



Safety Statement



Version 3.0 January 2015

Rianna Construction Limited
Unit 1a Croke Park Industrial Estate
Portland Street North
Dublin 1

(01) 887 8400

info@rianna-construction.ie

www.rianna-construction.ie

Index

| Description | Section | Page |
|--|--|------|
| Issue and amendment details | 0 | 1 |
| About Rianna Construction Limited | 0 | 4 |
| Legislative Requirement | 1 | 5 |
| Safety Policy | 2 | 6 |
| Safety Accountability and Responsibility | 3 | 9 |
| Safety Consultation & Representation | 4 | 16 |
| Safety Arrangements and Controls | 5 | 18 |
| Visitors and Contractors | 6 | 24 |
| Emergency Response | 7 | 26 |
| Risk Assessment | 8 | 34 |
| Appendices | | 43 |
| Appendix 1 | List of Rianna Construction Limited Generic Risk Assessments | 44 |
| Appendix 2 | List of Rianna Construction Limited Safety Forms | 45 |
| Appendix 3 | Safety Advisor Details – Eolas Beo Limited | 46 |
| Appendix 4 | Emergency Contact Details | 47 |

Issue and Amendment Details

| Issued By | Details | Date |
|--------------|-------------------------------|------------------------------|
| Paddy McHugh | Approved Document Version 3.0 | January 2 nd 2015 |

Copyright Statement

© 2015, Paddy McHugh; Eolas Beo Limited for Rianna Construction Limited

ALL RIGHTS RESERVED. This Safety Statement contains material protected under National and International Laws and Treaties. Any unauthorised use of this material is prohibited. No part of this Safety Statement may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, or by any information storage and retrieval system without express written permission from Eolas Beo Limited unless it is being used in conjunction with work specifically associated with Rianna Construction Limited's activities.

About Rianna Construction Limited

Rianna Construction Limited was established in 2001 as a result of a growing demand for specialist construction needs in both the private and public sector. From the outset Rianna Construction Limited has insisted on the highest level of quality workmanship and finishes resulting in an ever increasing demand for it's services and experience in the market. Rianna Construction Limited has successfully completed a wide range of private, public and commercial projects to date and continues to grow in exposure and expertise.

Rianna Construction Limited undertake all aspects of building work from extensions to new builds, renovations and refurbishments. Our expertise covers: groundwork, demolition and rebuilds, roofing, carpentry, electrical work, plastering, painting & decorating, block paving, patios and drainage & septic tank installation. Our operations are designed around the clients needs; this includes full job costing to all works, detailed quotations and comprehensive budget figures to assist in forecasting on proposed projects.

Rianna Construction Limited are always endeavouring to build relations with a wide variety of clients. Over the past thirteen years we have complete a substantial number of projects for employers in the public sector such as the Department of Education, Health Service Executive, Dublin City Council, Fingal County Council & Dun Laoghaire County Council. More recently Rianna Construction Limited have been employed directly by hospitals to carry out a variety of projects within limited financial constraints.

Rianna
CONSTRUCTION



1. Safety Management

Under the Safety, Health and Welfare at Work Act, 2005, the Safety Statement is seen as the essential ingredient in the formula for the implementation and management of safety, health and welfare procedures within the workplace. Its purpose is to identify the policy and procedures that an organisation is going to use in order to effectively carry out these tasks.

All employers including the self-employed are required under this legislation to identify the hazards and assess the risks at their place of work and to put these details in a written format and also to specify the manner in which the safety, health and welfare of their employees and other related persons is to be secured. This written format is the Safety Statement.

Rianna Construction Limited takes account of other legislation that impacts on its activities. Some of the examples are;

- The Safety, Health and Welfare at Work (General Application) Regulations 2007 which set's out some of the specific safety standards that must be adhered to by Rianna Construction Limited. These specific safety standards cover the workplace; the use of equipment; the provision of personal protective equipment (PPE); the manual handling of loads; the use of display screen equipment; electricity; work at heights; the control of noise at work; the control of vibration at work; the protection of children and young person's; safety signs; and first aid provisions.
- The Safety, Health and Welfare at Work (Construction) Regulations 2013 which sets out how safety is managed on construction related activities.
- The Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 and the Chemicals Act 2008 specify how chemical agents and the associated risks must be controlled and effectively managed.
- The Fire Services Act 1981 and 2003, and Building Regulations 1997 to-date set out the fire safety standards that must be met by occupiers of buildings. The Act and the Regulations are concerned with the fabric of buildings and the provisions for effectively dealing with emergencies in the event of fire.

The Safety Statement, taking account of current legislation, is an organisations plan on how Rianna Construction Limited manages matters relating to the health and safety of its employees, sub-contractors, visitors and others affected by the organisations day to day activities.

The Safety Statement is made available to all Rianna Construction Limited employees and other persons who may be affected by the activities of the organisation, i.e. contractors. A copy of the Safety Statement is placed at the in the staff canteen and at reception office.

Rianna Construction Limited reviews this Safety Statement on an annual basis or when there are legislative or work practice changes.

2. Safety Policy

At Rianna Construction Limited we will take all reasonable steps to secure and maintain the health, safety and welfare of all employees, contractors, clients and members of the public who may be affected by our activities. As a management team our objective is to maximise the wellbeing of each employee and contractor and their potential to contribute to achieving the core organisational values. It is our policy and overall aim to educate each employee and contractor in safe working practices, and through this education, it is envisaged that the employees and contractors will work in a safe manner, whether or not immediate supervision is present.

Safety is a core value within Rianna Construction Limited and safe working is an integral part of how we plan, organise, and undertake our work activities. To do this Rianna Construction Limited is committed to:

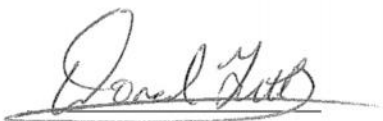
- Providing a safe place of work, including safe access and egress
- Providing safe plant and equipment, articles and substances
- Providing safe systems of work
- Providing suitable welfare facilities, rest areas, water, etc.
- Providing appropriate information, instruction, training and supervision
- Determining and implementing appropriate preventative and protective measures
- Following the general principles of prevention and maintaining a risk management register
- Providing and practising plans for foreseeable emergencies
- Keeping abreast of current legislation and guidance
- Obtaining when necessary the advice of a competent person on health and safety matters.
- Reporting prescribed accidents and dangerous occurrences to the HSA

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement.

Rianna Construction Limited is committed to managing and conducting its work activities in such a way as to prevent, in so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health and welfare of their employees, contractors or any individual affected by the organisations activities, at risk.

The Managing Director has overall responsibility for the implementation of health and safety management within Rianna Construction Limited. All Rianna Construction Limited employees also share a responsibility with management in ensuring their own safety whilst at work. The Safety Statement requires the co-operation of all employees, contractors, visitors and others to enable Rianna Construction Limited to discharge its legislative responsibilities.

Rianna Construction Limited is committed to upholding the standards as required by current legislation and appropriate resources are made available to management and staff in order to maintain these health and safety standards. All Rianna Construction Limited management and employees have both a collective and individual legal responsibility to co-operate in implementing the safety policies and standards.



Donal Tuttle
Managing Director
Rianna Construction Limited

2nd of January 2015

2.2 Competency, Responsibility and Accountability

Rianna Construction Limited recognises that individuals must have a sufficient level of competency for the work in which they are involved. Rianna Construction Limited acknowledges and accepts the definition of competency as outlined in the Safety, Health and Welfare at Work Act 2005, namely;

“...a person is deemed to be a competent person where, having regard to the task that he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken”.

Rianna Construction Limited endeavours to ensure that all individuals have the required level of competence for the tasks in which they are engaged. When competence deficiencies are identified, corrective action is taken by management to ensure that the correct level of competency is available.

In line with the requirements of the Safety, Health and Welfare at Work Act 2005, Rianna Construction Limited has clearly outlined the roles and responsibilities in relation to the management of safety within the organisation. A clear management structure is in place, which identifies all job roles. In addition, all job roles have specific responsibilities in relation to health and safety which are detailed in section 3 of this Safety Statement.

Management and staff have been made aware of both the organisation's responsibilities and their individual responsibility. Management and staff are also aware that they can be subjected to disciplinary action in the event that they fail to carry out their duties in line with Rianna Construction Limited safety policy and current legislation.

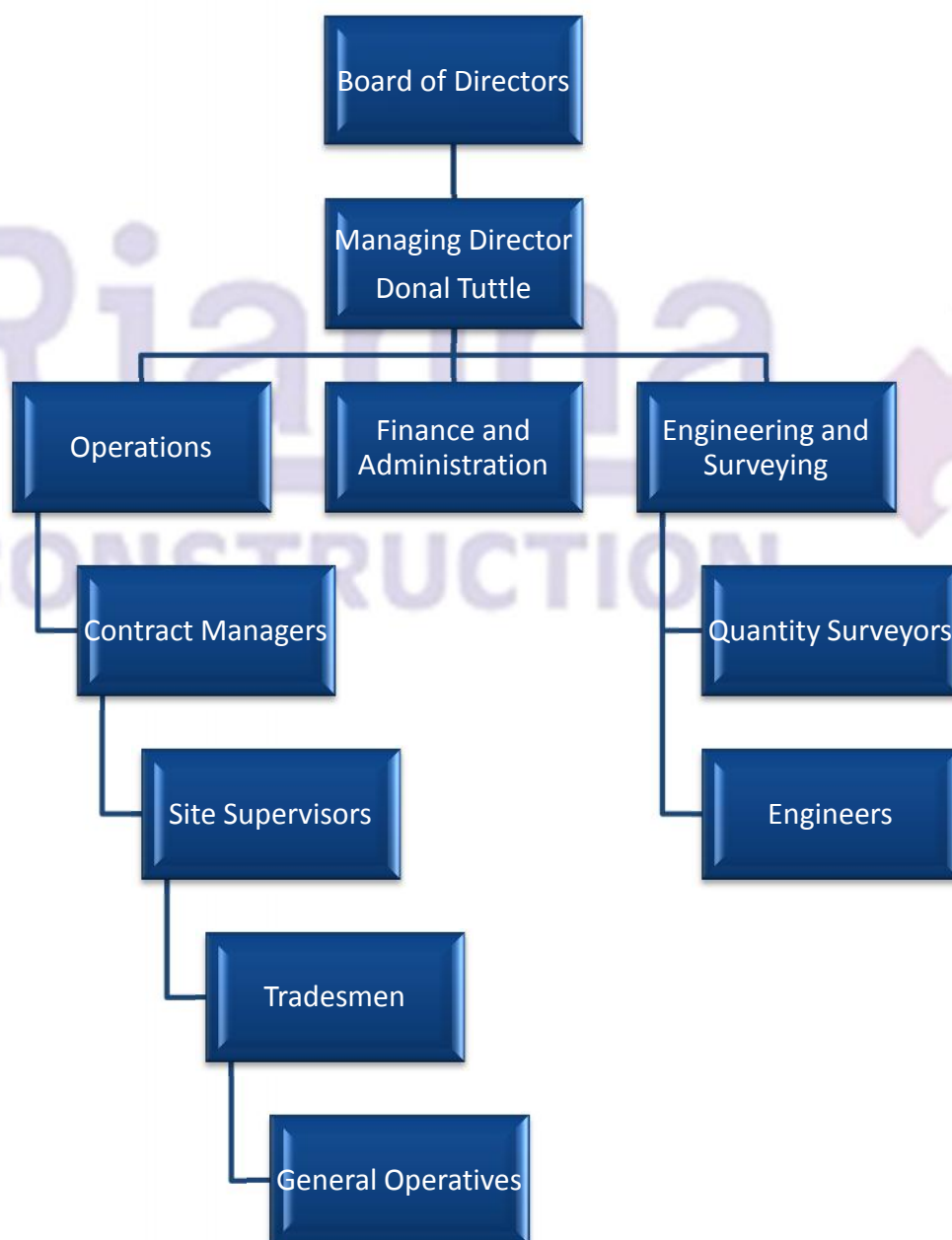
Collectively, we all have a responsibility for safety, and individually we can be held accountable for our actions.

3.0 Safety Accountability

As described earlier, the Safety Management System relies on all individuals within the organisation to comply with the safety procedures and controls. In this section, we clearly outline the safety roles and responsibilities assigned to every individual within Rianna Construction Limited.

Rianna Construction Limited organisational chart clearly identifies the management structure. From this safety roles and responsibilities are outlined. Every individual will, as part of their induction, be given specific details of their responsibilities in relation to safety within Rianna Construction Limited. They will also be given details of how Rianna Construction Limited intends to manage their safety.

Rianna Construction Limited Organisational Chart



3.1 The Safety Responsibilities of the Board of Directors

The Board of Directors of Rianna Construction Limited believes that ensuring the health and safety of staff, contractors and individuals interacting with our activities is essential to the success of our organisation.

At Rianna Construction Limited the Board of Directors are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks associated with our work activities
- d) Complying with statutory requirements, as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture, through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the business
- k) Ensuring adequate resources are made available for health and safety issues, in so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. The Managing Director, management, staff and contractors will play their part in its implementation.

The Board of Directors has the following responsibilities to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and contractors
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The company's health and safety policy and performance is reviewed annually.

3.2 The Safety Responsibilities of Donal Tuttle, MD of Rianna Construction Limited

The Managing Director of Rianna Construction Limited has the following safety responsibilities;

- a) To ensure adequate resources are available to establish and implement the health and Safety Management System.
- b) To manage work activities by planning, organising, implementing and reviewing all systems in the context of the provisions of the Safety, Health and Welfare at Work Act 2005 and other relevant Acts or Regulations.
- c) To ensure that the aims of the Safety Policy Statement are made known to all employees.
- d) To accept overall responsibility with regard to the implementation of this policy.
- e) To monitor the overall effectiveness of the policy and review and revise the policy as and when required.
- f) To monitor, review and measure the safety performance of all departmental managers.
- g) To ensure that safe standards and practices are implemented by employees.
- h) To ensure that all emergency plans are effective and appropriate to the nature of our activities.
- i) To ensure that arrangements are in place for the provision and maintenance of all plant and equipment.
- j) To ensure that there are systems in place to validate the competency of employees prior to employees being exposed to hazards in the workplace.
- k) To ensure that suitable arrangements are in place for the provision of training and information for Rianna Construction Limited's employees.
- l) To maintain safety performance records, complete checklist, reports, etc, as required.
- m) To co-operate with statutory bodies in relation to safety inspections, audits and recommendations.
- n) To obtain, when necessary, the advice of a competent person on health and safety matters.
- o) To implement when appropriate, recommendations highlighted in audits/reviews.
- p) To ensure that all premises, transport vehicles, property, staff, residents, volunteers, etc. are adequately covered by insurance.
- q) Where it is deemed appropriate, to notify the Insurance Company of any accidents/injuries sustained by staff in the course of their duty, any accidents/injuries sustained by staff involving transport and any individuals injured whilst engaged in the activities of the organisation.
- r) To carry out any other duties as deemed appropriate in order to ensure the Safety, Health and Welfare of employees, contractors, visitors and anyone affected by the activities of Rianna Construction Limited

3.3 The Safety Responsibilities of Managers and Supervisors

All Managers and supervisors working on behalf of Rianna Construction Limited have the following responsibilities;

- a) To familiarise yourselves with the sections of the Companies Safety Statement relevant to your work activities and to confirm to your line manager that you have done so.
- b) To ensure that the resources available to you for safety management are used effectively and appropriately.
- c) To manage your work activities by planning, organising, implementing and reviewing all systems in the context of the provisions of the Safety, Health and Welfare at Work Act 2005 and other relevant Acts or Regulations.
- d) To ensure that the aims of the Safety Policy Statement are made known to all employees under your control.
- e) To accept responsibility for your area of control with regard to the implementation of this policy.
- f) To monitor the overall effectiveness of the policy as it relates to your area of control, and to initiate a review or revision of the policy as and when required.
- g) To monitor, review and measure the safety performance of all staff under your control.
- h) To ensure that safe standards and practices are implemented by employees under your control.
- i) To ensure that all emergency plans are effective and appropriate to the nature of activities under your area of control.
- j) To ensure that safety equipment and personal protective equipment is suitable for purpose, are correctly used and maintained.
- k) To ensure that proper systems are in place for the safe handling, use and storage of plant, equipment, substances and materials within the workplace.
- l) To ensure that arrangements are in place for the provision and maintenance of all plant and equipment within your area of control.
- m) To ensure that there are systems in place to validate the competency of employees, prior to employees being exposed to hazards in workplaces that you control.
- n) To ensure that safety discipline is upheld in the workplace.
- o) To ensure that all employees under your control receive adequate safety induction into the workplace.
- p) To ensure that all employees under your control receive adequate suitable safety training to enable them to perform their duties safely and without risk to themselves or others.
- q) To ensure that all employees receive appropriate information in relation to Company's procedures, risk assessments, safety arrangements and specific hazards associated with their work activities.
- r) To ensure that access, egress and housekeeping standards are maintained in line with safety standards.
- s) To ensure that all accidents and dangerous occurrences are investigated and reported.
- t) To maintain safety performance records and report to the safety management team on a quarterly basis.
- u) To co-operate with statutory bodies in relation to safety inspections, audits and recommendations.

3.4 The Safety Responsibility of all staff

All staff working on behalf of Rianna Construction Limited have the following responsibilities;

- a) To familiarise yourselves with the sections of the Companies Safety Statement relevant to your work activities and to confirm to your line manager that you have done so.
- b) To take reasonable care of your own safety, health and welfare and that of any other person that may be affected by your acts or omissions while at work.
- c) To co-operate with your employer and any other person to such an extent as will enable your employer or other person to comply with any of the relevant statutory provisions with regard to safety, health and welfare.
- d) To use in such manner, in so far as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or things so provided (whether for use alone or for use by you in common with others) for securing your safety, health and welfare while at work.
- e) To report to your Supervisor without unreasonable delay any defect in the plant, equipment, place of work or system of work which might endanger safety, health and welfare of which you become aware.
- f) Not to intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment, or other means or thing provided in pursuance of any of the relevant Statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
- g) To use correct tools and equipment for the job. Do not use tools, machinery or equipment requiring special training if you have not received such training.
- h) To wear all PPE as required by the work that you are engaged in and to make proper use of any personal protective equipment provided for your safety and health.
- i) To make suggestions, or raise concerns on health and safety matters.
- j) To develop a personal concern for your own and others safety and to avoid any action which would be a source of danger to yourself and/or others.
- k) Not to carry out any tasks, which they feel they are not competent to carry out or which involves unreasonably high risks.
- l) To report all accidents, incidents, near misses and dangerous occurrences immediately to your supervisor.
- m) To ensure that you are fully conversant with the emergency procedures in the workplace and what actions that you should take in an emergency situation. Know the location of the first aider and know the procedure in the event of a fire or an emergency.
- n) Smoking is only permitted in designated areas.
- o) To ensure that all corridors, floors, doorways, walking areas etc. are kept clear and free from obstruction.
- p) To refrain from lifting or moving articles likely to cause injury and always use the methods outlined in your manual handling training.
- q) To suggest ways of eliminating hazards and improving working methods.

3.5 The Safety Responsibility of, Donal Tuttle, the Rianna Construction Limited Safety Co-Ordinator

The Safety Co-Ordinator for Rianna Construction Limited has the following safety responsibilities;

- a) Advise management on the preparation, circulation and review of the Safety Statement including the organisation and arrangements for implementing the statement.
- b) Give advice to management when requested on:
 - a. Legal requirements affecting Health & Safety.
 - b. Prevention of injury and damage.
 - c. Provision, selection and use of protective clothing and equipment.
 - d. Provision, selection and use of new work equipment or machinery.
 - e. New working methods or materials which could reduce risks.
 - f. Proposed changes in legislation.
- c) Arrange for regular inspections of the workplace to determine whether work is being carried out in accordance with the Safety Statement. To provide an inspection report to the Safety Management Team outlining the findings of the previous months Audits.
- d) Assist management in notifying the Health and Safety Authority of dangerous occurrences and major injury accidents and assist management in any dealings with the Health and Safety Authority.
- e) Endeavour to establish at all levels within Rianna Construction Limited an understanding that compliance with the operating procedures given in the Safety Statement, and the prevention of injury and damage is a profitable and essential integral part of business and operational efficiency.
- f) Assist with investigations of reported accidents in accordance with the Safety Statement and prepare and provide reports in conjunction with the external safety consultants.
- g) To assist and advise Rianna Construction Limited on matters arising from accident claims.
- h) Ensure that appropriate first aid equipment is available in the workplace.
- i) Provide advice on training requirements and arrange training courses where required.
- j) Ensuring that the Fire and Evacuation procedure and arrangements are in place for all employees, visitors and contractors at all times.
- k) Ensuring that all employees working in Rianna Construction Limited have had fire safety orientation.
- l) Providing advice to emergency services as required.
- m) Audit fire safety procedures.
- n) Ensure that fire risk assessments have been completed.
- o) Liaise with local authorities and the fire authority on fire safety issues.
- p) Ensure that the document and revision control procedure is carried out.
- q) Consult with safety advisors on issues outside your level of competence.
- r) Facilitate the appointment of Safety Representatives.

3.6 The Safety Responsibility of contractors

All contractors working on behalf of Rianna Construction Limited have the following responsibilities;

- a) To ensure the safety of their employees and all other persons who may be affected by their activities including sub-contractors.
- b) Not to misrepresent their competence or that of their staff and subcontractors.
- c) To comply with all statutory requirements, best industry practices and any relevant operating procedures and safety guidelines imposed by Rianna Construction Limited.
- d) To provide all necessary instructions, training and information on safety matters to their employees and to ensure that all their subcontractors and their employees are treated likewise.
- e) To regularly inspect and audit their activities.
- f) To provide Rianna Construction Limited with a copy of their Safety Statement and relevant insurances (public liability, employer liability and professional indemnity if applicable).
- g) To ensure that they receive a copy of Rianna Construction Limited Safety Statement.
- h) To provide the necessary Personal Protective Equipment to their employees and provide instructions for the use of these.
- i) To ensure that subcontractors provide the necessary Personal Protective Equipment to their employees.
- j) To ensure that all accidents, incidents and dangerous occurrences are reported to Rianna Construction Limited.
- k) To monitor and assess the safety performance of their employees and subcontractors.
- l) To ensure that all subcontractors are advised on safety procedures and guidelines relevant to their scope of work.

3.7 The Safety Responsibility of the Risk Management Team.

The Risk Management Team is the main body responsible for monitoring and managing safety within Rianna Construction Limited. The Risk Management Team will meet on a quarterly basis or when necessary. The following are permanent members:

- Managing Director & Chairperson of the Risk Management Team
- Senior Designer
- Site Project Manager
- Safety Representatives
- Nominated individuals

The Risk Management Team is cross-functional and should be seen as a forum for safety discussions. The meetings are open to observers. On occasion, the Rianna Construction Limited retained safety advisor will attend.

The overall responsibility of the Risk Management Team is to:

- a) Promote a proactive safety culture in Rianna Construction Limited.
- b) Communicate all safety objectives.
- c) Constantly monitor and evaluate safety performance.
- d) Update the Risk Management Register.
- e) Ensure that the Safety Statement and related safety documents are being revised and updated when necessary.
- f) Evaluate and approve purchase of safety equipment or safety related activities.
- g) Deal with current concerns and seek to anticipate future issues.

4.0 Safety Consultation, Communication and Representation

The consultative process concerning health and safety matters is a two-way flow of information. The employees are actively encouraged to participate in the consultation process and all reasonable issues will be dealt with quickly and effectively. The Safety Co-Ordinator is available for advice, interpretation and consultation and will facilitate the movement of information from both management and the employees. Each employee should initially contact their line manager with regard to the safety issue and if they fail to gain satisfaction they should continue to raise the matter with the Safety Co-Ordinator.

All employees will be made aware of the Companies Safety Statement and Safety Management System. This will be communicated through the general induction on commencement of employment with Rianna Construction Limited. Employees will also be informed of any relevant changes to the Safety Statement by safety bulletins and/or safety meetings with their line manager. In addition to induction process there will be periodic 'team meetings' and 'supervision meetings' covering the various safe working procedures that are applicable to them. In addition to this information, employees will complete both statutory and job specific training, which includes relevant safety information.

A copy of the Company's Safety Statement is made available to all Rianna Construction Limited employees. It should be used as a quick reference guide and the main body of the Safety Statement should be consulted for further details and information.

4.1 Circulation of the Safety Statement

The Safety Statement is available to all Rianna Construction Limited employees. Others may also require access to the Safety Statement e.g. contractors.

The master copy of the Safety Statement is held by the Safety Co-Ordinator. Controlled copies of the Safety Statement will be issued to manager, and are available on all large projects.

The Safety Statement will be brought to the attention of all new employees and to existing employees, following any amendments. Relevant sections will also be brought to the attention of non-employees who may be exposed to specific risks in the workplace (e.g. visitors/contractors).

The Safety Statement will be brought to the attention of the above persons in a form, manner and as appropriate, language, that will be understood.

4.2 Document Control

In order to ensure that each copy of the Safety Statement contains a record of all changes and amendments, each change or amendment will be recorded on an amendment list. The amendment list, along with any revised or new pages, will then be circulated to all on the Safety Statement circulation list where necessary.

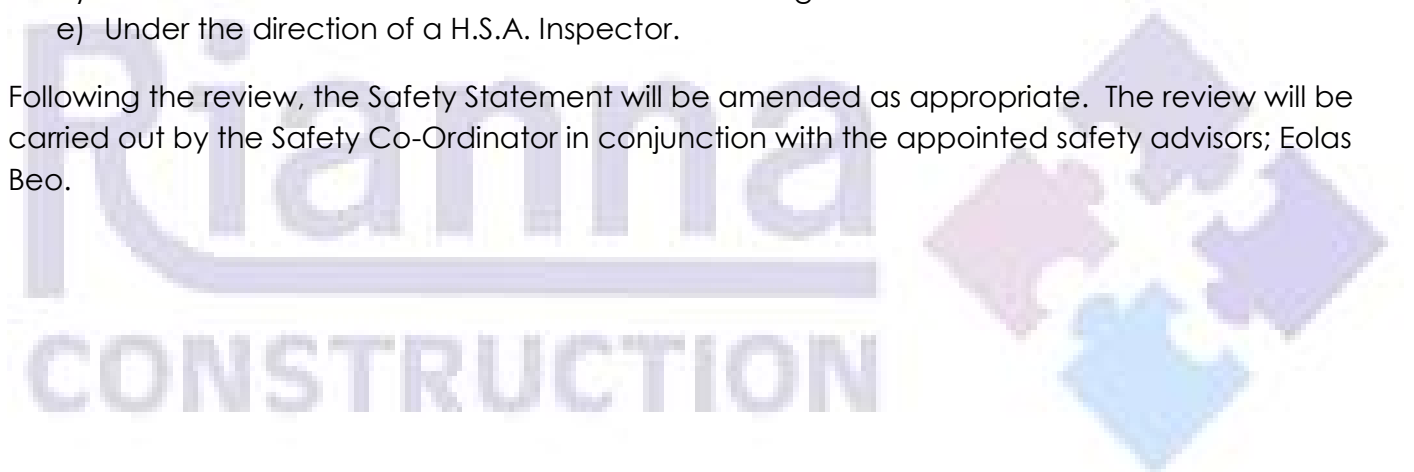
The Safety Co-Ordinator will maintain on file, a master copy of the Safety Statement incorporating all amendments and updates for reference

4.3 Revision of the Safety Statement

The Safety Statement will be reviewed annually and also in any of the following cases:

- a) There has been a significant change in the matters to which it refers
- b) The introduction of new work practices
- c) The introduction of new legislation
- d) There is another reason to believe that it is no longer valid
- e) Under the direction of a H.S.A. Inspector.

Following the review, the Safety Statement will be amended as appropriate. The review will be carried out by the Safety Co-Ordinator in conjunction with the appointed safety advisors; Eolas Beo.



5.0 Safety Arrangements and Controls

The following safety arrangements and controls are in place to assist with compliance with current legislative requirements.

5.1 Accident & Dangerous Occurrence Reporting, Recording & Investigation

All accidents or incidents (near misses), whether serious or not, must be reported immediately to the Managing Director. An Accident/Incident Report Form is available for this purpose and must be completed by the injured party (for staff related accidents), or the Site Supervisor on the specific unit. The Managing Director is responsible for ensuring that all reports are completed and forwarded to the Managing Director in line with current procedures. The Managing Director is also responsible for notifying the HSA of all relevant accidents/incidents within the allotted timeframe.

A follow up investigation may be conducted by the Managing Director or someone nominated by the Managing Director. The purpose of investigation is to determine the immediate and root cause of the accident/incident and to prevent reoccurrence. The conclusions of the investigation will be logged. All employees are required to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident/incident. Corrective action will be taken where necessary and recorded.

Accident data will be periodically analysed by the Safety Management Team with a view to improving safety performance. Where appropriate, the Safety Statement (including risk assessments) will be reviewed in light of any accident/incident.

Legislation requires that certain accidents and dangerous occurrences are reported to the Health and Safety Authority. These include the following categories:

- An accident resulting in the death of an employee
- An accident resulting in the absence of an employee for more than 3 calendar days (not including the day of the accident)
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment (e.g. member of the public)
- Certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury. (See Appendices for categories of dangerous occurrences that require reporting to the H.S.A.)

The Managing Director, once notified, is responsible for reporting any such accidents/dangerous occurrences to the HSA. Reporting will be done via the HSA website or on the prescribed forms IR1 (accidents) or IR3 (dangerous occurrences) and notification will be done without delay to the Health & Safety Authority.

The Managing Director will also inform Rianna Construction Limited's insurers of any incident/accident which may give rise to a claim.

5.2 Safety Information, Instruction, Training & Supervision

Rianna Construction Limited is committed to providing appropriate health and safety information, instruction, training and supervision for all employees in line with Health and Safety legislative requirements. Employees will receive specific instruction and training relating to their job. Employees are expected to co-operate in any health and safety training provided in line with their duties under the Safety Health & Welfare at Work Act 2005.

Training will be given, as necessary, to supervisory staff to ensure that they have the necessary skills and knowledge to organise work safely without risk to health.

All employees of Rianna Construction Limited - whether employed on a full-time or a temporary basis - will receive induction training, which will include health and safety elements.

Induction training will cover the following areas:

- The location of the Safety Statement
- The relevant parts of this document, including Risk Assessments, is made available to all employees.
- A tour of the premises / area / site of their work location
- Fire and emergency procedures
- Location of exits and assembly points as appropriate
- First-aid cover and accident reporting procedure
- Instruction on the hazards of the workplace and the preventative measures in place
- Details of the consultation procedures for safety, health and welfare
- A list of employee's responsibilities in relation to Health and Safety as under 2005 Act
- Any other relevant Health and Safety information

Where new materials, machinery, or practices are introduced, the hazards and risks involved will be conveyed, to all those who may come into contact with them.

When providing information to employees on health and safety matters, it will be given in a form, manner and as appropriate, language that will be understood.

A record of all training that a person has received will be maintained and held in their personal file. Training records will contain the following information:

- Date of instruction
- Name of person receiving instruction
- Refresher dates of courses (if applicable)

Training will be adapted to take account of new or changed risks to Health and Safety and refresher training will be provided as appropriate.

5.3 Health and Safety Audits

Rianna Construction Limited has a safety auditing programme in place.

The Safety Co-Ordinator will arrange for safety audits to be carried out at each location on a quarterly basis. Results of inspections and audits, including details of recommended corrective actions will be recorded on an audit report (photographs will be used where required).

The Safety Co-Ordinator will review the audit findings and ensure that, where appropriate, corrective actions are implemented within agreed timeframes. Eolas Beo, the retained Safety Advisor, will be consulted where necessary.

All Team leaders are required to periodically inspect the premises / area / section under their control and also to observe the working practices of employees and others under their control.

In the event that a serious breach of health & safety is discovered during an audit or at any time then, following consultation with the Safety Co-Ordinator or their nominated person:

- The relevant work activities shall cease immediately until agreed controls are implemented

Or

- The relevant workplaces/areas shall have access restricted until agreed controls are implemented

Active participation by all staff in the workplace health & safety management will ensure that the above events should be very rare.

5.4 Welfare Arrangements

Rianna Construction Limited will provide adequate and appropriate welfare facilities for all employees including rest rooms, space, light, heat, water, etc.

5.5 First Aid

Rianna Construction Limited is committed to having an adequate number of first-aid kits and trained first-aiders at their sites/premises.

First-aiders will receive appropriate training, including refresher training every 2 years. First-aid kits shall be available at all sites (see appendices for contents of a First-Aid Kit).

The First Aiders have responsibility for checking the first-aid kits on a regular basis and ensuring that they are adequately stocked.

In addition to the above, first-aiders must ensure the following:

- Disposable gloves are worn, particularly when treating an open cut or wound
- No tablets, drugs or medicines are kept or administered
- Following an accident requiring first-aid treatment, an accident report form must be completed

5.6 Fire Fighting Equipment & Control Measures

Procedures are in place for emergencies and situations of serious and imminent danger. These procedures will be reviewed periodically and amended where necessary.

New employees will receive basic orientation in fire safety. This will include training on the emergency procedures listed in section 7.

Fire extinguishers are positioned in office and on our sites in accordance with current requirements. Each fire extinguisher is to be checked each month as part of the monthly inspection (part of Safety Management System) to ensure that it is full and the seal is unbroken.

Where fire extinguishers are empty or the seal is broken, these will be replaced immediately.

Extinguishers will be tested and serviced every 12 months and records kept in the fire safety section of the Safety Management Folder.

5.7 Personal Protective Equipment (PPE)

It is the policy of Rianna Construction Limited to provide appropriate personal protective equipment and clothing and to replace it as required.

Where there are risks to the safety, health and welfare of employees, Rianna Construction Limited will avoid or limit such risks whenever possible by other methods of prevention or control, such as engineering controls or safe systems of work, before resorting to the use of PPE.

Management is responsible for identifying and procuring the appropriate protective equipment and clothing for tasks, which cannot be made safe by any other practicable means.

Responsibility for ensuring that the equipment is used properly rests with the Supervisors who will ensure that all employees within their area of responsibility are properly instructed in the maintenance and use of safety equipment and protective clothing.

A regular review of personal protective equipment and clothing will be carried out. This review will take account of experiences to date, changes in work arrangements and the use of new materials and processes.

5.8 Purchasing of New Equipment/Materials

Rianna Construction Limited wishes to ensure that lack of information does not lead to accidental losses through injury, illness, damage or premature equipment failure. The most cost-effective procedure is to bear safety considerations in mind before the purchase of new equipment/materials.

Rianna Construction Limited must in all cases ensure that all equipment purchased complies with relevant EU/Irish Safety standards and appropriate training and/or information is given by the supplier when purchase is made. This policy will ensure that:-

- All new products, materials, substances and equipment are reviewed (risk assessed) for safety considerations prior to purchase as well as prior to being put into use.
- Safety information regarding machinery and equipment installation, use and maintenance shall be obtained from the suppliers.
- Data sheets giving the chemical composition and hazardous properties of all substances shall be provided by the supplier and these sheets will be kept in the Chemicals and Substance section of the safety management folder.
- An assessment of all substances, including details of safety use, safe storage, safe disposal and first aid treatment, shall be carried out and employees informed prior to use of substances.
- Where necessary the manufacturer/supplier shall be directed to carry out training of staff on the operation and maintenance of the equipment.

5.9 Chemical Safety-Hazardous Substances & Processes

Rianna Construction Limited will hold a copy of the relevant material safety data (MSD) sheets for every substance or article used. The MSD sheets will be stored in the Chemicals and Substances section of the safety management folder. The Safety Co-Ordinator and each manager must keep the list of MSD sheets on file and ensure that this list is updated as new substances enter the workplace as this list must be available for reference purposes at any time.

A chemical risk assessment must be carried out on each substance in use in the workplace. All precautions listed in the MSD sheets shall be assessed & implemented where required. Where appropriate, health & safety procedures will be revised and amended to take account of any changes in processes or substances.

Where practicable, Rianna Construction Limited will comply with the hierarchy of control measures specified in Chemicals Act 2008 and will endeavour to eliminate the use of hazardous substances completely, unless it is unreasonable to practicably do so. Engineering controls will then be employed, and suitably maintained and inspected.

The provision and use of personal protective equipment is viewed as being the 'last resort' in the control of hazardous substances. PPE will meet the required level of protection and be of adequate quality and comfort. PPE use, care and frequency of issue will be monitored by management (refer to PPE section).

In the event of an accident involving a hazardous substance, the relevant MSD sheet shall be made available immediately to medical staff.

5.10 Health Surveillance

Health surveillance is about systematically watching out for early signs of work-related ill health in employees exposed to certain health risks. It means putting in place certain procedures to achieve this

Health surveillance involves employees checking themselves for signs or symptoms of ill health. These self-checks can only be carried out where they are part of wider health surveillance programme. They will only work where employees have been properly trained on what to look for and know to whom to report symptoms. An example would be employees noticing soreness, redness and itching on their hands and arms, where they work with substances that can irritate or damage the skin.

Given the nature of the activities that Rianna Construction Limited engages in, health surveillance is primarily carried out by each employee.

In addition any employee who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify their Manager of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers.

5.11 Smoking Policy

Rianna Construction Limited operates a work environment, which promotes the health, safety and welfare of all employees and acknowledges the right of all employees to work in an atmosphere free from second-hand smoke.

Second hand smoke; also known as Environmental Tobacco Smoke (ETS) or passive smoke is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same air space, nor the provision of ventilation, can eliminate exposure to second-hand smoke and the consequent health effects of such exposure. This policy has been developed to protect all employees, service users, contractors, customers & visitors from exposure to second hand smoke, to ensure compliance with legal obligations and to ensure a safe working environment.

Staff have a designated smoking area.

5.12 Manual Handling

Rianna Construction Limited acknowledges its duty to make suitable provision for the control of manual handling activities and to reduce the risk from such activities to the lowest level in so far as is reasonably practicable. Where it is not possible to avoid manual handling, appropriate steps need to be taken to minimise the risk. These will include the provision of lifting equipment and appropriate training.

Where required, a manual handling and patient assessment will be carried out on an activity that requires repetitive/prolonged manual handling. Any findings/control measures required as a result of this assessment will be dealt with.

All employees engaging in manual handling activities must follow the principles of lifting as outlined below:

1. Assess the task, the area, the load and your capability (TILE)
Is it too heavy? If you are unsure, move the load forward and sideways. Get help from another person or use a mechanical aid. Ensure you have a clear path and always wear suitable clothing. Check that there is nothing protruding from the load e.g. splinters, and that the load is stable and safe to lift.
2. Broad, stable base:
Take a comfortable stance with the feet hip width apart, facing in the direction you are going, and as close to the load as possible.
3. Bend the knees:
Bend the knees to keep the centre of gravity within the base. Use the dynamic thigh muscles for lifting and not the weak postural muscles of the lower back.
4. Back straight:
This doesn't mean having an upright back. It shouldn't be bent, as this places uneven strain on the discs, but you can bend at the hips. Bent knees and straight back mean the central point of gravity remains over the weight, reducing strain. Never twist your back when lifting. Use your feet to change direction.
5. Firm Grip:
Use the palm of the hand and the roots of the fingers rather than the fingertips. A diagonal hold is best. Place one hand under the object, the other hand at the top of the opposite side. With smaller loads, both hands can be placed under the load.
6. Arms in line with the trunk:
Keeping your arms close to the sides of the body reduces tension in the arms and shoulders. This, along with the broad base of the feet, gives stability.
7. Weight close to the centre of gravity:
Keep the load as close to the trunk as possible. You should be balanced and stable yet be able to use your body weight to get the load moving easily. This is why it is important to wear the correct clothing, as holding a dirty load away from you will place unnecessary strain on your back.
8. Turn feet in direction of movement:
When ready to lift, use your legs for the lift. This requires less force and counterbalances the load. Lift using a smooth action.

5.13 Stress at Work Employees

Please refer to Rianna Construction Limited policy on stress.

5.14 Dignity at Work

Please refer to Rianna Construction Limited policy on dignity at work.

6.0 Visitors and Contractors

6.1 Control of Visitors

Rianna Construction Limited will ensure, as far as is reasonably practicable, the safety of visitors while on the premises / locations.

Visitors must obey the safety rules and emergency procedures at all times. In the event of a fire alarm, staff from Rianna Construction Limited will be responsible for ensuring that all visitors and contractors exit the building/area safely.

All visitors must obey the following safety rules:

- Visitors must comply with their duty of care to themselves and others.
- Visitors must comply with the instructions and directions given by Rianna Construction Limited personnel.
- Safety notices and warning signs must be obeyed.
- In the event of an emergency, visitors must proceed directly and without undue delay to the designated areas as directed by Rianna Construction Limited personnel.
- Visitors are not permitted to operate, interfere with or wilfully damage any property or equipment within the premises.
- Visitors must pay due attention to the movements of mobile vehicles e.g. car's trucks, vans etc.
- Rianna Construction Limited will not accept liability for loss or damage to any person's property brought onto the premises by visitors/customers.
- Rianna Construction Limited will not accept liability for any personal injury or loss caused by the visitor's unsafe acts or negligence.

6.2 Control of Contractors

Rianna Construction Limited will ensure, as far as is reasonably practicable, the safety of contractors while on Rianna Construction Limited premises and/or site. Contractors employed by Rianna Construction Limited must complete the Contractor Safety Questionnaire and comply with the safety rules listed below.

Contractors working for others on Rianna Construction Limited grounds must comply with the permit requirements associated with this work.

Whilst on the premises/sites, all contractors must obey the relevant safety rules and emergency procedures at all times. In the event of a fire or emergency, the contractor will be responsible for bringing their employees to the assembly point and remaining with them until given the "all clear".

Contractors Site Safety Rules

- All contractors that wish to work for Rianna Construction Limited must produce a written Safety Statement & valid insurance before commencing any work.
- All contractors must prepare site specific hazard analysis, risk assessments & safe systems of work before commencing work.
- Where relevant, contractors will be made aware of & comply with the site safety construction plan.
- Any contractors carrying out construction work must be in possession of a valid Safe Pass card & relevant CSCS cards for various activities (See Construction Regulations 2013).
- Contractors must ensure that only trained & competent personnel undertake work on site.
- Contractors must provide competent workers, and competent and adequate supervision of their employees and activities.
- Contractors must inform Rianna Construction Limited contact person of any intention to bring subcontractor personnel onto site.
- Contractors must ensure that all equipment brought on site is in safe condition & has valid statutory certification, where necessary.
- Contractors must not use any equipment or the service of personnel belonging to or engaged by Rianna Construction Limited without prior approval.
- Contractors must provide & wear personal protective equipment appropriate to the area/task where they are working.
- All site rules, safety notices, warning signs & instructions given by Rianna Construction Limited or their client must be obeyed by the contractor.
- Contractors must ensure that all portable electric hand tools are battery operated or run off 110v systems. Step-down transformers must be used coupled with an RCD protection device.
- Contractors must take care for their own health & safety & also the safety of others affected by the work they are doing, and must observe all statutory safety & health precautions.
- In the event that a hazardous substance is required, the contractor must ensure that:
 - Prior notice is given and permission received for its use
 - The relevant Material Safety Data Sheets (M.S.D.S.) are provided
 - 'Approved' hazardous substances are stored and used safely whilst on the site.
 - On completion of work, that all hazardous substances are removed from the site.
- Contractors must report all accidents & dangerous occurrences immediately to the Rianna Construction Limited contact person without delay & must co-operate in any investigation into the circumstances of the incident

7.0 Emergency Response Plan

In accordance with current legislation Rianna Construction Limited have a duty to put appropriate emergency planning measures in place for foreseeable incidents. Given our locations, our facilities, our activities and environmental factors, we have identified the following areas for which we have put emergency planning measures in place;

1. Fire
2. First Aid
3. Accident
4. Medical Emergency
5. Electricity Failure
6. Gas Leak
7. Chemical Incident
8. Biohazards
9. Building Structure
10. Environmental Incident
11. Incident Reporting & Incident Investigation

To assist with the management and recording of information relating to emergency planning, a number of procedures and check sheets associated with emergency planning are located in the Safety Management Folder.

7.1 Fire Emergency Planning

Note: a detailed emergency response plan is in place for Rianna Construction Limited. This plan includes detailed procedures outlining what to do in the event that the building needs to be evacuated and the Residents moved to alternative accommodation.

To ensure there is no doubt as to where the responsibility for fire safety rests, and to enable consistency of approach, Rianna Construction Limited has appointed a designated Fire Marshal at each location. The appointed Fire Marshal has the necessary authority and powers of sanction to ensure that standards of fire safety are maintained.

The main duties of the Fire Marshal are:

- To induct new staff on the fire safety measures and procedures associated with your building.
- To carry out fire risk assessments.
- To manage the business to minimise the incidence of fire (fire prevention); e.g. good housekeeping and security.
- To produce a written emergency evacuation plan (i.e. details on raising the alarm, calling the emergency services and evacuating the building) specific to their location.
- To check the adequacy of firefighting equipment and ensuring its regular maintenance.
- To ensure that fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly.
- To ensure that fire detection and protection systems are maintained and tested and proper records are kept.
- To ensure that any close down procedures are followed.
- To conduct fire drills at least twice per year.
- To be responsible for arranging fire safety training.
- To complete the monthly safety audit and forward it to the Rianna Construction Limited Safety Co-Ordinator.

7.1.1 Fire Prevention

The Fire Marshal must ensure that all emergency routes are kept clear, that sources of ignition are removed or controlled, that items are being stored correctly, that all excess waste is removed, etc., so as to ensure that there is a safe working environment. To assist with this duty, the Fire Marshal will conduct a monthly audit to ensure that everything is in order. If there are issues that need addressing, the Fire Marshal will inform the Rianna Construction Limited Safety Co-Ordinator. A record of all monthly audits is kept in the Safety Management Folder.

Rianna Construction Limited has fire alarms that are maintained on an annual basis. The details of the maintenance are recorded in the Safety Management Folder. The fire alarm consists of smoke and heat detectors, emergency activation break glass units, audible alarms and a control panel.

Given the varied nature of the work that Rianna Construction Limited engages in, it is important that the fire detection equipment works effectively. In order to ensure that the fire alarm is working correctly, the Fire Marshal conducts weekly and monthly checks on the system. All the checks are recorded in the Safety Management Folder.

Rianna Construction Limited has fire extinguishers and fire blankets located at strategic points throughout the building. The fire extinguishers are maintained by a competent contractor on a yearly basis. The Fire Marshal conducts monthly inspections of the fire extinguishers and records the details in the Safety Management Folder.

The Fire Marshal arranges for staff to receive fire training. Some staff require fire warden training which may include the use of fire extinguishers and all other staff require evacuation training. All training conducted complements the business fire evacuation procedures. The Fire Marshal will record details of all Fire Safety and Evacuation training in the Safety Management Folder.

Fire drills are conducted at least twice per year.

7.1.2 Fire Evacuation

The Fire Marshal will ensure that an effective fire evacuation procedure is in place. It will include details of how the fire evacuation is organised, when it is conducted, the roles and responsibilities of both the fire marshal and fire wardens, the provision of appropriate information to both staff and customers; and an evaluation of all evacuations, be they planned or emergency.

As a minimum, the Fire Marshal must arrange 1 planned fire evacuation every six months. Details of the evacuation must be recorded in the Safety Management Folder. In addition, detailed plans of the business indicating the location of the building services along with any specific hazards i.e. gas or chemicals, so that in the event of a fire the plans, etc. can be handed over to the fire brigade.

Note: As Rianna Construction Limited operate on multiple client sites, Rianna Construction Limited employees must adhere to the fire safety precautions that are in place at each specific location. This includes evacuation, hot works and lock out of detection systems to facilitate works procedures that are applicable.

It must also be noted that where Rianna Construction Limited have ownership and/or responsibility for a site, then Rianna Construction Limited must ensure that the fire safety arrangements are

complementary to the procedures in place at the client site and as a minimum comply with current applicable legislative standards.

The Rianna Construction Limited Evacuation Arrangements in case of an alarm being activated are as follows: -

On discovery of a fire staff must:

- Go to the nearest Break Glass Unit (BGU) and break the glass to sound the alarm.
- Do-not collect personal belongs.
- Turn of equipment if it is safe to do so.
- Assist others to evacuate if it is safe to do so.
- Exit the building, using the nearest safe exit.
- Assemble at the designated assembly point.
- Remain at the assembly point until you are told by the site safety co-ordinator that it is safe to return.

On hearing the fire alarm the following process applies:

- Do-not collect personal belongs.
- Turn of equipment if it is safe to do so.
- Assist others to evacuate if it is safe to do so.
- Exit the building, using the nearest safe exit.
- Assemble at the designated assembly point.
- Remain at the assembly point until you are told by the site safety co-ordinator that it is safe to return.

Notes for Employees

- Familiarise yourself with your Escape Routes, Emergency Exits and Assembly Point.
 - Find out the location of Break Glass Units (BGU).
 - Know who the Fire Wardens are within your area/floor.
 - Follow the instructions of the Fire Warden(s).
-
- Do not delay in evacuating the premises to collect personal belongings
 - Do not take risks
 - Do Leave your Assembly Point unless you are instructed to do so by your Fire Warden

7.1. Emergency Response Teams

Note: The actions as described hereunder should be carried out only if it is safe to do so. Do not take any risks that could threaten your own safety or the safety of others

Fire Marshal

On hearing the fire alarm or on being notified of a fire in the building the Fire Marshal should:

- Start the evacuation process.
- Liaise with the Fire Wardens during the evacuation.
- Check the fire alarm to identify the location of the fire.
- Seek validation that there is a fire, ask staff, check location, etc.
- If false alarm, turn off alarm and investigate the cause of the false alarm.
- If it is an actual alarm then continue with evacuation and call the Fire Brigade (999 or 112).
- Evacuation starts with the individuals closest to the fire being moved at least one set of fire doors away from the area on fire, remembering to close doors as you exit rooms, hallways, etc.
- Proceed with the horizontal evacuation, progressively moving away from the fire towards the safe exit route.
- Ensure that adjoining areas are evacuated, i.e. overhead, beside, underneath, etc.
- Ensure that all Fire Wardens meet up at the assembly point to establish the status of the evacuation.
- Liaise with the fire brigade when they arrive.
- Only allow individuals back into the building when it is safe to do so.
- Report to the Site Safety Co-Ordinator details of the event.

Fire Wardens

On hearing the fire alarm or on being notified of a fire in the building the Fire Wardens should:

- Start the evacuation process.
- Evacuation individuals in your immediate vicinity using the sweep system.
- Proceed with the horizontal evacuation towards the safe exit route, checking all rooms, offices, toilets, etc. to make sure that everyone is out.
- Close all doors as you progress through your area.
- Once your area is clear, proceed to the assembly point and provide details of the evacuation status of your area to the fire Marshal.
- Assist the Fire Marshal at the assembly point.

7.2 First Aid

Rianna Construction Limited recognises that people at work can suffer injuries or fall ill. It doesn't matter whether the injury or the illness is caused by the work they do or by other factors. What is important is that they receive immediate attention and that an ambulance is called in serious cases. Rianna Construction Limited defines First Aid as the treatment given for the purposes of preserving life and minimising the consequences of injury and illness until professional help is available, and the treatment of minor injuries which otherwise would not receive treatment or do not need further treatment from a medical practitioner. First Aid does not include the giving of tablets and/or medicines to treat illness.

In line with current legislation Rianna Construction Limited has first aid arrangements in place, the details of which are outlined below;

- Rianna Construction Limited has an appropriate number of First Aiders in the organisation.
- Rianna Construction Limited has First Aid Kit's in place in accordance with the Health and Safety Authority guidance, details of both the contents and the locations of the kits are on the safety notice at each location.
- Rianna Construction Limited conducts monthly audits of the first aid provisions to ensure that there are sufficient numbers of Occupational First Aiders and First Aid Kits are replenished as required.
- Rianna Construction Limited provides all management, staff and contractors with details of the First Aid arrangements that are in place.
- Rianna Construction Limited will maintain records of all occasions when First Aid has been administered to staff, customers, contractors or visitors. The various forms are available in the Safety Management Folder.
- Rianna Construction Limited will report to the HSA any accident that complies with the requirements of the current statutory accident reporting legislation and guidance.
- Rianna Construction Limited will comply with the requirements of the Data Protection Act when maintaining records relating the individuals who have received First Aid.

7.3 Accidents

An accident is an unplanned event which results in harm to individuals or damage to property. The accident could involve one or more of the following; individuals, electricity, chemicals, fire, vehicles, the environment, the building, etc.

In the event of an accident, the individual involved must seek assistance from the first aider. In the event that the injured individual is incapacitated, then a work colleague must go to their assistance and seek the assistance of the first aider.

Accidents are recorded and reported in accordance with the procedures outlined in section 5.1 of this document.

All accidents and incidents are reviewed by the Rianna Construction Limited Safety Coordinator on a monthly basis.

7.4 Medical Emergency

A medical emergency is when an individual has difficulties arising from medical issues and not as a result of an accident. In accordance with current legislation, all employees have a duty to inform Rianna Construction Limited of any medical condition which could be adversely affected by their normal work, or where Rianna Construction Limited would have to put provisions in place to deal with a medical emergency associated with the individual's medical condition.

Once Rianna Construction Limited is aware of the medical conditions, they can then put in place appropriate measures including training, procedures and equipment in order to deal with a medical emergency should it occur.

Rianna Construction Limited First Aiders (see section 7.1) are trained to respond to individuals experiencing a medical emergency.

7.5 Electricity Failure

Electricity is used for various purposes within the business including lighting, heating, alarms, CCTV, etc. In the event of a power failure, the business has procedures to ensure that individuals are not at additional risk during the outage.

Rianna Construction Limited has emergency and battery back-up for emergency lighting which activate during a power failure. This system is designed to provide sufficient lighting to enable individuals to exit a building safely. The emergency lighting is checked monthly on the safety audit and quarterly by an electrician. Details of both the monthly safety audit and the quarterly inspection are available in the Safety Management Folder

When Rianna Construction Limited are working at client site's, the emergency arrangements relating to electrical failure must be addressed at the site specific induction.

7.6 Gas Leak

Items powered by Gas, i.e. boilers, cookers, etc. must be maintained in accordance with the manufacturer's instructions. In addition, all gas appliances must be serviced by a competent engineer on an annual basis.

In the event of a gas leak been identified, then the business must be evacuated as soon as possible, and if possible and providing that it is safe, turn off the gas supply at the mains. Then call on Bord Gáis to report the leak on their emergency number 1850 20 50 50.

7.7 Chemical Leaks

All chemicals must be stored in accordance with the manufacturer's instructions. Within the business environment all hazardous chemicals must be kept in a secure environment.

Material Safety data (MSD) sheets must be held for all chemicals that are used and supplied by Rianna Construction Limited. The MSD sheets are held in the Safety Management Folder.

All chemical leaks must be treated with caution. All Rianna Construction Limited employees must follow the general arrangements for the control of chemicals as outlined in this document. If the chemical cannot be identified, then it must be treated as extremely hazardous and advice sought as to how to deal with it.

All staff using chemicals must follow the manufacturer's instructions relating to transporting, storing, handling any chemicals including, cleaning up spills, damaged stock, outdated stock, and disposal.

7.8 Biohazards

Biohazards are infectious agents or hazardous biological materials that present a risk or potential risk to the health of humans, animals or the environment. The risk can be direct through infection or indirect through damage to the environment.

Biohazardous materials include certain types of recombinant DNA; organisms and viruses infectious to humans, animals or plants (e.g. parasites, viruses, bacteria, fungi, prions, rickettsia); and biologically active agents (i.e. toxins, allergens, venoms) that may cause disease in other living organisms or cause significant impact to the environment or community.

As certain works, i.e. working in proximity to biohazards, or certain environmental conditions, i.e. flooding involving sewage, could pose a Biohazard threat to Rianna Construction Limited management, employees and others affected by our activities, Rianna Construction Limited has specific controls in place to reduce the risk associated from biohazards.

Firstly, all individuals identified with potential exposure to biohazards will;

- Receive specific biohazard training.
- Be offered inoculations in accordance with the Rianna Construction Limited procedure on Inoculations.
- Be provided with effective PPE to protect them against biohazards
- Be provided with containment and disposal equipment and materials

Secondly all works are continually monitored to ensure that biohazard risks are identified and controlled effectively, and corrective action is taken should a non-conformity arise.

Finally, clients are requested to comply with their requirements in relation to the management and control of biohazards. Where it is identified that a client is failing in their responsibility, then corrective action is taken to advise the client of the issue so that it can be rectified.

All incidents of non-conformity in relation to biohazards are classified as dangerous occurrences and are recordable in the incident report form as outlined in section 5.1 of this document.

7.9 Building Structure

All buildings must be maintained in good condition at all times. In the event of building structure issues, then the business architects/builder must be called so that it can be rectified. When there are problems with the structure, staff, and visitors must be removed from the affected area, or the area must be cordoned off to stop access.

When working on client sites, all Rianna Construction Limited management and employees must ensure that they do not adversely affect the structural integrity of a building by their activities. Where Rianna Construction Limited site management and/or staff have concerns on client sites relating to the safety of the structure of the building, then, this must be addressed with the client representative. Where the issue is not fully addressed by the client, or when the issue is deemed to be high risk, then the Rianna Construction Limited site management must contact the Rianna Construction Limited Safety Co-ordinator for advice and guidance on how to proceed.

7.9 Environment Incident

For severe environment incidents, i.e. strong winds, flooding, severe frost, etc. Rianna Construction Limited management must take appropriate action. This action may include closing the business until it is safe to resume.

7.10 Incident Reporting & Investigation

Rianna Construction Limited has specific arrangements in place for incident reporting, which ensures that all incidents are dealt with appropriately and investigated if required (see section 5.1 of this document).

All employees are given details of the reporting procedures during their initial induction and further training. All employees must ensure that they keep up to date with the incident reporting procedures and also comply with the requirements of the incident reporting procedures.

8.0 Rianna Construction Limited Risk Management Programme

This section describes the measures to be implemented within Rianna Construction Limited for the identification of hazards, and for the assessment and control of health and safety risks

Risk assessment is the basis for successful safety and health management, and the key to reducing work-related accidents and occupational diseases. If it is implemented well, it can improve workplace safety and Health.

Risk assessment is the process of evaluating risks to workers' safety and health from workplace hazards. It is a systematic examination of all aspects of work that considers:

- what could cause injury or harm,
- whether the hazards could be eliminated and, if not,
- what preventive or protective measures are, or should be, in place to control the risks

Rianna Construction Limited acknowledges our duty to ensure the safety and health of residents and workers by implementing an on-going risk management programme. Rianna Construction Limited follows the following 5 step approach to risk assessment which is recommended by the HSA:

- Step 1 Identifying hazards and those at risk
- Step 2 Evaluating and prioritising risks
- Step 3 Deciding on preventive action
- Step 4 Taking action
- Step 5 Monitoring and reviewing

In conjunction to the steps above, Rianna Construction Limited follows the 9 principles of prevention when conducting their activities. The 9 principles of prevention are:

1. The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adaptation of work to the individual, especially with regard to the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
5. The adaptation of the place of work to technical progress.
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
7. The giving of priority to collective protective measures over individual protective measures.
8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
9. The giving of appropriate training and instructions to employees.

14.1 Identifying the Hazards and those at Risk

Hazards are those things that have the potential to cause harm. Hazards come in many forms. Some are common and easily identifiable, such as: using cutting elements on machinery, falling from heights, and infectious diseases. Other hazards may not be as common and may be harder to identify.

There are many ways to identify hazards, such as:

- Think about the work you do
- Workplace inspections
- Legislation (e.g. heights, chemicals, equipment)
- People reporting hazards
- Annual Safety Assessment
- Incidents (accidents and near misses)

Once the hazards have been identified, the level of risk they pose needs to be assessed.

14.2 Evaluating Risk

Risk is the likelihood that a harmful consequence (e.g. injury) will occur when people are exposed to a hazard. As such, a risk level is made up of two elements:

- (a) the likelihood of an incident happening; and
- (b) the consequence if it did happen.

To assess the level of risk inherent in an activity, consider the likelihood of an incident happening in combination with the seriousness of the consequence.

Many factors will influence the likelihood and consequence if an incident were to occur, such as the:

- Frequency and duration of exposure to a hazard (e.g. sunburn, chemicals),
- Speed and mass of objects (e.g. fast moving vehicles),
- Knowledge and experience of those undertaking the activity.

The nature of the activity and factors relating to your specific context should also be considered. For example:

- Who will be involved in the activity? (Previous experience, physical capability, number of people, etc.)
- What will they be doing? (Lifting heavy objects, etc.)
- What will they be using? (Hazardous chemicals, tools, etc.)
- Where will they be? (Outdoors, near water, at height, etc.)
- Who will be leading the activity? (Experience, qualifications, etc.)

Risk factors like these make every situation different. When assessing risk, consider the risk factors that apply to your specific context, and their impact on the likelihood and consequence of an incident occurring.

The Risk Management Matrix below can be used as a guide to assist with quantifying the risk level. To use the matrix, map the likelihood and consequence of an incident occurring with your activity to arrive at the assessed risk level.

Keep in mind that when assessing risk value judgements need to be made; and when making value judgements sometimes the risk level is not always clear cut. If undecided on a risk level for an activity, a conservative approach would be to settle on the higher risk level being considered. Assessing the risk level is important. However, regardless of the assessed level of risk, we always have an obligation to do what is reasonably practicable to eliminate the risk, or if that is not possible, to minimise the risk.

| Risk Rating Matrix | | | | | | | | |
|--------------------|---|------------------------------|-------------------|---|----|----|----|----|
| Severity Index | | Risk = Likelihood X Severity | | | | | | |
| Extreme | 5 | Severity | 5 | 5 | 10 | 15 | 20 | 25 |
| Major | 4 | | 4 | 4 | 8 | 12 | 16 | 24 |
| Moderate | 3 | | 3 | 3 | 6 | 9 | 12 | 15 |
| Minor | 2 | | 2 | 2 | 4 | 6 | 8 | 10 |
| Negligible | 1 | | 1 | 1 | 2 | 3 | 4 | 5 |
| Severity Index | | | X | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | X | Likelihood | | | | | |
| Likely | 4 | | Low Risk 1 -4 | | | | | |
| Possible | 3 | | Medium Risk 5 - 8 | | | | | |
| Unlikely | 2 | | High Risk 9 - 16 | | | | | |
| Rare/Remote | 1 | | Extreme 17 - 25 | | | | | |

Guide to the evaluation of the potential likelihood and the potential severity of the Risk.

| Likelihood | Description of Likelihood |
|----------------|---|
| Rare/Remote | Will only occur in exceptional circumstances |
| Unlikely | Not likely to occur within the foreseeable future |
| Possible | May occur within the foreseeable future |
| Likely | Likely to occur within the foreseeable future |
| Almost Certain | Almost certain to occur within the foreseeable future |

| Severity | Description of Severity |
|------------|---|
| Negligible | No treatment required |
| Minor | Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps) |
| Moderate | Injury requiring medical treatment or lost time |
| Major | Serious injury (injuries) requiring specialist medical treatment or hospitalisation |
| Extreme | Loss of life, permanent disability or multiple serious injuries. |

14.3 Deciding on preventive action

At all times, regardless of the level of risk, we are required to do what is reasonably practicable to eliminate or minimise the risk of any hazard with the potential to cause harm.

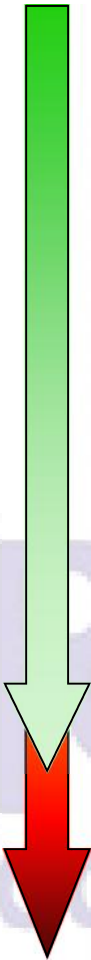
Control measures are the things we do to eliminate or lower the level of risk.

The types of control measures are categorised according to the 'hierarchy of control'. Controls should be considered and used in this preferred order. Often, more than one control will be used in combination to minimise risk.

Guide to the Action to be taken when the level of risk has been identified

| Assessed Risk Level | | Description of Risk Level | Actions |
|--------------------------|---------|---|--|
| <input type="checkbox"/> | Low | If an incident were to occur, there would be little likelihood that an injury would result. | While further assessment may not be required, the risk identifier/owner should periodically monitor the risk and effectively manage through routine procedures and appropriate internal controls |
| <input type="checkbox"/> | Medium | If an Incident were to occur, there would be some chance that an injury requiring first aid treatment would result. | While further assessment may not be required, the risk identifier/ owner should periodically monitor the risk, manage the risk through routine procedures and appropriate internal controls, as well as undertake control evaluation |
| <input type="checkbox"/> | High | If an incident were to occur, it would be likely that an injury requiring medical treatment would result. | The risk Identifier/owner must put effective control measures in place to reduce the level of risk |
| <input type="checkbox"/> | Extreme | If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result | The risk identifier/owner must stop this activity. Consider alternatives to doing the activity. Significant control measures will need to be implemented, and verified as appropriate, prior to engaging in this activity. |

Guide to the Hierarchy of Controls and the Effect on Risk Management

| Hierarchy of Controls | | Examples |
|---|--|---|
| <div>Most Effective (High Level)</div>  | Competency: Ensure that individuals have the appropriate training, knowledge and experience for the work (including the hazards that they are exposed to) that they are conducting. | An individual with the appropriate training, knowledge and experience for a given task should make a better and therefore safer decision than an individual that has not got the appropriate training, knowledge and experience for a given task. |
| | Avoidance of Risk: remove the hazard completely from the workplace or activity (Eliminate if possible) | Remove damaged or faulty equipment from the workplace. |
| | Evaluation of Unavoidable Risks: Where risks cannot be avoided, conduct a risk assessment | Where risks cannot be avoided, a risk assessment must be conducted, i.e. carrying food supplies into the kitchen. |
| | Combating Risk at Source: Addressing the risk where it originates as opposed to where it is. (Isolation is very effective at combating risk at source) | Turning off and locking out the power at the distribution board, to a machine that needs repair is safer than working on the same machine with power on. |
| | Ergonomics: Adapting the work and/or workplace to the individual | When sitting at a desk, the individual can adjust the height of the chair to suit them. |
| | Technical Progress: The adaptation of the place of work to technical progress | Electronic temperature gauges are quicker and more effective and don't expose the operator to excessive heat or cold for prolonged time. |
| | Substitution: The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work. | The removal of a hazardous chlorine based cleaning chemical with a less hazardous water based cleaning chemical |
| | Collective Approach: The giving of priority to collective protective measures over individual protective measures. | Providing a non-slip floor protects everyone as opposed to providing anti-slip footwear to select individuals. |
| | Prevention Policy's: The development of effective safety policies and procedures. | Be proactive and put effective policies in place to address health and safety issues. Don't wait for an accident or incident to occur! |
| | Training and Instruction: Providing appropriate training and instructions to employees | Individuals must have the appropriate training for the work that they are engaged in, i.e. Someone driving the fork lift truck must have fork lift training and manual handling training, as a minimum. |
| Least Effective (Low Level) | Personal Protective Equipment (PPE): Providing protective clothing and equipment | Gloves, hats, aprons, hearing protection, foot protection, respiratory protection, etc. |

Higher level controls are considered more effective, and are therefore preferred, because they eliminate or reduce the risk of harm for everyone at all times. Lower level controls are less preferred because essentially the risk of harm still exists and they rely on people doing the right thing to provide an element of safety.

If lower level controls are to be implemented instead of higher level controls, it is important that the reasons behind the decision are explained.

Your assessed risk level (as identified in the risk matrix) will determine the actions and controls required.

14.4 Taking Action – Implementation of Risk Control Measures

Once the hazards have been identified, those at risk have been identified, the risk have been evaluated and you have decided on the appropriate preventative action, then it is time to implement effective control measures in order to ensure that the risk is controlled. To assist with this process, a risk assessment template provides guidance on the whole process.

14.5 Assess the Effectiveness of the Risk Assessment Implementation

It is important to assess the effectiveness of the control measures you have implemented as the activity is being conducted and after the activity is completed. This step of the risk management process is often overlooked.

We don't always get things perfectly right the first time. If necessary, modify or add control measures to ensure safety. This will be required if new hazards are identified, or if the existing controls are inadequate (say, for example, there was an incident that caused an injury, or even a near miss).

Record any changes to the safety measures in the Monitor and Review section of the documented risk assessment for future reference. This information will be helpful to improve the activity next time it is conducted.

14.6 Co-ordination of Risk Management Information

As there are a number of different risk assessments in use in Rianna Construction Limited, the Rianna Construction Limited Safety Co-Ordinator ensures that the risk management process remains consistent. The following risk assessments are used within Rianna Construction Limited;

- Generic Risk Assessments in the Safety Statement
- Site Specific Risk Assessments produced in Method Statements and other client paperwork.
- Dynamic Risk Assessments for on the spot risk assessments where risks have been identified and not assessed.

As the assessment method for all Rianna Construction Limited risk assessments is the same, we are outlining the layout of the risk assessment that is currently in use in Rianna Construction Limited;

Standard Rianna Construction Limited Risk Assessment Layout.

| Risk Assessment | Description | | | | Location | | | No. & Date | | |
|--|---|------------|----------|-------|--|--|--|---------------------|----------|-------|
| | Slips, Trips and Falls | | | | In Rianna Construction Limited's Office's and Workplaces | | | No. 1 02/01/2015 | | |
| Individuals at Risk | Identified Risks | Likelihood | Severity | Grade | CONTROL MEASURES | | | Likelihood | Severity | Grade |
| <ul style="list-style-type: none"> • Staff • Contractors • Client Staff • Visitors | <ul style="list-style-type: none"> • | | | | <ul style="list-style-type: none"> • | | | | | |
| | | ? | ? | ? | | | | ? | ? | ? |

Dynamic Risk Assessment Layout



**Risk
Assessment
Number**

Location: _____

Name of Assessor: _____

Step 1: Identifying the Hazard

- i) What is being assessed? _____
- ii) Why is it being assessed? _____
- iii) Who is being affected by the Hazard? _____
- iv) What is the current Risk Rating?: Likelihood ____ X Severity ____ = ____ = ____ Risk

Step 2: Evaluating and prioritising risks

- (i) What can be done to reduce the potential severity of this Hazard? _____

- (ii) What can be done to reduce the potential likelihood of this Hazard? _____

- (iii) What can be done to reduce individuals being exposed to this Hazard? _____

Step 3: Deciding on preventive action

- (i) List the control measures that have been put in place to reduce the risk associated with this hazard;
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____

Step 4: Taking Action

- (i) Who is responsible for putting the control measures in place? _____
- (ii) When will the control measures be put in place? _____
- (iii) What is the resulting risk rating?: Likelihood ____ X Severity ____ = ____ = ____ Risk

Step 5: Monitoring and Reviewing

- (i) Who is responsible for overseeing that the control measures are put in place? _____
- (ii) When is this Risk Assessment to be reviewed? _____

Risk Rating Matrix

| Severity Index | | Risk = Likelihood X Severity | | | | | | |
|------------------|---|------------------------------|---|---|----|----|----|----|
| Extreme | 5 | Severity | 5 | 5 | 10 | 15 | 20 | 25 |
| Major | 4 | | 4 | 4 | 8 | 12 | 16 | 24 |
| Moderate | 3 | | 3 | 3 | 6 | 9 | 12 | 15 |
| Minor | 2 | | 2 | 2 | 4 | 6 | 8 | 10 |
| Negligible | 1 | | 1 | 1 | 2 | 3 | 4 | 5 |
| Likelihood Index | | | X | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Likelihood | | | | | | |
| Likely | 4 | | | | | | | |
| Possible | 3 | | | | | | | |
| Unlikely | 2 | | | | | | | |
| Rare/Remote | 1 | | | | | | | |
| | | | | | | | | |
| | | Low Risk 1 - 4 | | | | | | |
| | | Medium Risk 5 - 8 | | | | | | |
| | | High Risk 9 - 16 | | | | | | |
| | | Extreme 17 - 25 | | | | | | |

| Likelihood | Description | Severity | Description |
|----------------|---|------------|---|
| Rare/Remote | Will only occur in exceptional circumstances | Negligible | No treatment required |
| Unlikely | Not likely to occur within the foreseeable future | Minor | Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps) |
| Possible | May occur within the foreseeable future | Moderate | Injury requiring medical treatment or lost time |
| Likely | Likely to occur within the foreseeable future | Major | Serious injury (injuries) requiring specialist medical treatment or hospitalisation |
| Almost Certain | Almost certain to occur within the foreseeable future | Extreme | Loss of life, permanent disability or multiple serious injuries. |

This risk assessment was compiled/reviewed by;

Date: ____/____/____

This risk assessment was reviewed and approved by the Risk Management Team on ____/____/____ Signed: _____

Appendices

| | |
|------------|--|
| Appendix 1 | List of Rianna Construction Limited Generic Risk Assessments |
| Appendix 2 | List of Rianna Construction Limited Safety Forms |
| Appendix 3 | Safety Advisor Details – Eolas Beo Limited |
| Appendix 4 | Emergency Contact Details |



Appendix 1

List of Rianna Construction Limited Generic Risk Assessments

| No | Risk Assessment Description | Review Date | Review Date | Review Date | Review Date |
|----|---|-------------|-------------|-------------|-------------|
| 1 | Fire | 02/01/15 | | | |
| 2 | Manual Handling | 02/01/15 | | | |
| 3 | Slips Trips & Falls | 02/01/15 | | | |
| 4 | Noise | 02/01/15 | | | |
| 5 | Dust | 02/01/15 | | | |
| 6 | Falls from Height | 02/01/15 | | | |
| 7 | Electricity | 02/01/15 | | | |
| 8 | Cuts & Bruises | 02/01/15 | | | |
| 9 | Planning for Emergencies, Accident, Medical, Etc | 02/01/15 | | | |
| 10 | Using Hand Tools | 02/01/15 | | | |
| 11 | Using Power Tools | 02/01/15 | | | |
| 12 | Access and Egress | 02/01/15 | | | |
| 13 | Demolition Works | 02/01/15 | | | |
| 14 | Proximity to work equipment | 02/01/15 | | | |
| 15 | Control of Contractors | 02/01/15 | | | |
| 16 | Chemicals & Substances | 02/01/15 | | | |
| 17 | Personal Protective Equipment | 02/01/15 | | | |
| 18 | Working on Air Conditioning Equipment | 02/01/15 | | | |
| 19 | Plumbing Works | 02/01/15 | | | |
| 20 | Building and Maintenance Works @ Rianna Construction Limited buildings | 02/01/15 | | | |
| 21 | Using Work Equipment | 02/01/15 | | | |
| 22 | Workstations | 02/01/15 | | | |
| 23 | Health Surveillance | 02/01/15 | | | |
| 24 | Painting | 02/01/15 | | | |
| 25 | Competency | 02/01/15 | | | |
| 26 | Communication | 02/01/15 | | | |
| 27 | Monitoring & Auditing | 02/01/15 | | | |
| 28 | Handling and Storage | 02/01/15 | | | |
| 29 | Working on Electrical Equipment | 02/01/15 | | | |
| 30 | Driving | 02/01/15 | | | |
| 31 | Building, Installation and Maintenance at Client Sites | 02/01/15 | | | |
| 32 | Installing and Altering Suspended Ceilings | 02/01/15 | | | |
| 33 | Carpentry Work | 02/01/15 | | | |
| 34 | Installing and maintaining door closers, locks, etc | 02/01/15 | | | |
| 35 | Installing and repairing floor's and floor coverings | 02/01/15 | | | |
| 36 | Installing and modifying partitions | 02/01/15 | | | |
| 37 | Fitting wall tiles | 02/01/15 | | | |
| 38 | Fitting fixtures and fittings | 02/01/15 | | | |
| 39 | Installing, repairing and replacing data cables | 02/01/15 | | | |
| 40 | Installing, maintaining and alterations to fire alarms and emergency lighting | 02/01/15 | | | |
| 41 | Installing and alterations to sprinkler systems | 02/01/15 | | | |
| 42 | Painting | 02/01/15 | | | |

Appendix 2

List of Rianna Construction Limited Safety Forms

| No | Title | Revision Date | Approved by |
|--------|---|-------------------------------|--------------|
| SF 001 | Accident Report Form | 2 nd of January 15 | Donal Tuttle |
| SF 002 | Incident Report Form | 2 nd of January 15 | Donal Tuttle |
| SF 003 | Witness Form | 2 nd of January 15 | Donal Tuttle |
| SF 004 | Site folder check list (As PSCS) | 2 nd of January 15 | Donal Tuttle |
| SF 005 | Site Folder check list (Maintenance Works) | 2 nd of January 15 | Donal Tuttle |
| SF 006 | Site Induction Form | 2 nd of January 15 | Donal Tuttle |
| SF 007 | Site Induction Register | 2 nd of January 15 | Donal Tuttle |
| SF 008 | Emergency Contact Details | 2 nd of January 15 | Donal Tuttle |
| SF 009 | Site Safety Audit | 2 nd of January 15 | Donal Tuttle |
| SF 010 | Dynamic Risk Assessment Form | 2 nd of January 15 | Donal Tuttle |
| SF 011 | PPE Register | 2 nd of January 15 | Donal Tuttle |
| SF 012 | Height Equipment Register | 2 nd of January 15 | Donal Tuttle |
| SF 013 | Lifting Equipment Register | 2 nd of January 15 | Donal Tuttle |
| SF 014 | Weekly Fire Safety Check Lists (Office and Site) | 2 nd of January 15 | Donal Tuttle |
| SF 015 | Monthly Fire Safety Check Lists (office and Site) | 2 nd of January 15 | Donal Tuttle |
| SF 016 | Emergency Drill Report (Office and Site) | 2 nd of January 15 | Donal Tuttle |
| SF 017 | Employee visit sign in sheet | 2 nd of January 15 | Donal Tuttle |
| SF 018 | Toolbox talk records Form | 2 nd of January 15 | Donal Tuttle |
| SF 019 | List of Tool Box Talks | 2 nd of January 15 | Donal Tuttle |
| SF 020 | MEWP Inspection Checklist | 2 nd of January 15 | Donal Tuttle |
| SF 021 | Harness Inspection Checklist | 2 nd of January 15 | Donal Tuttle |
| SF 022 | Weekly Examination for Straight Ladders - Step Ladders - Podium Steps | 2 nd of January 15 | Donal Tuttle |
| SF 023 | Written Site Safety Warning Sheet | 2 nd of January 15 | Donal Tuttle |
| SF 024 | Material Safety Data (MSD) Register | 2 nd of January 15 | Donal Tuttle |
| SF 025 | Permit to Work - Hot Works | 2 nd of January 15 | Donal Tuttle |
| SF 026 | Permit to Work - Electrical Works | 2 nd of January 15 | Donal Tuttle |
| SF 027 | Permit to Work – Hazardous Operations | 2 nd of January 15 | Donal Tuttle |
| SF 028 | Permit to Work – Proximity to Live Services | 2 nd of January 15 | Donal Tuttle |
| SF 029 | Hazardous Substance Assessment Form | 2 nd of January 15 | Donal Tuttle |
| | | | |
| | | | |

Appendix 3 Safety Advisor Details – Eolas Beo Limited

Eolas Beo Limited has been contracted by Rianna Construction Limited to act as their Retained Safety Advisor for all works in 2015. Eolas Beo Limited are available to Rianna Construction Limited for advice and assistance 24/7.

Eolas Beo Limited provide the following services;

- Retained Safety Advisors
- Assistance with the development of safety management systems
- Safety Audits
- Construction Site Safety Management
 - PSDP Safety Co-Ordinator
 - PSCS Safety Co-Ordinator
 - Site Safety Officer
- Safety training
 - Onsite
 - Off-site
 - E-learning
- Safety Compliance Management
 - E-Service
- Safety Inspection and Certification
- Safety Assessments
 - Asbestos
 - Noise
 - Air Quality
 - Light
- Safety Products
 - See www.slopabeo.ie

Eolas Beo contact details are as follows;

- | | |
|-------------------|--|
| • Phone | 046 9245834 |
| • Email | info@eolasbeo.ie |
| • Account Manager | Paddy McHugh – 087 2113333 – paddy@eolasbeo.ie |
| • E-Learning | Colin Farrelly – 087 998 1470 – colin@eolasbeo.ie |
| • Training Admin | Breda McHugh – 046 9245834 – breda@eolasbeo.ie |

Appendix 4 Emergency Contact Details

| | |
|---|---------------|
| Accident & Medical Emergency | 112 or 999 |
| Fire | 112 or 999 |
| Garda Síochána | 112 or 999 |
| Gas Leak – Bord Gáis | 1850 20 50 50 |
| ESB Networks | 1850 372 999 |
| Poison Centre | 01 809 2566 |
| Health and Safety Authority | 1890 289389 |
| Safety Advisor – Eolas Beo (Paddy McHugh) | 087 2113333 |
| Donal Tuttle | 087 2326361 |
| Rianna Construction Limited Office | 01 887 8400 |

