

HICKEY PLASTERING

MICHAEL HICKEY

17th December 2023

SAFETY STATEMENT

Including Risk Assessment

CONTENTS

PART A – SAFETY STATEMENT & APPENDICES **4**

SECTION 1 – HEALTH & SAFETY POLICY **5**

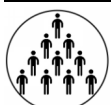


1.0 – HEALTH & SAFETY POLICY 6



1.1 – COMPANY INFORMATION 7

SECTION 2 – SAFETY ARRANGEMENTS **8**



2.0 – ROLES & RESPONSIBILITIES 9



2.1 – COMPETENCE & TRAINING REQUIREMENTS 11



2.2 – CONSULTATION & PARTICIPATION 14



2.3 – THE SAFETY REPRESENTATIVE 14



2.4 – ACCIDENT REPORTING & INVESTIGATION 15



2.5 – EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE 16



2.6 WELFARE FACILITIES 17



2.7 – PERSONAL PROTECTIVE EQUIPMENT 17









2.8 – PREGNANCY AT WORK 18



2.9 – YOUNG PERSONS 19



2.10 – WORK-RELATED STRESS & DIGNITY AT WORK 19

<u>SECTION 3 – SITE-SPECIFIC INFORMATION</u>	20
 3.0 – PROJECT / JOB INFORMATION	21
 3.1 – MANDATORY SITE REQUIREMENTS	22
 3.2 – SITE-SPECIFIC REQUIREMENTS	23
 3.3 – WEEKLY INSPECTION	25
 3.4 – SITE APPOINTMENTS AND DUTIES	25
 3.5 – SAFE SYSTEMS OF WORK	27
<u>APPENDICES</u>	29
APPENDIX 1 – SITE-SPECIFIC INFORMATION	30
APPENDIX 2 – RECORDS	36
APPENDIX 3 – FORMS & REGISTERS	43
APPENDIX 4 – METHOD STATEMENTS & SSWPs	44
APPENDIX 5 – ACCIDENT/INCIDENT INVESTIGATION FORM	48
APPENDIX 6 – SAFETY DATA SHEETS / REPORTS FOR HAZARDOUS SUBSTANCES	51
<u>PART B – RISK ASSESSMENT & ACTION LIST</u>	52

PART A – SAFETY STATEMENT & APPENDICES

SECTION 1 – HEALTH & SAFETY POLICY

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



1.0 – HEALTH & SAFETY POLICY

KEY ACTIONS

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

HEALTH AND SAFETY POLICY

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

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

Signed: _____ Date: _____

Position: _____

Managing Director / Owner



1.1 – COMPANY INFORMATION

KEY ACTIONS

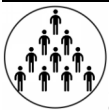
Input relevant details relating to the company name, address and any relevant contact details.

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

SECTION 2 – SAFETY ARRANGEMENTS

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

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



2.0 – ROLES & RESPONSIBILITIES

KEY ACTIONS

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

EMPLOYER'S RESPONSIBILITIES INCLUDE:

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

EMPLOYEE'S RESPONSIBILITIES INCLUDE:

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



2.0.1 – DUTIES OF CONTRACTORS

KEY ACTIONS

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

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

FURTHER INFORMATION

Refer to Section 3.4 for Site Appointments and Duties



2.0.2 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

KEY ACTIONS

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

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



2.1 – COMPETENCE & TRAINING REQUIREMENTS

KEY ACTIONS

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

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

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

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



2.1.1 – SAFE PASS

KEY ACTIONS

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

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

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

FURTHER INFORMATION

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



2.1.2 – CONSTRUCTION SKILLS CERTIFICATION SCHEME (CSCS)

KEY ACTIONS

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

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

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

FURTHER INFORMATION

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

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



2.1.3 – INDUCTION TRAINING

KEY ACTIONS

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

Our Induction training will include the following information:

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

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

FURTHER INFORMATION

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



2.1.4 – OTHER TRAINING

KEY ACTIONS

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

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

Other Examples of Training Requirements:

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

FURTHER INFORMATION

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



2.2 – CONSULTATION & PARTICIPATION

KEY ACTIONS

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

TOP TIPS

I / we will consult with all relevant employees:

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

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



2.3 – THE SAFETY REPRESENTATIVE

KEY ACTIONS

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

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

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

FURTHER INFORMATION

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



2.4 – ACCIDENT REPORTING & INVESTIGATION

KEY ACTIONS

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

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

FURTHER INFORMATION

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

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

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

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

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



2.5 – EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE

KEY ACTIONS

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

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

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

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

FURTHER INFORMATION

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



2.6 WELFARE FACILITIES

KEY ACTIONS

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

Welfare facilities include;

- Toilets
- Washing
- Drying facilities
- Canteen facilities.

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



2.7 – PERSONAL PROTECTIVE EQUIPMENT

KEY ACTIONS

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

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

I / We will ensure that:

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

I / We expect our employees to:

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

FURTHER INFORMATION

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



2.8 – PREGNANCY AT WORK

KEY ACTIONS

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

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

FURTHER INFORMATION

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

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

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



2.9 – YOUNG PERSONS

KEY ACTIONS

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

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

FURTHER INFORMATION

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



2.10 – WORK-RELATED STRESS & DIGNITY AT WORK

KEY ACTIONS

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

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

FURTHER INFORMATION

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

SECTION 3 – SITE-SPECIFIC INFORMATION

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

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



3.0 – PROJECT / JOB INFORMATION

KEY ACTIONS

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

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












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



3.1 – MANDATORY SITE REQUIREMENTS

KEY ACTIONS

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

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



3.2 – SITE-SPECIFIC REQUIREMENTS

KEY ACTIONS

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

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



3.2.1 – SITE SECURITY ARRANGEMENTS

KEY ACTIONS

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

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



3.2.2 – EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE

KEY ACTIONS

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

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

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

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



3.2.3 – TRAFFIC MANAGEMENT

KEY ACTIONS

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

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



3.2.4 – WELFARE FACILITIES REQUIREMENTS

KEY ACTIONS

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

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

FURTHER INFORMATION

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



3.3 – WEEKLY INSPECTION

KEY ACTIONS

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

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

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

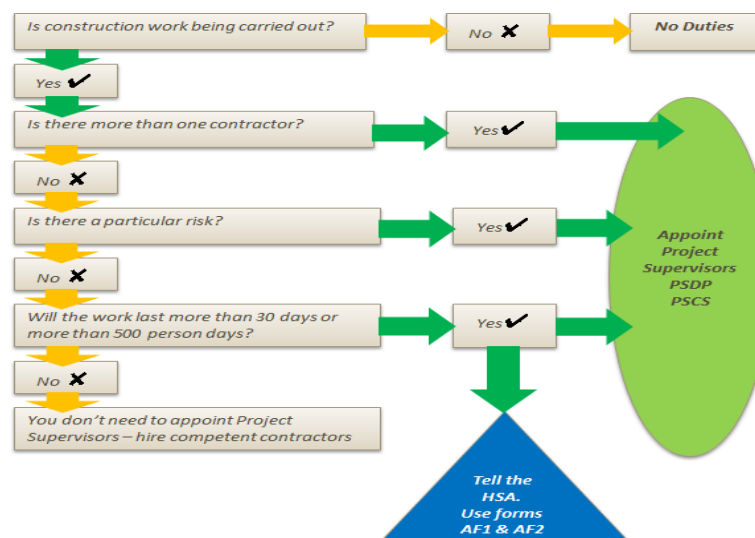


3.4 – SITE APPOINTMENTS AND DUTIES

KEY ACTIONS

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

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



FURTHER INFORMATION

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

3.4.1 – PROJECT SUPERVISOR DESIGN PROCESS (PSDP)

KEY ACTIONS

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

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

3.4.2 – PROJECT SUPERVISOR CONSTRUCTION STAGE (PSCS)

KEY ACTIONS

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

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



3.5 – SAFE SYSTEMS OF WORK

KEY ACTIONS

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

Method Statements

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

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

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

FURTHER INFORMATION

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

Safe System of Work Plans (SSWPs)

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

The following SSWP forms are available:

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

FURTHER INFORMATION

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

Permit to Work

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

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

APPENDICES

APPENDIX 1 – SITE-SPECIFIC INFORMATION

APPENDIX 2 – RECORDS

APPENDIX 3 – STATUTORY FORMS & REGISTERS

APPENDIX 4 – METHOD STATEMENTS & SSWPs

APPENDIX 5 – ACCIDENT REPORTING & INVESTIGATION

APPENDIX 6 – SAFETY DATA SHEETS

APPENDIX 1 – SITE-SPECIFIC INFORMATION

FORM 1.0 – PROJECT INFORMATION SHEET

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

FORM 1.1 – EMERGENCY CONTACT INFORMATION

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

FORM 1.2 – WEEKLY INSPECTION CHECKLIST

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

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

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

FORM 1.3 – SITE RULES (Amend as required)

SITE RULES

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

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

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

APPENDIX 2 – RECORDS

FORM 2.1 – INDUCTION & SAFE PASS REGISTER

INDUCTION & SAFE PASS REGISTER

NO.	NAME	SAFE PASS NUMBER	EXPIRY DATE	DATE INDUCTED	SIGNATURE

FORM 2.1A – TYPICAL INDUCTION TOPICS

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

FORM 2.2 – CONSTRUCTION SKILLS CERTIFICATION RECORDS REGISTER (CSCS)

CONSTRUCTION SKILLS CERTIFICATION REGISTER (CSCS)

NO.	NAME	CONSTRUCTION SKILLS CARD TYPE, E.G. CRANE	CARD NUMBER	TRAINEE Y/N	EXPIRY DATE

FORM 2.3 TRAINING REGISTER

TRAINING REGISTER

[illegible]

FORM 2.4 – PERSONAL PROTECTIVE EQUIPMENT REGISTER

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

FORM 2.5 – RESPONSIBLE PERSONS TASK REGISTER

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

APPENDIX 3 – FORMS & REGISTERS

INSERT APPROPRIATE STATUTORY FORMS AS REQUIRED (THESE CAN BE OBTAINED IN LEARN MORE (CONSTRUCTION) AT [BeSMART.ie](https://www.besmart.ie) OR AT [HSA.ie](https://www.hsa.ie)

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

APPENDIX 4 – METHOD STATEMENTS & SSWPs

FORM 4.0 – METHOD STATEMENT

FORM 4.0 – METHOD STATEMENT REVISION:		
PART A – CONTRACTOR DETAILS		
COMPANY NAME	CONTACT NAME	
ADDRESS	PHONE	
	EMAIL	
PART B – PROJECT DETAILS		
PROJECT TITLE	SITE ADDRESS	
DESCRIPTION OF TASK / ACTIVITY		
PSCS ADDRESS	START DATE:	END DATE:
	START TIME:	END TIME:
PART C – PERSONNEL INVOLVED		
NAME	ROLE / TRADE	
SITE SUPERVISOR	PHONE:	EMAIL:
SAFETY OFFICER / ADVISOR	PHONE:	EMAIL:
PART D – EQUIPMENT REQUIRED		
KEY PLANT & TOOLS (ATTACH CERTIFICATION IF APPLICABLE)		
KEY MATERIALS		
OTHER ESSENTIAL EQUIPMENT		

PART E – SAFETY

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

SPECIFIC STAFF TRAINING (E.G. CSCS)

SEQUENCE OF OPERATIONS (INCLUDE SKETCHES IF REQUIRED)

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

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

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

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

DETAIL PERMITS TO WORK (IF APPLICABLE)

UTILITY / POWER SHUT DOWN REQUIRED?

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

OTHER PPE REQUIRED (PLEASE STATE)










SERVICES TO BE SUPPLIED BY OTHERS

OTHER INFORMATION AND COMMENTS

PART F – HAZARDOUS SUBSTANCES

ATTACH CHEMICAL RISK ASSESSMENTS IF REQUIRED

LIST HAZARDOUS SUBSTANCES & IDENTIFY RISKS BELOW

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

STORAGE ARRANGEMENTS

PART G – EMERGENCY PROCEDURES & WELFARE REQUIREMENTS

FIRST-AID FACILITIES

NAME OF FIRST AIDER

PHONE

FIRST-AID BOX LOCATION

LOCATION OF NEAREST HOSPITAL

WELFARE REQUIREMENTS

DECLARATION

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

PREPARED BY

NAME

SIGNATURE

DATE

REVIEWED BY

NAME

SIGNATURE

DATE

PART H – ITEMS ATTACHED

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

INFORMATION SUPPLIED PREVIOUSLY

PART J – METHOD STATEMENT BRIEFING RECORD

BRIEFING DELIVERED BY

NAME

SIGNATURE

DATE

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

NAME

SIGNATURE

DATE

APPENDIX 5 – ACCIDENT/INCIDENT INVESTIGATION FORM

FORM 5.0 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

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

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

APPENDIX 6 – SAFETY DATA SHEETS / REPORTS FOR HAZARDOUS SUBSTANCES

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

SAMPLE SAFETY DATA SHEET INFORMATION BRIEF

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PART B – RISK ASSESSMENT & ACTION LIST

RISK ASSESSMENT

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

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

ACTION LIST

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

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

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

PART B1 - RISK ASSESSMENTS

Completed Risk Assessments

1. Fire
2. Manual Handling
3. Chemicals
4. Driving for Work
5. Electricity on Site
6. Slips, Trips & Falls on Site
7. Angle Grinder
8. Cartridge Operated Tools
9. Cement Mixer
10. Compressed Air Tools
11. Concrete Saw
12. Construction Dust
13. Flat / Sloped Roofs
14. Fragile Roofs
15. Hand-Held Circular Saw
16. Knives and Sharp Objects
17. Ladder (Straight /Extension)
18. Lifting Operations
19. Manually Operated Hand Tools
20. Mobile Elevating Work Platform (MEWP)
21. Mobile Generator
22. Mobile Tower Scaffold
23. Openings & Edges
24. Outdoor Work
25. Podium Steps
26. Power Hand Tools
27. Scaffold Erection, Modification & Dismantling
28. Stepladders (A-Frame)
29. Stilts
30. Telescopic Handler (Teleporter)
31. Trailer
32. Use of Scaffolding
33. Van Loading / Unloading
34. Visiting Customer Premises

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

Appropriate signs are in place	Yes
<i>Each fire point should be signed and have a copy of the evacuation strategy displayed. The assembly point(s) should be in a safe location away from any fire hydrant and moving traffic</i>	
Additional Controls or Information	

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

Additional Controls or Information	

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

Hazard: Driving for Work Driving on the public road may result in collisions which may cause serious injuries to you, your employees and / or others	
Current Controls	Actioned
Employees have a full drivers licence, are competent, authorised and experienced and are familiar with the vehicle <i>Valid driving license is carried and is appropriate to the vehicle being driven and any equipment being towed. Refer to the Road Safety Authority, www.rsa.ie, for information on licencing and other requirements for vehicles and towed machinery on the road</i>	Yes
Vehicles are maintained in accordance with the manufacturer's instructions, in a roadworthy condition and fit for use <i>Vehicle should be fully serviced and insured for business use. Servicing it as per the manual will help keep it in safe working order and prevent breakdowns. Keep the manual in the vehicle and consult it for information on use, checks and maintenance</i>	Yes
A driving for work policy is in place and is communicated to all employees who drive for work <i>For more information on a driving for work policy see driver's handbook and guidelines in 'Learn More'. The policy should cover all vehicle types driven for work purposes. Vehicles must never be operated by persons under the influence of alcohol or drugs</i>	Yes
The use of hand held equipment is not allowed while driving <i>Holding a mobile phone while driving, sending SMS/MMS messages or emails even if the phone or device is held in a cradle, are not allowed</i>	Yes
Employees are trained in safe driving practices <i>Drivers should do a quick walk around of the vehicle prior to driving e.g. check fuel level, tyres, wipers, washers, lights, indicators, warning devices, load security. See Walk-Around Check Sheets, posters and information in 'Learn More'</i>	Yes
Safe practices and suitable aids are used for reversing and aids are kept in good working order <i>Improve the driver's ability to see around the vehicle / load where required by providing extra aids such as convex mirrors or CCTV. Refer to the Workplace Transport Safety Reversing Vehicles guidance in 'Learn More' for more information</i>	Yes
Adequate rest breaks are planned and taken, and adequate time is allowed for journeys, taking account of road, traffic and weather conditions <i>During daylight hours it is recommended to take a 15 minute break after 2 hours of driving. In the hours of darkness it is recommended to take rest breaks more frequently, about every 1.5 hours</i>	Yes
Records are kept of drivers' licences, authorisation, training, collisions,	Yes

incidents, vehicle checks, maintenance, NCT / DOE and insurance	
<p>Vehicles are parked safely and legally</p> <p><i>Vehicles should not be parked in such a way that they are liable to cause an obstruction to traffic or others e.g. vulnerable road users, pedestrians, cyclists or motorcyclists</i></p>	Yes
Work equipment carried in the vehicle is secured for travel	Yes
<p>Plans are in place for dealing with vehicle breakdown and collisions, and employees are trained</p> <p><i>Make sure employees know how to deal with incidents and to whom and how they must be reported. Breakdown cover and a breakdown kit, containing warning triangle, torch, high visibility clothing, fire extinguisher and first aid kit, should be provided</i></p>	Yes
<p>In the event of breakdown the vehicle is safely stopped, hazard warning lights are activated and warning triangle is used where appropriate</p> <p><i>On motorways and high speed roads employees should exit the vehicle by the non-traffic side, remain clear of the vehicle and not attempt repairs. Warning triangle should not be used on motorways</i></p>	Yes
Additional Controls or Information	

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

Suitable fire extinguishers for fighting electrical fires are provided	Yes
Electrical equipment and fittings are suitable for construction work	Yes
Additional Controls or Information	

Hazard: Slips, Trips & Falls on Site

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

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

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

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

Hazard: Cartridge Operated Tools

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

Current Controls	Actioned
Cartridge operated tools are used and maintained in accordance with the manufacturer's manual	Yes
Employees are trained in the correct use of cartridge operated tools and the operator's manuals are available <i>Operators using cartridge operated tools must be over 18 and should be tested for colour blindness</i>	Yes
Cartridge operated tools are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Cartridges are stored as per the manufacturer's instructions and their availability is strictly controlled <i>Tools should not be loaded with cartridges when not in use e.g. during storage or transit</i>	Yes
Surface is assessed before firing into it and the correct cartridge is used	Yes
Misfire procedures are in place and strictly followed	Yes
Cartridge tool is not loaded when not in use	Yes
PPE is provided and worn	Yes
Additional Controls or Information	

Hazard: Cement Mixer

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

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

Hazard: Compressed Air Tools

Use of compressed air tools may result in accidental contact or explosions which may cause cuts, eye injuries, internal injuries and other serious injuries to you, your employees and/or visitors

Current Controls	Actioned
Compressors and tools are kept clean and lubricated, and are used and maintained in accordance with the manufacturer's instructions <i>Air receiver, e.g. vessel containing compressed air, must have suitable safety device(s) and correct pressure gauge fitted and a unique identification mark and the safe working limits displayed on it. Air supply controls should not be modified</i>	Yes
Compressed air receiver is examined at least every 26 months by a competent person and records are kept <i>Records: Report of examination before first use, every 26mnths & after repair; keep a register of equipment with dates of last test. Records kept at workplace/with equipment. Advice on contents of report and a template register are available in Learn More</i>	Yes
Suitable protective devices are fitted to the equipment and adjusted by a competent person and kept in good condition <i>Safety valves should be located so that they discharge to a safe place. These devices should be included in a preventative maintenance programme</i>	Yes
Compressor and tools are regularly checked, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>A preventative maintenance programme should be put in place, including checking for signs of problems. Equipment should be depressurised before maintenance</i>	Yes
Employees are trained in the use of compressor and air tools <i>Employees should be given information about the safe operation of the equipment and action to identify and deal with abnormal or emergency situations</i>	Yes
All connections are properly clamped and whip checks used to secure air-line(s) and tool <i>Maintain compressed air hoses in good condition and make sure they are suitable for the tool to be used</i>	Yes
Anti-vibration handles and silencers are fitted to compressor / air tools <i>Employees using compressed air tools should take regular breaks or be rotated between tasks</i>	Yes
Tool attachments are maintained and kept sharp	Yes
Pedestrians and vehicles are kept clear when compressed air tools are in use	Yes

Compressor is turned off and the air is released when tools are not in use	Yes
PPE is provided and worn	Yes
Additional Controls or Information	

Hazard: Concrete Saw Contact with or use of a concrete saw could result in being hit by ejected materials or impact with the blade which may cause cuts, entanglement, fractures, burns, amputation or other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
Concrete saw is used and maintained in accordance with the manufacturer's manual	Yes
Employees are trained in the use of the concrete saw and the operator's manual is available <i>Employees undergoing training must be supervised until they are competent</i>	Yes
Abrasive wheel is mounted by a trained, competent and authorised person, is suitable for the work and is inspected before use <i>The maximum speed of the spindle must be clearly marked on the machine. Wheel speed must be compatible with the spindle speed and the maximum operating speed of the wheel is never exceeded. Store blades as per manufacturer's instructions</i>	Yes
Name(s) of employees trained and authorised to mount abrasive wheels have been recorded in the safety statement	Yes
Objects being cut are secured and supported as needed	Yes
Work area is inspected before cutting, saw is not used in enclosed areas unless there is adequate ventilation and hot work procedures are in place <i>Make sure you carry out the 'Hot Works' risk assessment</i>	Yes
Water attachments fitted to the concrete saw are used to dampen down dust <i>Screens should be used to control dust, debris and sparks</i>	Yes
Vibration dampening is provided where appropriate	Yes
Loose clothing, dangling jewellery and unsecured long hair are avoided when using the concrete saw	Yes
Fuel for the concrete saw is stored properly, only approved containers are used and care is taken when refuelling <i>Make sure equipment is stopped and allowed to cool, spillages are wiped up after filling and fuel caps are secured. Do not start petrol-fuelled concrete saws indoors or in an area where there has been a recent spill. Allow machine to cool before</i>	Yes

<i>storing</i>	
RPE is provided and worn	Yes
<i>RPE must fit properly (face fit) and be worn correctly every time. Refer to 'A Guide on Respiratory Protective Equipment' in Learn More</i>	
PPE is provided and worn	Yes
Additional Controls or Information	

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

Hazard: Flat / Sloped Roofs Working on flat or sloped roofs may result in persons or materials falling which may cause fractures, head injuries and other serious injuries to you, your employees and /or visitors	
Current Controls	Actioned
The roof type and condition is known before work starts <i>If the roof has asbestos containing materials, refer to Practical Guidelines on ACM Management and Abatement in 'Learn More'</i>	Yes
Suitable measures and a safe system of work are put in place to prevent falls before work starts <i>A method statement should be in place to identify safe systems of work and dealing with emergencies / rescue. Refer to the 'Code of Practice for Safety in Roofwork' in Learn More for more detailed information</i>	Yes
Edge / fall protection / scaffolding is inspected by a competent person before first use, at least once a week and after any alteration or bad weather <i>Form GA3 - Report of Results of Inspections of: Work Equipment for Work at Height is available in Learn More</i>	Yes
Safe means of access is provided <i>Access routes and work areas should be marked out</i>	Yes
Only trained and authorised employees work on roofs and employees have a valid CSCS card when carrying out Built-Up Roof Felting	Yes
Roof openings are securely covered or suitably guarded	Yes
Roof is not overloaded and materials / equipment are secured	Yes
Properly designed roof ladders and crawling boards are used for working on sloped roofs <i>Make sure you complete the 'Roof Ladder and Crawling Boards' risk assessment</i>	Yes
Materials or equipment are not thrown or dropped from the work area <i>Waste material should be disposed through debris chutes or use of suitable skips, bins and loading bays</i>	Yes
Unauthorised access to the roof area is prevented	Yes
Work at height is only carried out when weather conditions do not pose a risk	Yes

Emergency and rescue plan from work at height are in place <i>The method of rescue should be proportionate to the risk and you should not rely on the emergency services to perform a rescue</i>	Yes
Personal fall-protection equipment is worn where needed and employees are trained in its use <i>Make sure you carry out the 'Personal Fall-Protection Equipment' risk assessment</i>	Yes
Suitable PPE is provided and worn	Yes
Additional Controls or Information	

Hazard: Fragile Roofs Working on fragile roofs may result in persons or materials falling or exposure to hazardous substances, which may cause fractures, head injuries, ill-health and other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
The roof type and condition is known before work starts <i>If the roof has asbestos containing materials, refer to Practical Guidelines on ACM Management and Abatement in 'Learn More'</i>	Yes
Work to a fragile roof is carried out from underneath where practicable	Yes
Suitable measures are put in place to prevent falls before work starts <i>A method should be in place to identify safe systems of work. Refer to the 'Code of Practice for Safety in Roofwork' in Learn More for more detailed information.</i>	Yes
Edge/fall protection is inspected by a competent person before first use, at least once a week and after any alteration or bad weather <i>Form GA3 - Report of Results of Inspections of: Work Equipment for Work at Height is available in Learn More and the Safety Statement</i>	Yes
Safe means of access is provided <i>Access routes and work areas should be marked out</i>	Yes
Only trained and authorised employees carry out work and employees have a valid CSCS card when carrying out construction work	Yes
A safe system of work is used and monitored by a competent person <i>A safe system of work should be used to ensure that works do not begin until all the safety controls are in place and signed off e.g. exclusion zones, access and egress, authorised personnel etc</i>	Yes
Unauthorised access to the fragile roof and areas below is prevented <i>Covered walkways, debris netting and fans can help prevent injuries</i>	Yes
Suitable equipment is available for moving across the roof <i>Staging and work platforms must be long enough to span across roof members / rafters and must not be overloaded</i>	Yes
Materials or equipment are not thrown or dropped from the work area	Yes
PPE is provided and employees are trained in its use <i>Make sure you complete the Personal Fall Protection risk assessment</i>	Yes
Additional Controls or Information	

--	--

Hazard: Hand-Held Circular Saw Contact with a hand-held circular saw, or ejected materials can cause cuts, lacerations, amputation and other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
Circular saw is used and maintained in accordance with the manufacturer's instructions <i>Consider all the tasks for which the circular saw will be used and make sure the manufacturer's instructions are followed accordingly</i>	Yes
Safety guards are in place and working	Yes
Saw is only used by trained and authorised employees and the operator's manual is available <i>When undergoing training an employee must be instructed and supervised by a competent person</i>	Yes
Electrical powered equipment is 110v and a RCD is fitted	Yes
Saw is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Make sure the lower blade guard returns to its position when you finish the cut</i>	Yes
Saw is disconnected from its power source before changing the blade or before any other maintenance / repair work	Yes
Sufficient clear work space is provided	Yes
Material being cut is adequately supported and care is taken so that hands / body parts and electrical cords are kept clear of the moving blade at all times	Yes
Loose clothing and jewellery are not worn and long hair is tied back when using the saw	Yes
PPE is provided and worn	Yes
Additional Controls or Information	

Hazard: Knives and Sharp Objects Contact with knives and sharp objects can cause cuts, lacerations and amputations to you, your employees and / or visitors	
Current Controls	Actioned
Use of knives and sharp objects is minimised and they are stored safely	Yes
Safe work practices are in place for the use, cleaning and sharpening of knives and sharp objects and employees are trained <i>Training in safe cutting and use e.g. cutting away from the body, not leaving knives / blades in areas where others may not be aware of them e.g. in a sink or other areas</i>	Yes
Knives and sharp objects are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Knives or sharp object used are suitable for the job <i>Typical catagories of utility knives include bladeless cutters, concealed blades, spring loaded blade retraction, manual blade retraction, automatic blade retraction</i>	Yes
Blades are kept sharp and replaced as needed	Yes
PPE is provided and worn as required	Yes
Additional Controls or Information	

Hazard: Ladder (Straight /Extension) Use of a ladder could result in falls from height which may cause fractures, head injuries and other serious injuries to you, your employees and / or visitors	
Current Controls	Actioned
Work is only carried out from a ladder when the job is of short duration and low risk <i>The work must be light, non-repetitive and should not take longer than about 30 minutes. Consider the use of other safer equipment e.g. podium steps, mobile scaffold tower, MEWP</i>	Yes
Ladder is suitable for the work to be carried out <i>Ladders must be marked by the manufacturer with the relevant standard and the maximum working load</i>	Yes
Ladder is checked before use, and unsafe ladders are taken out of use <i>Ladders should never be painted</i>	Yes
Ladder is regularly inspected by a competent person and records are kept <i>Equipment should be inspected at suitable intervals when it is exposed to conditions likely to cause damage and deterioration. Form GA3 available in Learn More can be used to record inspections of work at height equipment</i>	Yes
Extension ladders overlap as per the manufacturer's instructions and locking devices are used	Yes
Employees are trained in the safe use of ladders	Yes
Work is not carried out near overhead electricity lines <i>Ladders must not be used close to overhead lines / there must be a safe clearance distance. Refer to the 'Code of Practice for Avoiding Danger from Overhead Lines' in Learn More</i>	Yes
Ladder is set up on a firm level base, leaning at a suitable angle and secured against slipping or moving <i>It is recommended that the ladder is angled at 75degrees (1 in 4). Avoid side on work and over-reaching, move the ladder as necessary</i>	Yes
Non-conductive ladders are used for electrical work	Yes
Ladders used for access are tied at the top and extend 3 rungs above the landing point unless a suitable handhold is provided	Yes
Moving vehicles and pedestrians are kept away from ladders when in use	Yes

3-points of contact are maintained at all times when using a ladder	Yes
<i>Tools or equipment should not be carried when going up or down a ladder. Use a tool belt or raise tools up using a hand line</i>	
Additional Controls or Information	

Hazard: Lifting Operations Lifting operations may result in failure of the lifting equipment or materials falling which may cause fractures, cuts, lacerations, crush or other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
Lifting operations are planned, supervised and carried out in a safe manner by competent people <i>A designated person should be appointed to coordinate the safe management of lifting operations and lifting equipment</i>	Yes
Lifting equipment is only operated by those who are trained and competent <i>When working in construction, operators of lifting equipment must hold a relevant CSCS (Construction Skills Certification Scheme) card e.g. Telehandler, Mobile Crane, Tower Crane etc</i>	Yes
SWL and identification numbers are readable and lifting equipment and accessories are suitable for the task	Yes
Lifting equipment and accessories have had a thorough examination by a competent person within the last 6 / 12 months and are inspected weekly and records maintained <i>Form GA1 - Report of Thorough Examination and Form GA2 - Report of Weekly Examination are available in Learn More and the Safety Statement</i>	Yes
Lifting equipment and accessories are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Slinging and signalling is only carried out by trained and authorised employees and they have a valid CSCS card when carrying out construction work	Yes
Adequate means of communication is provided between the operator and slinger/signaller during lifting <i>A clear view of load being lifted should be maintained at all times where possible</i>	Yes
Lift plan is developed by a competent person for complex or unusual loads and is communicated to all involved in the lifting operation	Yes
Lifting operations are not carried out near live overhead electricity lines and any other nearby hazards have been identified and protected or removed <i>Refer to the 'Code of Practice for Avoiding Danger from Overhead Electricity Lines' in Learn More or contact the relevant utility provider for further</i>	Yes

<i>information</i>	
<p>Work area is suitable for safe lifting operations and access is restricted to those involved in the work</p> <p><i>Loads are not lifted over persons, inhabited buildings or work areas. Where this cannot be avoided loads must be suitably secured e.g. use of nets or safety chains</i></p>	Yes
<p>Lifting operations stop when weather conditions deteriorate</p> <p><i>Lifting equipment is only used within the manufacturer's wind limits for lifting. Check wind speed using an anemometer</i></p>	Yes
Guidelines are used to control and guide loads where necessary	Yes
Additional Controls or Information	

Hazard: Manually Operated Hand Tools

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

Current Controls	Actioned
Hand tools are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Employees are informed of the possible risks when using the hand tools	Yes
Adequate lighting is available	Yes
Bench vice is provided and used in workshops as required	Yes
PPE is provided and worn as required	Yes
Additional Controls or Information	

Hazard: Mobile Elevating Work Platform (MEWP) Working with a MEWP may result in entrapment, overturning, persons or materials falling, or collision with vehicles, which may cause fractures, head injuries and other serious injuries to you, your employees and / or visitors	
Current Controls	Actioned
MEWP is used and maintained in accordance with the manufacturer's instructions <i>Check that the mobile elevating work platform is CE marked (has an EC Declaration of Conformity). Safety placards, labels and instructions should be in place and be readable</i>	Yes
MEWP is only used by trained and authorised employees and the operator's manual is available <i>Make sure the operator knows limits of use such as safe working load, maximum wind speed, wheel and outrigger loadings, set up requirements, maximum slope etc</i>	Yes
Ground conditions and overhead obstacles are checked and work area is suitable for the safe operation of the machine	Yes
MEWP has received a thorough inspection by a competent person within the last 6 months and is inspected weekly and records kept <i>Form GA1 - Report of Thorough Examination and Form GA2 - Report of Weekly Examination are available in Learn More</i>	Yes
MEWP is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Where there is a risk of falling, a harness with a short restraint lanyard is secured to a suitable anchor point within the MEWP <i>Always refer to the manufacturer's instructions as to the requirements for harnesses, lanyards and location of attachment points. Restraint lanyard must be worn at all times when using boom lifts</i>	Yes
MEWP Scissor Lift is fitted with safety devices to prevent crushing during descent	Yes
Flashing beacon and warning alarm(s) where fitted to the MEWP are kept in good working order <i>Always refer to the manufacturer's instructions</i>	Yes
MEWP is kept apart from moving vehicles and pedestrians	Yes
Rescue procedures are in place	Yes

<i>Employees should be competent to lower the MEWP in an emergency and be familiar with the emergency and ground controls</i>	
Additional Controls or Information	

Hazard: Mobile Generator Use of a mobile generator could result in electrocution, fumes, fire or explosions which may cause burns, suffocation or other serious injuries to you, your employees and / or visitors	
Current Controls	Actioned
Generator is used, maintained and earthed in accordance with the manufacturer's instructions	Yes
Only trained and authorised employees operate the generator, and the operator's manual is available	Yes
Generator is operated outside, in a well ventilated area and as far away as possible from work areas <i>Generator should be placed away from building vents or openings, ignition sources and flammable materials</i>	Yes
Generator is not overloaded	Yes
Generator is fitted with an RCD <i>Make sure you carry out the 'Electricity' risk assessment</i>	Yes
Generator is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
External cables, connections and electrical sockets are suitable for outdoor use and are routed so as not to pose a trip hazard	Yes
Generator is turned off and allowed to cool before refueling or putting into storage <i>Store fuels in approved containers away from the generator and any ignition sources</i>	Yes
Connecting a generator to a building supply is only carried out by a competent electrician <i>Always contact your electricity provider if connecting the generator to a building supply as this could result in backfeeding into utility lines which could cause electrocution. Do not connect a generator to a socket or distribution board</i>	Yes
Additional Controls or Information	

Hazard: Mobile Tower Scaffold

Using a mobile tower scaffold may result in the tower overturning, persons or materials falling or collision with vehicles which may cause fractures, head injuries and other serious injuries to you, your employees and/or visitors

Current Controls	Actioned
Mobile tower scaffold is erected, used, dismantled and maintained in accordance with the manufacturers instructions <i>Mobile tower scaffold must be erected on firm level ground, with outriggers in place and the castors locked when in use</i>	Yes
Mobile tower scaffold over 2m high is only erected, modified or dismantled by employees who have a valid CSCS card when carrying out construction work	Yes
Mobile tower scaffold components are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Mobile tower scaffold is erected, modified and dismantled using a safe method of work	Yes
Mobile tower scaffold is not erected or used close to overhead electricity lines <i>Refer to the 'Code of Practice for Avoiding Danger from Overhead Electricity Lines' in Learn More for further information</i>	Yes
Manufacturer's base to height ratio is always followed	Yes
Mobile tower scaffold is inspected by a competent person before first use, at least once a week and after any alteration or bad weather <i>Form GA3 - Report of Results of Inspections of: Work Equipment for Work at Height is available in Learn More</i>	Yes
Mobile tower scaffolds are not used in high winds and are not overloaded	Yes
Mobile tower scaffold is kept apart from moving vehicles and pedestrians	Yes
Mobile tower scaffold is not moved with employees or materials anywhere on the tower	Yes
Additional Controls or Information	

Hazard: Openings & Edges

Unprotected openings and edges may result in falls from height which may cause fractures, head injuries or other serious injuries to you, your employees and/or visitors

Current Controls	Actioned
Measures are in place and maintained to prevent persons or materials falling from openings and edges <i>Work areas should be checked before work starts to make sure the measures are adequate. Guardrails/covers should be strong and secure enough to withstand the force of someone falling against or on them</i>	Yes
Edge/fall protection is inspected by a competent person before first use, at least once a week, after alteration or bad weather and the form GA3 completed, and appropriate signs are displayed	Yes
Additional Controls or Information	

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

Hazard: Podium Steps Using podium steps could result in falls from height which may cause fractures, head injuries and other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
Podium steps are used and maintained in accordance with the manufacturer's instructions <i>Make sure the manufacturer's instructions are available</i>	Yes
Podium steps are suitable for the work to be carried out and the safe working load is never exceeded <i>Podium steps must be marked by the manufacturer with the relevant standard and the maximum working load</i>	Yes
Podium steps are checked before use, kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Ladders / steps should never be painted</i>	Yes
Podium steps is regularly inspected by a competent person and records are kept <i>Equipment should be inspected at suitable intervals when it is exposed to conditions likely to cause damage and deterioration. Form GA3 available in Learn More can be used to record inspections of work at height equipment</i>	Yes
Podium steps are used on firm level ground with the guardrail(s) closed and the castors locked <i>Do not over-reach when using podium steps</i>	Yes
Podium steps are not moved with employees or materials on the platforms and climbing up the outside of the podium steps is not permitted	Yes
Podium steps are kept apart from moving vehicles and pedestrians	Yes
Additional Controls or Information	

Hazard: Power Hand Tools Contact with a powered electrical / hydraulic / pneumatic hand tool, ejected materials or possible impact from machine or work piece movement, can cause burns, entanglement, fractures, lacerations, amputation and other serious injuries to you, your employees and / or visitors	
Current Controls	Actioned
Power hand tools are used and maintained in accordance with the manufacturer's manual and safety devices are in good working order	Yes
Tool is disconnected from its power supply before cleaning, clearing blockages or other maintenance/repair work starts	Yes
Tool adjustments are not made while moving parts are in motion	Yes
Employees are trained in the correct use of the power hand tools and the operator's manuals are available	Yes
Sufficient clear work space is provided and work pieces are secured where necessary	Yes
Loose clothing, jewellery and unsecured long hair are avoided when using power hand tools	Yes
PPE is provided and worn when required <i>Refer to the manufacturer's instructions. Respiratory Protection may be needed depending on the task. Make sure you complete the 'Wood Dust' or 'Construction Dust' risk assessments where relevant</i>	Yes
Electrical hand tools of greater than 110 volts are not used on construction sites or in damp locations	Yes
Tools are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Tools should be checked, kept clean and serviced as per the specific manufacturer's instructions</i>	Yes
Portable electrical tools that could be subject to wear and tear are inspected and tested regularly by a competent person	Yes
Vibration dampening is provided on powered hand tools where appropriate	Yes

<i>Keep tools in good condition so that they operate more smoothly and with less vibration</i>	
Additional Controls or Information	

Hazard: Scaffold Erection, Modification & Dismantling Working with scaffolding may result in scaffold collapse, or persons or materials falling which could cause fractures, head injuries, death or other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
A design is prepared by a competent engineer / designer where scaffolding is to be erected outside the manufacturer's standard configuration <i>Refer to the manufacturer's instructions, Code of Practice for Access & Working Scaffolds and scaffolding brief. Use flame retardant sheeting on scaffolding near other buildings, public areas and if "Hot Works" will be carried out</i>	Yes
The client / PSCS has provided a written brief detailing the scaffold required and its intended use <i>Design work must be coordinated by the Project Supervisor Design Process where appointed. Ensure the scaffolding is suitable for the type / nature of the work. Refer to the manufacturer's instructions / Code of Practice for Access and Working Scaffolds</i>	Yes
A competent person has been appointed in writing with responsibility for scaffolding <i>The competent person is responsible for the scaffolding and in particular for any modifications or adjustments required and for scaffold maintenance and inspection</i>	Yes
Scaffolding is erected, modified and dismantled by a competent CSCS Scaffolder in accordance with the manufacturer's instructions <i>Trainee scaffolders must be under the direct supervision of qualified scaffolders when erecting, modifying or dismantling scaffolding</i>	Yes
Collective protective measures are in place or personal fall protection measures are in place and employees are trained <i>When moving, raising or lowering platform boards, working less than 1 metre from an exposed edge or outside of guardrails then fall protection must be worn and clipped on. Ensure you carry out the 'Personal Fall-Protection Equipment' risk assessment</i>	Yes
Exclusion zones are in place before scaffolding is erected, modified or dismantled	Yes
Scaffolding components are inspected before use, defective components are dealt with promptly and unsafe equipment is taken out of use <i>Scaffolding is of good design and construction, composed of suitable and sound materials of adequate strength and has been designed / manufactured to European standards or equivalent</i>	Yes
Scaffolding is erected on a firm, level foundation which is capable of supporting planned working weight	Yes

Ground preparation should be carried out in advance of scaffolding being erected. The contractor / PSCS should confirm in writing that the ground bearing pressure is suitable for the type of scaffolding and intended loads	
Scaffolding is not erected / used in locations close to overhead electricity lines <i>Refer to the 'Code of Practice for Avoiding Danger from Overhead Electricity Lines' in Learn More or contact the relevant utility provider for further information</i>	Yes
Scaffolding is adequately tied and braced <i>Refer to design and manufacturer's instructions / standards and code of practice. Scaffolding fitted with debris netting or sheeting requires additional ties. Drilled ties should be pull tested and records kept</i>	Yes
Scaffold is erected as close to the structure as possible <i>The maximum gap between the scaffold and the structure should be 225mm. Internal handrails / cantilever platform brackets or other safe system of work should be used where there is a gap greater than 225mm</i>	Yes
Scaffold is not overloaded, loading bays are used and signs showing the maximum load are in place <i>Refer to manufacturer's instructions and / or design brief for service loading</i>	Yes
Designated scaffold access points and routes are put in place <i>If possible provide dedicated stair access between lifts when there is a lot of foot traffic and when equipment needs to be carried between lifts</i>	Yes
All working platforms including loading bays have guardrails / gates and toe boards <i>Working platforms must have 2 guardrails with the top guardrail at a minimum height of 950mm. The gap between guard-rails and toeboards must not be more than 470mm. Loading bays must have guard rail systems that give collective protection when loading</i>	Yes
Scaffolding is inspected by a competent person before first use, at least once every 7 days and after any event that might affect the stability or safety of the scaffold <i>Use a handover certificate transferring control from the erector to the PSCS / contractor on completion of work. Form GA3 - Report of results of inspections of Scaffold is available in Learn More</i>	Yes
Where relevant a scaffolding dismantling plan is drawn up by a competent person	Yes
Work at height is only carried out when weather conditions do not pose a risk	Yes

A rescue plan from work areas at height or over / near water has been developed and rescue workers are trained	Yes
Suitable PPE is provided and worn	Yes
Additional Controls or Information	

Hazard: Stepladders (A-Frame) Use of a stepladder may result in falls from height which may cause fractures, head injuries and other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
Work is only carried out from a stepladder when the job is of short duration and low risk <i>The work must be light and should not take longer than 30 minutes. Consider the use of other safer equipment e.g. podium steps, mobile scaffold towers, MEWPs</i>	Yes
Ladder is suitable for the work to be carried out <i>Ladders must be marked by the manufacturer with the relevant standard and the maximum working load</i>	Yes
Stepladders are used as per the manufacturer's instructions <i>Stepladders should not be used to support planks as part of a work platform</i>	Yes
Employees are trained in the correct and safe use of stepladders	Yes
Stepladders are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Ladders / steps should never be painted</i>	Yes
Stepladder is regularly inspected by a competent person and records are kept <i>Equipment should be inspected at suitable intervals when it is exposed to conditions likely to cause damage and deterioration. Form GA3 available in Learn More can be used to record inspections of work at height equipment</i>	Yes
Non-conductive stepladders are used for electrical work	Yes
Stepladders are set up on a firm level base facing the work activity	Yes
Stepladders are never straddled and the top three steps are not used for standing	Yes
Moving vehicles and pedestrians are kept away from stepladders when in use	Yes
3-points of contact are maintained at all times when using a stepladder <i>Tools or equipment should not be carried when going up or down a ladder. Use a tool belt or raise tools up using a hand line</i>	Yes
Additional Controls or Information	

--	--

Hazard: Stilts Use of stilts may result in slips, trips, and falls which may cause fractures, head injuries and other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
Stilts are visually checked before use, and are kept in good condition in accordance with the manufacturer's instructions	Yes
Employees are trained in the correct and safe use of stilts <i>A rigid platform should be used getting on and off the stilts. The platform should be the same height or higher than the stilts. Employees should not reach below knee level when using stilts</i>	Yes
Work using stilts is not carried out around stair openings, balconies or edges <i>Stilts should not be used on temporary platforms such as scaffolding, benches, planks or stools or on stairs</i>	Yes
Floor surfaces are suitable for stilt work <i>Make sure you carry out the 'Slips, Trips and Falls' risk assessment</i>	Yes
Additional Controls or Information	

Hazard: Telescopic Handler (Teleporter) Use of a telescopic handler could result in equipment overturning, collapsing, materials falling or collisions which can cause damage, crush injuries, amputation, electrocution and other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
Telescopic handler is used and maintained in accordance with the manufacturer's instructions <i>Check that the telescopic handler is CE marked (has an EC Declaration of Conformity). Safety placards, labels and instructions should be in place and be readable</i>	Yes
Only trained and authorised employees operate the telescopic handler, the operator's manual is available and employees have a valid CSCS card when carrying out construction work <i>The person slinging loads to be lifted must also have a valid CSCS Slinger/Signaller card. Make sure you carry out the 'Lifting Operations' risk assessment</i>	Yes
Telescopic handler is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Telescopic handler used for lifting and accessories have had a thorough examination by a competent person within the last 12 / 6 months and are inspected weekly and records kept <i>Make sure you carry out the 'Lifting Operations' risk assessment. Form GA1 - Report of Thorough Examination and Form GA2 - Report of Weekly Examination are available in Learn More</i>	Yes
Telescopic handler is fitted with a functioning safe working load alarm and the Safe Working Load is clearly marked on the machine <i>Load and lifting radius charts must be available in the cab and outriggers must be used as per the manufacturers instructions</i>	Yes
Telescopic handler is not operated near live overhead electricity lines and work area is suitable <i>Refer to the 'Code of Practice for Avoiding Danger from Overhead Electricity Lines' in Learn More or contact the relevant utility provider for further information</i>	Yes
Man-riding baskets where used are fully integrated and securely attached <i>The use of non-integrated baskets is only allowed in exceptional circumstances and subject to strict conditions</i>	Yes
Persons are never lifted on the forks	Yes
Telescopic handler is not operated on gradients steeper than those specified as safe in the manufacturer's instructions	Yes

Suitable visual and/or warning devices are in place and maintained in good working order <i>Suitable devices should be installed to improve visibility where the driver's direct field of vision is inadequate</i>	Yes
The use of hand held phones or electronic devices is not allowed while operating the telescopic handler <i>Two-way radio systems may be required to communicate with the operator. These systems should only be used when communication is critical to safe operations</i>	Yes
Seat belts are worn and passengers are not carried at any time <i>Passengers are not carried unless it has been designed for that purpose e.g. purpose-built seats are provided</i>	Yes
Pedestrians and vehicles are kept clear of the telescopic handler when it is in use	Yes
The ignition key is removed and the machine is secured if left unattended	Yes
Fire extinguisher is in place in the cab	Yes
PPE is provided and worn	Yes
Additional Controls or Information	

Hazard: Trailer Unsafe coupling or uncoupling and loading or unloading of a trailer can lead to trailer rollaway and shifting and falling of loads, which may cause damage, crush injuries or other serious injuries to you, your employees or others	
Current Controls	Actioned
Trailer is kept in good working order and is checked before use <i>Use and maintain the trailer according to the manufacturer's instructions. Check brakes, lights / reflectors, attachment / hitching points, tyre condition and pressures, safety chain, jockey wheel / stand, hydraulic attachments / hoses etc</i>	Yes
Vehicle used is capable of towing the trailer and its load, and the correct braking system is fitted and working <i>See www.RSA.ie for information on weight limits and braking requirements for towing trailers on public roads. Where fitted, make sure trailer brakes are working evenly and are synchronised with the vehicle brakes before moving off</i>	Yes
Trailer is only used by those who are trained <i>See www.RSA.ie for information on driving licence requirements for towed equipment on public roads. Have the operator's handbook available</i>	Yes
The vehicle is safely stopped on level ground during hitching and unhitching, the correct hitch system is used and the controls are only operated from the correct position <i>Do not stand between the vehicle and trailer unless the engine is off and brake is on. When using an automatic hitch, check that the coupling has been properly made before moving off</i>	Yes
Trailer is loaded safely and is not overloaded <i>Do not exceed the trailer maximum safe working load. Distribute the load evenly across axles. Trailers should not be loaded above their headboard</i>	Yes
Loads are adequately secured for transport and are checked regularly <i>Inspect restraint equipment for wear and damage before use. Prevent loads shifting, falling, being dislodged or blown off during the journey or when being unloaded. Check load and restraints, especially after heavy braking or sudden changes of direction</i>	Yes
Working at a height is avoided where possible or measures are taken to protect against the risk of falling <i>Avoid climbing on to a trailer by working at ground level where possible e.g. use of mechanical loading equipment, vehicles with gauges and controls at ground level; automatic sheeting systems</i>	Yes
A raised trailer or trailer part is always supported with a suitable prop when reaching in or working underneath it <i>The prop must be suitable to support the weight and prevent the raised part from falling. Make sure you complete the 'Vehicle / Plant Maintenance & Repairs' risk assessment</i>	Yes

People stand clear when opening tail gates / boards and trailer is only unloaded or tipped when on stable, level ground with nobody in the tipping zone <i>Unfasten the locking bar before tipping. Follow the manufacturer's instructions</i>	Yes
Trailer is not tipped or high loads moved under or close to overhead electricity lines unless there is adequate clearance distance <i>Avoid moving the trailer when in the raised position</i>	Yes
Reversing is avoided or minimised <i>Driver must be able to see behind the trailer or be safely guided. Reverse only in a safe place, using safe practices and suitable aids e.g. well positioned mirrors. Keep aids in good working order. Consider fitting a reversing camera on long trailers</i>	Yes
Passengers are never carried on the drawbar or trailer	Yes
Trailer is not parked on severe gradients and is chocked when needed <i>Refer to the manufacturer's instructions. Take care when fitting and removing chocks and stand to the side of the wheels</i>	Yes
Additional Controls or Information	

Hazard: Use of Scaffolding Using scaffolding may result in scaffold collapse, persons or materials falling which could cause fractures, head injuries, death or other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
Scaffolding is safe to use and has been erected by a competent CSCS Scaffolder	Yes
Any required alterations to the scaffolding is only carried out by a competent CSCS Scaffolder	Yes
Scaffolding is adequately tied, braced and not overloaded	Yes
All working platforms have guardrails and toe boards <i>Do not take up boards, move guardrails or remove ties to gain access for work</i>	Yes
Scaffolding is checked and inspected <i>It is the responsibility of each contractor to make sure that the scaffolding is safe for use before starting work. Appropriate signage should be displayed as to the status of the scaffold</i>	Yes
Incomplete scaffolding is not used	Yes
Designated scaffold access points and routes are used <i>Climbing of scaffolding is not permitted</i>	Yes
Materials or equipment are not thrown or dropped from scaffolding	Yes
Scaffolding is kept clean and clear of materials <i>A clear passageway of 430mm should be maintained for persons to pass between materials and the edge of platform</i>	Yes
Scaffolding is not used during bad weather	Yes
Additional Controls or Information	

Hazard: Van Loading / Unloading Loading or unloading a van can cause crush, back, head and other serious injuries to you, your employees and/or visitors	
Current Controls	Actioned
Van is always parked safely and legally for loading/unloading	Yes
Hand brake is applied, ignition turned off and key removed before loading/unloading	Yes
Loads are always adequately secured to prevent movement or shifting while in transit and bulkhead protection is fitted <i>Bulkheads prevent load shifting to drivers cabin in event of sudden braking or impact. Loads and restraints should be checked regularly by the driver during all journeys</i>	Yes
Van is loaded within manufacturer's limits and evenly across all axles	Yes
Roadside loading or unloading is carried out in a safe manner with suitable precautions to protect pedestrians and other vehicles	Yes
Suitable mechanical aids are available to help lift and move loads	Yes
Suitable PPE is provided and worn where relevant	Yes
Additional Controls or Information	

Hazard: Visiting Customer Premises Visiting customers premises may result in slips, trips, falls, crush injuries or threatening behaviour which may cause cuts, bruises, head injuries or other serious injuries to you and/or your employees	
Current Controls	Actioned
Employees are provided with information about the purpose of the visit, the location of the premises and any particular risks	Yes
Employer or other relevant person is aware of the employee's planned visits	Yes
Company identification is provided and shown to customer on first contact	Yes
Employees are trained not to enter any premises without prior permission from the owner/customer	Yes
On arrival at a customer's premises employees make their presence known at reception or make contact with a customer representative	Yes
Employees are trained to avoid, and to report to their manager, any dangerous situations/issues that may affect them and reported matters are dealt with promptly <i>Where threats or aggression occur employees must break away immediately and report the incident to their immediate supervisor/service provider</i>	Yes
Emergency contact numbers are provided and an incident reporting procedure is in place including follow up action <i>Telephone numbers for emergency services and key personnel should be provided and all threats of violence or harassment are to be investigated and a record kept</i>	Yes
The premises rules and safety signs are obeyed	Yes
Where relevant, employees familiarise themselves with the layout of the premises and emergency evacuation procedures	Yes
Additional Controls or Information	

PART B2 - ACTION LIST

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