SAFETY  
STATEMENT

2020

50 The Fairways

Woodbrook Glen

Bray

Co Wicklow

This Safety Statement is a working document. We undertake to review this document on a regular basis and to revise it if deemed necessary to take account of and reflect any changes which effects Health and Safety. We also undertake to familiarize our Company with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007.

WHAT IS A

SAFETY STATEMENT?

A **Safety Statement** is Management's Programme, in writing, for safeguarding Safety and Health in the workplace. It represents management's commitment to Safety and Health,and specifies the manner, the organization and the resources necessary for maintaining and reviewing Safety and Health standards.

* This document should be read and reviewed prior to signing and issue
* Regular Risk Assessments should be undertaken of the facility and this document should be amended to reflect the results of the same and should be updated in line with future Health and Safety Legislation
* Keep pedestrian and transport routes clear
* Use contractors’ procedures within Safety Statement
* Complete training section of Safety Statement
* Ensure PPE is provided and worn
* Ensure Manual Handling Training is completed for all staff

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**50 The Fairways**

**Woodbrook Glen**

**Bray**

**Co Wicklow**

**SECTION 1**

**COMPANY POLICY**

**COMPANY POLICY**

The Policy of DARRAGH CONNOLLY is to ensure the Health, Safety and Welfare of all staff while at work and to protect visitors and the general public from injury due to the Company’s activities insofar as that is reasonably practical. Safety will always be the first consideration in all matters pertaining to the Company’s activities. The Company will comply with all statutory Requirements, Regulations and approved Code of Practice dealing with Health and Safety where these are applicable to our activities. We will ensure that during the course of employee training, in relation to, a specific process, working practices or tasks to be performed by an employee, that safety would form an integral part of such training and in subsequent operation. Employees should observe all safety rules and Conduct themselves in a manner to ensure their own safety and that of others. They must use all safety equipment, including personal protective equipment provided by us, and ensure that this equipment is not abused. The joint co-operation of all employees in the observance of this policy will ensure safe working conditions and consequently would be of an advantage to all. We will ensure the implementation of the Safety, Health and Welfare at Work Act, 2005 insofar as practicable, and any other Statutory Safety Requirements. The Company will also submit an Annual Progress Report and the implementation of the Safety Programme in terms of

* Achievements.
* Shortcomings.
* Targets for the coming year.
* Resources allocated to Safety, Health and Welfare at Work for the previous year.
* Provide a Resource Budget for the following year.

The objective of this Safety Statement is to provide guidance to all Company Personnel so they can perform their work safely and to make employees aware of the potential hazards associated with the workplace.

**Signed:** DARRAGH CONNOLLY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DECLARATION OF SAFETY**

The Company accepts its duty to employees to provide as far as practical:

* A safe place of work.
* A safe means of access and egress.
* Safe equipment and machinery.
* Safe systems of work.
* Provision for appropriate instruction, training and supervision.

The success of the Safety Statement will depend on your co-operation. Management is ensuring that each employee receives access to a copy of the Safety Statement. It is important that all employees acquaint themselves with this document and pay particular attention to the role they have in implementing same. This Safety Document will apply not only to employees but also to contractors, sub-contractors and members of the public who may frequent our business.

**COMPANY RESPONSIBILITIES**

It is the Company Policy to:

* Provide safe and healthy working conditions.
* Endeavour to avoid accidents and injury.
* Ensure all employees are aware of potential hazards and potentially hazardous materials in the workplace.
* Protect the public who come into contact with the Company and its products.
* Comply with legislation.
* Provide and publish health and safety procedures.
* Provide training, instruction and supervision to enable employees to work safely and efficiently.
* Provide all necessary safety devices and protective equipment and to supervise their use.
* Appoint with agreement a Safety Representative.
* Agree with Safety Representative to carry out Safety Inspections.
* Provide funding to address aspects of Health and Safety if and when they arise.
* The Company undertakes to provide health surveillance, at regular intervals, where necessary.

**MANAGEMENT RESPONSIBILITIES**

Management is responsible for the establishment and maintenance of an effective policy for Health Safety and Welfare at work by

1. Taking a direct interest in the policy and positively supporting any person whose function it is to carry it out.
2. Ensuring at all times that competent staff, consultancy advice, and appropriate materials are available to meet the requirements of all safety legislation.
3. Periodically appraising the effectiveness of the policy.
4. Periodically reviewing his responsibility and that of all other persons concerned with the effectiveness of the policy.
5. Ensuring that the policy is understood at all levels.
6. Ensuring that the responsibility is properly assigned and accepted at all levels.
7. Ensuring that all staff under his control are held accountable for their performance in relation to occupational health and safety.

**EMPLOYEE CO-OPERATION**

It shall be the duty of every employee while at work:

* To take reasonable care for his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions by that work.
* To co-operate with the Employer or any other person that will enable his Employer or other person to comply with the relevant statutory provisions.
* To make correct use of machinery apparatus, equipment, dangerous substances and any other means of production.
* To use necessary safety devices and personal protective equipment provided and not to interfere with or damage this equipment and to use same in accordance with instructions received.
* Any staff member who is aware that he has a communicable disease or medical condition is required to take all reasonable steps to ensure that he does not jeopardise the health of his colleagues, if necessary by absenting himself from work, and notify the Management of the nature of the disease.
* In particular, they should also be considerate to the extra needs of the young and inexperienced workers, and also of the older workers whose agility, sight and hearing may be less than perfect.
* To report to his Employer, Safety Officer, or immediate Supervisor without unreasonable delay any defects in equipment, place of work, and system of work, which might endanger safety, health and welfare at work.
* To provide the Company with information which may lead to the introduction of measures to prevent the recurrence of accidents?
* To comply with the Company’s procedure regarding accident reporting - See Accident and Reporting Section as detailed later.

### GENERAL SAFETY RULES

* Carelessness and not paying attention to task in hand is the most common cause of accidents. No horseplay, fool acting, running, jumping etc. in the workplace.
* Staff are not to interfere with personal protective equipment.
* Any hazards/defects in the equipment, protective equipment or the workplace to be reported to Management.
* All equipment should be isolated before cleaning or repair.
* Staff should not run or be involved in horseplay. Safety is in the interest of employees to operate and run an efficient business. Safety precautions and guidelines issued by Management should be taken seriously and implemented. Safety Audits are undertaken periodically and safety audit sheets have been provided in this regard.

**DISCIPLINARY PROCEDURES**

Persistent gross negligence of safety regulations will warrant instant dismissal.

Where regular shortcomings are noted regarding Health and Safety, the employee will be given a reasonable opportunity to put them right. This will consist of a verbal warning(s) and will indicate the specific regulation that has been breached, how it is to be rectified and the time limit in which it is to be achieved. If the required improvement is achieved the employee will be informed. However, should the required improvement not result, a further warning(s) will be given and this will indicate that continued failure may result in dismissal. This/these will be a written warning(s). The employee has the right to have the Safety Representative, or other Representative present. The company will at all times observe the conditions, practices and procedures of current labour law.

**RESOURCES FOR MITIGATION OF RISK & PROCEDURE**

As far as is reasonable and practical this company commits itself to dealing with the hazards identified, firstly on the basis of their elimination where possible. The approach will take into account objective standards or guidelines where they exist and specialist advice where required. The person responsible shall examine the options available for dealing with the hazards identified taking into account the potential risk factor.

The Company with the Safety Representative will carry out regular Safety Audits in attendance. The attached Safety Audit Sheet should be completed.

##### SECTION 2

**EMPLOYEE WELFARE**

**OCCUPATIONAL HEALTH, WORKPLACE CONDITIONS & HOUSEKEEPING**

As part of the Company’s commitment to safety and welfare at work, the Company will ensure that a hygienic, healthy environment is maintained at all times.

Areas involved are

#### Welfare Facilities which shall be provided

#### Housekeeping which involves maintenance, tidiness, orderliness of all areas and equipment used.

The objectives are

* To prevent accidents.
* To prevent fire.
* For general cleanliness.
* To increase efficiency.

**What are typical results of bad housekeeping?**

Falls, trips, spills, collisions, fires and inefficiency

**GENERAL WORKING ENVIRONMENTS**

The work area should be maintained in a clear and unobstructed manner. Staff should report any defects in this regard immediately to Management.

##### TRAINING AND INSTRUCTION

All new employees will receive general induction training; this will include information and training on the Company, Safety, Health and Welfare Statement and the emergency requirements and procedures, which are in operation. Formal job training will be given to all employees where the need is identified; this will include any safety, health and welfare hazard, which is inherent in the job to be done. Each employee transferred from one area of the Company to another will be instructed in the hazards and safety procedures of the new area before commencing work. It is essential that no person shall attempt a potentially hazardous task without proper training and instruction. Training Schedules will be kept and logged for each task.

**ASSESSING THE TRAINEE**

* Assess what is the Trainees existing knowledge.
* Has the Trainee worked on similar equipment elsewhere?
* If trained elsewhere has the Trainee adequate knowledge of safe working practices.

**BASIC INSTRUCTION**

* Prepare a checklist of all points that the Trainee must remember.
* Explain how the equipment works
* Explain the dangers of the equipment
* Explain the safety features of the equipment and how they protect the operator
* Explain how to operate the equipment
* Explain how to clean the equipment safely
* Explain what to do if the equipment seems faulty.

**SUPERVISED WORKING**

* Set the Trainee to work under close supervision.
* Make sure the Duty Manager/Supervisor has time and knowledge to supervise effectively.
* Make sure the Duty Manager/Supervisor watches for dangerous practices developing.

**FINAL ASSESSING OF THE TRAINEE**

* Check the Trainee knows how to use and clean the machine properly and safely
* Make sure the Trainee can be safely left to operate the machine without close supervision.

All staff to receive Induction Training, Ongoing training and records to be kept.



**PERSONAL PROTECTIVE EQUIPMENT**

The Company is conscious of the need to protect their Employee’s safety and health and will endeavour to provide the necessary protective clothing and equipment, where required, to ensure same. Advice will be sought from Specialists where a specific need or problem arises. If an employee is unhappy with the personal protective equipment provided or if it is defective, he/she should make it known to the Manager/Safety Representative. All personnel should take good care of the upkeep and storage of personal protective equipment supplied. An employee who through carelessness does not wear the equipment provided for a particular job will be warned and disciplinary action taken under the laid down procedure.

* Wear high-cut safety footwear with toe caps and reinforced, non-skid soles.
* Use approved head protection when working under low branches or where there may be falling objects.
* Wear a brimmed hat and comfortable clothing which provides sun protection.
* Wear sturdy, well-fitting gloves with grip where necessary, arm protection to guard against cuts and abrasions, extremes of temperature, skin irritation and dermatitis and contract with pesticides and hazardous liquids.
* Use vibration-absorbing gloves while operating vibrating equipment.
* Wear suitable chemical-resistant rubber or plastic gloves when handling fertilizers and pesticides.
* Wear proper sunglasses when in direct sunlight for extended periods.
* Use appropriate eye protection when power tilling, breaking up rocks or concrete, and using strong cleaning agents, spraying or dusting, to guard against the hazard of splashes form pesticides, sprays and dust.
* Wear hearing protection devices (e.g., ear muffs, ear plugs) that provide appropriate protection from noise when using certain types of e.g. rotary mowers, chain saws.
* Do not wear loose-fitting or torn clothing. Wear protective clothing for the body to guard against contact with pesticides and other hazardous substances, cold, heat and bad weather. Protective clothing and equipment should be worn when using machinery such as chain saws.
* Wear safety footwear to guard against the hazard of objects falling or crushing the foot and to protect against adverse weather and machinery such as trimmers and hover mowers.

Personal Protective Equipment (PPE) is necessary if there is no other way to prevent exposure to workplace hazards.

Everyone who uses, or is likely to use PPE needs to understand the circumstances in which it should be used and shall be fully trained in its correct use.

**FIRST AID**

The objectives of First Aid are

* To control conditions that might endanger life.
* To prevent further injury.
* To relieve pain, prevent contamination and to treat for shock.
* To make the patient as comfortable as possible.
* To organise immediate and safe transport to the nearest hospital.
* A First Aid Kit is available and kept on the premises.
* A member of staff has received First Aid Training.
* A Doctor should be called promptly if the accident is serious or alternatively an ambulance should be called if required.
* If neither a Doctor nor an Ambulance is available, the patient should be taken to hospital as quickly as possible or as soon as the injury will permit.

## FIRST AID BOX RECOMMENDATIONS

First Aid box, which shall be located in the workplace and access, will be available at all times for staff.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Materials** | **First Aid Travel Kit Contents** | **First Aid Box Contents** | | |
|  |  | **1-10 Persons** | **11-25 Persons** | **26-50 Persons** |
| Adhesive Plasters | 20 | 20 | 20 | 40 |
| Sterile Eye Pads (No. 16) (Bandage Attached) | 2 | 2 | 2 | 4 |
| Individually Wrapped Triangular Bandages | 2 | 2 | 6 | 6 |
| Safety Pins | 6 | 6 | 6 | 6 |
| Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10x8cms) | 1 | 2 | 2 | 4 |
| Individually Wrapped Sterile Unmedicated Wound Dressings  Large (No. 9) (13x9cms) | 1 | 2 | 6 | 8 |
| Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x17.5cms) | 1 | 2 | 3 | 4 |
| Individually Wrapped Disinfectant Wipes | 10 | 10 | 20 | 40 |
| Paramedic Shears | 1 | 1 | 1 | 1 |
| Pairs of examination Gloves | 3 | 5 | 10 | 10 |
| Sterile Water where there is no clear running water \*\*2 | 2x20mls | 1x500mls | 2x500mls | 2x500mls |
| Pocket Face Mask | 1 | 1 | 1 | 1 |
| Water Based Burns Dressing Small (10x10cms)\*\*\*3 | 1 | 1 | 1 | 1 |
| Water Based Burns Dressing Large \*\*\*3 | 1 | 1 | 1 | 1 |
| Crepe bandage (7cms | 1 | 1 | 2 | 3 |
| **Notes**   1. \*Where more than 50 persons are employed pro rata provision should be made. 2. \*\*Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20 ml and should not be re-used once the sterile seal is broken. At least 900 ml should be provided. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked. 3. \*\*\*Where tap water is not readily available for cooling burnt area. | | | | |

**BULLYING IN THE WORKPLACE**

Bullying can be defined as repeated and systematic harassment and attacks on others. Bullying can be perpetrated by individuals or groups. Bullying takes many forms, and can include many different types of behaviour such as:

* Physical violence and attacks
* Verbal taunts, name-calling and put-downs
* Threats and intimidation
* Extortion or stealing of money and possessions
* Exclusion from the peer group
* Racially or ethnically-based verbal abuse and gender-based put-downs are also found in the bullying situation.

**EFFECTS OF BULLYING**

Bullying at work can have many different effects on all levels within a company i.e. management, Employees, Supervisors and many other problems can be caused within the Company because of bullying. These can include problems such as:

* Stress for Workers
* Ill Health
* Loss of Confidence, self esteem and career difficulties for the person who is being bullied.
* Reduced productivity amongst the workforce
* Poor morale
* Lost time
* Industrial relation problems

Having a Bullying Prevention Policy in place and ensuring all employees are aware of same is a great help where bullying is known to be taking place or where an allegation of bullying is made. Information should be given to all employees on the commencement of work of appropriate behaviour in order to comply with this policy and if necessary training should be given to employees. Assistance may be required by victims in order to overcome a bullying incident and adequate supervision should be given in order to deter bullies. All employees should have access to someone who they can comfortably report bullying to and get information and advice from. For further information please refer to the Health and Safety Authorities Code of Practice for Bullying in the Workplace.

**HARASSMENT**

Sexual Harassment or Harassment can be defined as unwanted conduct of a sexual nature or other conduct based on something else that affects the dignity of women and men at work.

Sexual Harassment or Harassment on discriminatory grounds can have devastating effects on the workplace such as poor health, confidence, morale, and poor performance by those affected. Employees should not be treated less favourably by either management or their fellow employees on any of the following discriminatory grounds:

* Gender
* Marital Status
* Family Status
* Sexual Orientation
* Disability
* Age
* Race
* Religious Belief
* Membership of the Travelling Community

A company Policy and a Complaints procedure for victims should be written and followed for the prevention of and dealing with Sexual Harassment and Harassment in the workplace. All employees should be made familiar with this Policy before commencing work. Help should be given to victims in order for them be able to report comfortably situations of harassment.

For further information on Harassment please refer to The Equality Authorities Code of Practice on Sexual Harassment and Harassment at Work.

**VIOLENCE AND AGRESSION**

Management will take all necessary measures to protect employees from acts of violence, or aggression during the course of work and will act on any complaints made by employees, or other persons. Management will investigate any reports made.

**STRESS**

Management will take all necessary steps to ensure in so far as reasonably practicable that employees are not exposed to excessive stress levels. Employees must approach their supervisor if suffering from excessive stress levels, measures will be taken internally to relieve their workload and to identify the origin of the stress.

**ALCOHOL AND DRUG POLICY**

Management will not tolerate the consumption of drugs, or alcohol before, or during the working period. Any employee found to be taking drugs, or alcohol will be subject to disciplinary proceedings. Any member of staff that is taking prescription drugs that may interfere with their work should inform Management

# No SmokingSMOKE-Free Workplace Policy

It is the policy of Darragh Connollythat the workplaces be smoke free and that all employees have a right to work in a smoke free environment. Smoking is prohibited throughout all enclosed spaces in the workplace with no exceptions. This policy applies to all employees and visitors. Smoking is permitted only in designated outdoor areas.

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

Overall responsibility for policy implementation rests with the occupier, manager or other person who for the time being is in charge of the workplace. All staffs have an obligation to adhere to and facilitate the implementation of this policy. The person in charge shall inform all existing employees of the policy.

**SAFETY CONSULTATION**

There is a general duty on employers to consult with their employees on matters relating to health and safety. The Safety Health & Welfare at Work Act 2005 also empowers employees to appoint Safety Representatives to make representations on their behalf to the employer, gives them rights to investigate accidents and dangerous occurrences and obtain information from Inspectors.

**SAFETY REPRESENTATIVE**

The Company will facilitate the appointment of a Safety Representative. The Safety Representative will have specific entitlements, including:

* Access to information that pertains to the Safety, Health, and Welfare of employees.
* Be given access to appropriate training.
* Be informed when a Health & Safety Authority Inspector visits.
* The right to investigate accidents and dangerous occurrences.

**SAFETY OFFICER**

The Safety Officer for ***DARRAGH CONNOLLY*** is .

The Safety Officer is responsible for ensuring that

1. Showing through personal behaviour, that only the highest standards of safety are acceptable.
2. All processes are completed safely.
3. The Company Safety Statement and other Safety Guidance are observed.
4. The Safety Statement is continually monitored and revised when necessary.
5. Ensuring that all work necessary for safety and good health is carried out promptly.
6. Safety Standards through the formulation of planned maintenance and safety programmes are established.
7. Only specifically trained and authorised persons are allowed to adjust machinery / equipment.
8. All moving parts of equipment are adequately guarded.
9. All activities are planned so that they may be carried out in a safe manner.
10. All employees and visitors wear the correct Personal Protective Equipment.
11. That all staff are competent, and in fit medical condition, to carry out their work and are fully aware of all potential hazards to themselves and others.
12. That all staff are trained in safe methods of working, appropriate to their tasks.
13. Adequate supervision is available at all times, particularly where young persons or inexperienced workers are concerned.
14. Thorough and prompt investigations are carried out into all reported accidents, dangerous occurrences and near misses to establish their cause and to put in place remedial measures.
15. Accidents and dangerous occurrences within the workplace are monitored and an annual report prepared analysing accident trends.
16. All Safety rules, regulations and procedures are kept under review so that they remain applicable to the equipment and processes.
17. All new equipment, processes and machinery brought onto the premises conform to the highest possible current regulatory provisions governing health and safety.
18. All staff under his control are held accountable for their performance in relation to occupational health and safety and that this performance is evaluated periodically.
19. All interested parties are kept informed regarding new equipment and regular checks on the equipment are carried out and records maintained.
20. Co-ordinating the efforts of Management and employees in working towards achieving the Company’s objectives.
21. Advising on matters relating to the Safety, Health and Welfare of Employees.
22. Liasing with Government and other bodies on matters pertinent to health and safety.
23. Good housekeeping standards are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed.
24. Ensuring that inspection and testing of fire protection installations are carried out as required and that records of same are kept.
25. All employees are made aware of their responsibilities for Occupational Health and Safety within the Company.
26. Carry out regular Safety Audits.

**SECTION 3**

**SAFE SYSTEMS OF WORK**

##### SAFE SYSTEMS OF WORK

It is the Company policy to ensure that tasks are within the competence and capacity of all employees. Systems of Work have been designed with that purpose in mind. It is clear that some processes necessarily give rise to risks, which can only be controlled by the adherence to proper procedures. Training provided to workers will identify the areas where care and skill must be exercised. It is the policy of the Company when purchasing new equipment, altering existing equipment or changing the system of work to study such proposed purchases or changes to ensure so far as is reasonably practicable that they are without significant hazard.

Safe access to all work area must be provided. Under no circumstances will any tools or equipment belonging to this company be loaned or permitted to be used by personnel other than trained personnel employed by ***DARRAGH CONNOLLY.***

Care must be taken at all times to protect all employees, and members of the public from danger and to protect property and work in progress from damage. Any circumstances, which give, rise to such danger or damage must be reported immediately.

###### MANUAL HANDLING AND LIFTING

In so far as possible mechanical means should be used for the movement of goods within the premises. The relevant legislation in this regard is the Safety, Health and Welfare at Work Act (General Application) Regulations 2007 and the provisions of same should be consulted in this regard.

Many accidents and injuries result from poor manual handling techniques.

Examples include the following:

* Poor posture.
* Over exertion.
* Over reaching.
* Bending rather than squatting for loads at low levels.
* Stepping over rather than around objects on the floor while carrying.

**CORRECT PROCEDURES INCLUDE**

* Size up load, check weight, remove possible hazards e.g. sharp edges.
* Watch for traps against other objects.
* A load must never be stacked above chest height.
* One person must be in charge of team lifting to observe the full operation.
* Relax and Bend knees, take up a broad base.
* Take up a correct grip, firm and with both hands.
* Raise head keep chin in.
* Keep back straight.
* Keep arms and elbows close to body.
* Stand-up keeping back straight, with load close to body.
* If load is awkward get help lifting it.
* If two people are lifting a load, make sure the load is lifted together.
* These provisions apply for setting down a load as well.
* Appropriate instructions and safe systems of work will be devised for specific tasks of moving items, putting down items and loading, as demand requires.

#### HOW TO LIFT HEAVY OBJECTS

|  |  |
| --- | --- |
| Raise bag upright | Put one knee against bag |

|  |  |
| --- | --- |
| Pull bag up the leg | Rest bag on edge of knee of the other leg |

|  |  |
| --- | --- |
| Stand upright | Carry the load with your back in upright position |

**Portable & Electrical Equipment**

Portable equipment particularly items which are subject to strenuous use and hazardous conditions (ie water, grease) will need maintaining to ensure that it is safe for use. All equipment should be checked visually on a regular basis to ensure that cables are in good condition plugs are sound and correctly attached and the equipment is in general good repair. These checks should be part of an inspection programme but can also be undertaken by the user before and during use. Additionally staff who have received training may be able to check the plug to see that a fuse is in use and that cable terminations are secure and correct including the earth connection. No one should carry out electrical work unless they have sufficient knowledge to prevent danger to themselves or others. Testing by a competent person may be required under certain circumstances.

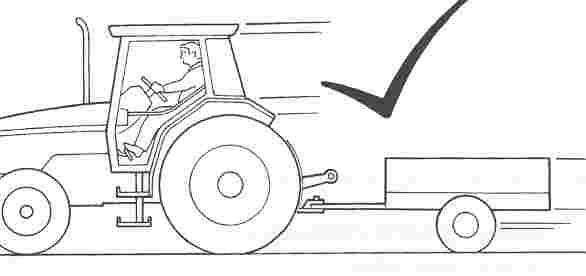
Hand held electrical equipment used out doors or where there is a lot of earthed metalwork should where possible be supplied at reduced voltage, i.e. 110 volt centre tapped earth (CTE) system from a safety isolating transformer. If this is not possible the equipment should be connected through a residual current device (RCD) which will cut off the power quickly if there is an earth fault. Such a fault could result in someone receiving an electric shock. The RCD should be checked monthly by pressing the test button.

Battery charging should be carried out in a well ventilated area away from sparks and other sources of ignition.

**OVERHEAD LINES**

Electricity can flash over from overhead power lines to nearby objects and the results can be lethal. There is particular danger to anyone working with a ladder, pole pruner or irrigation pipe close to an overhead line or on a tractor with loading bucket or any other equipment working near a line. Avoidance of danger from overhead electrical lines provides further information. If sand turf or other material is delivered it is essential that any load is tipped at least 10 meters from any line to avoid the risk of possible contact. Care also needs to be taken if digging holes in case of buried live cables. it is always advisable to contact the regional electricity company before starting any work close to overhead lines.

**SAFE SYSTEMS OF WORK WHEN OPERATING EQUIPMENT**

The Safety, Health and Welfare at Work Act, 2005 requires that "any person who designs, manufactures, imports or supplies any article (machinery / equipment is an article) for use at work to ensure in so far as is reasonably practicable, that the machine is designed, constructed, tested and examined so as to be safe and without risk to health when used by a person at a place of work." This section also requires that the person to whom the article is supplied be provided with adequate information on how to use it properly. All equipment and machinery must be supplied with all its appropriate information on how to use it properly. All equipment and machinery must be supplied with all its appropriate guards in place and sufficient information as to how to use the equipment safely.

* Carry out daily checks on plant before use and report any defects.
* Notify your Supervisor immediately if any defect could be hazardous and do not operate the plant until it has been rectified.
* All guards must be in good order and in position while plant is operating.
* Only use the correct item of plant for the work required.
* Lifting appliances will be inspected weekly and have a thorough examination at the specified period in accordance with statutory requirements.
* Ensure the work area is suitable for the job being done e.g. level ground, clear working area, good ventilation etc.
* Secure and immobilise plant when left unattended.
* Wear high visibility clothing when working in the vicinity of operating plant vehicles.
* Hearing protection must be worn when working in high noise levels.
* Plant operators must not drink alcohol during the working day or shift.

**MACHINERY**

Machinery can be dangerous. Important aspects in ensuring that machinery is used safely and without risk of fatal or serious accidents include: training competence, maintenance, use of correct equipment and safe systems of work. Training provides staff with information on safe working practices and machines should only be used by someone who has been trained and is competent in their use. Competence can be developed by training and experience. to prevent unauthorised access, all machinery should be locked securely away when not in use.

**MOWERS**

Mower blades are sharp and cause accidents. These usually occur when carrying out maintenance or clearing blockages and it is important that staff are trained and competent to carry out the task. Mower blades can detach themselves if not properly maintained or when not changed at intervals specified by manufacturers. Many self propelled mowers are designed to ensure that the blades cease to rotate when the operator leaves the driving seat. This device should be well maintained to ensure that it works every time. It is important to check that the blades have stopped rotating before any adjustment is carried out on the machine. In all cases if any adjustment is required to or near the blades the machine should be switched off and if necessary the power supply isolated. This also applies to smaller pedestrian controlled mowers. Rotary mowers are particularly hazardous if allowed to rotate when the machine is stationary. When buying a new pedestrian controlled rotary mower ensure that it is fitted with a break to stop the rotation of the blades when the power is disconnected.

Rotary mowers present a particular hazard if the guards around the blade are removed or damaged. The hover type of mower which is often used to cut steep banks is also dangerous if not used according to the manufacturer's instructions. Steep banks should not be cut with rigid bladed rotary mowers. There have been a number of serious injuries to operators who have slipped when operating on a steep slope. If operators slip it is possible for their feet to slide under the mower and cone in contact with the rotating blades. Wearing steel toe capped boots with good grip will help to prevent serious injury.

**TURF SCARIFIERS, SPLITTERS AND SPIKING EQUIPMENT.**

All guards should be properly maintained and in position at all times.

No one apart from the operator should be in close proximity to the machine while it is in use.

Before attempting any maintenance of the machine or guards the power should be disconnected and all moving parts stopped.

The operator should be aware of and follow the manufacturer's instruction for safe operation.

**GROOMERS.**

These machines are designed to carry out a number of functions e.g. mowing scarifying and brushing, in one operation and may also collect the debris and cuttings at the same time. They have sophisticated hydraulic controls and it is important that these are carefully maintained, particularly those used to lift part of the equipment.

**BUSH CUTTERS, BUSH SAWS AND GRASS TRIMMERS.**

Bush cutters are used to clear out dense undergrowth or scrubland and can be used to fell small trees and bushes.

Bush saws are fitted with a small circular saw blade designed to cut wood and are driven by a petrol engine.

The blades are guarded to prevent material being thrown out by the cutting action injuring the operator.

Operators should ensure that there are no other people within 10 metres of the working area.

The operation of this machine requires considerable training, skill and experience.

Operators should wear hearing protection and eye protection.

Sturdy footwear offering a good grip and trousers offering protection against grass juices or wet vegetation are recommended.

Some brush cutters can be converted to a grass trimmer i.e. a machine that has a fast revolving nylon line used to cut long grass close to walls, fences. plants etc. Although less dangerous than a brush cutter they still can cause accidents including injuries to the eye and it is therefore advisable to wear eye and hearing protection.

Before converting a trimmer to a brush saw by fitting a circular saw type blade it is important that the manufacturer confirms that the machine is capable of being used in this mode and that adequate guards are available to ensure that it complies with current safety standards.

Different guards are normally provided for brush cutter blade brush saw blade and trimmer. It is important ot fit correct guards which match the cutting attachment. A trimmer needs to be fitted with a barrier if it is used with a saw or brush cutter blade.

#### SAFE SYSTEMS WITH MOVING PARTS OF MACHINERY

Landscaping machinery uses power to do work. This creates a number of possible hazards for both operators and bystanders. Even though manufacturers take many steps to make machinery safe, all hazards cannot be removed.

Most accidents with machinery are the result of human error. The operator forgot something, took a shortcut or a risk, ignored a warning, wasn't paying close attention or failed to follow safety rules.

In many cases, accidents with machinery are very serious, even fatal. It is important to recognize and be alert for machine hazards and to take precautions to avoid injury.

There are many different kinds of machinery--mowers, tractors, shredders, harvesters, grinders, blowers, augers, balers, etc.--but they all have similar characteristics and similar hazards. You can be cut, crushed, pulled in or struck by an object thrown by these machines. They have cutting edges, gears, chains, revolving shafts, rotating blades, levers and similar hazards. You can also be injured if you fall while working from or near any of these machines.

Another problem with machinery is that some machine parts cannot be completely shielded and still do their job. For instance, a cutting blade cannot be totally enclosed, or it could not cut. In addition, guards which can be removed for maintenance often don't get replaced.

**SHEAR POINTS**

Shear points are created when the edges of two objects are moved closely enough together to cut a soft material, as in the case of a pair of shears or an auger. Cutting points are created when a single object moves forcefully or rapidly enough to cut, as in the case of a sickle blade.

Both shear and cutting points are created on machinery designed to cut, as in harvesters, and on those that are not designed to cut, as in an auger. They are hazardous because of their cutting force, and because they often move so rapidly that they may not be visible, so it is easy to forget that it is operating.

Because some cutting and shearing points cannot be guarded, it is important to be aware of their hazard and to be especially alert when they are operating. It is also important to warn others and to look out for their safety, because of the danger of thrown objects while using cutting-type equipment.

**PINCH POINTS**

Another hazard of machinery is the pinch point. Pinch points are formed when two rotating objects move together and at least one of them moves in a circle. For example, the point at which a belt runs onto a pulley is a pinch point. Belt drives, chain drives and gear drives are other sources of pinch points in power transmission devices. Feed rolls, gathering chains and similar equipment to draw crops into the machine also create pinch points.

Fingers, hands and feet can be caught directly in pinch points, or they may be drawn into the pinch points by loose

clothing that becomes entangled. Contact may be made by just brushing against unshielded parts or by falling against them. You can become entangled in pinch points if you take chances and reach or work near rotating parts. Machines move too fast to get out of a pinch point once you become caught in it.

To avoid injury from pinch points, be aware of the areas where pinch points occur and avoid them. Wear clothing that fits well and is not loose or floppy. Never reach over or work near rotating parts. Turn off machinery to work on it. Always replace shields if you must remove them for maintenance.

WRAP POINTS

Rotating shafts are the most common source of wrap point accidents, although any exposed machine part that rotates can be a wrap point. A cuff, sleeve, pant leg or just a thread can catch on a rotating part and result in serious injury. Entanglement with a wrap point can pull you into the machine, or clothing may become so tightly wrapped that you are crushed or suffocated. In other cases, you could be thrown off balance and fall into other machine parts.

Even a perfectly round shaft can be a hazard if there is enough pressure to hold clothing against the shaft. Shafts that are not round increase the hazard significantly. Clothing is more likely to catch if there is a little mud or dried manure, or a nick on the shaft. Ends of shafts which protrude beyond bearings are also dangerous. Universal joints, keys and fastening devices can also snag clothing.

Check all equipment for potential wrap points, and shield those that can be shielded. Place warnings on those that cannot be covered, or paint them a bright colour, perhaps with wide stripes. Be aware of wrap points and be alert to their danger.

CRUSH POINTS

Crush points are created when two objects move toward each other or one object moves toward a stationary one. For example, hitching tractors to implements may create a potential crush point.

Failure to block up equipment safely can result in a fatal crushing injury. A jack may slip, a hose or overhead support may break, or the equipment may roll. Be sure to take extra precautions when working with machinery that is raised for any reason.

Crushing injuries most commonly occur to fingers that are crushed at the hitching point. Wait until the tractor has stopped before stepping into the hitching position. If possible arrange the hitch point so that the tractor can be backed into position without anyone between. Always know what the other person is doing.

The head or chest of an operator may be crushed between the equipment and a low beam or other part of a building. Usually, these accidents occur when operating the machine in reverse Tree limbs are also potential hazards when working with tractors and other machinery.

To prevent being crushed or pinned, first, recognize the potentially dangerous situations. Then, avoid them whenever possible. Block all machinery securely if you must work under it. If an implement can roll freely, block its wheels so it cannot roll.

FREE WHEELING PARTS

Many machine parts continue to spin after the power is shut off; for instance, cutter heads of forage harvesters, hammer mills of feed grinders, rotary mower blades, fans, flywheels, etc. Never touch these parts until they have stopped moving completely. This may take as long as 2 - 2 1/2 minutes.

SPRINGS

Springs under compression will expand with great force when released, and springs that are stretched will contract rapidly when released. Know what direction a spring will move and how it might affect another machine part when released, and stay out of its path.

HYDRAULIC SYSTEM

Hydraulic systems contain fluid under very high pressure. Before loosening, tightening, removing or otherwise working with any fittings or parts, relieve this pressure. Jet streams from even pin-hole leaks can penetrate flesh. In addition, the liquid is often hot. Before attempting any service on hydraulic systems, shut off the engine which powers the hydraulic pump. Lower the implement to the ground and relieve the pressure. Follow the instructions in your operator's manual, because the specific procedures for servicing the systems are very important to your safety.

#### SAFE SYSTEMS WHEN OPERATING POWER LAWN MOWERS

* Read, understand, and follow the manufacturer's operating manual.
* Know the controls and how to stop the machine quickly.
* Inspect the mower prior to starting. Make certain that the blade is sharp and secured.
* Replace thin or worn blades.
* Make sure the blade stopping controls are effective. Adjust as necessary.
* Make sure that shields and other guards, such as the rear drag shield and the discharge deflector, are in place and working properly.
* Wear long pants, non-slip safety toe footwear, and hearing protection.
* Keep people away from the work area. A mower can hurl objects in any direction.
* Clear the work area of rocks, bottles and debris that might be thrown by the blades.
* Fill the engine when it is cool, not while it is still hot after it has been used. Use a funnel to prevent spillage on the engine when refuelling.
* Start the lawn mower outdoors.
* Always push the mower in a forward direction.
* Watch for hidden hazards such as holes, roots, drain pipes and insect nests
* Cut the throttle to idle and make sure the mower will not roll when stopping to pick up debris.
* Proceed slowly into tall, heavy grass to avoid choking the mower or stalling the motor.
* Set mower at the highest cutting level when operating on rough ground.
* Use caution around low hanging branches and shrubs.
* Operate a "push" mower standing up straight, not bent over.
* Mow across slopes. Your feet are less likely to slide under the mower and the mower cannot roll back. (This method is opposite from operating riding lawn mowers that are driven straight and down inclines.)
* Expose the underside of a mower for maintenance by tipping it by the handle but only, after shutting it off, ensuring the blade has stopped rotating, and disconnecting the spark plug wire (or disconnecting an electric lawn mower).
* Stop the lawn mower immediately if the blade hits any hard object, inspect the blade, and make the necessary repairs before using the mower again.
* Keep hands away from the blades. Use a stick to unclog or remove grass from the mower (after you have turned off the mower)
* Mow away from the power cord if using an electric powered lawn mower.
* Disconnect electric lawn mowers or turn off gas-powered mowers immediately after use.
* Walking on wet grass is a slipping hazard for you and more likely to cause the mower to clog.
* Do not pull the mower toward you (or your feet).
* Do not reach under machine. Disconnect the spark plug wire before sharpening, replacing and cleaning the blade or any part of the mower.
* Do not touch hot motor parts.
* Do not spray cold water on a hot engine.
* Do not fuel the mower when engine is hot or while the engine is running.
* Do not make wheel height adjustments while the motor is running.
* Do not lift or tilt the mower while it is running.
* Do not leave blades rotating when crossing a gravelled area.
* Do not leave a running mower unattended.
* Do not remove the grass catcher or unclog the chute while the motor is running.

**SAFE SYSTEMS WHEN OPERATING RIDE-ON MOWERS**

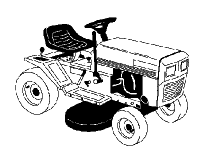
* Read, understand, and follow the instructions in the manufacturer's operating manual.
* Wear hearing and head protection and safety glasses.
* Clear the work area of debris, sticks, stones, toys, etc. that might be thrown by the blades
* Maintain mower and attachments in good operating condition.
* Keep safety devices and guards in place.
* Inspect the mower prior to starting. Make certain that the blade is sharp and secure.
* Set mower at the highest cutting point when operating on rough ground.
* Disengage all attachment clutches and shift mower into neutral before attempting to start the engine.
* Look behind mower when backing up. Back up only minimal distances.
* Mow straight up and down slopes rather than sideways for greater stability
* Reduce speed on slopes and when making sharp turns to prevent tipping or loss of control.
* Watch for rocks, holes and other hazards.
* Mow only in daylight.
* Stop and inspect the blades and shaft if the mower runs into a rock or stump. Damaged blades can cause vibration and vibration can loosen the blades.
* Check the blade-mounting bolts frequently for tightness.
* Check grass catcher bags for wear. Replace worn bags.
* Do not remove grass catcher or unclog chute with the motor running.
* Do not leave mower on a slope.
* Do not carry passengers.
* Do not stop or start suddenly when going uphill or downhill.
* Do not run the engine indoors.
* Do not mount or dismount while the mower is running. There is sufficient space for your toes to pass under the mower housing and be struck by the blade.
* Do not leave a lawn mower unattended if the engine is running (even if the blade is not turning).
* Do not touch hot motor parts.

#### SAFE SYSTEMS WHEN PULLNG LOADS

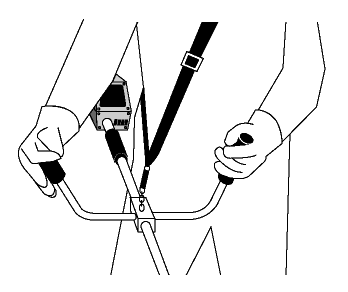
Pull loads as follows:

* Use approved hitch points.
* Limit load weight and size to what is recommended by the manufacturer.
* Do not turn sharply.
* Use counterweights as recommended by manufacturer.

**OPERATING GARDEN TRACTORS**

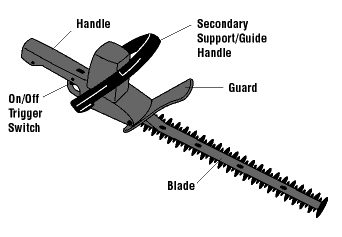
* Read, understand, and follow instructions in the manufacturer's operating manual.
* Know how to operate the equipment and use the attachments safely. Be familiar with the location and function of all the controls.
* Check the oil level and refuel the engine before starting work while the engine is cool. If refuelling is required before the job is completed, wait for the engine to cool if there is a likelihood that fuel can spill or splash on the hot engine.
* Make sure that shields, guards, and other safety devices are in place and working properly.
* Replace or tighten all loose or damaged parts or guards. Keep the tractor in good working condition.
* Wear close-fitting clothing; long pants; sturdy, non-slip footwear; and hearing and head protection suitable for the hazards that you may encounter.
* Ensure that the tractor is in neutral gear and that any attachment clutches are disengaged before starting the engine or motor.
* If the tractor started inside a garage or other enclosure, it should be moved outside to prevent exposure to carbon monoxide that would build up inside.
* Ensure that the brakes work properly and that the gas throttle is in good working order.
* Always check behind you before you put the tractor in reverse.
* Drive tractor up and down slopes rather than sideways for greater stability. Reduce speeds on slopes, sharp curves (when they cannot be avoided), and slippery or muddy surfaces.
* Add appropriate counter weights recommended by the manufacturer if you are using attachments that are mounted on the front or back of the tractor.

**SAFE SYSTEMS WHEN USING GRASS TRIMMERS AND BRUSH CUTTERS**

Make sure you are trained in the proper use of this equipment. Rotating cutting tools can throw objects or cut the operator.

* Read, understand, and follow instructions in the manufacturer's operating manual.
* Hold the unit firmly with both hands.
* Ensure that the cutting part is adjusted properly and is tight.
* Replace bent, warped, damaged or dull cutting apparatus.
* Check that the throttle springs back to idle position.
* Select equipment with anti-vibration components.
* Sturdy and well-fitting overalls, jeans or long pants.
* Heavy-duty, non-slip gloves.
* Safety boots with non-slip soles.
* Safety goggles, or face screen and safety glasses.
* Hearing protection (muffs or plugs).
* Keep people away from starting and operating areas.
* Check area for stones, glass, metal and debris.
* Refuel the engine before starting work while the engine is cool. If refuelling is required before the job is completed, wait for the engine to cool if there is a likelihood that fuel can spill or splash on the hot engine.
* Make sure that shields, guards, and other safety devices are in place and working properly.
* Replace or tighten all loose or damaged parts or guards.
* Make sure muffler is in good condition. In dry weather, use a fire-safe muffler.
* Start the unit on firm ground or other solid surfaces in an open area.
* Maintain good balance and secure footing when operating.
* Adjust harness and hand grip to suit work positions.
* Use unit at ground level only and Shut off engine before cleaning out clogged or stuck cutter.
* Stop the engine before putting cutter down.
* Disconnect the spark plug when the equipment is left unattended.
* Secure cutter to prevent fuel spillage and damage during transport.
* Keep the cutter tool covered with the carrying guard
* Do not leave running tool unattended and do not wear short pants or short sleeves.
* Do not use rigid blades in stony areas and do not overreach. Keep proper footing and balance at all times.
* Do not repair damaged attachments - discard them safely.

**SAFE SYSTEMS WHEN USING HEDGE TRIMMERS**



* Before operating the equipment, read, understand and follow the manufacturer's operating manual and safety details on the equipment.
* When using gasoline-fuelled trimmers, ensure air filter and muffler screens are clean prior to use, use the recommended grade of fuel and gasoline/oil mixture.
* Maintain the blades sharp and ensure the cutter bar bolts are torque correctly (not too loose and not too tight).
* Wear proper eye protection.
* Keep fingers and hands away from the blades.
* Check hedges for any foreign objects (e.g., metal posts, wires) before trimming.
* Use both hands to hold and guide the tool.
* Avoid overreaching during trimming operations.
* Avoid standing on unstable supports (e.g., chairs or boards on saw horses) or on ladders when using hedge trimmers.
* Use long-reach or telescoping trimmers for tall hedges and shrubs.
* Do not force tools to cut something they are not designed to cut.
* Turn off the power and wait for the blades to stop before cleaning out twigs or grass. To prevent injuries, use a brush or other device to remove material from the knives.

**Safe Systems of Work When Shovelling or Digging**

* Make sure that the terrain you are digging is free of cables and pipes.
* If you are not sure, contact utility companies for location of cables, wires, and pipes prior to digging.
* Wear the proper protective clothing (e.g., safety footwear, gloves, long pants, etc.) that is suitable for the task and the work environment.
* Choose the proper tool for the task.
* Determine if you have to take precautions against the possibility of a cave-in; e.g., sloping the bank to prevent a cave-in.
* Shoring the banks with plywood, timber, or other materials to support the sides of a trench;
* Installing shields or trench boxes; or benching or making steps in the sides of the excavation.
* The measures that you have to take will depend on various factors like the size and depth of the excavation,
  + the kind of soil,
  + the water content of the soil, and
  + weather conditions (e.g., rainy, freezing temperatures).
* The precautions you take will be different if you will be working in the hole rather than standing on firm, stable ground at the top of the hole (e.g., post hole, hole for planting a shrub).

**Safe Systems of Work When Tree Trimming**

* Operators shall be trained on tree cutting and trimming.
* If an aerial bucket truck or other boomed vehicle is used, ensure that the operators are trained in the safe operation of these vehicles.
* Before trimming a tree, inspect the area to identify possible hazards (e.g., presence of power lines, broken or cracked limbs after a severe storm) and take appropriate actions to prevent injuries or accidents.
* Assume any power lines are energized or "live". Avoid any direct or indirect contact with the power line until the utility or hydro company has verified that the line has been de-energized.
* Mark off area around tree and prevent bystander access. Always work with another person who stays on the ground.
* Learn to recognize trees weakened by disease and types of trees prone to cracking.
* Inspect tree limbs for strength before climbing. Check for cavities in the tree, rotten or dead branches, splits and cracks in the trunk or where branches are attached, broken branches hanging in the tree, etc.
* Inspect the fall protection equipment and lines before each time they are used. Tag and remove any damaged or defective equipment from service until it can be repaired or replaced and disposed of properly, according the manufacturer's recommendations..
* If a ladder is used, tie it off on a secure branch.
* Use approved and appropriate fall protection gear when working above ground including when working from a ladder or platform.
* Break small dead branches off by hand as you climb. Remove larger branches with proper tools.
* Place hands and feet on separate limbs and move only one hand or foot at a time.
* Raise or lower tools by attaching hand lines to the end of tools. Tools attached at the centre might catch on branches. Smaller tools may be raised and lowered in a bucket attached to a hand line.
* Use non-conductive tools and personal protective equipment if working near electrical power lines.
* Be sure that you can see the cut you are making so you do not cut hand lines, safety ropes, etc. unintentionally.
* Attach a fibre or leather guard on saws that are held by a ring on worker's belt.
* Do not use dead branches for support.
* Do not climb trees during wet or icy weather or under high wind conditions.
* Do not leave partially sawn limbs on trees.
* Do not carry saws, pruners and other tools while climbing and do not use axes or hatchets.
* Inspect regularly for flaws along the entire length of the rope.
* Move ropes slowly over limbs or through crotches to prevent friction damage.
* Keep ropes coiled when not in use and store them in ventilated boxes and protected from weather.
* Never use safety lines for raising and lowering equipment or tree limbs.

**SAFE SYSTEM WHEN USING HAND TOOLS**

Trained staff should only use hand tools. Hand tools, which are unserviceable, will be replaced, not repaired. All tools will be regularly inspected and if found defective, sent for repair.

**SAFE USE OF LANDSCAPING TOOLS**

* Select the tool that is most suitable for you to do the task safely.
* Make sure that tools are in good repair.
* Ensure that handles are tight and fastened securely.
* Repair or replace worn or damaged handles; ensure that the handle surfaces are smooth and sliver-free.
* Keep cutting tools and equipment sharp.
* Protect the cutting edges of the tools and equipment. Store tools and equipment, especially if the are transported regularly from job to job, in a way that prevents the cutting edges from being dulled or damaged.
* Put tools away when job is finished; removing dirt and ensuring they are dry will help prevent tools from rusting.
* Store tools and equipment in a safe, organized manner so that workers can access them easily and without injury; if stored in a truck, van, etc. they should be stored securely so they do not fall or shift position during transport.
* While tools are not in use, place them where they cannot trip workers or so workers are injured by stepping on them accidentally (for example, do not leave rakes on the ground with the tines pointing up.)

**SAFE USE OF SCREWDRIVERS**

Screwdrivers are made in various shapes and sizes and for many uses. Use the correct screwdriver for the job.

1. Choose contoured handles that fit the shank tightly, with a flange to keep the hand from slipping off the tool.
2. Use a slot screwdriver with a blade tip width that is the same as the width of slotted screw head.
3. For cross head screws, use the correct size and type of screwdriver. Wear safety glasses or a face shield that is appropriate for the hazards of the work you are doing.
4. Keep the screwdriver handle clean. A greasy handle could cause an injury or damage from unexpected slippage.
5. Shut off electricity before beginning work on electrical equipment.
6. If work must be carried out on "live" equipment, use screwdrivers that have insulated handles designed for electrical work and a non-conducting shaft. Remember, most plastic handles are designed for grip and comfort.
7. Use non-magnetic tools when working near strong magnets (e.g., in some laboratories).
8. Do not lean or push on a screwdriver with any more force than necessary to keep contact with the screw. A screw properly piloted and fitted will draw itself into the right position when turned. Keep the shank directly over the screw being driven.
9. Do not hold the stock in one hand while using the screwdriver with the other. If the screwdriver slips out of the slot you may cut your hand.
10. Do not hammer screws, which cannot be turned.
11. Do not grind the tip to fit all sizes of screw heads.
12. Do not try to use screwdrivers on screw heads for which they are not designed (e.g., straight blade screwdrivers on Phillips screws.
13. Do not use defective screwdrivers (i.e., ones with rounded or damaged edges or tips; split or broken handle; or bent shaft).
14. Do not use pliers on the handle of a screwdriver for extra turning power. A wrench should only be used on the square screwdriver shank designed for that purpose.
15. Do not expose a screwdriver blade to excessive heat. Heat can affect the temper of the metal and weaken the tool.
16. Do not use a screwdriver to check if an electrical circuit is live. Use a suitable meter or other circuit-testing device.
17. Do not carry screwdrivers in your pockets.

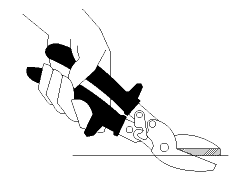
**SAFE USE OF HAND SAWS**

Saws are made in various shapes and sizes and for many uses. Use the correct saw for the job.

1. Wear safety glasses.
2. Select a saw of proper shape and size for stock being used.
3. Choose a saw handle that keeps wrist in a natural position in the horizontal plane.
4. Choose saw with a handle opening of at least 12 cm (5 in.) long and 6 cm (2.5 in.) wide and slanted at a 15° angle.
5. Check the stock being cut for nails, knots, and other objects that may damage or buckle saw.
6. Start the cut by placing your hand beside the cut mark with your thumb upright and pressing against blade. Start cut carefully and slowly to prevent blade from jumping. Pull upward until blade bites. Start with partial cut, then set saw at proper angle.
7. Apply pressure on down stroke only.
8. Hold stock being cut firmly in place.
9. Protect teeth of saw when not in use.
10. Keep saw blades clean.

**HACKSAW**

1. Select correct blade for material being cut.
2. Secure blade with the teeth pointing forward.
3. Keep blade rigid, and frame properly aligned.
4. Cut using strong, steady strokes, directed away from yourself.
5. Use entire length of blade in each cutting stroke.
6. Use light machine oil on the blade to keep it from overheating and breaking.
7. Cut harder materials more slowly than soft materials.
8. Clamp thin, flat pieces requiring edge cutting.
9. Keep saw blades clean and lightly oiled.

**SNIPS**

Snips are made in various shapes and sizes for various tasks. The handle can be like those on scissors with finger and thumb holes or like plier handles. Models are available for cutting in straight lines, in curves to the left or curves to the right.

1. Universal snips can cut in both straight and wide curves.
2. Straight snips and duckbill snips (flat blade, "perpendicular" to the handle, with pointed tips) are designed to cut in straight lines; some duckbill snips are designed for cutting curved lines.
3. Hawk's bill snips (with crescent-shaped jaws) are used for cutting tight circles.
4. Aviation snips have compound leverage that reduces the effort required for cutting.
5. Offset snips have jaws that are set at an angle from the handle.
6. Select the right size and type of snips for the job; check the manufacturer's specifications about the intended use of the snips (e.g., type of cut - straight, wide curve, tight curve, right or left, and maximum thickness and kind of metal or other material that can be cut).
7. Only use snips that are sharp and in good condition.
8. Wear safety glasses or a face shield and protective gloves when working with snips. Small pieces of metal may go flying in the air and cut edges of metal are sharp.
9. Use snips for cutting soft metal only. Hard or hardened metal should be cut with cutting tools designed for that purpose.
10. Use ordinary hand pressure for cutting. If extra force is needed, use a larger tool.
11. Cut so that the waste is on the right if you are right-handed or on the left if you are left-handed.
12. Avoid springing the blades. This results from trying to cut metal that is too thick or heavy for the snips you are using.
13. Keep the nut and the pivot bolt properly adjusted at all times.
14. Oil the pivot bolt on the snips occasionally.

**TREE FELLING - PREPARATION FOR FELLING**

**There are two main things to consider when preparing for felling; the general work area and the individual tree to be felled.**

**GENERAL WORK AREA**

**It's important to check the work area for hazards before you start felling or cutting.**

**Check that there are no other persons, children or animals in the work area. Make sure that no people with you, unless acting as an instructor or assistant, are within two tree lengths of the tree to be felled. This distance should be increased if felling is down hill.**

* **Check for hazards in the area such as electricity or telecommunication lines. Seek advice from the local controlling authority if in doubt.**
* **If any road, railway or public access way is within two tree lengths of your work area, contact the controlling authority to find out what precautions they require to prevent harm to other people and property.**
* **Check there are no buildings, equipment, fences or above ground reticulation pipes within two tree lengths of the direction of fall of the tree. With checking completed and precautions taken as necessary, you're now ready to look at the individual tree to be felled.**

#### ****ASSESS THE TREE TO BE FELLED****

1. **Where possible, plan to fell the tree so that it clears any obstructions and falls into a clear open space.**
2. **Check for any dead or broken branches or any debris that may be dislodged and fall into the work area as the tree falls. This is particularly common in old shelter belt trees and causes many serious accidents every year. View the tree from different angles so you don't miss anything.**
3. **Look for branches interlocking with branches of other trees. These can break off as the tree falls and drop into the work area, pull the tree away from the desired direction of fall, or cause other trees to uproot and fall.**
4. **Note any vines, which may affect the direction of fall.**
5. **Look for any rot around the base of the tree where the felling cuts are to be made. These may affect the direction of fall.**
6. **By looking at the lean of the tree, the location of the heaviest branches and the general crown weight, you'll be able to select the direction of fall.**
7. **Wind can affect the fall direction and must be considered along with the other points. Don't fell trees in high winds or poor weather.**
8. **If wedges or other felling aids will be required, have them ready.**
9. **Check for Overhead Hazards. Material falling into the work area is one of the most common causes of accidents when felling trees. Because of the height from which the material falls, severe or fatal injuries can result.**
10. **Old trees and shelter belt trees are those most likely to have material lodged in the crown. Dead branches, broken tops and cones are common.**
11. **Make sure you thoroughly check the tree to be felled and prepare your escape route as described later. Watch for falling material even after the tree has hit the ground. Check for hazards overhead before felling.**

SOME FELLING HAZARDS AND DIFFICULTIES

**The following tips will help you to identify and assess hazards and difficulties when felling trees.**

1. **Felling uphill. Be aware that the tree may slide back or kick up into the work area once it hits the ground. Move quickly along the escape route to distance yourself from the stump area. Don't turn your back, watch the path and progress of the tree you have felled.**
2. **Felling trees across slope. Make sure you are not in the path of a rolling tree. Move back along your escape route away from the falling tree.**
3. **Spars (trees with no tops). Make the scarf slightly deeper but not over half the diameter. Place a wedge in the back cut as soon as practicable to ensure the correct direction of fall as there is no crown to assist in tipping the tree.**

****A SAFE SYSTEM WHEN CROSS CUTTING****

**Before any work is done on the felled tree, examine it to see if any hazards exist.**

1. **If there are any trees that were adjacent to the felled trees, give them a quick check, there may be broken branches or suspended material that could fall into the work area.**
2. **Make sure the tree is stable and will not roll or move when you start to work on it. Place chocks if you think movement is possible, especially on slopes.**
3. **Always finish the cut from the uphill side of the log.**
4. **If you have the equipment, trees lying in difficult or dangerous positions should be pulled into a safe and stable position before trimming or crosscutting is started. Trimming should be carried out while walking alongside the tree, provided the tree is stable and debris or scrub are not a hindrance.**
5. **If trimming has to be done from the top of the log, the distance to the ground should be no greater than 1.5 metres. This method of trimming can cause back strain and result in falls and trips.**
6. **Trees that are actually on the ground can be trimmed with relative safety. Beware of a tree suspended by its branches as one large branch may hold the tree up. Cutting this branch can result in the tree rolling on top of you.**
7. **When a tree is held up off the ground, trim the large branches from the outside in by making a couple of cuts to test the stability.**

**COMPANY VEHICLES**

* Company cars/vans must be in a good state of repair.
* Company cars/vans must be serviced in accordance with the Manufacturers Service Manual.
* Tyre condition must be checked regularly.
* Tyre pressures must be kept at the pressure recommended by the Manufacturers Service Manual.
* The steering mechanism must be checked regularly.
* Drivers must adhere to the breaks/rest periods laid down in the Statutory Regulations and abide by all up to date regulations with regard to licensing/driving and the rules of the road.
* Vehicle load weight limits should be observed.
* Vehicle loading and deliveries - ensure that all loads are evenly distributed by weight and bulk. Retaining straps should be checked regularly and replaced immediately if found to be worn or defective. Straps should be checked before departure to ensure that they are tightened correctly and secure.
* Company vehicles must display current Insurance and Tax Discs.
* Company Vehicles must carry a fully stocked First Aid K it and a Portable Fire Extinguisher. The Portable Fire Extinguisher must be serviced at regular intervals.

**LADDERS**

* Ladders should be suitable for the work being carried out i.e. of the right length, construction and material.
* Ensure that every ladder used is in good condition and free from obvious defects such as cracks and loose rungs.
* Secure all ladders near the top including those used for short periods.
* Set ladder at a slope of four vertical to one horizontal.
* If the ladder cannot be secured near the top ensure that it is secured at the bottom, either weighted or footed by another work person or by an approved patented device.
* Ensure that the ladder projects at least one metre above the place of landing.
* Ensure that the ladder is properly positioned for access.
* Do not over reach from a ladder. Dismount and relocate the ladder.
* Ladders, which are no longer in use, should be removed and should be made inaccessible at the end of each working day.

**STEPLADDERS**

* Ensure that stepladders are in good condition.
* Use stepladders, steps or hop-ups to handle material above normal height.
* Ensure that ladders, steps etc. are used on a firm level base.

**Safe Systems of Work with Electricity**

* Report immediately any defects and ensure that a competent electrician on all electrical equipment carries out regular inspections.
* Adaptors will not be used except when specifically permitted.
* Do not attempt to alter or repair any electrical equipment.
* Ensure that all cable connections are properly made. Under no circumstances is insulation tape to be used for repair or joint in extension cables.
* The correct extension cables will be used, to cope with wet and rough conditions. Extension cables will be minimised by the provision of adequate number of socket outlets.
* Ensure that power tools are maintained in good condition with casing intact.
* Ensure that portable tools used outside on site are 110 volt.
* Ensure that worn flexes are not used.

**PRECAUTIONS WHEN WORKING NEAR POWER LINES**

* Contact the power utility company before working on trees near power lines to arrange for ways to protect the employees (e.g., cutting off the power to the lines and grounding them or using insulating blankets on the power lines).
* Know the minimum working distances from "live" power lines for the voltage they are conducting.
* Use proper ropes with appropriate carriers and hooks for raising and lowering equipment.
* Use a pull rope to prevent branches from falling toward power lines.
* Use non-conducting tools and equipment.
* Wear rubber gloves when using a pole pruner.
* Ensure that the pole pruner's cutting head is connected to the lever at the lower end of the pole with a polypropylene rope. Do not use a wire or chain.
* Apply and maintain a coating of non-conductive, wood preservative to help keep wooden pruner handles dry.

#### Safe Systems of Work when Spraying

The information provided can be divided into three categories

* The product label, which must be supplied with the container.
* Directions on the use and safety are usually supplied on a separate leaflet also attached to the container.
* Material Safety Data Sheets.

**THE PRODUCT LABEL SHOULD CONTAIN**

* The Trade Name
* The Supplier: The name, address and telephone number of who is responsible for putting the product on the market (Authorisation Holder).
* Manufacture's address and country of origin if different from b.
* The name and amount of the active ingredient and the type of preparation contained within the container.
* Net quantity of product.
* A batch number or other means of identifying the specific formulation.
* A symbol(s) highlighting Hazard Classification (Very Toxic, Toxic, Irritant etc.) This symbol will be highlighted by a black representation against an orange background and is accompanied by Risk and Safety Phrases. These indicate the known risks of the products and specific safety information to protect against these risks.

**USE OF PESTICIDES**

Pesticide products are wide ranging and include fungicides, herbicides, insecticides, public hygiene pest control products, rodenticides and wood preservatives.

The condition of use are stated in every individual pesticide approval and are printed on the product label.

If pesticide product labels have become unreadable e.g. faded, the pesticide should be disposed of safely.

All pesticides should be stored in a suitably constructed, secure bin, cabinet, chest or vault capable of resisting fire for at least 30 minutes and robust enough to withstand reasonable foreseeable accidental impact and be secure against theft and vandalism.

**MATERIAL SAFETY DATA SHEETS**

These sheets are a legal requirement under the 2005 Safety, Health and Welfare at Work Act and must be supplied by the manufacturer at the 'point of sale'. There are 16 different headings under which information must be supplied ranging from the manufacturer's name and address to environmental effects. Much of this information has already been included in the Product Label however specific physical and chemical properties of the product, toxicological and ecological information and disposal methods can all be found on these sheets.

**SPRAYING**

Most pesticide sprays are hazardous, and can cause injury or harm if not handled and applied correctly. Use them in accordance with labels supplied on containers, and with the more detailed material safety data sheets (MSDSs), available from your supplier.

Read labels and MSDSs carefully. Check spray equipment, safe handling procedures, protective equipment, operator training and awareness, and supervision of new and young workers.

Be aware pesticides enter the body through:

1. absorption through skin contact, specially the eyes;
2. Inhalation of fumes, vapours and dusts;
3. Accidental swallowing while eating, drinking or smoking.
4. Spray with minimal drift and preferably in low wind conditions.
5. Never spray in high wind conditions.
6. Use mechanical suction to transfer pesticides to spray tank.
7. A vortex system can be used to mix pesticide concentrate with water before filling the spray tank.
8. Prevent nozzles blocking by using correct filters and pesticide formulation. Ensure water and equipment are clean.
9. Clear blocked nozzles by using a soft bristle brush or compressed air. Never suck or blow nozzles to clear them.

**ASSESS THE RISK**

Assess the effectiveness of protective equipment, decanting, spray and wash down procedures, operator training and safe practices. Assess also the likely risk of contamination or poisoning occurring, and the severity of harmful effects to the operator. Finally, assess the effectiveness of proposed new safety measures.

**MAKE THE CHANGES**

Here are some ways of improving spray safety:

1. Use the least toxic pesticide available for effective control of insect, fungus or plant, as the case may be.
2. Ensure only the recommended rate of pesticide is used.
3. Wear protective clothing and equipment as described on the label and MSDS.
4. Prepare only enough chemical for immediate use.
5. Keep a record of each use and the results.
6. Ensure equipment works properly and does not leak.
7. Cover feed and water containers near areas where livestock are grazing;
8. Don't eat, drink or smoke while pouring, mixing or spraying.
9. Don't pour concentrated pesticide into tanks above shoulder height.

**CLEAN UP**

1. Thoroughly clean all spraying and protective equipment, where run-off will not create a hazard or contaminate the environment.
2. Wash work clothing separately from domestic clothing, or use disposable clothing.
3. Wash yourself well after a spray operation.
4. After handling pesticides, wash hands with soap and water before eating, drinking, going to the toilet or smoking.

**TAKE PRECAUTIONS**

1. Provide a first aid kit that includes a towel, clean clothing, a resuscitation mask for expired air resuscitation, disposable eye wash bottle and eye wash solution, soap, nailbrush, and clear instructions on what to do with this equipment.
2. Keep fresh water close by for washing.
3. Advise someone where you will be working and how long you intend to be gone. Otherwise ensure you have a two-way radio for emergency calls.
4. Have a family member or other person at the attend first aid classes.
5. Check the labels, MSDSs or other safe handling guides for your pesticides, to ensure you have the correct antidotes, emergency equipment and facilities required by labels and MSDSs.
6. Stop work immediately and seek medical attention if there is any sign of muscular spasm, blurred vision, excessive saliva or difficulty breathing. Suspect pesticide poisoning with any of these symptoms.
7. If regularly using pesticides, an annual medical examination is recommended before and after the spraying season, and more frequently with some chemicals.

**FIRE SAFETY**

All staff should be aware of the emergency exits from the work area and what to do in the event of a fire at the place of work.

**IN THE EVENT OF A FIRE**

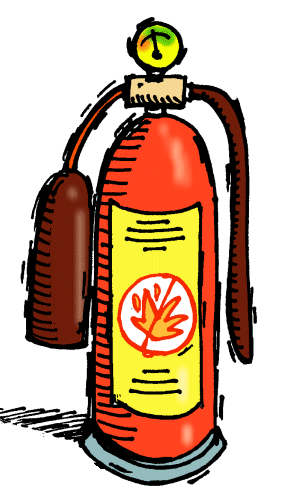
* Raise the alarm.
* Call the Fire Brigade.
* Designate persons to check premises / work area is completely evacuated i.e. Toilets, Store Rooms etc.
* Store fire extinguishers in easily accessible areas of the company vehicles.
* Fire party attack fire, without personal risk to fire party.
* Evacuate the premises / area of work without delaying to collect personal belongings.
* Never re-enter the premises / area of work for any reason.
* Proceed quickly and safely to the designated assembly point.
* Conduct roll call as soon as possible.
* Ensure clear access for the Fire Brigade.
* Advise the Fire Officer of the situation on his arrival.

**PORTABLE FIRE EXTINGUISHERS**

Personnel must be trained in the use of portable fire fighting equipment.

* Adequate numbers of suitable types of portable extinguishers must be available throughout the work area.
* Extinguishers must be located in conspicuous positions near exits. In the open they should be situated in red painted boxes raised 500 (five hundred) mm above ground level with a sign “FIRE POINT” at a height readily seen above intervening huts or storage.
* As work progresses the adequacy of portable fire fighting equipment must be reviewed.
* To protect distribution panels and items of electrical equipment, appropriate extinguishers (such as those containing carbon dioxide) must be provided close to the equipment concerned.
* Extinguishers, hydrants and other fire protection equipment must be maintained and regularly inspected to a schedule established by the Site Fire Safety Co-ordinator.

|  |  |
| --- | --- |
| WATER | Wood, paper and fabrics. (Non Electrical) |
| LIGHT WATER/FOAM | Flammable liquids and fats. (Non Electrical) |
| CARBON DIOXIDE/CO2 | Electrical and flammable liquids. |
| HALON/BCF | Electrical and flammable liquids. |



**working with Cement**

Cement can cause ill health mainly by:

**SKIN CONTACT**

Contact with wet cement can cause both burns and dermatitis.

Cement burns if freshly mixed concrete or mortar gets trapped against the skin, e.g. by falling inside a worker's boots or gloves, serious skin burns or ulcers can result which can take several months to heal and may need skin grafting. When working with wet Cement rubber boots with steel toecaps that are resistant to chemicals and additives should be worn. Trousers should never be tucked into the boots as concrete may fall down into the skin and be held against the skin. Hands and face should be washed regularly and thoroughly at the end of a job and especially before eating.

**DERMATITIS**

Skin affected with dermatitis feels itchy and sore and looks red, scaly and cracked. Two sorts of dermatitis can occur.

**IRRITANT**

Dermatitis results from direct damage to the skin caused by the combination of wetness, chemical corrosiveness and abrasiveness of cement in concrete and mortar.

**ALLERGIC**

Dermatitis results when workers become sensitised to chromium salts which may be present in the raw materials used to make cement. Sensitisation to additives such as pigments, epoxy resins and hardeners can also occur.

**EYECONTACT**

Contact with cement powder or wet cement can cause irritation and inflammation.

**INHALATION OF DUST**

High levels of dust can be produced when cement is handled, for example when emptying bags of cement or during their disposal. In the short term, exposure to high levels of cement dust irritates the nose and throat and causes difficulty with breathing. There is uncertainty about the long-term health effects of breathing in cement dust; chronic chest trouble is possible.

Abrading hardened concrete e.g. in scabbling or concrete cutting, can give rise to large amounts of inhaled dust which could contain high levels of silica, depending on the aggregate that has been used. Workers breathing in silica dust are at an increased risk of developing chest complaints.

**MUSCULOSKELETAL RISK**

Working with cement also poses less obvious risks such as sprains and strains particularly to the back, arms and shoulders from, for example, lifting and carrying bags of cement, mixing mortar, etc. There is also a risk of more serious damage to the back from the cumulative effects of long-term involvement with these activities, particularly the manual handling of Cement / Plaster bags weighing up to 25 kg

**Safe use of Skips**

Obtain permission from the appropriate Local Authority before sitting a skip on any public highway.

Ensure it is adequately and correctly lit after dark.

Skips should be sited on level ground with adequate, firm access for vehicle loading/unloading.

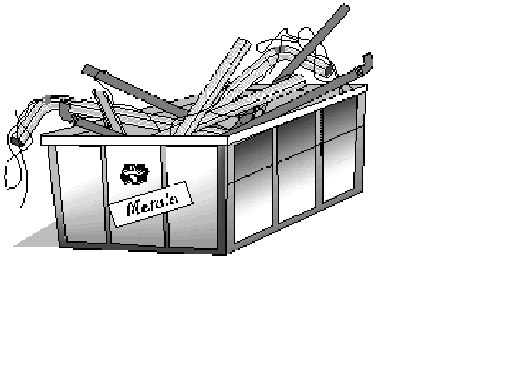
Plate marked red and yellow with fluorescent reflex diagonal stripes, should be fitted to the outer edge of each end of a skip parked on the roadway. These plates must be kept clean and should be unobstructed that any users of the highway can see them at a reasonable distance.

Materials should not be allowed to spill from the skip, especially during transport and the load may require to be covered. Contents may require occasional dampening to prevent a dust nuisance.

A single skip on the highway should have an inclined line of cones on its approach side (on a main traffic route). At night, these cones should be alternated with road danger lamps.

Two or more skips may be guarded as one, provided they are close enough together in a row.

Removal should be carried out as soon as practicable after filling.



**Safety Precautions when carrying out General Repairs TO MACHINERY**

1. Make sure all motors inside are turned off. If you must run the motor while inside, make sure the local exhaust is attached to the muffler and that the exhaust is vented to the outside.
2. Follow procedures shown on MSDS's when using, handling, dispensing and storing flammable liquids and chemicals.
3. Use personal protective equipment (PPE). Refer to MSDS for recommended PPE. Make sure the PPE is not torn, ripped or defective.
4. Make sure that the area where you use chemicals is well ventilated.
5. Wash your hands before eating.
6. Avoid skin contact with chemicals.
7. Keep unused chemicals in their storage areas.
8. Do not use compressed air to remove dust from clothes or from surfaces.
9. Do not use chemicals from unlabelled containers.
10. Do not eat, drink or smoke inside the shop.

**Safe System of work when carrying out repairs to Cutting Equipment**

Before operating your mower, familiarize yourself with its maintenance procedures. Study your operator's manual carefully.

Begin your pre-operational check by making sure the power take-off is disengaged and the engine is shut off. Look for loose nuts and bolts.

Blade sharpness is a key to efficient mowing. Inspect the blades often, and when they become too dull for additional sharpening, replace them. Dull blades can be dangerous because mowing will be more difficult. Hazards increase when you are having problems with the equipment.

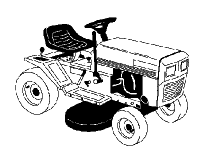
Rotary mowers are often equipped with runners and safety chain guards. To avoid excessive wear on the runners, keep the mower just high enough so that it doesn't ride on the runner shoes.

The chain guards reduce the possibility of objects being thrown from under the mower. Be sure chain guards are maintained and kept in place. If you must remove them or raise them for certain crops, be sure to replace or readjust them as soon as you are finished.

Shields or guards should protect power transmission shafts. Keep them in place on the machine. Always replace shields and guards after maintenance or repair jobs are complete.

#### CARRYING OUT REPAIRS TO RIDE ON MOWERS, MINI DIGGERS AND DUMPERS

Staff shall be trained to operate the equipment and use the attachments safely. Be familiar with the location and function of all the controls.

* Read, understand, and follow the instructions in the manufacturer's operating manual.
* Wear hearing and head protection and safety glasses.
* Clear the work area of debris, sticks, stones, toys, etc. that might be thrown by the blades
* Keep safety devices and guards in place.
* Inspect the mower prior to starting. Make certain that the blade is sharp and secure.
* Disengage all attachment clutches and shift mower into neutral before attempting to start the engine.
* Check the oil level and refuel the engine before starting work while the engine is cool. If refuelling is required before the job is completed, wait for the engine to cool if there is a likelihood that fuel can spill or splash on the hot engine.
* Make sure that shields, guards, and other safety devices are in place and working properly.
* Replace or tighten all loose or damaged parts or guards.
* Wear close-fitting clothing; long pants; sturdy, non-slip footwear; and hearing and head protection suitable for the hazards that you may encounter.
* Ensure that the equipment is in neutral gear and that any attachment clutches are disengaged before starting the engine or motor.

**SAFE SYSTEMS WHEN USING CHEMICALS**



Details of hazards associated with chemical products and their safe usage are given on Material Safety Data Sheets or come with the product. The supplier/retailer or manufacturer is obliged by law to give this information.

Chemical products must never be allowed to come into eye contact and generally contact with the skin should be kept to a minimum.

Wear the protective equipment and clothing provided.

Avoid inhalation of chemical vapours or dust.

Ensure that ventilation, where provided, is in operation.

Clean all spillages instantly and dispose of waste and used containers properly.

Before using any products, ensure that you have received information from the Supervisor regarding its safe use.

Full Body suits and respirators should be worn when herbicides, chemicals and pesticides. Safety trousers and jackets should be won also to protect the skin from coming into contact with the chemicals.

**UNDERGROUND SERVICES**

Look for physical indicators such as previous excavations, junction boxes, manholes, cable transmission poles, lampposts etc.

Dig trial holes carefully using hand tools only, to confirm the location of services. If pointed implements have to be used then do so carefully and avoid thrusting spikes into the ground.

Mark the line of services with paint, crayon, wooden pegs etc. and place signs to indicate their presence.

Do not assume that services will be at their recommended depth. Continue to use the locating equipment as excavations proceed.

Do not use mechanical tools or excavators within 0.5m of any service.

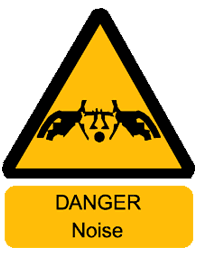
Treat all services as hazardous until safely proved otherwise.

Where services are believed to be encased in solid material such as concrete etc., arrange for the service to be isolated before excavation or breaking away commences.

If any service is damaged then it should be reported immediately and the area cleared.

All services crossing any excavation must be adequately supported and services must not be used as stepping points for access.

**NOISE**

* Ensure you obey all instructions regarding the wearing of hearing protection in those areas designated.
* Ensure plant and equipment is maintained to minimise noise levels, and keep all engine covers etc. closed during use.
* Where possible, site noisy equipment away from working or public areas.
* If the noise level exceeds 85db then ear protectors will be made available.
* If the noise level exceeds 90db then ear protectors will be worn and that area clearly identified.
* Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds which may need to be heard, alternative signals may need to be provided.
* The Safety Advisor will provide the following services on request: - noise survey, noise assessment, noise monitoring, noise control measures, individual noise monitoring, training and instruction for personnel, supply of warning signs and ear protectors.
* In order to comply with theSafety, Health and Welfare at Work (Control of Noise at Work) Regulations 2006**.** It is the Policy to reduce, where possible and practicable, noise levels by acoustic insulation, correct placement and distribution of high noise level machinery and also to purchase machinery/equipment bearing noise levels in mind.
* Noise level assessments will be carried out periodically.
* Audio-metric testing will be provided to staff as necessary and records will be kept.
* High noise level areas will be marked by a sign.
* Staff will be advised of any necessary measures to be taken and given appropriate instructions and training.
* Where noise levels are recorded between 85dBA and 90dBA, staff will be advised.
* Ear muffs or plugs will be made available and it is strongly recommended that it is used.
* Where noise levels are at, or above, 90dBA (and/or instantaneous value levels of 200 Pascal’s) Personal Protective Equipment, in the form of ear muffs or plugs will be issued to staff. Use of this equipment is mandatory, it is not an option.
* Noise and vibration can be controlled by buying machine and tools with low noise and vibration characteristics and maintaining them so that noise and vibration does not increase. Other measures include reducing the duration of exposure by shortening the period an operator works with the machine. This can be organised by job rotation or by planning your system of work to ensure that noisy machines are used only for short periods at a time.

**SECTION 4**

**HAZARD IDENTIFICATION**

**HAZARD IDENTIFICATION**

Under the 2005 Safety, Health & Welfare at Work Act every employer is required to examine the place of work systematically to identify the hazards, assessment of the risk and the control measures that are put in place to minimise the risk of an accident.

**IDENTIFICATION OF HAZARDS**

A hazard is anything that can potentially cause harm, damage to property, and damage to the environment or a combination of the above.

**ASSESSMENT OF THE RISK**

This refers to the probability or likelihood that this harm or injury can occur.

Risk assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury.

In this section risks are graded as follows:

**HIGH RISK**

Can cause death or major injury. Real risk of occurrence.

**MEDIUM RISK**

Can cause abrasions or serious injuries to the body. Medium Risk of occurrence.

**LOW RISK**

Remote Risk of occurring and occurrence is light e.g. cuts, bruises, etc.

**CONTROL MEASURES**

These are measures that are put in place to reduce the risk arising from the potential hazards.

Where the risk cannot be reduced to an acceptable level and appropriate controls cannot be implemented, it is the policy of DARRAGH CONNOLLYto cease the activity immediately

**HAZARD IDENTIFICATION**

|  |  |  |
| --- | --- | --- |
| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Mowers/ Rotary Mowers** | High. | Operators must operate grass cutting mowers in accordance with the manufacturer's safety guidelines  When power driven mowers are used care should be taken that all blade guards are in place.  Ensure area to be cut is clear of obstacles.  Report any defects to management. |
| **Cutting Equipment** | High. | Staff shall be trained in the safe operation of all cutting equipment.  All guards shall be properly maintained and in position at all times. No one, apart from the operator should be in close proximity to the machine while it is in use. Operators must wear hearing and eye protection at all times during when operating equipment. |
| **Ride on Mowers and Tractors** |  | The machine should be appropriately suited for the job.  All operators to be competent in using the machine they operate and to be familiar with controls and safety features.  Proper training, information and instruction provided for all operators.  Operators Manuals available for all equipment and supplied to operators. All equipment being used to be roadworthy.  All operators to hold a valid current driving licence.  Not to be driven when under the influence of drink, drugs or medication. All guards to be in working order and in place.  All equipment to be switched off and key removed when carrying out repairs or unattended.  Seat belts to be worn where provided.  Fire extinguisher supplied and in working order – operator trained in safe use. Refresher training provided as required.  PTO Shaft covers and chains in working order at all times when in use, otherwise equipment not to be used.  No loose clothing to be worn and long hair to be tied – while carrying out repairs to PTO shafts and engine turned off.  Equipment checked daily before use.  Equipment serviced regularly as required and a record kept of same. |

**HAZARD IDENTIFICATION**

|  |  |  |
| --- | --- | --- |
| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Hedge Trimmer** | High. | Operators must operate trimmers in accordance with the manufacturers instructions at all times.   * P.P.E. eye, head and ear protection, safety boots, no loose clothing, long hair tied back. Do not wear jewellery. * Ensure equipment is inspected daily before use. * Keep hands away from cutting equipment. * When fuel runs out switch off engine and maintain a safe distance from all ignition sources. |
| **Working on a Slope** | **High** | Before commencing work a risk assessment should be carried out to ensure the correct machine and operator has been chosen to undertaken the work and that the correct method of carrying out the work has been chosen.  A planned system of work should be put into place and this should not be changed without prior agreement with work manager.  All machinery used on a slope should have roll-over protection structures fitted as there is always a risk of the machinery overturning. There should be a seat belt provided for the operator of the machinery and this should be used at all times.  Machinery not designed to work on slopes should never be used for this purpose.  Recommendations regarding maximum slop limitations should be followed at all times and never exceeded.  Machinery should be kept to a high standard and checked and serviced regularly to ensure same. Any repairs required should be carried out immediately and records kept.  All operators working on slopes should be trained to do so, they should never be forced to work on a slope they are not comfortable on and they should be trained in the safe operation of the machinery. |

**HAZARD IDENTIFICATION**

|  |  |  |
| --- | --- | --- |
| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| General Gardens Most accidents with machinery are the result of human error. The operator either forgot something, took a shortcut or a risk, ignored a warning, wasn't paying close attention or failed to follow safety rules. | Med/High | Garden equipment uses power to do work. This creates a number of possible hazards for both operators and bystanders. When operating powered equipment the manufacturers safe operating instructions must be followed at all times. |
| **Power Tools and Appliances** | High | Power – operated tools may be dangerous unless properly maintained, handled and used. Safety guards must be in place at all times during a temporary interruption of work, power tools must be switched off and left in a safe position. Power tools to be operated by trained staff only. Protective clothing to be worn at all times. |
| **Rotovator** | Med/high | All guards to be in place at all times. No persons shall be close to the rotovator when it is in operation. Operators shall be aware of manufacturer’s operation instructions. |
| **Planting and Weeding** | Low | Adequate Personal Protective Equipment, steel capped boots and gloves are vital for this work. Spades etc. must be maintained in good working order. When dipping plants with insecticide always wear gloves. Familiarise yourself with the health hazards associated with the insecticide. |

**HAZARD IDENTIFICATION**

|  |  |  |
| --- | --- | --- |
| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Grinders** | Med/High | Ensure operators manual is available and read by all persons using the equipment.  Ensure adequate P.P.E. is provided, worn and maintained (goggles and earmuffs).  Provide spark guards where required.  Ensure equipment is fitted with 110-volt adapter and maintained.  Ensure guards are in working order at all times, on no account should any guard be removed.  Withdraw defective equipment from use.  Isolate machines from power source before adjusting.  Test wheels before fitting e.g. ring test.  Make sure the correct wheel is fitted to the machine.  Ensure correct tightness of wheel securing nut.  Check that there is no more than a 3mm gap between work rest and wheel.  Maintain, store and handle equipment in a safe manner.  Regularly inspect flexible cables for damage.  Provide “First Aid” equipment.  Noise levels below 85 DBA |
| **Gaining Access to areas at a Height** | Medium / High | An appropriate means should be utilised to gain access to areas at a height.  Only trained personnel should be allowed to utilise equipment to gain access to heights.  All climbing gear should be checked regular to ensure it is safe for use. Any defects should be rectified immediately and the equipment taken out of use until it is suitably fixed.  All equipment should be set up correctly following manufacturers instructions and should be checked thoroughly before use.  There should be two people present when working at a height. |

**HAZARD IDENTIFICATION**

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| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Ejection of Components from Cutting Equipment** | High. | All guards to be in place prior to operation.  Eye protection to be worn.  Machines must never be left unattended when in operation. |
| **Damaged Tools** | Medium | Damaged or worn tools should not be used. Users must ensure that handles of hammers, screwdrivers and chisels should be secure. Cutting edges to be kept sharp and clean. |
| Tools not in Use | Medium | Tools not in use should be stored in a suitable toolbox or rack out of reach of unauthorised persons so as to avoid the risk of accidents and injuries occurring. |
| **Fire - (Petrol Powered Equipment)**   * Ignition of leaking fuel.   Heat from hot engines setting fire to materials allowed to come in contact with engine. | High. | All petrol powered equipment to be kept in good order. Any fuel leaks should be repaired immediately.  Equipment to be placed in safe area after use.  Motor to be stopped when refuelling. Motor and particularly exhausts should not be run near stacks or other combustible materials. |
| **Petrol** | High. | * Petrol is a highly flammable liquid, which can give off flammable vapour, even at very low temperatures. This means there is always a risk of fire or explosion if a source of ignition is present; * Petrol vapour does not disperse easily and may also travel long distances. Flammable atmospheres may be present in empty tanks and petrol cans. There is also a danger if petrol is spilled on clothing, rags etc; * Petrol vapour can be harmful if inhaled. Petrol should not be swallowed and contact with the skin should be avoided. |

**HAZARD IDENTIFICATION**

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| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Chemicals**  Potential   1. Irritants. 2. Sensitisers. 3. Insecticide 4. Pesticides' 5. Fungicides 6. Fertilisers 7. Weed Killers   Precautions against and Information to be provided for  Leptospirosis (Weils Disease)  Legionnaires  Tetanus | High. | Before using a chemical always consult the hazard data information sheets.  Wear recommended Personal Protective Equipment Observe any handling instructions.  Wash hands after use and before eating/drinking/smoking/visiting the lavatory.  Make sure containers for spent chemicals are clearly marked and that same are disposed of quickly and properly - do not allow a build-up to occur.  Store fresh chemicals in a neat manner - ensure lids/tops are closed tightly.  If there is any contact with chemicals wash immediately with running water. Seek immediate first aid.  Chemicals should not be left near food or drink and should not be stored or prepared in areas where food is likely to be used.  Smoking should be prohibited in these areas.  Employees are advised to wash before eating, smoking or using the lavatory. Washing facilities are kept clean and are properly maintained Chemicals are stored and measured out in well-ventilated areas and spillages are to be cleared up immediately.  Never mix incompatible chemicals such as acids and solvents as reactions can occur.  Chemical containers should be clearly marked and labelled. If they are decanted from large to smaller containers the smaller container should be similarly marked.  Transportation of chemicals should be in a safe manner in proprietary carrying vessels.  Full Body suits, jackets and trousers and respirators should be worn when using herbicides, chemicals and pesticides.  Steel toe cap boots should be worn when using or lifting heavy or awkward equipment. Eye and ear protections should also be worn. |

**HAZARD IDENTIFICATION**

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| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Storage of chemicals** | High | Chemicals must be stored in accordance with manufacturers instructions.  Before using any chemical read instructions.  Store chemicals in quantities that are going to be used and in their original container. Never store damaged containers.  Use the safest chemical possible. |
| **Accidental spillages of chemicals** | Med/high | Appropriate measures should be taken immediately to render harmless any spillages in accordance with the manufacturers instructions. Containers to be checked regularly for leakage. |
| **Dermatitis**  Harmful Agents: | Med/High | PVC gloves.  Clean overalls - no gaps between cuffs and gloves.  Wash hands regularly.  Hot water, cleansers, towels.  Barrier creams.  Protective jackets and trousers should be worn as required to protect the skin. |
| **Particles and Dust** | Med | * Eliminate the hazard where possible. Avoid moving dusty material/ fine compost during windy periods. * Ensure the machinery used is appropriate to the task and is operated in accordance to manufacturers instructions. * Regular maintenance of all machinery with repairs carried out promptly. * Ensure all guards and deflectors are in place and in good working condition. These should be subject to regular checks by both operator and supervisor. * Staff should stand clear of discharge chutes and upwind of dust clouds. * Ensure staff are provided with and wear appropriate PPE:- overalls, eye protection / goggles, and dust masks. * Provide proper wash facilities for staff. * Provide first aid kit and ensure it is fully stocked at all times |

**HAZARD IDENTIFICATION**

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| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Powered Mobile Equipment** | High | * Only authorised persons shall be permitted on any part of powered mobile equipment while the equipment is in motion. * All mobile equipment shall be maintained in safe operating condition and operation, inspection, repair, maintenance and modification shall be carried out in accordance with manufacturer's instructions or, in the absence of the instructions, in accordance with good practice. * Servicing, maintenance and repair of mobile equipment shall be done when the equipment is not in operation, except that equipment in operation may be serviced if the continued operation is essential to the process and a safe means is provided. * All mobile equipment shall be equipped with audible warning signal devices and, * where the mobile equipment is capable of a forward speed exceeding 8 kilometres per hour, it shall be equipped with a horn or similar audible warning device; and, * where the mobile equipment operates in reverse motion, it shall be equipped with a suitable audible warning device that initiates automatically when the equipment starts to move in reverse and which continues to operate while the equipment is moving in reverse. |

**HAZARD IDENTIFICATION**

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| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Ladders**   1. Movement 2. Collapse 3. Defective | **Medium** | Training to be provided not only to give employees instruction on the correct use of equipment but also to ensure that they are able to make a judgement adequately as to whether equipment is safe to use.  Ladders are to be inspected before and after use.  Ladders are to be placed on firm ground and at correct angle, i.e. 1 foot out at the base for every 4 foot the ladder rises.  Ladders must be secured at the top and bottom.  Faulty Ladders must never be used. Report any defects.  When climbing use both hands on the rungs not the stiles. Carry tools in a holster or purpose made shoulder bag. Large objects should not be manhandled up or down ladders. When working at the top of a ladder your waist level should be below the top rung. |
| **Falling Objects** | High. | To prevent people being injured by falling objects. The following precautions must be observed.   * Tools and materials must never be thrown from working area. * Tools and materials must be secured at working level. * Safety signs to be posted warning of the dangers. |
| **Contractors Appointed to carry out Work** | **Medium** | The Insurances and own Safety Statement of the Subcontractors should be checked prior to them commencing work.  All contractors should be required to follow all health and safety rules at all times to ensure their own and others safety.  They should be trained in the safe operation of the equipment to be used and provide all PPE as required. |

**HAZARD IDENTIFICATION**

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| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Manual Handling** | High | All employees must receive instructions in manual handling.  Where awkward or heavy loads have to be moved, mechanical devices, e.g. trolleys, should be used.  Heavy items should be stored at waist level or on the floor to reduce the risk of back injury whilst moving items.  If a member of staff finds that he/she cannot lift an object then he/she should not attempt to lift it, seek assistance. |
| **Uneven ground**  Holes / obstructions | Med/High | * Carry out regular inspections of sites and ensure maintenance carried out once damage is noticed * Staff instructed to keep work site tidy * Staff report near misses to Supervisor * Erect barriers / warning signs * Instruct staff to exercise care when approaching obstacles |
| Needles & Sharps Objects | High | Staff must never use hands to remove bushes, weeds etc.  Staff to receive to training and instruction.  Litter pickers must be used at all times.  Staff must use personal protective equipment at all times. |
| Chainsaws | Medium | The operator should be trained and full Personal Protection worn at all times.  Never use the saw above shoulder height, keep it below chest height and never over-reach when using the machine.  Other personnel in the area should remain a safe distance away from the chainsaw operator until work is complete in the area.  Have a first aid kit near at hand at all times.  Never work on your own have a colleague nearby at all times to assist in the event of an accident. |

**HAZARD IDENTIFICATION**

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| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Transport Trailers** | Medium | * Ensure that all persons operating are competent to do so * Equipment should be roadworthy * Tailgates to be in place * Covers to be in place when transporting loose material which is liable to being blown away and when trees are being transported * Loads tied down where required * No persons to be transported on trailers * Operators to be aware of the hazards when changing wheels – equipment supported properly * Anti loose fasteners replaced when damaged * No material overhanging the sides * Record kept of maintenance of equipment * Side and rear reflective marking in place * Cargo nets to be used at all times. |
| **Ramps** | Med. | Before operating ramps ensure that they are secured correctly in accordance with the manufacturers safety procedures.  The Safe Working Load must be observed at all times. |
| **Aerosol Canisters**   1. Pressurised canister can explode if exposed to high temperatures. 2. The contents can be flammable or potentially hazardous in other ways pending on their nature. 3. Non-flammable gases used as propellants decompose if exposed to flame or hot surfaces and can liberate toxic and/or corrosive gases. | Medium. | Read the label to familiarise yourself with hazard data information.  Do not smoke when using them.  Do not spray their contents onto hot surfaces or into flames.  Use only in a well ventilated area.  Avoid breathing mist or vapour from their usage.  Avoid skin and eye contact with their contents.  Do not puncture.  Do not dispose of by incineration - follow safe disposal instructions on the label.  Store in a cool dry place, away from heat sources and direct sunlight. Do not expose to temperatures above 50 degrees C (120 degrees F). |

**HAZARD IDENTIFICATION**

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| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Company Vehicles**  Driving | High | All drivers must be trained and licensed in safe use of operating company vans.  All occupants must wear seat belts provided.  The Rules of the Road must be adhered to.  Daily inspection must be carried out daily and any faults reported.  Vehicles must be regularly inspected and serviced in accordance with manufacturers requirements. |
| **Loading and Unloading Vehicles** | Medium | When loading ensure that maximum weight is never exceeded.  Ensure vision is not obstructed when manoeuvring loads.  All drivers and assistants to be trained in manual handling techniques.  Avoid over-reaching when unloading. |
| **Wheel Barrows** | Med. | Pushing, pulling, and manoeuvring wheel barrows involves some overexertion . The most common injuries that result from hand cart operations are:   * fingers and hands being caught in, on, or between the cart and other objects, * toes, feet and lower legs being bumped or crushed by the cart, and * strained arms, shoulder and back muscles and joints. |
| **Knapsack Spraying** | High | Only trained personnel to operate spraying equipment. Operators to be made aware of the hazards when spraying. Spray with minimal drift and preferably in low wind conditions. |

**HAZARD IDENTIFICATION**

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| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Noise**   1. Deafness. 2. Tinitus. | Medium. | It is the Company Policy to reduce, where possible and practicable, noise levels by correct placement and distribution of high noise level machinery and also to purchase machinery/equipment bearing noise levels in mind. |
| **General Public**  Poor housekeeping, general arrangements and conditions can produce a variety of hazards such as slip, trip and fall hazards. | Medium | Staff are asked to be aware and exercise sensible precautions in this area. It should also be remembered that the Safety of the general public/customers also needs to be safeguarded Ensure that clear passageways and general areas are maintained.  All materials and tools should be sensibly placed to avoid obstruction.  Safety notices to be posted.  Any waste to be removed. |
| Waste Disposal | Medium | All disused tyres, empty cans, drums and general rubbish to be stored in the appropriate bins for collection.  Empty rubbish bins regularly.  All Green waste should be disposed of accordingly. |
| Lone Working | Med | Lone work assessment to be undertaken and know where employees are working.  Employees to have mobile phone. |

**HAZARD IDENTIFICATION**

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| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Repair and Maintenance** | High | Do not attempt to undertake any maintenance or repair work on a vehicle if you're tired, not feeling well, on medication or otherwise impaired. Illness, medications may affect your judgement and perception creating a potential for injury or error.  The following General Precautions should be adhered to when carrying out repairs and maintenance.   * Observe the No smoking regulations. * Observe fire safety regulations and be aware of the location of the nearest fire extinguisher.  1. Always use a pair of support stands positioned underneath the vehicle to keep it from falling on you. Make sure the support stands are of sufficient strength to hold up the vehicle's weight, too. Don't use blocks of wood, boxes, wheels or bricks for supports because these may slip or collapse and allow the vehicle to fall. 2. Always disconnect the battery cables when doing electrical repair work (as when replacing a starter, installing a radio, fixing a broken switch or wiring, etc.). This will prevent accidental shorts that could damage the wiring or start a fire. This is also a very important precaution to heed when working under the dash of any vehicle equipped with an air bag. Crossing the wrong wires might set off the air bag (which could cause injury and is very expensive to replace). |

**HAZARD IDENTIFICATION**

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| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Mini Digger** | High | Mini digger shall only be operated by trained staff. Operator must wear seat belt at all times when operating the digger.  No passengers to be carried.  Diggers used in public places must comply with National road and Traffic regulations.  Operators must not exceed the safe working load of the vehicle.  Machine to be operated in accordance with manufacturers safe operating instructions.  All defects must be reported. |
| **Overhead Power Lines** | High | Electricity can flash over from overhead power lines to nearby objects, and the results can be lethal. There is a particular danger to anyone working with overhead equipment close to an overhead line or on a tractor with telescopic arm or any other equipment working near the line. |
| **Shears** | High | Wear safety gloves  Clear off workspace  Hold the tool by the handle  Work slowly  Clean shears regularly. |
| **Hand Saws** | Medium | Cut harder materials more slowly than soft materials.  Clamp thin, flat pieces requiring edge cutting.  Keep saw blades clean and lightly oiled.  Do not apply too much pressure on the blade as the blade may break. |
| **Underground Services** | Medium | Check in advance for any ground services before digging  EG Gas/Electrics |

**HAZARD IDENTIFICATION**

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| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **General Tools**   * Hammers * Screwdrivers * Spanners | Med/High | The correct type, size and weight of tool should be selected for the job and attention paid to any manufacturers instructions.  Examine all hand tools for secure fixing and burred edges and reject if necessary. When work with a hand tool is completed the tool should be stored in the appropriate tool box or other designated storage area. Care should be taken that tools are not left on floors, cluttering up workbenches and are placed securely on shelves or racking.  Discard hammers with chipped heads or cracked shafts.  Discard chisels with mushroom heads.  Discard files without handles. Never use spanners with worn jaws.  Do not use screwdrivers as a wedge, chisel or punch.  The cutting edges of tools should be kept sharp and protected when not in use.  Handles of equipment should be smooth finished and maintained in good condition. Grease and dirt should be regularly cleaned off.  Do not use worn vice jaws. Never run power tools from lighting sockets.  Reduce voltage of portable powered tools to 110 volts by using step-down transformer. |

**HAZARD IDENTIFICATION**

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| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| Paving, Laying driveways Repetitive Strain Injury | High | It is very important to know that repetitive strain injuries (RSI) rarely originate from one event or a particular factor. As a rule they develop over time from a variety of factors. Some factors are strictly work-related and beyond the workers' control. On the other hand, the workers themselves can have some control on other factors, such as their individual work practices |
| **Drills**   1. Violent ejection of work piece. 2. Eye injury from particle ejection. 3. Entanglement with bit. | High. | Check chuck is secure and all work is securely clamped.  Safety glasses and goggles to be worn.  No rings, long hair, loose clothes or gloves. Tight fitting overalls only are to be worn.  Adjustable transparent guard fitted to chuck.  Full comprehensive training in safe operating procedures provided |
| **Power Tools** | High | When operating vibrating tools always hold pneumatic tool firmly, but without being tense.  Take regular breaks to avoid RSI.  PPE must always be worn. |
| **Rollers** | Med | Do not tow the roller up or down steep ditches or hills.  Be extremely cautious around steep grades  Watch for holes, uneven terrain and other possible obstacles  Inspect roller and all hardware periodically.  Be sure all parts are secure before and during operation |

**HAZARD IDENTIFICATION**

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| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Walk Behind Sprayer on Wheels** | Medium | Operators must be trained in the safe use of machine. Operators must maintain stability of the machinery. Be aware of changes to ground levels, potholes, gravel on the turning circle load and speed which may affect the safety of the operator. |
| **Angle Grinders** | High. | Discs must always be in good condition and never force the disc.  Also wear PPE, Eye, Ear and Face protection |
| **Stakes** | High. | Care must be taken when lifting stakes and pounding at face level. If state is struck incorrectly it may strike user in the face. |
| **Con Saw**   1. Hand Injuries 2. Cuts, Amputation 3. Ejection of Materials 4. Entanglement | High | All guards must be in place at all times.  Guards must never be adjusted whilst blade is rotating.  Allow blades to come to a complete stop.  When adjusting guards, ensure that adequate blade running clearance is left and that the rear of the blade is covered.  Guard must be in line with the saw blade.  The bottom part of the blade should be fully enclosed.  Also wear PPE, Eye, Ear and Face protection |
| **Hand Saws / Lobbing Saws / Pruning Saws / Bolt Saws** | Medium | Only operatives trained in the safe use of these items of machinery should be allowed to use same.  They should only be used for the purpose they were intended for.  They should be kept in a safe condition and regularly inspected to ensure they are fit and safe to use.  When not in use they should be kept out of reach of unauthorised personnel. |

**HAZARD IDENTIFICATION**

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| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Strimmer** | Medium | Only suitably trained personnel should be allowed to utilise this machinery.  Full Personal Protective equipment should be utilised at all times.  Some strimmers require a harness to be worn by the user, if provided the strimmer should not be used without the harness.  The harness should be checked regularly to ensure it is fit for use.  The area where the strimmer is to be used should be cleared of stones and debris before commencing work as these items may get caught in the blade causing damage to it and also items should be thrown causing injury.  If using a petrol strimmer only fill it with fuel in a suitable area away from sources of ignition.  Petrol should be stored in a safe area out of reach of unauthorised personnel and away from heat, sunlight and any flammable items. |
| **Roll Out lawn Turf** | Medium | Only obtain roll out lawn turf from a reputable and trustworthy source.  The instructions for laying and treating the grass should be followed at all times.  Care should be taken when working with the roll out grass to ensure so as to avoid any accidents which may occur due to any sharp items being caught in it.  Gloves and protective clothing should be worn when working with this grass to avoid any chemicals on it from entering your skin. |

**HAZARD IDENTIFICATION**

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| Hazard Identified | Risk  Assessment | Safety Precautions / Risk Control |
| **Blowers** | Med | Pay attention when using a leaf blower. Don't point an operating blower in the direction of people or pets.  Make sure bystanders, including other operators, are at least 50 feet away. Stop blowing if you are approached.  Do not use a blower indoors or in poorly ventilated areas.  Inspect the blower before and during use to make sure controls, parts and safety devices are not damaged and are working properly. Never modify a blower in a way not authorized by the manufacturer. Work carefully. You need to be safe, courteous and responsible. Use only in accordance with manufacturer's instructions. Never try to unblock equipment without turning power off. Never use for purpose not intended. |
| **Scarifier** | Med | Operate the product only in daylight or in good artificial light. Avoid operating the product in wet grass or take additional precautions to avoid slipping. Always be sure of your footing on slopes. Walk, never run. Always work across the face of slopes, never up and down. Exercise extreme caution when changing direction on slopes. Do not operate the product on steep slopes se extreme caution when reversing or pulling the product towards you. Use only in accordance with manufacturer's instructions. Never try to unblock equipment without turning power off. Never use for purpose not intended. |
| **Water** | Med | Have life saving buoy/ saving apparatus  Keep all personal and equipment away from water. |

**SECTION 5**

**COVID-19 RESPONSE PLAN**

**COVID-19 RESPONSE PLAN**

Common symptoms of coronavirus include:

* *a fever (high temperature - 38 degrees Celsius or above).*
* *a cough - this can be any kind of cough, not just dry.*
* *shortness of breath or breathing difficulties.*

For the complete list of symptoms, please refer to the HSE Website.

*Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.*

**HOW COVID-19 SPREADS**

The virus that causes COVID-19 disease is spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks. The fluid or droplets land on objects and surfaces around the infected person. Other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands. COVID-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them.

Workers wearing contact lenses take particularly care.

It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning. Thorough and regular cleaning of frequently touched surfaces is essential. If disinfection is required it must be performed in addition to cleaning, never as a substitute for cleaning.

While people are most likely to pass on the infection when they have symptoms, current information suggests that some infected people spread the virus to others prior to developing or displaying symptoms themselves.

**DEVELOP OR AMEND POLICIES AND PROCEDURES FOR PROMPT IDENTIFICATION AND ISOLATION OF WORKERS WHO MAY HAVE SYMPTOMS OF COVID-19, AS APPROPRIATE**

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the worker involved, their colleagues, customers or others at the workplace.

**Darragh Connoly Garden Care** will:

• keep a log of contact/group work to facilitate contact tracing.

• inform workers and others of the purpose of the log.

• display information on signs and symptoms of COVID-19.

• provide up to date information on the Public Health advice issued by the HSE and Gov.ie.

• provide instruction for workers to follow if they develop signs and symptoms of COVID-19 during work.

**Darragh Connoly Garden Care** will:

• make themselves aware of the signs and symptoms of COVID-19 and monitor their own wellbeing.

• self-isolate at home and contact their GP promptly for further advice if they display any signs or symptoms.

• report to managers immediately if any symptoms develop during the shift.

**IMPLEMENTING THE COVID-19 PREVENTION AND CONTROL MEASURES TO MINIMISE RISK TO WORKERS**

Before returning to work, the following pre-return to work steps should be put in place and completed by both employers and workers.

**Darragh Connoly Garden Care** will:

• Establish and issue a pre-return to work form for workers to complete at least 3 days in advance of the return to work. This form should seek confirmation that the worker, to the best of their knowledge, has no symptoms of COVID-19 and also confirm that the worker is not self-isolating or awaiting the results of a COVID-19 test.

• Include the following questions on the form. If a worker answers Yes to any of them, they are strongly advised to follow the medical advice they receive or seek medical advice before returning to work:

* Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? Yes/No,
* Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? Yes/No,
* Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)? Yes/No,
* Have you been advised by a doctor to self-isolate at this time? Yes/No,
* Have you been advised by a doctor to cocoon at this time? Yes/No.

• Provide an induction training for all workers. This training should at a minimum include the latest up to-date advice and guidance on public health: what a worker should do if they develop symptoms of COVID-19; details of how the workplace is organised to address the risk from COVID-19; an outline of the COVID-19 response plan; identification of points of contact from the employer and the workers; and any other sector specific advice that is relevant.

• Arrange for the putting in place of the necessary controls identified in the risk assessment to prevent the spread of COVID-19 in the workplace.

**PREVENTIVE MEASURES**

1. **HAND HYGIENE**

Regular hand washing with soap and water is effective for the removal of COVID-19.

**Employers** must:

* Ensure that appropriate hygiene facilities are in place to accommodate workers adhering to hand hygiene measures.
* Make available advice and training on how to perform hand hygiene effectively:

(<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>).

* Display posters on how to wash hands in appropriate locations: (<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partnerresources/hand-hygiene-poster-english.pdf>).

**Workers** must:

* Ensure they are familiar with and follow hand hygiene guidance and advice.
* Wash their hands with soap and water or with an alcohol-based hand rub regularly and in particular:
  + after coughing and sneezing,
  + before and after eating,
  + before and after preparing food,
  + if in contact with someone who is displaying any COVID-19 symptoms,
  + before and after being on public transport (if using it),
  + before and after being in a crowd,
  + when arriving and leaving the workplace/other sites,
  + before having a cigarette or vaping,
  + when hands are dirty,
  + after toilet use.
* Avoid touching their eyes, mouth, or nose.
* Have access to facilities to support hand hygiene (for example hand sanitiser/hand
* Wipes/hand washing facilities).
* Not share objects that touch their mouth, for example, bottles or cups.
* Use own pens for signing in.

1. **RESPIRATORY HYGIENE**

In addition to hand hygiene, good respiratory hygiene and etiquette is also necessary.

**Employers** must:

* Provide tissues as well as bins/bags for their disposal.
* Empty bins at regular intervals.
* Provide advice on good respiratory practice.

**Workers** must:

* Adopt good respiratory hygiene and cough etiquette.
* Ensure they are familiar with and follow respiratory hygiene guidance.

1. **PHYSICAL DISTANCING**

Physical distancing is recommended to reduce the spread of infection. The current recommended distance to be maintained between people to minimise risk of transmission is 2 metres.

**Employers** must:

* provide for physical distancing across all work activities and this may be achieved in a number of ways:
  + implement a no hand shaking policy,
  + where office work is essential, free office capacity must be used as much as is reasonably practicable and work organised in such a way that multiple occupancy of office premises is avoided and/or physical distances maintained,
* organise workers into teams who consistently work and take breaks together. The teams should be as small as is reasonably practicable in the context of the work to be done,
  + organise breaks in such a way as to facilitate maintenance of physical distancing during breaks,
  + reorganise and rearrange working and break areas. For example, placing tables and chairs far enough apart in canteens,
  + consider closing canteen facilities if public health measures including social distancing cannot be facilitated. If closing, provide information on delivery options,
  + stagger canteen use and extend serving times,
  + implement a queue management system with correct distance markings to avoid queues at food counters, tray return points and checkouts,
  + put in place use of card payment methods where practicable,
  + allocate specific times for collections, appointments and deliverables,
  + conduct meetings as much as possible using online remote means. Where face to face meetings are absolutely necessary, the length of the meeting and the numbers attending should be kept to a minimum and participants must maintain physical distancing at all times,
  + provide one way systems for access/egress routes in the workplace where practicable,
  + adapt existing sign-in/sign-out measures and systems, for example, biometrics/turnstiles, to ensure that physical distancing can be maintained,
  + ensure that workers sharing collective accommodation at a place of work are grouped in fixed teams that are as small as is reasonably practicable and consist of individuals who also work together. As far as is reasonably practicable,
    - each team should where reasonably practicable be provided with their own communal facilities (washrooms, kitchens and communal rooms) in order to avoid the additional burden of shift-wise use and the necessity to clean between occupancy by different teams. If this is not possible, employers should implement phased use and an enhanced cleaning regime.
    - accommodation must be regularly cleaned and ventilated either manually (by opening windows and doors) or mechanically.
    - sleeping accommodation should normally be occupied singly.
    - additional rooms must be provided for early isolation of infected persons.
  + prevent gatherings of workers in the workplace at the beginning and end of working hours (such as at time recording terminals and in changing rooms, washrooms and showers),
  + implement physical distancing during any outdoor work activity. For outdoor work activities, facilities for frequent hand hygiene should be provided and should be located close to where workers are working.

**In settings where 2 metre worker separation cannot be ensured by organisational means, alternative protective measures should be put in place, for example:**

* + Install physical barriers, such as clear plastic sneeze guards between workers,
  + Maintain at least a distance of 1 metre or as much distance as is reasonably practicable,
  + Minimise any direct worker contact and provide hand washing facilities, and other hand hygiene aids, such as hand sanitisers, wipes etc. that are readily accessible so workers can perform hand hygiene as soon as the work task is complete,
  + Make face masks available to the worker in line with Public Health advice.

**Note:** wearing of masks is not a substitute for other measures outlined above. However, if masks are worn they should be clean and they should not be shared or handled by other colleagues. Employers and workers should keep up to date with the latest Public Health advice issued in regard to masks by Gov.ie/NPHET.

**At Risk/Vulnerable Workers:**

If an at risk or vulnerable worker cannot work from home and must be in the workplace, employers must make sure that they are preferentially supported to maintain a physical distance of 2 metres. However, employers should enable vulnerable workers to work from home where possible.

**Working from home:**

Office work should continue to be carried out at home, where practicable and non-essential work. The employer should develop and consult on any working from home policy in conjunction with workers and/or Trade Unions. Advice on working from home on a temporary basis is available from the Health and Safety Authority ([link](https://www.hsa.ie/eng/topics/covid-19/covid-19_faqs_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis/faqs_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis_covid-19_.html)).

**Business Travel and Contractors/Visitors:**

* Business trips and face-to-face interactions should be reduced to the absolute minimum and, as far as is reasonably practicable, technological alternatives should be made available (e.g., telephone or video conferencing).
* For necessary work-related trips, the use of the same vehicles by multiple workers is not encouraged. The number of workers who share a vehicle – simultaneously or consecutively – should be kept to a minimum as far is as reasonably practicable, for example by assigning a vehicle to a fixed team.
* Workers should be encouraged to travel alone if using their personal cars for work or at a maximum be accompanied by one passenger who shall be seated in adherence with physical distancing guidance.
* Workers should be provided with hand sanitisers and cleaning equipment for their work vehicle.
* Workers, contractors or visitors visiting workplaces where there are restrictions arising from the risk of COVID-19 should follow the site infection prevention and control measures and take into account public health advice around preventing the spread of COVID-19. A system for recording visits to the site(s) by workers/others as well as visits by workers to other workplaces should be put in place by employers and completed by workers as required.
* Provide induction training for contractors and visitors to the workplace.

**Cleaning:**

Cleaning of work areas must be conducted at regular intervals. Further information on cleaning in non-healthcare settings is available from the ECDC at:

<https://www.ecdc.europa.eu/sites/default/files/documents/Environmental-persistence-ofSARS_CoV_2-virus-Options-for-cleaning2020-03-26_0.pdf>

**Employers** must:

* implement thorough and regular cleaning of frequently touched surfaces. If disinfection of an area is required it must be performed in addition to cleaning, never as a substitute for cleaning.
* ensure contact/touch surfaces such as table tops, work equipment, door handles and handrails are visibly clean at all times and are cleaned at least twice daily.
* implement modified cleaning intervals for rooms and work areas. This applies especially for washroom facilities and communal spaces. Cleaning should be performed at least twice per day and whenever facilities are visibly dirty.
* provide workers with essential cleaning materials to keep their own workspace clean (for example wipes/disinfection products, paper towels and waste bins/bags).
* increase number of waste collection points and ensure these are emptied regularly throughout and at the end of each day
* modify use of hot desks to ensure that these are made available to identified staff and have appropriate cleaning materials in place for workers to clean the area before using.

**Use of PPE – Personal Protective Equipment**

While correctly using PPE can help prevent some exposures, it should not take the place of other preventative measures as outlined above. Examples of PPE include gloves, goggles, respiratory protection. Use of PPE may already be required in many workplaces to address occupational health and safety risks, for example, exposure to hazardous chemicals such as asbestos. In the context of COVID-19 risk, employers should check the HPSC website regularly for updates regarding use of recommended PPE.

* Full hygiene compliance as set out above should be applied and maintained in all circumstances.
* PPE must be selected based on the hazard to the worker.
* Employers must provide PPE and protective clothing to workers in accordance with identified COVID-19 exposure risks and in line with Public Health Advice.
* Workers should be trained in the proper use, cleaning, storing and disposal of PPE.
* Gloves are generally not required for infection prevention and control purposes. Where gloves are necessary, they must not be considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed. Gloves should not create an additional occupational hazard (such as of gloves getting caught in rotating parts). Limitations on wearing time and workers’ individual susceptibilities (allergies, etc.) must also be taken into account.
* For particular PPE, such as respirators, these must be properly fitted and periodically refitted, as appropriate.
* PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.

Further information on PPE is available at:

<https://www.hsa.ie/eng/Topics/Personal_Protective_Equipment_-_PPE/>.

▪ Advice for manufacturers and importers who wish to introduce PPE onto the market in

response to the current COVID-19 emergency is available on the HSA [website](https://www.hsa.ie/eng/topics/covid-19/covid-19_placing_ppe_on_the_eu_market_%E2%80%93_new_conformity_procedures/covid_-19_placing_ppe_on_the_eu_market_%E2%80%93_new_conformity_procedures.html).

**Note:** Face Shields designed and authorised as PPE against respiratory droplets should not be mistaken or used as a substitute for impact protection PPE in the workplace. For example, where standard CE marked Face Visor/Face protection PPE is required for work activities such as welding, grinding or to protect against chemical splashes

1. **WORKER ROLE**

Workers should follow the public health advice and guidance, as well as any specific direction from the employer. They should also adopt good hygiene practices, such as frequent hand washing, respiratory etiquette and physical distancing to protect themselves and their work colleagues against infection and should seek professional healthcare advice if unwell. If a worker has any symptoms of COVID-19, they should not attend work. Workers should also avoid making contact with their face and in particular their eyes, nose and mouth. Where necessary, workers should wash their hands immediately before touching their face.

As noted above, the key to effective implementation of the infection prevention and control measures as well as occupational health and safety measures in the workplace is having a strong communication and shared collaborative approach between employers and workers.

1. **CUSTOMER FACING ROLES**

Many of the measures noted above for workers can and should equally be applied for work activity that involves direct customer or visitor contacts.

**Darragh Connoly Garden Care** will:

* eliminate physical interaction between workers and customers as much as is reasonably practicable through revised working arrangements. For example through provision of online or phone orders, contactless delivery or managed entry.
* provide hand sanitisers at entry/exit points.
* install physical barriers and clear markings to ensure that contact between workers and customers is kept to a minimum and to ensure that queues do not form between customers as they wait to be served.
* implement a cleaning regime to ensure that contact points for workers and customers are kept visibly cleaned at all times.
* display the advice on the COVID-19 measures in visible locations to ensure that customers are also adhering to what is required.

**SECTION 6**

**CODE OF PRACTICE**

**CODE OF PRACTICE**

**Introduction**

The aim of this is to regulate & standardise our work so that no matter who carries out the work or garden care within a garden that’s it’s the same quality throughout & that each van/team uses the **SYSTEM**. The **SYSTEM** is going to be listed below & is important that it is adhered to. For now it’s the DC ltd systems, but with expansion on the horizon, a more formal system may be implemented. An example of a more formal system is **Bord Bia Q mark or ISO 9002**

1. **Hours of Work**

Work to start on site at 8 & finish at 16.45. This is an 8 hr working day plus 15 min break & half hr lunch. This is somewhat flexible but 8 hrs must be worked to be paid for a full day. If the day runs short, leaflets are provided to drop to nearby houses or vans washed & machines maintained.

We have to abide by the swings & roundabouts rule. ie. If a day runs short one day, it is expected that if a day runs over the next that the job will be completed. This does not happen often but it important we are aware of this

1. **Carrying out the Job**

We are a time/labour based company. There’s not a lot of materials we provide apart from the machinery, vans & diesel required to carry out the works. The way we do the hours/packages are as follows.

**Bronze - 1.5 hrs x 2 men**

Start to finish without breaking

**Silver - 3 hrs x 2 men**

Start to finish without breaking. What has happened before is that the work starts then after 2 hrs, a break had been taken. The job is to be complete & then the break is to be taken outside of the property. It look inefficient stopping to take a break after 2 hrs of a 3 hr job

**½ day x 2 or 3 men**

4 hrs x 2 or 3 men is best practice to start & after 2 hrs to take a 10 or 15 min break. It is acceptable on a half day job (4 hrs)

**Full day x 1, 2 or 3 men with waste requirements**

This day is started at 8 & carries onto leaving the dumping facility at 16.45. Breaks can be taken throughout the day when you deem necessary with a 15 min break in the morning & half hr in the afternoon. This time is unpaid but by law it’s a requirement to have a break while taking on your working day.

The distance the job is at will depend on what time we leave the garden at & this is known by the client also (informed by Darragh Connolly before we carry out the works for example: if we are doing a job in Bray, where the waste facility is, we would wrap up the job at 16.15 as the dump is only around the corner. If we are working further afield ie. Blackrock we would leave the garden at 16.00 to arrive, offload & leave the waste facility at 16.45

**Full day x 1, 2 or 3 men without waste requirements**

This day is started at 8 & carries onto 16.30. The client benefits from us not having to go to offload waste with extra time on the job. This is important that this is carried out but it doesn’t happen often

1. **Quality of Work**

Within our company, we are aiming for the highest standard possible in our gardens by carrying out our work efficiently, effectively, correctly & to the client’s expectations. The main aim within our company is to carry out the work on gardens to the same standard & quality. This will be achieved by adhering to the codes of practice laid out.

**Initial calling & carrying the tools**

While each client varies, this will have to be the call really of the driver (foreman) on each team. Some clients like to be knocked into & a quick chat before the job commences. While one person is speaking to the client the other is getting the required tools from the van to carry out the job. One will only know if the client requires a knock with experience of each particular client. They all differ. For example, on my round, none require a call into. If they need something or want a chat they’ll come out to me.

After speaking or not speaking to the client & the tools are out of the van, a quick walk around of the garden is conducted, discussing which items to be tackled that particular day. At this point, the machinery has to be out of the way of passers-by/opportunists.

The best way to take tools out of the van is to take exactly what is required & place it in a dedicated section of the garden. As each garden varies, the location varies but let’s pick a place in each location where all tools go, then when used they go back to that location & then when the job is complete they go back to the van knowing that all tools are there & not scattered throughout the garden. This area is to be known as **‘The Shed’**

When the foreman is speaking to the client or assessing the requirements of the job, the other is gathering tools. Always bring the essential. Mower, strimmer, 2 hoes, blower, spring rakes & a tonne sack & leave at **‘The Shed’** area. This area can be to start with in the middle of the lawn. As tools get used the can be returned to the van or back in **‘The Shed’**

**Tasks:**

I’m going to give this quick example:

We enter a garden, one straight away starts cutting the grass the other on a blower. What happens next, the gardener finishes the grass, puts the mower to one side, then getting the hedge trimmer & starts cutting a shrub. So the first operator has blown already meaning the 2nd operator has to go back over it. The lawn has been cut & left neat but now the blower is on it which will raise up the grass leaving it untidy. The process is wrong. The system is wrong. If the first gardener went in cut the shrub, the 2nd then raked up the debris while the first strimmed. Then it would be blown, grass cut & final blown leaving it neat & tidy not as in the first example

Tasks to be taken in the following manner when undertaking maintenance programs

1. **Cutback what needs doing either hedges, perennial or herbaceous material**

It is best practice to cut whatever needs/requires cutting as the first task as all clippings/cuttings etc can be rakes up & blown as task 5 & 10

**Hedges**: As a general rule, we try to cut all hedges in one go in our gardens but this is not always possible due to budget constraints as it takes extra visits etc. If we can’t do all hedges at one visit, its best practice to finish a section of hedge which means sides & top on what we can do within our time frame. This will give a finished appearance to what we have carried out.

If we do one hedge side & top & then do the sides off the rest, to the client it looks unfinished & messy & creates problems & they wonder why it’s not finished. They won’t understand that time & budget came into it.

When cutting hedges up to buildings/houses/sheds or any structures, there are always a few bits left where the machine can’t get to. These should be cut using a secateurs or hedge sheers

**Perennials**: Perennials should be pruned & trimmed with accordance to time of year. Any questions can be circulated & one of the team will know or we can find out

**Herbaceous**: As a general rule - floor herbaceous. This will bring consistency to the pruning. Some clients do specify which to cut & what times. If they do, leave them at it but if we are to manage it – floor them. If herbaceous plants are not floored they just act as leaf collectors, making the gardens look messy, where as if they are floored they can be raked out & blown leaving a tidy leaf free finish. An example of this is achemella mollis. Cut half back it retains all its leaves, floor it, leaves out & nice & tidy.

1. **Rake out cuttings/leaves**

If the leaves are heavy within the beds, driveway or within the garden area, its best practice to rake up the heavy of it first. If there is heaps of leaves around the garden that are also wet it just takes too much time, wasting petrol, is heavy on the machines & generally inefficient way to operate. Use a wide rake if on a hard surface, spring rake within bed areas, rake & pick up the heavy ready to be strimmed & blown. All leaves that fall into hedges & the underneath has to be raked out or hand picked out. This generally involves kneeling down & working it out from the base. Blowing leaves in underneath is not a done practice.

1. **Strim edges of lawns**

There’s no point in getting rid of leaves & debris from garden then blowing & then strimming. Strimming at this point will require further blowing which as it’s been done already is inefficient. After raking & picking up the bulk of the debris around the garden, strim the edges so to follow the process.

1. **Blow all garden**

At this point the garden is ready for a good blow with all major debris & leaves been collected already. Where there is mulch on the beds the power is to be reduced as to not to blow the mulch off the front of the bed. If in time this happens, a raking of it to the front is required

1. **Water garden if required**

We use the water butt system of watering. On entering the garden though, the water butt needs to be filled to be ready for now. The most efficient & effective way to do this is using 2 watering cans, dunking them into the water butt & walking to the area to be watered. This ensures that the quantity is known by us of how much each area has been watered. Concentrate on specimen planting, followed by hedging followed by border planting followed by pots

1. **Mowing of lawns**

Mowing of the lawns now can commence, unless it’s all we concentrate on within the garden. The mower to be checked before use to ensure there’s oil & petrol in it. Running out of petrol mid cutting leads to petrol been spilt on the lawn, time wasting by having to walk back to get petrol then drop it back & is generally inefficient. Mowing heights to be checked to ensure it’s correct & that it is definitely not on the lowest setting as this will just scalp & destroy the lawn. Lawn mowing is best carried out in a different direction each visit as this will avoid wheel ruts within the lawn. While cutting the lawn, its best to bring a tonne sack as set this up at the base of the lawn where the operator will turn. If it’s a large lawn, emptying the bag has to be assessed for efficiency. There’s no point in doing 2 lines then doing another one & finding out the bag in full at the top of this line. This means the operator has to bring the bag to the base, empty & walk back to the mower. In this case it should be emptied when ¾ full at the end of the 2nd line so saving time & being efficient. Overfilling the bag is bad practice. Its makes a mess for one, puts pressure on machinery & takes time to clean up. As the operator mows, the tonne sack to be moved along with the cutting thus saving walking when bag needs emptying

1. **Spraying/fertiliser of lawns**

Spraying & fertilising of lawns can now be conducted following their own regulation in relation to chemical usage etc. Only operators trained in these operations are permitted to carry out this. Any gardener untrained to inform DC ltd if they wish to be trained up on it.

1. **Spraying hard surfaces for weeds**

Spraying of hard surfaces can now be conducted following their own regulations in relation to chemical usage etc. Only operators trained in these operations are permitted to carry out this. Any gardener untrained to inform DC ltd if they wish to be trained up on it.

1. **Rake gravel driveways or area required**

Where gravel is present in a garden a requirement within DC ltd is for it to be raked. Time must be allocated for this purpose. Sometimes a garden can feel overwhelming but focusing on this front of house rather than a hedge possibly at the rear of a garden is a must. Let’s bring back the Hotel Managers Eye. It’s the first thing a client will notice upon their arrival. There are 2 tools for this purpose. First, is the 1.5 m rake which can be used & is only allowed within designer’s remit of gardens. The second is the drag rake which is a very efficient way to rake creating nice lines within the driveway. Where the gravel is a bigger stone, a weight such as a brick can be tied either end to weigh it down

1. **Final blow**

This is an important part of the process as it’s what you are presenting to the client to see. It requires a blow of all surfaces making sure all debris is off the lawn & hard surfaces. This can make or break a garden as if debris left around the place it just looks messy. Remove all debris & you have a sharp garden to walk away & to be proud of.

1. **Waste**

All empty bags are to be taken out first, green waste (tonne bags) in & then the empty bags on top

**The main thing to follow is the process to make work efficient & effective, leaving the client happy & that they got value for their money they have spent with us. Afterall, it’s the clients we do work for that pay our wages. They are the utmost importance within the whole operation**.

**Points to Note:**

1. Extreme caution is to be taken with vans & tools. Vans to be locked at all times & all tools to be brought to ‘The Shed’ area, out of sight of passers-by. DC ltd are not responsible for tools left out of sight that are acquired
2. Fuel & chemicals to be stored away from mowers in the vans
3. Chemical records to be kept in each van
4. All machines to be fuelled up at the end of the day so ready for operation the following morning
5. Vans to be checked weekly for oil, water & coolant. Tyres to be checked along with lights & a van walk around making sure everything is in order. If anything is out of order, this to be reported to supervisor. In this case, your supervisor is DC
6. Driving to be taken within speed limits & politeness on the road is essential. The vans are signed so reputation is at stake at all times. Drive with care.
7. That all health & safety requirements are adhered to & in accordance with our Health & Safety Statement
8. That all PPE gear is worn at all times ie boots essential. No Boots-No Work. If there are PPE requirements in vans DC to be informed
9. Use of Ear Phones/radio

Listening to music/radio is a great advantage to us while working but 2 earphones are a health & safety issue, in particular where there is more than 1 person carrying out the job/work in the garden. If listening to music/radio, one ear phone to be used.

1. Machine Repairs

Machines do break down. It is the duty of each van to inform DC of when they break & if they are going to be dropped into be repaired. Hills Hire Centre carry out our repairs & it is on account. Please ensure good operation methods are adhered to & mindful of machinery as repairs add up.

1. All stones & debris are picked up or blown off lawns before strimmed or mowed, reducing the risk of window breakages on the property been worked on or neighbouring properties.
2. Each van is equipped with a burner. This should be used on the Blades of secateurs/hedge trimmers/sheers to ensure they are sterile & not carrying disease/fungi onto the next garden such as fire blight
3. It is the responsibility of DC to ensure the correct time is allowed/allocated for each garden so that a quality job can be undertaken that both the gardener & the client can be pleased with
4. All work throughout the day to be enjoyed & with a smile on your face ☺

**SECTION 7**

**ANNUAL DIRECTORS REPORT**

**ANNUAL DIRECTORS REPORT**

The Annual Report shall contain a review of the Company’s Safety Policy for the preceding year which will comply with the Safety Health and Welfare at Work Act, 2005 and will also include in the Report any recommendations for reviewing and upgrading the Safety Statement and Programme with provision in the company budget for same.

The following was attended to during the year:

* Safety Programme
* Target tasks for coming year
* Safety Training
* Purchase of Safety Equipment
* Emergency Drills

It is the intention of the Company to provide and maintain as far as is reasonable practicable a safe and healthy working environment.

The Company regards the promotion of health and safety measures a mutual objective of Management and Employees alike.

This Document has been prepared in accordance with the 2005 Safety, Health and Welfare at Work Act and with reference to the subsequent 2007, General Application Regulations.

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

***DARRAGH CONNOLLY***

**SECTION 8**

**DECLARATION OF SIGHT**

**SAFETY STATEMENT**

We the undersigned have read and understand the content of this Statement and are aware of our responsibilities both for our own safety and that of our fellow workers.

|  |  |  |
| --- | --- | --- |
| **Employees Name**  **(BLOCK CAPITALS)** | **Employees Signature** | **Date** |
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**APPENDIX 1**

**ACCIDENT REPORTING**

**AND**

**INVESTIGATION**

**ACCIDENT REPORTING AND INVESTIGATION:**

* It shall be the duty of every worker to report to the Safety Officer/Management without unreasonable delay any defects in plant or equipment, which may endanger the safety, health and welfare of himself or his fellow workers.
* It shall be the duty of all workers to report any accidents or near misses to the Safety Officer for investigation.
* The Safety Representative may investigate accidents or dangerous occurrences.
* The Safety Officer will record in the Accident Book full details of any accidents occurring and the details will be passed to the Company Director.
* Detailed Forms attached will be completed if and when an accident occurs.

**ACCIDENT PROCEDURES:**

* Notify Contract Manager.
* Call for immediate Medical Assistance and give location of site.
* The Contract Manager will then:-
* Appoint suitable person to travel with injured party.
* Notify victims family.
* Gather information, i.e. witnesses, statements, photographs, etc.
* Complete Accident Report book.

**FORM OF NOTICE OF ACCIDENT**

**APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS, 1993**

**AND THE SUBSEQUENT 2007 GENERAL APPLICATION REGULATIONS**

(Before completing this form, please see *INSTRUCTIONS*)

S.I. No. 44 of 1993

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DETAILS OF INJURED PERSON** | | | | |
| Name: | Date of Birth: | | Sex: | Is the injured person: |
| Address: | Nationality: | Length of Years: Months  Service: | | Employed Full Time  Employed Part Time  Self-Employed |
|  | RSI. Number: | Date of Accident: | Time of Accident: | A Trainee  A Family Member  A Member of Public |
| Occupation: | Time of starting work: | | Normal time of finishing work: | |

**EMPLOYER/SELF EMPLOYED INFORMATION**

|  |  |  |
| --- | --- | --- |
| Name of business or company name: | Phone Number: (2)  (+STD Code) | |
| Address of Head Office: (1) | Nature of Business: | |
| Address of establishment where injured person  Was based if different from (1) above: | Approximate no. Employed at establishment: | Approx. total no.  employed by business: |
| Accident did not occur at the establishment  Address state where: |  |  |

**TYPE OF WORK AND ENVIRONMENT**

|  |
| --- |
| What type of work was the injured person doing at the time of the accident? (e.g. iron founding, harvesting, word processing): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Where was the injured person at the time of the accident? (e.g. inside buildings, underground, field, public road, shop, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**CIRCUMSTANCES OF THE ACCIDENT** (An “Agent” may be another person, an animal, a substance, equipment or other item)

|  |
| --- |
| Briefly describe what the injured person was doing at the time of the accident, identifying the agent involved: |
| Briefly describe the departure from normal, including the agent involved: |
| Briefly describe the action leading to the injury, including the agent which actually caused the injury: |

**Details of the Injury**

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicate type of injury** (tick one box only) | | **Indicate part of the body most seriously injured** (tick one box only) | |
| Bruising, contusion   1. Concussion 2. Internal injuries 3. Open wound 4. Abrasion, graze 5. Amputation 6. Open fracture (i.e. bone exposed) 7. Closed fracture 8. Dislocation 9. Sprain, torn ligaments | Suffocation  Gassing  Drowning  Poisoning  Infection  Burns, scalds, frostbite  Effects of radiation  Electrical injury  Injury not ascertained  Other | Head, except eyes  Eyes  Neck  Back, spine  Chest  Abdomen  Shoulder, upper arm, elbow  Lower arm, wrist  Hand  Fingers, one or more | Hip joint, thigh, knee cap  Knee joint, lower leg, ankle area  Foot  Toes, one or more  Extensive parts of the body  Multiple injuries  Other |

**CONSEQUENCES OF THE ACCIDENT**

|  |  |  |
| --- | --- | --- |
| Fatal  Non Fatal | Date of resumption Year Month Day  of work if back | Anticipate absence 4-7 days 8-14 days More than 14 days  if not back |

**DETAILS OF NOTIFIER**

|  |
| --- |
| Notifier: Employer/Self Employed Person in control of workplace Person Providing Training Other Date \_\_\_\_\_\_\_\_\_\_\_\_\_  Address and telephone number for acknowledgement/clarification if different from (1) and (2) above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Form No. IR1

**Return to Health & Safety Authority, The Metropolitan Building, James Joyce Street, Dublin 1**

**INSTRUCTIONS**

**DETAILS, AS PRESCRIBED OVERLEAF, MUST BE REPORTED TO THE HEALTH AND SAFETY AUTHORITY IN RESPECT OF THE FOLLOWING TYPES OF INCIDENT**

* An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment.
* An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident.
* An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.

**THE FOLLOWING CATERGORIES OF PERSON ARE RESPONSIBLE FOR REPORTING ACCIDENTS**

* Employers in the case of death or injury of employees at work.
* Persons providing training in the case of the death or injury of a person receiving training for employment.
* Self-employed persons in relation to accidents to themselves.
* Persons in control of places of work in relation to:
* the work related death or injury of a person not at work,
* the death of a self employed person,
* The next of kin in the event of the death of a self employed person at a place of work under that person’s control.

**HOW TO COMPLETE THE FORM**

The person reporting the accident must only tick one space in each section where option boxes are provided:

**DATE OF BIRTH**

If date of birth of injured person is not available please enter approximate age.

**EMPOYMENT STATUS**

Indicate ‘Part-Time’ if average hours worked are less than 120 per calendar month, enter ‘Full-Time’ if they exceed

this.

**OCCUPATION**

If the injured person is an employee or self-employed please give sufficient detail to differentiate for example between

electricians and fitters or between a nurse or nurses aide.

**ECONOMIC ACTIVITY**

The main economic activity being undertaken, e.g. manufacture of computers, road haulage, joinery installation, take

away restaurant.

**WORK PROCESS AND WORK ENVIRONMENT**

This space should indicate the work process carried out by the injured person at the time of the accident and where the

injured person was when he/she was injured. Below, two examples are given of how to answer.

1. Harvesting Field
2. Welding Workshop inside building

**CIRCUMSTANCES OF THE ACCIDENT**

A precise description of the event is to be given under the following three headings:

* What the injured person was doing at the time of the accident and for example what person was being attended to, what animal, substance or item was involved or what tool or machine was being used.
* What went wrong at the time of the accident. Describe what happened identifying any person, animal, equipment, substance or item involved.
* How the person was injured and the person, animal, equipment, substance or item causing injury.

Below, two examples are given of the minimum contents of answers.

**Example 1**

* The injured person was walking.
* He/She tripped over a hosepipe.
* He/She struck his/her head against a table.

**Example 2**

* The injured assisted a patient on the way to the bathroom.
* The patient stumbled.
* While supporting the patient to prevent a fall, the injured person's back was strained.

**DETAILS OF THE INJURY**

“Open Wound” includes cuts, lacerations, severed tendons, nerves and blood vessels. “Burns” includes chemical burns. “Effects of Radiation” includes the effects of X Rays, ultraviolet, welding light, etc. Forms of injury which are not closely defined such as shock, heatstroke, cardiac arrest should be classified “Other”. “Electrical Injury” includes any injury or condition directly due to electric shock.

**CONSEQUENCES OF THE ACCIDENT**

If injured worker has not yet resumed work please indicate anticipated duration of absence.

*INQUIRIES CONCERNING THIS FORM CAN BE MADE TO THE HEALTH AND SAFETY AUTHORITY.*

**FORM OF NOTICE OF DANGEROUS OCCURRENCE**

**APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS, 1993 AND THE SUBSEQUENT 2007 GENEAL APPLICATION REGULATIONS**

(Before completing this form, please see *INSTRUCTIONS*)

S.I. No. 44 of 1993

|  |  |  |
| --- | --- | --- |
| **EMPLOYER/SELF EMPLOYED INFORMATION** | | |
| Name of business or company name: | Phone No:  (+STD Code) | |
| Address of Head Office: | Date of Incident: | |
| Address of establishment where incident took place if  Different from above: | Approximate no. employed at establishment: | Approximate total no. employed by business: |

**TYPE OF WORK BEING UNDERTAKEN AND LOCATION OF DANGEROUS OCCURRENCE**

|  |
| --- |
| What activity was being undertaken the time of the incident (e.g. construction, road transport, chemical processing) |
| Where did the incident take place(e.g. inside buildings, underground, field, public road, shop, etc.) |

**CIRCUMSTANCES OF THE INCIDENT**

|  |
| --- |
| **Description and cause:** |

**DETAILS OF NOTIFIER**

|  |  |
| --- | --- |
| **Notifier:** Employer/Self Employed Person in control of workplace  Person Providing Training Other | Date: |
| Address and telephone number for acknowledgement/clarification if different from above: | Signature:  Position: |

Form No. IR3

**Return to Health & Safety Authority, The Metropolitan Building, James Joyce Street, Dublin 1**

**INSTRUCTIONS**

Where a dangerous occurrence of the kind named below, which is not reportable by reason of death or injury, occurs an employer/self employed person must, as soon as practicable, send a written report overleaf to the Health and Safety Authority.

1. The collapse, overturning, or failure of any load-bearing part of:
2. any lift, hoist, crane, derrick or mobile powered access platform;
3. any excavator; or
4. any pile-driving frame or rig having an overall height, when operating, of more than seven metres.
5. The explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure.
6. Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours.
7. An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by-products (including waste) or finished products.
8. The sudden uncontrolled release of one tonne or more of highly flammable liquid, liquified flammable gas, flammable gas or flammable liquid above its boiling point from any system, plant or pipe-line.
9. The collapse or partial collapse of any scaffold more than five metres high which results in a substantial part of the scaffold falling or overturning, including, where the scaffold is slung or suspended, a collapse or part collapse of the suspension arrangements (including an outrigger) which causes a working platform or cradle to fall more than five metres.
10. Any unintended collapse or partial collapse of:
11. any building or structure under construction, reconstruction alteration or demolition, or of any false-work, involving a fall of more than five tonnes of material; or
12. any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition.
13. The uncontrolled or accidental release or the escape of any substance or pathogen from any apparatus, equipment, pipe work, pipe-line, process plant, storage vessel, tank, in-works conveyance tanker, land-fill site or exploratory land-drilling site, which, having regard to the nature of the substance or pathogen and the extent and location of the release of escape, might have been liable to cause serious injury to any person.
14. Any unintentional ignition or explosion of explosives.
15. The failure of any container or any load-bearing part thereof while it is being raised, lowered or suspended.
16. Either of the following incidents in relation to a pipe-line:
17. the bursting, explosion or collapse of a pipe-line or any part thereof;
18. the unintentional ignition of anything in a pipe-line, or of anything which immediately before it was ignited was in a pipe-line.
19. (1) Any incident in which a container, tank, tank vehicle, tank semi-trailer, tank trailer, or tank container being used for conveying a dangerous substance by road:-
20. overturns; or
21. Suffers damage to the package or tank in which the dangerous substance is being conveyed.

(2) Any incident involving a vehicle carrying a dangerous substance by road, where there is:-

1. an uncontrolled release or escape from any package or container of the dangerous substance or dangerous preparation being conveyed; or
2. a fire which involves the dangerous substance or dangerous preparation being conveyed.
3. Any incident where breathing apparatus while being used to enable the wearer to breath independently of the surrounding environment malfunctions in such a way as to be likely to deprive the wearer of oxygen or, in the case of use in a contaminated atmosphere, to expose the wearer to the contaminant to the extent in either case of posing a danger to his health, but excluding such apparatus while it is being used in a mine or is being maintained or tested.
4. Any incident in which plant or equipment either comes into contact with an overhead electric line in which the voltage exceeds 200 volts, or causes an electrical discharge from such electric line by coming into close proximity to it, unless in either case the incident was intentional.
5. Any accidental collision between a locomotive or a train and any other vehicle at a factory or at dock premises.
6. The bursting of a revolving vessel, wheel, grindstone, or grinding wheel moved by mechanical power.

*INQUIRIES CONCERNING THIS FORM CAN BE MADE TO THE HEALTH AND SAFETY AUTHORITY*

**APPENDIX 2**

**PERSONAL**

**PROTECTIVE EQUIPMENT**

**PERSONAL PROTECTIVE EQUIPMENT**

|  |  |
| --- | --- |
| **Personal Protective Equipment Item** | **Area to be used in.** |
| **Eyes:**  Face Visors/Helmets  Safety Glasses | When operating equipment and using herbicides, pesticides and any other chemicals & as specified. |
| **Hands:**  Gloves | When handling sharp or rough materials and chemicals, pesticides and herbicides & as specified. |
| **Ears:**  Ear defenders. | In areas over 85 DBA & as specified. |
| **Head:**  Hard Hats | When there is a risk of items falling from a height & as specified. |
| **Feet:**  Boots/Steel toe capped. | When operating machinery, e.g. Lawn Mowers or Strimmers & as specified. |
| **General Body Protection:**  Overalls, High Viz Clothing, Tight Fitting Clothing. Safety Harness. | All working areas, when using equipment requiring the use of a harness & as specified. |
| **Face**  Respirators, Face Masks, Breathing Apparatus. | When handling hazardous chemicals, herbicides and pesticides and other dangerous substances & as specified. |

**APPENDIX 3**

**TRAINING RECORD SHEET**

**TRAINING RECORD SHEET**

|  |  |  |
| --- | --- | --- |
| **Task/Work Practice** | **Specific Training Provided**  *(In-House/Outside Agency/Date)* | **Name of Employee** |
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**APPENDIX 4**

**SAFETY AUDIT SHEET**

**SAFETY AUDIT SHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard** | **Location** | **Remedial Action** | **Implemented/Date** |
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**APPENDIX 5**

**PERMIT TO WORK**

**PERMIT TO WORK**

Where potentially dangerous work must be undertaken, it is essential that every precaution is taken to ensure those working and other unsuspecting persons cannot be injured or killed.

1. A “PERMIT TO WORK” system strives to allow the work to progress safely. A competent and responsible person considers in detail all the possible hazards and devises a safe system in writing. A specially designed form is attached.
2. The information given in the permit must be precise, detailed and accurate. The work to be done and who will supervise it must be clearly stated.
3. It must specify which apparels or plant has been made safe and should outline the safety precautions that have already been undertaken to achieve safety.
4. It should also specify the precautions still to be taken by the employees prior to commencement of the work (for example, fixing locking-off devices; sighting of warning and danger boards, etc.
5. The Permit should specify the time at which it comes into effect and for how long it remains in effect. A re-issue should take place if the work is not completed within the allocated time.
6. The Permit should be recognised as the master instruction which, until it is cancelled, overrides all other instructions.
7. Work must not be undertaken in an area not specified in the Permit.
8. No work other than that specified should be undertaken. If a change is considered necessary to the work programme, a new Permit should be issued by the authorised person who issued the original Permit.
9. The authorised person who is to issue any Permit must, before signing it, assure himself and other persons undertaking the work, that all the actions specified as necessary to make the plant and environment safe for the operation in question have in fact been taken.
10. The person who accepts the Permit, i.e. the person who is to supervise or undertake the work, becomes responsible for ensuring that all specified safety precautions continue in being and that only permitted work is undertaken within the area specified on the Permit.
11. A copy of the Permit should be clearly displayed in the work area.
12. All personnel not involved in the work should be kept well away from the defined area.
13. Relevant, regular environmental monitoring should be undertaken throughout the time the Permit is operative.
14. The procedures to be followed for cancelling the Permit should be clearly stated so that a smooth hand-over of plant or machinery occurs.

**PERMIT TO WORK CERTIFICATE** SERIAL NO:

**Location: Originator: Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **PART A**  Valid from ……..…………….……... (time) to ………..….…..……….. (time) on …………....…………….. (date)  Issued by ……………………………………………………………….. to …………………………………………  This permit is issued for the following work …………………………………………………………………………..  in …………………………………………………………………………………………….Department/Area/Section | | | |
| **PART B – PRECAUTIONS** | **YES/NO** | **N/A** | **SIGNATURE** |
| 1. The above plant has been removed from service and persons under my supervision have been informed. |  |  |  |
| 1. The above plant has been isolated from all sources of: 2. ingress of dangerous fumes, flammable and toxic fumes; 3. electrical and mechanical power; 4. heat, steam and/or hot water. |  |  |  |
| 1. The above plant has been freed of dangerous substances. |  |  |  |
| 1. Atmospheric tests have been carried out and the atmosphere is safe. |  |  |  |
| 1. The area is roped off or otherwise segregated from adjacent areas. |  |  |  |
| 1. The appropriate danger/caution notices have been displayed. |  |  |  |
| 1. The following additional safety precautions have been taken: 2. the use of safety belt and life line; 3. the use of goggles and/or gloves; 4. the use of flameproof lamps; 5. the use of fresh air/self contained breathing apparatus; 6. prohibition on naked lights/sources of ignition; 7. ……………………………………………………………. 8. ……………………………………………………………. 9. ……………………………………………………………. |  |  |  |
| **PART C – DECLARATION**  I hereby declare that the operations detailed in PARTS A and B have been completed and that the above particulars are correct.  Signed ……..…………….……….…... Date………..….…………..……….. Time …………….….………..……….. | | | |
| **PART D - RECEIPT/ACCEPTANCE OF CERTIFICATE**  I have read and understand this Certificate and will undertake to work in accordance with the conditions in it.  Signed ……..…………….……….…... Date………..….…………..……….. Time …………….….………..……….. | | | |
| **PART E - COMPLETION OF WORK**  The work has been completed and all persons under my supervision, materials and equipment have been withdrawn.  Signed ……..…………….……….…... Date………..….…………..……….. Time …………….….………..……….. | | | |
| **PART F - REQUEST FOR EXTENSION**  The work has NOT been completed and permission to continue is requested.  Signed ……..…………….……….…... Date………..….…………..……….. Time …………….….………..……….. | | | |
| **PART G – EXTENSION**  I have re-examined the plant detailed above and confirm that the Certificate may be extended to expire at:  ………………….. (time).  Further precautions ………………………………………………………………………………………………………  Signed ……..…………….……….…... Date………..….…………..……….. Time …………….….………..……….. | | | |
| **PART H - CANCELLATION OF PERMIT**  I hereby declare this Permit to Work cancelled and that all precautionary measures specified have been withdrawn.  Signed ……..…………….……….…... Date………..….…………..……….. Time …………….….………..……….. | | | |
| **PART I - RETURN TO SERVICE**  I accept the above plant back into service.  Signed ……..…………….……….…... Date………..….…………..……….. Time …………….….………..……….. | | | |
| **PART J - REMARKS, SPECIAL CONDITIONS AND EXTRA INFORMATION**  ……..…………….……….…...………..….…………..……….…………….….………..………………………………………………………………………………………………………………………………………………………..… | | | |

**APPENDIX 6**

**EMERGENCY TELEPHONE NUMBERS**

**AND**

**DESIGNATED FIRST AIDERS**



**EMERGENCY TELEPHONE NUMBERS**

**&**

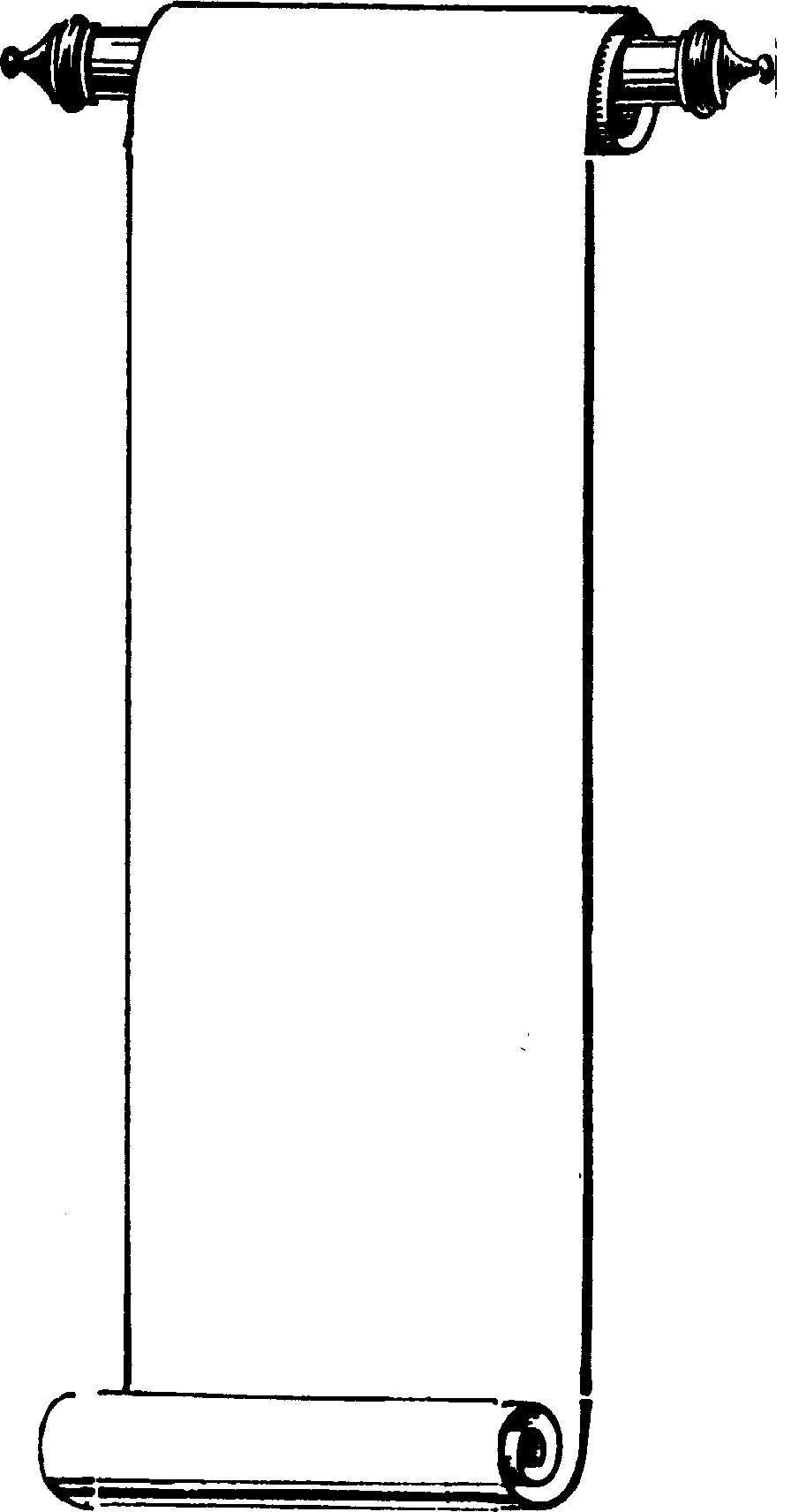
**DESIGNATED FIRST AIDERS**

These Telephone Numbers should be posted adjacent to the First Aid Box

|  |  |
| --- | --- |
| **Ambulance:** | **999/112** |
| **Fire Brigade:** | **999/112** |
| **Gardai:** | **999/112** |
| **Hospital:** |  |
| **Local Doctor:** |  |
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**STAFF MEMBERS TRAINED IN FIRST AID**

|  |  |
| --- | --- |
| **NAME** | **NAME** |
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**APPENDIX 7**

**LEGISLATION**

**This document has been prepared in accordance with:**

* THE SAFETY, HEALTH AND WELFARE AT WORK ACT 2005
* THE SAFETY, HEALTH AND WELFARE AT WORK (CONSTRUCTION) REGULATIONS 2006