to control wood dust exposure is to use local exhaust ventilation i.e. dust extraction, and to keep the system(s) in good working order</i>	Yes
The number of employees exposed to wood dust is reduced as far as possible	Yes
Employees are informed of the risks associated with wood dust <i>Inform employees to report early symptoms if they develop e.g.early symptoms of asthma are runny nose, runny eyes, wheezing, shortness of breath, sneezing or cough. Examples of early symptoms of dermatitis are red itchy skin and skin rashes</i>	Yes
Good housekeeping practices are in place <i>Do not sweep dust or use compressed air to disperse it. Clean up regularly e.g weekly, using an industrial vacuum cleaner with suitable filters</i>	Yes
Health surveillance is provided (Health surveillance should be considered for employees that may be exposed to wood dust. It means looking for the early onset or symptoms, e.g. of asthma / dermatitis, and putting procedures in place to achieve this) <i>Health surveillance helps prevent asthma developing by detecting the early signs. Use pre-employment and annual medical assessments / questionnaires. See 'Guidelines on Occupational Asthma' in learn more for more information</i>	Yes
Sources of ignition are controlled <i>There is a risk of fire or explosion with wood dust. Site electrical equipment away from dusty areas or ensure they are suitably dust protected</i>	Yes
PPE (Personal protective equipment e.g. mask, gloves, safety goggles, protective clothing) is provided and worn as required and employees are trained in its use <i>Wear respiratory protection for dusty work but make sure it fits right and is the right type: at least a P2 particulate filter fitted to a half / full face mask. A combination filter will be required if gases / vapours are also involved</i>	Yes
Additional Controls or Information	

PART B2 - ACTION LIST

Hazard	Control Required	Assigned To	Action By	Complete and Date Completed
--------	------------------	-------------	-----------	-----------------------------