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# Safety Statement and Policy

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Rev	Rev Date	01/02/2018	Amendments/ updates	Section
7	Remove appendices – 1,2, 3,			APP
7	Minor updates, spelling etc			Var
7	Sign on sheet			19
7	PPE			13

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# **1. Safety Policy**

This document sets out the Safety Policy of CET Connect and specifies the means provided, as far as is reasonably practicable, to achieve that policy in accordance with the 2005 Safety, Health and Welfare at Work Act, 2007 General Applications Regulations, 2007 General Applications Regulations Part 4 Working at Heights, 2006 Construction Regulations 2013, General Application Regulations 2016 and any other applicable legislation.

CET Connect endeavors to provide a safe and healthy work environment for all its employees and meet their duties to contractors and members of the public who may be affected by the operation. CET Connect will provide whatever information, training or supervision is necessary in order to achieve a safe working environment.

This Safety Statement is the Health and Safety programme of CET Connect put in writing and is available to their clients, contractors, visitors, employees and inspectors of the Health and Safety Authority. It is a pledge to better Health and Safety standards and it clearly states the responsibilities placed on both the directors and employees. When working on a client's/customer premises (on site) the company's personnel are instructed to work in accordance with the client's safety statement/method statement and site rules or those of the main contractor's, whichever is applicable.

CET Connect undertakes to only operate approved and agreed safe systems of work, to fully comply with all laws and regulations that apply to CET Connect and to seek outside help from competent safety professionals if or when required. Also, as with the nature of the business, work will take the company's employees to many plants and different industries daily. CET Connect depends on their clients to adequately inform and train the company's employees to safely deal with any site-specific hazards that are present.

All employees have a responsibility to:

- Co-operate fully with implementing this policy
- Comply with any instructions, procedures and standards issued to meet the requirements of this policy
- Take care for their own health and safety and that of others
- Take care to minimise impacts on the environment
- Use any safety equipment and clothing provided by the company carefully and correctly and to report any defects immediately
- Report and take action to minimise the effect of any accidents, hazards, plant defects or any other aspects of site operations that may cause injury, ill health, damage, loss or harm to the environment

It is the duty of all employees, sub-contractors and clients of CET Connect to comply with this safety policy and statement. The co-operation of all employees, subcontractors and clients of CET Connect is expected and all stakeholders are reminded that statutory obligations are the minimum standard for which they are responsible.

**Signed:** -----

**Date:** -----

**Sean Maher (Director)**

## **2. Scope**

CET Connect is mainly a structured cabling contractor, involved in the installation of both telephone data and network data networks within the industrial and commercial sectors

CET Connect Has 50 employees approximately and employs specialist competent sub-contractors as the need arises.

This is a working document and the hazards identified within should **not** be considered a complete and exhaustive list.

It is the duty of the company management to continually assess the ever-changing working environment and prepare Risk Assessments, Method Statements and continually strive to eliminate all hazards associated with these works

## **3. Responsibilities**

### ***3.1 Directors***

It is the directors of CET Connect responsibility to ensure as far as is reasonable practicable that they;

- 3.1.1. Conduct all work activities in a manner as to ensure the safety, health and welfare at work of all the company employees.
- 3.1.2. Include Health and safety considerations into all annual estimates for the running of the company.
- 3.1.3. Ensure safe systems and practices are incorporated into all activities within the organisation.
- 3.1.4. Ensure all employees are fully aware of their responsibilities in relation to occupational safety and health.
- 3.1.5. Ensure all employees are accountable for their performance in relation to occupational safety and health.
- 3.1.6. Ensure all accidents and incidents are investigated as soon as possible after the incident/accident has occurred.
- 3.1.7. Ensure all activities are continually monitored and that any potentially unhealthy or dangerous practices are reported and eradicated.
- 3.1.8. Conduct all work activities in a manner as to prevent improper conduct likely to put the safety, health and welfare at work of a company employee at risk.
- 3.1.9. Provide a safe place of work which is adequately designed and maintained in a safe condition without risk to health.
- 3.1.10. Provide a place of work with safe means of access and egress.
- 3.1.11. Provide and maintain safe plant, equipment and machinery or other articles.
- 3.1.12. Provide safe, agreed, planned and organised systems of work that are maintained and revised as appropriate.
- 3.1.13. Prevent risk to health from any article or substance in the workplace including plant, tools, machinery, equipment, chemical substance or exposure to noise, vibration, or ionising or other radiations or any other physical agent.
- 3.1.14. Provide appropriate information, instruction, training and supervision, taking into account employee capabilities when first employed, transferred to new tasks or when new technology is introduced.
- 3.1.15. Determine the safety measures required by carrying out hazard identification and risk assessments as identified by the safety statement in accordance with sections 19 & 20 of the Safety, Health & Welfare at Work Act 2005 and ensuring these safety measures take into account the General principles of Prevention as specified in schedule 3 of the Safety, Health & Welfare at Work Act 2005.
- 3.1.16. Provide suitable protective clothing and equipment where hazards cannot be eliminated.
- 3.1.17. Ensure adequate welfare, first aid and firefighting facilities and equipment are available in the workplace.
- 3.1.18. Prepare and revise plans and procedures to be followed in case of an emergency, serious or imminent danger.
- 3.1.19. Ensure (where necessary) the services of a competent person are available to advise and assist in achieving safety, health and welfare of all employees.

## ***3.2 Project Manager***

Each appointed Project/Contracts Manager will ensure that:

- 3.2.1. Adequate provision for safety and health is made in planning and pricing contracts and ensure that on projects that require a safety file and or safety plan that these documents are in place prior to the commencement of work.
- 3.2.2. Issue work commencement notices (AF1/AF2) to H.S.A if relevant.
- 3.2.3. The provisions of this policy statement are executed from project inception and to completion on site.
- 3.2.4. Site Supervisors under your control will implement this policy and comply with statutory requirements.
- 3.2.5. Training is provided for site managers and foremen to enable them to effectively carry out their responsibilities with regard to health and safety.
- 3.2.6. Plant and machinery allocated for each site is inspected in accordance with SHWW (General Application) Regulations 2007, Part 2, Chapter 2, Use of Work Equipment.
- 3.2.7. All personnel recruited for or assigned to each site is suitable for and competent to carry out the work on site.
- 3.2.8. Training will be provided for those who need training to carry out tasks, in particular MEWP, Harness, Abrasive Wheels, slinging & rigging, cutting knives, safe installation practice and handling equipment.
- 3.2.9.** Subcontractors and Self - employed persons are aware of company policy and have confirmed that they will comply. Subcontractors have prepared their own Safety Statement and copy has been received. Subcontractors will comply with requirements as on **Page 12**.
- 3.2.10. All employees, subcontractors, and self-employed must complete the CET Connect induction programme and associated assessment
- 3.2.11. Adequate protection is provided on all sites to protect the public and in particular where children are likely to enter sites that perimeter / hoarding fence is provided.

## ***Review of safety Requirements***

### ***3.3 Site Supervisor***

CET Connect will provide appropriate supervision in the form of a Site supervisor to ensure that all on-site work is conducted in a safe manner. A Site Supervisor will be appointed for each on-site job or project. He/she will be a competent, experienced person who will be aware of his or her duties as set out in this safety statement. These duties include;

- 3.3.1. Ensuring that all employees or sub-contractors of CET Connect have received site specific induction training and are aware of all the applicable hazards, emergency, first aid and firefighting procedures and site rules that apply to CET Connect employees.
- 3.3.2. Ensuring all equipment is in good working order and safe to use.
- 3.3.3. Ensuring the safe handling and storage of all tools, plant and materials at all times
- 3.3.4. Ensuring all statutory certificates of lifting appliances and equipment (Test & examination) are available for inspection on site and/or listed in Company lifting equipment register.
- 3.3.5. Arranging for the repair or replacement of plant/machinery/equipment with known defects
- 3.3.6. Ensuring where permit to work systems are in operation that they are obtained and complied with.
- 3.3.7. Ensure good housekeeping standards are maintained at all times in the workplace. Where equipment of CET Connect is stored on-site for a period of time, that it is safe, properly secured and not obstructing 1) any routes of access or egress, 2) any fire or first aid station, 3) emergency shower/ eyewash station. Liquid spills are appropriately cleaned up and signage is displayed if necessary.
- 3.3.8. Ensuring a competent employee will accompany any apprentice or vulnerable employee that CET Connect may employ where applicable. Vulnerable workers include young workers (16-24 year old's), old workers, pregnant women, people with disabilities, new/inexperienced workers and workers whose first language is not English.
- 3.3.9. Working alone is to be avoided where possible but where unavoidable walky-talkies are used to keep in contact. A vulnerable employee is not to work alone.
- 3.3.10. Reporting any accidents, incidents or dangerous occurrences that may occur without delay to relevant party, Client and Managing Director. Complete an accident investigation report or near miss form.
- 3.3.11. Making arrangements to ensure that all plant and machinery operators are only employed on equipment for which they have been properly trained i.e. Construction Skills Certificate Scheme Ticket or an H.S.A. approved trainer
- 3.3.12. Ensuring that adequate firefighting equipment is available and replaced when used.
- 3.3.13. Provide personal protective equipment (PPE) and ensure its proper use by all CET personnel on site.
- 3.3.14. Ensuring that First Aid boxes are maintained properly
- 3.3.15. Ensure all sub - contractors comply with the site safety procedures.
- 3.3.16. Before groundwork/excavations work starts check with the relevant authority in relation to the location of pipes, wires\cables, services etc. and also consult the site Safety File and or Site Safety Plan.
- 3.3.17. Ensure that the site has where necessary suitable perimeter fencing to keep children and others out of the site and away from dangers and also ensure that adequate safety signage is prominently displayed at all times

### ***3.4 Administrator***

She/he will ensure that:

- 3.4.1. The Safety Statement is circulated to the appropriate personnel including all third parties working for CET Connect and that it is widely available to employees at all times and to customers when requested.
- 3.4.2. Any amendments to the Safety Statement as may be made from time to time are included in an updated version as soon as possible.
- 3.4.3. Any discussion, reports or suggestions relating to the Safety Statement which are raised by employees or clients are recorded and actioned if deemed necessary.
- 3.4.4. Any accident Reports, hazard identification reports, health and safety audits etc. are retained for a period of not less than 5 years.
- 3.4.5. Any correspondence relating to Health and Safety is brought to the attention of management and any subsequent actions are recorded.



### ***3.5 Safety Representative***

The Safety Representative will be nominated by the management and will be responsible to that body to ensure that health and safety is managed in a proactive manner within the organisation and that all tasks performed are in keeping with the maintenance of a safe environment.

She /He will:

1. Monitor all aspects of safety and health in the company.
2. Advise the Directors on the implementation of this policy and on any revisions required.
3. Carry out periodic site surveys and document findings for management.
4. Advise Management on Laws, Regulations and Directives which impinge on company activities.
5. Advise on and monitor statutory tests on plant and equipment.
6. Provide for Site supervisor, the accident record book and other statutory forms for each site.
7. Monitor accidents/dangerous occurrences on sites and provide regular reports to the Director with advice on remedial action.
8. Provide or organise training courses to meet identified needs.
9. Monitor compliance with PPE policy and advise on type of personal protective equipment /clothing required.
10. Consult the Health and Safety Authority when required.
11. Meet the HSA Inspector on visits to the company workplace.
12. Advise the directors on action required where improvement, prohibition notices or prohibition orders have been served on the company.
13. Investigate any reportable accident and advise the Managing Director on position vis-a-vis the injured party, potential claims, insurance or HSA implications.
14. Arrange for training of Occupational First Aiders and also arrange for adequate First Aid boxes for each site and monitor same.
18. Prepare annual reports on the management of safety and health in the company and on performance in endeavoring to reduce the number of accidents and improving housekeeping and efficiency on site.

### ***3.6 Employees***

Employees must ensure that they adhere to the following:

- 3.6.1 Employees are aware of the provisions of the Safety Statement and that they operate within those provisions at all times.
- 3.6.2 All works are governed by Method Statements or Safe System of Work Plan (SSWP)
- 3.6.3 Employees will co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- 3.6.4 Employees will ensure that equipment is secured when not in use.
- 3.6.5 Employees will to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any hazards of which they become aware.
- 3.6.6 Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- 3.6.7 Take reasonable care for their own safety, health and welfare and that of any other persons who might be affected by their actions.
- 3.6.8 Ensure that he/she is not under the influence of an intoxicant to the extent that he or she may endanger his or her own safety or that of another person.
- 3.6.9 Co-operate with, if reasonably requested by his or her employer, an appropriate, reasonable and proportionate test for intoxicants under the supervision of a registered medical practitioner.
- 3.6.10 Co-operate with the employer or any other person thus enabling them (the employer or other person) to comply with their statutory obligations.
- 3.6.11 Attend any appropriate training or undergo any reasonable assessment provided/requested by the employer with regard to the work being carried out or for securing their safety, health and welfare at work.
- 3.6.12 Incorporate training, equipment and articles provided by the employer or any other means provided for securing safety, health and welfare.
- 3.6.13 To report to the employer or immediate supervisor, without unreasonable delay, any defects of which they become aware of, equipment, place of work or systems of work that might endanger any individual's safety, health or welfare.
- 3.6.14 Not to engage in improper conduct or to intentionally or recklessly interfere or misuse any appliance, article, equipment or any other means provided to ensure safety, health and welfare that is likely to endanger his or her own safety or that of another person.
- 3.6.15 Employees must only smoke in designated smoking areas and dispose of spent matches, cigarette ends etc. properly.
- 3.6.16 The use of mobile phones is prohibited, except in designated areas
- 3.6.17 All employees are familiar with the location of the First Aid Box and the fire extinguishers.
- 3.6.18 Employees are familiar with all emergency exits and emergency procedures.
- 3.6.19 Employees must report any accident or damage, however minor, to management.
- 3.6.20 Employees must comply with any safety directives which may be issued from time to time.
- 3.6.21 Employees must adhere to site rules when working on the premises of a client or the main contractor and where safe pass training has been provided to carry the card at all times.
- 3.6.22 Non-compliance with company Health & Safety policy will result in disciplinary action. Depending on the safety breach, instant suspension or dismissal may result

### **3.7 Sub-contractors**

Contractors employed by CET Connect to carry out work or provide a service have the following responsibilities:

- 3.7.1 Have an up to date and adequate Safety Statement and insurance policy.
- 3.7.2 To comply fully with CET Connect company's rules.
- 3.7.3 Sub-contractors must get the consent of CET Connect to engage persons other than their direct employees' onsite.
- 3.7.4 Have relevant training and education provided for their employees to safely and competently complete the job, whether it is Safe Pass Training, Confined Space Training, Forklift/Mobile Elevator Platform Licenses', Manual Handling, on the job training, etc.
- 3.7.5 Have appropriate Personnel Protective Equipment that is in good condition and adequate for the task in hand.
- 3.7.6 Maintain good housekeeping standards at all times, removing any waste on completion of the contract or job unless otherwise agreed with the project manager.
- 3.7.7 Ensuring all equipment is in good working order and safe to use.
- 3.7.8 Not to engage in improper conduct or to intentionally or recklessly interfere or misuse any appliance, article or equipment or any other means provided to ensure safety, health and welfare, that is likely to endanger his or her own safety or that of another person.
- 3.7.9 To report without unreasonable delay, any defects of which they become aware of in equipment, place of work or systems of work that might endanger any individual's safety, health or welfare.
- 3.7.10 All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others.
- 3.7.11 All staff sent to work by a contractor must have received appropriate health and safety training from their employer. They must also have access to relevant risk assessments, Safe System of Work Plan (SSWP) and method statements as necessary.
- 3.7.12 All plant and equipment used by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- 3.7.13 No power tools or electrical equipment of greater voltage than 110 volts should be used. All transformers, generators, extension leads, plugs, and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current device with a rated tripping current of 30 mA and operating 30-m secs must be used.
- 3.7.14 Any injury sustained by a contractor's employee must be reported immediately to management at CET Connect
- 3.7.15 Contractors must comply with any safety instructions given by CET Connect management.
- 3.7.16 CET Connect must be notified of any material or substance used by the contractor which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.

### ***3.8 Clients & Visitors***

The clients and customers of CET Connect are the core of the company's business and every precaution to safeguard them will be taken.

#### Visitors to the office;

- 3.8.1 All visitors will report to the main office/reception area on arrival.
- 3.8.2 All visitors must sign in the Visitors Log.
- 3.8.3 All visitors will abide by CET Connect rules and policies and will be made aware of the relevant emergency procedures.

#### On-site visitors;

- 3.8.4 Approval from the client will be required prior to bringing a visitor on to a client's premise.
- 3.8.5 All on-site visitors to CET Connect will report to security/reception at the client's premises or the main contractor's site office.
- 3.8.6 All on-site visitors to CET Connect will be accompanied at all times by an employee of CET Connect or a representative of the client.
- 3.8.7 All on-site visitors will abide by rules and policies and will be made aware of the relevant emergency procedures on that site.
- 3.8.8 All on-site visitors will wear the appropriate Personnel Protective Equipment when on site.

## **4. Welfare Facilities**

CET Connect will ensure that adequate welfare facilities including the following are provided at CET Connect premises and all sites which they work in for all their employees:

- 4.1 Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.
- 4.2 Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.
- 4.3 Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.
- 4.4 An adequate supply of drinking water shall be provided on the premises.
- 4.5 Adequate cloakroom facilities shall be provided for the storage of wet coats, etc. on the premises.
- 4.6 Persons who receive cuts and wounds should be properly treated by First Aid, all wounds exposure should be properly closed with proper dressings.
- 4.7 Vermin control should also be adapted into work practices, with regular inspections and the placing of bait to reduce the risk of infection from rodents such as rats, mice etc.

## **5. Drugs and Alcohol Policy**

CET Connect recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform work and consequently put themselves, CET Connect employees and others at significant risk.

The term drugs also applies to (but is not limited to) Prescription Medication which has been prescribed by a certified medical practitioner. Any employee of CET Connect taking Prescription Medication that may affect the employee's ability to work in anyway must inform their manager. No CET Connect employee is permitted to operate a company vehicle or equipment while under the influence of alcohol or drugs (illegal or prescribed drugs which cause drowsiness).

All Employees, Contractors and Sub - Contractors must be able to perform their duties whilst on CET Connect business, or when they are in CET Connect premises/ work areas in such a manner that will not affect their safety or the safety of others by acts or omissions.

If CET Connect has reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), disciplinary action will be taken which may lead to dismissal of the individual concerned.

The possession, distribution or sale of drugs or any associated materials whilst you are on CET Connect property or other off-site locations, will lead to disciplinary action being taken.

## **6. Bullying at Work Policy**

CET Connect recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, CET Connect wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self.

Bullying can be best described as repeated inappropriate behavior, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

CET Connect will strive to ensure that all employees are free to perform, their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to management.

Management gives the undertaking that they will investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

All employees are invited to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

## **7. Stress**

CET Connect is aware of the effects of occupational stress and will endeavor to reduce work related stress if it is reported/ highlighted as an issue. Factors such as (but not limited to) role definition, structure, variety, human capabilities/skills, age etc. all have to be considered when dealing with occupational stress.

## **8. Violence & Aggression**

CET Connect will take all necessary steps and precautions to ensure the all employees are protected against any act of violence and or aggression which may occur during the course of their work. Any incident that may occur must be reported and will be investigated further to eliminate the risk of reoccurrence.

## **9. Smoking Policy**

CET Connect has a smoking policy in accordance with the 2004 Tobacco Amendment Act. Smoking is not permitted in any enclosed area including the company vehicles, offices, canteen, workshop or other welfare facilities. A smoking area is provided at the rear of the office/workshop building. CET Connect has a smoke free policy with the aim of providing a smoke free environment for all employees. A breach of the no smoking policy will result in disciplinary proceedings in accordance with company procedure. No smoking signage has been erected in accordance with the 2004 Tobacco Amendment Act. The no smoking policy must be obeyed on all clients' sites.

## **10. Environmental Policy**

CET Connect will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by its influence over others. The objective will be to minimise the environmental impact of all operations.

Consideration will be given to the substitution of polluting substances with "greener" alternatives wherever possible. Steps will be taken to minimise smoke, dust, noise, and vibration nuisance - the potential for which will be identified during the assessment process.

All waste disposals shall be carried out by registered carriers and removed to registered disposal sites. Documentation shall be held to demonstrate compliance with this. Wherever possible waste shall be recycled, reclaimed or reused.

Liquid pollutants will not be allowed to enter watercourses. All liquid storage will be banded wherever there is a risk.

This policy will be enforced by managerial vigilance and shall be subject to regular auditing and review.

## 11. Implementation and Operation

To actively carry out the Company’s policy in relation to health and safety, to maintain a general consciousness of safety and to promote a safe environment, the following will be kept in place:

1. General stewardship by the Health & Safety Manager and management of the health and safety policy.
2. Promoting awareness of safety issues.
3. Using external expertise to maintain fire extinguishers, training in same and in first aid.
4. Ongoing development of the safety management system to ensure awareness and compliance with all current and pending legislation.
5. Regular reporting on compliance with legislation, company policy, accidents and dangerous occurrences.

Identification of hazards and assessment of risks should be an ongoing process and any identified hazard or risk should be immediately reported to the Safety Representative and the Hazard identification report (Appendix 1) filled out.

The hazard or risk should be immediately assessed as ‘high’, ‘medium’ or ‘low’ and appropriate action taken depending on its level.

This is a very important aspect of our safety policy and it is expected that when an area is audited for safety, it will be found that any accidents, injuries, collisions, hazards, etc., will have been properly reported and documented.

## 12. Hazard Identification, Risk Assessment, Risk Control and Responsibility

### Hazard Assessment Matrix


Key:	S = Severity	L = Likelihood	R = Risk (L X S)
<b>ASSESSMENT OF HAZARD(SEVERITY)</b> 53= Fatality / major injury or illness causing long term disability 2 = Injury or illness causing short term disability 1 = Other minor injury		<b>ASSESSMENT OF RISK(LIKELIHOOD):</b> 3 = CERTAIN OR NEAR CERTAIN 2 = REASONABLY LIKELY TO OCCUR 1 = VERY SELDOM / NEVER	

		Likelihood		
		x	1	2
Severity	1	1	2	3
	2	2	4	6
	53	3	6	9


Low: 1-3


Medium: 4


High: 6-9


<b>12.1 General Hazards</b>					
	<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	<b>Hazard Assessment</b>
<b>H O U S E K E E P I N G</b>	<p>12.1.1 General work on a day to day basis both on CET Connect premises and on site.</p> 	<p>Poor housekeeping can pose a wide variety of risks to health and safety.</p> <p>Trips: - Materials left lying on the ground</p> <p>Slips: - On a greasy floor, slippery material strewn around.</p> <p>Falls: - Use of materials for accessing higher work areas.</p> <p>Collisions: - Blockage of access aisles with materials.</p> <p>Objects falling on people: - Improper stacking of materials.</p> <p>Fire: - Inadequately and infrequent disposal of combustible rubbish.</p>	<ol style="list-style-type: none"> <li>1. Employees will ensure that access routes are kept clear and that storage is programmed to ensure that excess materials are not stored on site.</li> <li>2. Storage areas will be defined,</li> <li>3. Supervisors will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.</li> <li>4. Employees will maintain the workplace including company vehicles in a tidy condition at all times and a 'clean as you go' policy is always in operation.</li> <li>5. Employees will ensure that all waste materials in and around the premises, Company vehicles and the area which they are working in are cleared and disposed of safely.</li> </ol>	<p>Controls (1-5) Listed here are the responsibility of all CET employees and management as they go about their daily routine.</p>	<p style="text-align: center;"><b><u>Pre-Controls</u></b></p> <p>Medium (3*3=9) (L*S=R)</p> <p style="text-align: center;"><b><u>Post Controls</u></b></p> <p style="text-align: center;">Low (1*3=3)</p>

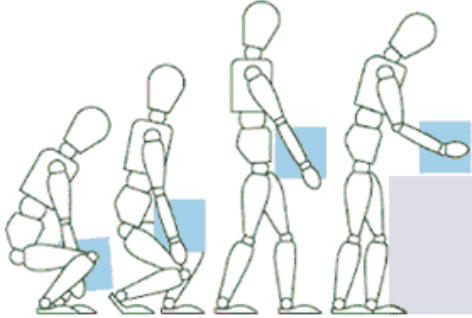



<b>12.1 General Hazards</b>					
<b>Task</b>		<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	<b>Hazard Assessment</b>
<p><b>12.1.1</b></p> <p style="text-align: center;"><b>H O U S E K E E P I N G</b></p> <p>Cont'd</p> <p><b>Material Stacking</b></p>	<p>CET Connect store material on site</p> 	<p>Poor housekeeping can pose a wide variety of risks to health and safety.</p> <p>Trips: - Materials left lying on the ground</p> <p>Slips: - On a greasy floor, slippery material strewn around.</p> <p>Falls: - Use of materials for accessing higher work areas.</p> <p>Collisions: - Blockage of access aisles with materials.</p> <p>Objects falling on people: - Improper stacking of materials.</p> <p>Fire: - Inadequately and infrequent disposal of combustible rubbish.</p>	<p>6. Material must be kept off the floor where possible.</p> <p>7. Materials must only be stacked in designated areas.</p> <p>8. Materials must only be stacked on a level firm base.</p> <p>9. Materials must never be stacked 3 times higher than the base width.</p> <p>10. Use machinery where practicable to avoid the need for manual handling.</p> <p>11. Always use correct PPE.</p> <p>12. Follow all manual handling directions</p>	<p>Controls (6-12) Listed here are the responsibility of all CET employees and management as they go about their daily routine.</p>	<p><b><u>Pre-Controls</u></b> High (3*3=9) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3)</p>


<b>12.1 General Hazards</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p><b>12.1.2</b> Access to and from CET Connect premises &amp; sites on a day to day basis.</p> <p><b>A C C E S S &amp; E G R E S S</b></p> 	<p>Inadequate access and egress facilities can result in:</p> <ul style="list-style-type: none"> <li>• Restriction of an orderly evacuation of the premises</li> <li>• Trips and falls</li> <li>• Obstruction of emergency exits</li> </ul>	<ol style="list-style-type: none"> <li>1. Parking area shall be provided for employee cars at CET premises and on site.</li> <li>2. Safe walkways shall be maintained to offices and all other areas requiring access.</li> <li>3. Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.</li> <li>4. All employees shall use all designated parking areas.</li> <li>5. All doors and access points shall be kept clear and maintained.</li> <li>6. All passageways and fire escape routes shall be kept clear of obstruction.</li> <li>7. All floor surfaces shall be kept clean and in good condition.</li> <li>8. Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.</li> </ol>	<p>Controls (1-3) listed here are the responsibility of CET management on CET Connect premises.</p> <p>Controls (4-8) listed here are the responsibility of all employees and management on CET Connect premises and out on site.</p>	<p><b><u>Pre-Controls</u></b> Medium (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3)</p>	

<i>12.1 General Hazards</i>				
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	<b>Hazard Assessment</b>
<p><b>12.1.3</b></p> <p><b>N O I S E</b></p> <p>Excessive noise due to operation of equipment and machinery.</p> 	<ul style="list-style-type: none"> <li>• Reducing hearing due to exposure to excessive noise</li> <li>• Complete deafness</li> <li>• Increased frequency of stress in the work place</li> <li>• Effects can be immediate or over a long period of time</li> </ul>	<ol style="list-style-type: none"> <li>1. Noise is sometimes unavoidable when working on site therefore all employees are provided with Ear Defenders suitable to the hazard.</li> <li>2. Noise emanates from various types of equipment used by CET Connect</li> <li>3. Where possible the equipment selected will provide the lowest levels of noise.</li> <li>4. all excessively loud equipment, machinery &amp; processes, which exceed the 2<sup>nd</sup> &amp; 3<sup>rd</sup> action levels will be signposted with mandatory protection signs</li> <li>5. Where practical noise measurements will be taken and any reasonably practical precautions will be taken to reduce the noise or protect the employee from the hazard.</li> <li>6. Regular Preventative maintenance on all equipment is carried out.</li> </ol>	<p>Controls (1-5) listed here are the responsibility of CET management.</p>	<p><b><u>Pre-Controls</u></b> High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3)</p>

<i>12.1 General Hazards</i>				
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	<b>Hazard Assessment</b>
<p><b>12.1.3</b></p> <p><b>N O I S E</b></p> <p>Cont'd</p>	<p>Excessive noise due to operation of equipment and machinery.</p> 	<ul style="list-style-type: none"> <li>• Reducing hearing due to exposure to excessive noise</li> <li>• Complete deafness</li> <li>• Increased frequency of stress in the work place</li> <li>• Effects can be immediate or over a long period of time</li> </ul>	<ol style="list-style-type: none"> <li>7. Ear defenders must be worn at the appropriate times by all employees and all directions given when onsite with regard to hearing protection must be followed.</li> <li>8. Keep compressor covers closed when not in use.</li> <li>9. Don't keep machinery running unnecessarily.</li> <li>10. Ensure ear plugs are a good fit &amp; correctly inserted.</li> <li>11. Regularly clean re-usable ear plugs</li> <li>12. Disposable ear plugs must only be used once.</li> <li>13. Ear muffs should fit the head all-round the seal.</li> <li>14. Do not alter pressure ear muffs by bending the head band.</li> </ol>	<p>Controls (6-13) listed here are the responsibility of CET employees.</p> <p><b><u>Pre-Controls</u></b> High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3)</p>

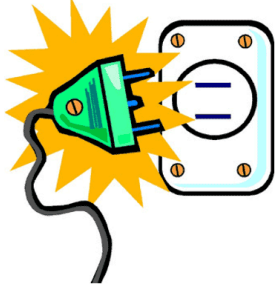
<b>12.1 General Hazards</b>					
<b>Task</b>		<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	<b>Hazard Assessment</b>
<b>12.1.4</b>	<p>Manual handling of equipment, materials, etc. in the workshop and construction sites.</p> 	<ul style="list-style-type: none"> <li>• Incorrect method of lifting</li> <li>• Attempting to lift something which is too heavy</li> <li>• Lifting sharp/awkward shapes</li> </ul> <p>The main injuries associated with manual handling and lifting are:</p> <ul style="list-style-type: none"> <li>-Back strain, slipped disc.</li> <li>-Hernias.</li> <li>-Lacerations, crushing of hands or fingers.</li> <li>-R.S.I. (Repetitive strain injury)</li> <li>-Bruised or broken toes or feet.</li> <li>-Various sprains, strains, etc.</li> </ul>	<ol style="list-style-type: none"> <li>1. All employees shall be trained in safe manual handling techniques.</li> <li>2. Where possible measures shall be taken to reduce the amount of manual handling to a minimum through for example the sourcing of appropriate Mechanical handling devices and all employees trained in their use.</li> <li>3. Employees must rotate physically challenging tasks on a regular basis</li> <li>4. Each load which must be manually handled shall be assessed. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.</li> <li>5. PPE must be worn, in particular Gloves for sharp edges and Safety boots to protect the feet and toes.</li> <li>6. Appropriate Mechanical handling devices must be used when provided.</li> <li>7. All employees must partake in</li> </ol>	<p>Controls (1-3) listed here are the responsibility of CET management.</p> <p>Controls (4-7) listed here are the responsibilities of all CET employees.</p>	<p style="text-align: center;"><b><u>Pre-Controls</u></b></p> <p style="text-align: center; background-color: red; color: white;"><b>High</b> (2*3=6) (L*S=R)</p> <p style="text-align: center;"><b><u>Post Controls</u></b></p> <p style="text-align: center; background-color: yellow;"><b>Low</b> (1*3=3)</p>

<b>12.1 General Hazards</b>					
	<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	<b>Hazard Assessment</b>
<b>F I R E</b>	<p>12.1.5 Completion of various tasks and use of various types of equipment which may lead to fire, both on CET Connect premises, company vehicles and on site.</p> 	<ul style="list-style-type: none"> <li>• Outbreak of fire at CET Connect premises causing injury and or damage to premises.</li> <li>• Outbreak of fire on client's premise causing injury and or damage to clients' premises.</li> </ul>	<ol style="list-style-type: none"> <li>1. The instruction and training of employees to familiarise them with fire and emergency evacuation procedures, the use of break glass units, assembly points and use of firefighting equipment on CET Connect premises is carried out.</li> <li>2. Fire detection and emergency lighting is inspected in accordance with IS 3217 (emergency lighting) and IS 3218 (fire detection)</li> <li>3. The testing and maintenance of portable heating appliances is carried out.</li> <li>4. Site supervisor must ensure that fire evacuation procedures are adequate on all clients site.</li> <li>5. Fire extinguisher is on hand where hot works are being carried out.</li> </ol>	<p>Controls (1-5) listed here are the responsibility of CET Connect Management</p>	<p><b><u>Pre-Controls</u></b> High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3)</p>

<p><b>12.1.5</b></p> <p><b>F I R E</b></p> <p><b>Cont'd</b></p>	<p>Completion of various tasks and use of various types of equipment which may lead to fire, both on CET Connect premises, company vehicles and on site.</p> 	<ul style="list-style-type: none"> <li>• Outbreak of fire at CET Connect premises causing injury and or damage to premises.</li> <li>• Outbreak of fire on client's premise causing injury and or damage to clients' premises.</li> </ul>	<ol style="list-style-type: none"> <li>5. When working on site personnel must comply with the fire and emergency procedures set out by the client.</li> <li>6. Actively take part in fire and evacuation drills on CET Connect premises and on site where appropriate</li> <li>7. Ensure all escape routes are free from obstruction and all exits are unlocked and operational on CET Connect premises and on site.</li> <li>8. The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish on CET Connect premises &amp; on site.</li> <li>9. All electrical equipment is switched off and unplugged when not in use both on CET Connect premises and on site.</li> </ol>	<p>Controls (5-9) Listed here are the responsibility of all CET employees</p>	<p><b><u>Pre-Controls</u></b></p> <p>High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b></p> <p>Low (1*3=3)</p>
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<b>12.1 General Hazards</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p><b>12.1.6</b></p> <p>General tasks in office, workshop &amp; onsite resulting in Interaction with electricity-</p> <div style="border: 1px dashed blue; padding: 5px; text-align: center;"> <p><b>ELECTRICITY</b></p>  </div>	<ul style="list-style-type: none"> <li>• Electric Shock</li> <li>• Fire</li> <li>• Trips or falls from loose cables</li> </ul>	<ol style="list-style-type: none"> <li>10. The inner insulation of cables should NEVER be visible the outer insulation should extend into plugs &amp; equipment &amp; fully utilise cable grips.</li> <li>11. Never overload sockets.</li> <li>12. Unplug equipment when it is not in use</li> <li>13. Always inspect portable appliance equipment before use.</li> <li>14. Report any defects, where possible make equipment safe, decommission from use and label for repair or replacement.</li> <li>15. If the use of an extension lead is required ensure that all walk ways are clear, extension lead is fully extended, the lead is not likely to be damaged in any way (by a vehicle or work process) and its use is temporary.</li> <li>16. Never handle live exposed cables.</li> <li>17. Never use electric equipment when in water, damp conditions, and confined space.</li> </ol>	<p>Controls (10-17) listed here are the responsibility of all CET employees.</p>	<p><b>Pre-Controls</b></p> <p style="background-color: red; color: white; text-align: center;">High (3*3=6) (L*S=R)</p> <p><b>Post Controls</b></p> <p style="background-color: yellow; text-align: center;">Low (1*3=3)</p>	
<p><b>E L E C T R I C I T Y</b></p> <p>Cont'd</p>					



<b>12.1 General Hazards</b>					
	<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	<b>Hazard Assessment</b>
<b>H A Z A R D O U S  S U B S T A N C E S</b>	<b>12.1.7</b> Use of hazardous substances including paints and solvents <div style="text-align: center; margin-top: 20px;"> </div>	Health hazards from substances can be divided into the following categories: <ul style="list-style-type: none"> <li>• External contact - corrosive, skin absorption, dermatitis.</li> <li>• Inhalation - gases, fumes, vapours.</li> <li>• Ingestion – swallowing</li> <li>• Eye injury/loss</li> </ul>	<ol style="list-style-type: none"> <li>1. All substances have an up to date Material Safety Data Sheet (MSDS) on file.</li> <li>2. An appropriate unit that is fire retardant and can contain spillages is provided.</li> <li>3. Any, equipment, hygiene measures or protective clothing required to be used in the handling of hazardous substances are provided and shall be maintained as required.</li> <li>4. All measures necessary to protect other workers and the general public from any hazardous substance will be provided and maintained.</li> <li>5. All substances are stored in the appropriate unit provided that is fire retardant and can contain spillages.</li> <li>6. Procedures planned to handle, use or store any hazardous substance or processes are carried out fully.</li> <li>7. The MSDS are read prior to use of substances and the control measures listed in the MSDS are followed.</li> <li>8. Spillages are dealt with immediately according to the MSDS,</li> </ol>	Controls (1-4) listed here are the responsibility of CET management.	<div style="text-align: center; margin-top: 20px;"> <b><u>Pre-Controls</u></b>  <span style="background-color: red; color: white; padding: 5px;">High (2*3=6) (L*S=R)</span> </div> <div style="text-align: center; margin-top: 20px;"> <b><u>Post Controls</u></b>  <span style="background-color: yellow; padding: 5px;">Low (1*3=3)</span> </div>





<b>12.2 Pulling of electrical cabling</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>		<b>Resp</b>	
<b>12.2.2</b>  <b>M E C H A N I C A L  P U L L I N G</b>	Pulling of electrical cabling in racks, trays trunking, ducts & Conduits	<ul style="list-style-type: none"> <li>Cuts from sharp ends of cabling</li> <li>Falls from height</li> <li>Back injury</li> <li>Pinch point hazards leading to injury to hands etc.</li> </ul>	21. The cable winch operator will control the process of winching in the cable.  22. While the winch is being operated the pull will be controlled by the winch operator only. If the cable pull is very long the winch operator will be in communication with all persons along the run by radio. If the cable snags the winch will be stopped immediately. No one will attempt to free the snag or obstruction unless the winch operator has given the order. Cable runners will be located along the cable running only if required by the cable gauge. This will allow for easier movement of the cable.  23. The winch man must be in constant contact with all those involved in the pull should a problem arise.  24. Do not operate winch unless you are trained to do so.	Controls (21-24) listed here are the responsibility of the winch operator.	<hr/> <b>Pre-Controls</b> <div style="background-color: red; color: white; text-align: center; padding: 2px;"> <b>High</b>                      (2*3=6)                      (L*S=R)                 </div> <b>Post Controls</b> <div style="background-color: yellow; text-align: center; padding: 2px;"> <b>Low</b>                      (1*3=5                      3)                 </div>

<b>12.2 Pulling of electrical cabling</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>12.2.3</b>  <b>S</b> <b>H</b> <b>A</b> <b>R</b> <b>P</b>  <b>O</b> <b>B</b> <b>J</b> <b>E</b> <b>C</b> <b>T</b> <b>S</b>	Pulling of electrical cabling in racks, trays trunking, ducts & Conduits	<ul style="list-style-type: none"> <li>• Lacerations from sharp ends of cabling</li> <li>• Lacerations from cutting machinery</li> </ul>	<ol style="list-style-type: none"> <li>1. Correct PPE including Kevlar gloves and face shields (where required) must be provided when carrying out work with cutting appliances or sharps.</li> <li>2. Ensure only well-maintained cutting/drilling appliances are used.</li> <li>3. Cable cutting knives will be provided.</li> <li>4. When using any items that generate heat or sparks while cutting or grinding ensure that Hot Work Permits are in operations and that there is adequate firefighting procedures in place.</li> <li>5. When carrying out work with cutting appliances or sharps ensure that Kevlar gloves are worn at all times.</li> <li>6. When using saws, chop saws, grinders etc. ensure guards are in place prior to use and that full-face shields are worn.</li> <li>7. The piece being cut must be braced or held in position while being cut.</li> <li>8. Cable cutting knives will be used and not Stanley knives.</li> <li>9. Never use blunt or worn drill bits or hole-saws.</li> <li>10. When stripping SWA cable, all cutting movements must be away from the body.</li> <li>11. At no time is the cable to be rested on a leg while cutting or stripping it.</li> </ol>	Controls (1-4) listed here are the responsibility of the CET site supervisor.  Controls (5-11) listed here are the responsibility of the CET employees on site.	<p><b><u>Pre-Controls</u></b></p> <p style="text-align: center;"><b>High</b> (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b></p> <p style="text-align: center;"><b>Low</b> (1*3=3)</p>





<b>12.3 Material handling</b>				<b>Hazard Assessment</b>	
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>12.3.2</b> <b>M</b> <b>E</b> <b>C</b> <b>H</b> <b>A</b> <b>N</b> <b>I</b> <b>C</b> <b>A</b> <b>L</b>  <b>L</b> <b>I</b> <b>F</b> <b>T</b> <b>I</b> <b>N</b> <b>G</b>	Mechanical Lifting Operations.	<ul style="list-style-type: none"> <li>Injury by falling cable drums.</li> <li>Injury from collision with mechanical lifting equipment</li> </ul>	<ol style="list-style-type: none"> <li>All lifting equipment requiring statutory test such as slings lifting tackle chain blocks etc. will be tested at six-month intervals by Irish Chain and Ropes and test certificates are issued following inspection.</li> <li>Items that have not been tested in their specific time frame will not be put into operation until tested.</li> <li>Ensure lifting equipment (teleporter etc.) is provided where required and used by licensed personnel only.</li> <li>When lifting or moving loads ensure that the lifting tackle is in the correct position and that the loads are properly slung with the centre of gravity in the middle and ensure a banks man is in place.</li> <li>Never lift loads in inclines or on rough terrain.</li> <li>All large cable drums will be moved by mechanical means for e.g. teleporters.</li> <li>A solid bar must be used and slid through the core of the drum. Items such as scaffolding tubes cannot be used, as they will bend under the weight.</li> <li>The base jacks must be placed on even ground and it is recommended that they be put on sole plates. Care should be taken that the jacks are placed equidistant from the sides so that the weight can be evenly distributed.</li> <li>Do not operate lifting equipment (teleporter etc.) unless you are trained to do so.</li> </ol>	<p>Controls (1-3) listed here are the responsibility of Mechanical lifting equipment management</p> <p>Control (4&amp;5) are the responsibility of the Mechanical lifting equipment operator and banks man.</p> <p>Controls (6-9) listed here are the responsibility of the CET employees</p>	<p><b>Pre-Controls</b></p> <p style="background-color: red; color: white; text-align: center;"><b>High</b> (2*3=6) (L*S=R)</p> <p><b>Post Controls</b></p> <p style="background-color: yellow; text-align: center;"><b>Low</b> (1*3=3)</p>

<b>12.4 Confined space</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>12.4.1</b>  <b>G E N E R A L</b>	From time to time it will be necessary for employees of CET Connect to work in a confined space.	<ul style="list-style-type: none"> <li>Oxygen deficiency/Enrichment of the atmosphere</li> <li>Inadequate procedure in place for emergency evacuation of personnel from confined space</li> </ul>	<ol style="list-style-type: none"> <li>A safe system of work shall be provided for all confined space entry where a permit to work procedure is not in place.</li> <li>Respiratory protective equipment and all other relevant PPE &amp; atmosphere monitoring equipment to be provided.</li> <li>Personnel will be competent, trained and supervised.</li> <li>Communication at all times with employee inside the confined space.</li> <li>Employees are not allowed into confined spaces with flammable or explosive atmosphere</li> </ol>	Control (1-3) listed here are the responsibility of CET Management.  Controls (4-5) listed here are the responsibility of the CET site supervisor.	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<b>12.4 Confined space</b>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p><b>12.4.1</b> From time to time it will be necessary for employees of CET Connect to work in a confined space. This will only occur as part of CET Connect on-site operations.</p> <p><b>GENERAL</b></p> <p>Cont'd</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>8. Ensure MSDS of cleaning substance is followed when using chemical substances inside a confined space.</p> <p>9. Systems are in place for easy access or egress in the case of an emergency.</p> <p>10. All directions as per method statement and/or permit to work to be adhered to.</p> <p>11. Work equipment is only used inside a confined space if and when it is safe to do so</p> <p>12. Never enter a confined space:</p> <ul style="list-style-type: none"> <li>• If not suitably trained</li> <li>• If alone,</li> <li>• If unsure of the atmosphere in the space,</li> <li>• Without suitable PPE, RPE worn correctly</li> <li>• If uncomfortable about the task,</li> <li>• Without a safe means of extraction if injured or unconscious.</li> <li>• If unsure whether all sources of energy have been eliminated</li> </ul>	<p>Controls (6-10) listed here are the responsibility of the CET site supervisor.</p> <p>Controls (10-12) listed here are the responsibility of CET employees entering a confined space.</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<b>12.4 Confined space</b>				<b>Hazard Assessment</b>	
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>12.4.2</b> <b>S</b> <b>E</b> <b>R</b> <b>V</b> <b>I</b> <b>C</b> <b>E</b>  <b>D</b> <b>U</b> <b>C</b> <b>T</b> <b>S</b>  <b>&amp;</b>  <b>V</b> <b>O</b> <b>I</b> <b>D</b> <b>S</b>	Cable Pulling in service ducts and voids.	<ul style="list-style-type: none"> <li>• Asphyxiation.</li> <li>• Confined nature of work situations.</li> <li>• Injury/Loss of life due to confined space entry not being planned and adhered to properly.</li> </ul>	<ol style="list-style-type: none"> <li>1. Care must be taken in order to reduce risk of Oxygen depletion leading to asphyxia and or fire and explosion.</li> <li>2. A strict permit to work system for confined space entry needs to be in place and monitored.</li> <li>3. A detailed method statement outlining a safe system of work for the activity must be provided.</li> <li>4. A confined space entry permitting system must be instigated prior to work commencing to ensure only authorised personnel gain access to confined space areas.</li> <li>5. When entering a confined space an oxygen level monitor must be provided and an operative trained in its use to check oxygen levels continuously. At least one Oxygen monitor to be worn by trained operative where the risk of Oxygen depletion/enrichment is present.</li> <li>6. Oxygen levels are to be checked prior to entry and monitored thereafter if the area of work falls under the definition of confined spaces under the current ACOP.</li> <li>7. PPE must match the gas present in the area.</li> <li>8. A ladder access must be provided in manholes/ service duct in to ensure safe access and egress.</li> <li>9. Training will be given to all those employees tasked with confined space entry.</li> </ol>	Controls (1-9) listed here are the responsibility of the CET site supervisor.	<p style="text-align: center;"><b><u>Pre-Controls</u></b></p> <div style="background-color: red; color: white; text-align: center; padding: 5px;"> <b>High</b>                      (2*3=6)                      (L*S=R)                 </div> <p style="text-align: center;"><b><u>Post Controls</u></b></p> <div style="background-color: yellow; text-align: center; padding: 5px;"> <b>Low</b>                      (1*3=3)                 </div>

<b>12.4 Confined space</b>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p><b>12.4.2</b></p> <p style="text-align: center;"><b>S E R V I C E  D U C T S  &amp;  V O I D S</b></p> <p>Cont'd</p>	<p>Cable Pulling in service ducts and voids.</p> <ul style="list-style-type: none"> <li>• Asphyxiation.</li> <li>• Confined nature of work situations.</li> <li>• Injury/loss of life due to confined space entry not being planned and adhered to properly.</li> </ul>	<ol style="list-style-type: none"> <li>10. A qualified first aider shall be available above ground and in constant contact with underground personnel via radio at all times while work is conducted.</li> <li>11. Adequate numbers of personnel shall be available above ground to pull operative free should they become unconscious.</li> <li>12. A safety harness fitted with lifeline must be provided.</li> <li>13. Employees are not to enter such areas alone.</li> <li>14. Correct PPE must be worn by employees entering into a confined space.</li> <li>15. Do not enter a confined space unless all correct procedures are in place and you are competent to do so.</li> <li>16. All operatives entering the area must wear safety harness fitted with lifeline.</li> <li>17. Always ensure oxygen levels are checked prior to entry.</li> <li>18. Always ensure there is one oxygen monitor present in the confined space while workers are present in duct.</li> </ol>	<p>Controls (10-12) listed here are the responsibility of the CET site supervisor.</p> <p>Controls (13-18) listed here are the responsibility of CET employees entering a confined space.</p>	<p style="text-align: center;"><b><u>Pre-Controls</u></b></p> <div style="background-color: red; color: white; text-align: center; padding: 5px;"> <p><b>High</b> (2*3=6)</p> </div> <p style="text-align: center;">(L*S=R)</p> <p style="text-align: center;"><b><u>Post Controls</u></b></p> <div style="background-color: yellow; text-align: center; padding: 5px;"> <p><b>Low</b> (1*3=3)</p> </div>



<i>12.4 Confined space</i>		<b>Resp</b>	<b>Hazard Assessment</b>
<b>Emergency Rescue Procedure.</b>			
<p><b>12.4.4</b></p> <p><b>R E S C U E  P R O C E D U R E</b></p>	<ol style="list-style-type: none"> <li>1. On activation of personnel oxygen monitor underground operatives shall immediately vacate the area through nearest exit.</li> <li>2. Assemble outside in a safe area.</li> <li>3. Inform responsible person if casualties remain inside.</li> <li>4. Adhere to all onsite emergency evacuation procedures from confined spaces.</li> <li>5. Do not re- enter the area until has been deemed safe by responsible person.</li> </ol>	<p>Following the (ERP) is the responsibility of both CET employees and site supervisor.</p>	<p><b><u>Pre-Controls</u></b></p> <p style="background-color: red; color: black; text-align: center;"><b>High</b> (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b></p> <p style="background-color: yellow; text-align: center;"><b>Low</b> (1*3=3)</p>

<b>12.5 Plant and equipment</b>				<b>Hazard Assessment</b>	
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>12.5.1</b>  <b>P E D E S T R I A N  I N T E R A C T I O N</b>	Safe interaction between pedestrian and plant.	<ul style="list-style-type: none"> <li>• Injury/loss of life due to being struck by plant or equipment.</li> <li>• Injury/loss of life due to being in areas that are cordoned off or exclude unauthorised entry for e.g. unsafe or false ground.</li> </ul>	<ol style="list-style-type: none"> <li>1. If such plant equipment as for lifts, Teleporters etc. is to be used warning notices must be erected in the area.</li> <li>2. All plant must be fitted with audible alarm when reversing.</li> <li>3. It is the responsibility of the main contractor to ensure an adequate traffic management plan is in place to which it will be complied with fully.</li> <li>4. Warning notices and cordons that exclude unauthorised persons from the area of operation should be in place.</li> <li>5. Do not work near operating machinery.</li> <li>6. Do not walk behind reversing vehicles.</li> <li>7. Employees will always wear high visibility clothing i.e. Vis Vests while operating on site.</li> <li>8. Mobile phones are banned on site unless used by authorised personnel.</li> <li>9. Pedestrian walkways are to be used where available.</li> </ol>	<p>Controls (1-4) listed here are the responsibility of site Management.</p> <p>Control (4-8) listed here are the responsibility of CET employees.</p>	<p><b><u>Pre-Controls</u></b> High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3)</p>




<b>12.5 Plant and equipment</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>12.5.2</b>  <b>L I F T I N G  E Q U I P M E N T</b>	Use of cranes, teleporters and lifting equipment. <ul style="list-style-type: none"> <li>• Loads falling from heights/toppling over.</li> <li>• Chains/ ropes breaking or coming apart.</li> </ul>	<ol style="list-style-type: none"> <li>1. Weekly inspections carried out by Site Foreman and records of such inspection entered in the Equipment Register and kept in the Cab of machinery.</li> <li>2. Always use the most suitable equipment for the job at hand and it should be operated by competent persons with relevant CSCS cards.</li> <li>3. Lifting equipment will be examined and tested by a competent person before taken into use and after any substantial alterations or repairs.</li> <li>4. Chains, ropes and lifting tackle examined every 6 months and an Examination Report completed and kept on Equipment Register.</li> <li>5. Cranes and other lifting machines examined every 12 months and an Examination Report completed and kept on Equipment Register.</li> <li>6. Use a fully competent slinger or banks man and use a recognized signalling system.</li> <li>7. Only use certified lifting equipment marked with its S.W.L. (Safe Working Load) sticker which is not overdue for examination. Never exceed the S.W.L. of machines or tackle.</li> <li>8. Before lifting an unbalanced load, find out its centre of gravity, raise it slightly off the ground and pause, there will be little harm if it drops.</li> <li>9. Never use makeshift, damaged or badly worn equipment, chains shortened with knots, linked or twisted wire ropes, frayed or rotted fibre ropes.</li> </ol>	Control (1) is the responsibility of site foreman.  Controls (2-9) listed here are the responsibility of the assigned CET services driver.	<p style="text-align: center;"><b><u>Pre-Controls</u></b></p> <p style="text-align: center;"><b>High</b> (2*3=6) (L*S=R)</p> <p style="text-align: center;"><b><u>Post Controls</u></b></p> <p style="text-align: center;"><b>Low</b> (1*3=3)</p>	


<i>12.5 Plant and equipment</i>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>		<b>Resp</b>	
<b>12.5.3</b>  <b>O V E R H E A D  P O W E R L I N E S</b>	Use of cranes, teleporters and lifting equipment.	<ul style="list-style-type: none"> <li>Electrocution.</li> </ul>	<ol style="list-style-type: none"> <li>Be aware of overhead cables at all times.</li> <li>Cables must be made in-active where possible when work is being carried out near power lines.</li> <li>Where this is not possible goal posts (rigid, non-conductive) will be erected under access routes at heights advised by the E.S.B.</li> </ol>	Controls (1-3) are the responsibility of management and assigned CET services drivers.	<p><b><u>Pre-Controls</u></b>  <b>High</b>                      (2*3=6)                      (L*S=R)</p> <p><b><u>Post Controls</u></b>  <b>Low</b>                      (1*3=3)</p>


<i>12.5 Plant and equipment</i>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<b>12.5.4</b> Using portable generator  <b>P O R T A B L E  G E N E R A T O R</b>	<ul style="list-style-type: none"> <li>• Risk of electrocution due to high voltage supply.</li> <li>• Risk of burns from hot surfaces</li> <li>• Risk of fire from re-fuelling</li> <li>• Risk of back strain due to incorrect manual handling techniques</li> </ul>	<ol style="list-style-type: none"> <li>1. All personnel using portable generators are trained in its use.</li> <li>2. Portable generator is maintained on a regular basis by a competent person.</li> <li>3. Generator must be switched off before re-fuelling.</li> <li>4. Be aware of hot surfaces at all times such as the silencer and exhaust.</li> </ol>	<p>Controls (1-2) listed here are the responsibility of management.</p> <p>Control (3-4) listed here are the responsibility of the operator of the portable generator.</p>	<p><b><u>Pre-Controls</u></b>  <b>Medium</b>                      (2*3=6)                      (L*S=R)</p> <p><b><u>Post Controls</u></b>  <b>Low</b>                      (1*3=3)</p>

<b>12.6 Working At Heights</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>12.6.1</b>  <b>G E N E R A L</b>  <b>Cont'd</b>	Working at height is part of the work carried out on a daily basis.	<ul style="list-style-type: none"> <li>• Falling from the edge of a structure/ fragile surfaces.</li> <li>• Materials falling from a height.</li> </ul>	<ol style="list-style-type: none"> <li>1. Management shall ensure that work at height is properly planned, appropriately supervised and carried out in a manner that is, so far as reasonably practicable, safe and without risk to health.</li> <li>2. Where work at height is necessary safe systems of work must be established and proper planning an organization take place.</li> <li>3. Work equipment must be selected to ensure and maintain safe working conditions and collective protective measures must be given priority over personal protective measures e.g. use of safety netting on installation of cladding on a roof as opposed to personnel using safety harnesses.</li> <li>4. Work should be carried out at a height where it cannot be practically carried out safely by other means e.g. assembly of roof structure components at ground level and then lifted into place.</li> <li>5. Where multiple contractors are working on site at a height then a formalised way of proceeding should be agreed which clearly state who is responsible for what.</li> <li>6. Safe means of access/egress to the work location must be provided using ladders, scaffolding, mobile elevated work platforms or mobile tower scaffolds.</li> </ol>	Controls (1-6) listed are the responsibility of site supervisor & management on site	<p><b><u>Pre-Controls</u></b>                      High (2*3=6)                      (L*S=R)</p> <p><b><u>Post Controls</u></b>                      Low                      (1*3=3)</p>


<b>12.6 Working At Heights</b>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<b>12.6.1</b>  <b>G E N E R A L</b>	Working at height is part of the work carried out on a daily basis. <ul style="list-style-type: none"> <li>Falling from the edge of a structure/ manhole or fragile surfaces.</li> <li>Materials falling from a height.</li> </ul>	7. Personal Fall Arrest Systems should be used only as a last resort – e.g. if it is impossible/impracticable to use collective fall protection measures such as netting.  8. Personal Fall Arrest Systems used to perform work activities onsite must be suitable for the task, appropriately certified & inspected and deemed safe to use by the persons using same and the person or who is arranging for work to be completed (supervisors/foreman) whether such persons/persons are direct employer and or contractors.  9. Where work at heights is taking place appropriate signage such as Work Overhead must be placed around the area. The immediate area must be adequately secured and or fenced off with appropriate materials/equipment  10. All equipment used for work at heights must be suitable for the task, personnel involved in the erection and use of this equipment must also be competent.  11. The daily weather conditions must also be reviewed to ensure that work can continue to be carried out in a safe manner.  12. Under no circumstances should a bucket of a JCB / TELEPORTER / EXCAVATOR ETC, be used to gain access to a height or as a working platform.	Controls (7-12) listed are the responsibility of management on site	<p><b><u>Pre-Controls</u></b>                      High (2*3=6)                      (L*S=R)</p> <p><b><u>Post Controls</u></b>                      Low                      (1*3=3)</p>


<b>12.6 Working At Heights</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p><b>12.6.2</b> A-Frame ladders are used by CET Connect personnel for working at heights, but only when no other option is reasonably practicable.</p>  <p><b>U S E  O F  L A D D E R S</b></p> <p><b>Cont'd</b></p>	<p>Note: Ladders must only be used for short periods and only where there is no suitable alternative.</p> <ul style="list-style-type: none"> <li>• Items falling from ladders</li> <li>• Working from ladders</li> <li>• Throwing waste material from ladders</li> <li>• Overreaching</li> <li>• Overbalancing</li> <li>• Ladders Falling</li> <li>• Falls from Ladders</li> <li>• Electrocutation</li> <li>• Defective Ladders</li> </ul>	<ol style="list-style-type: none"> <li>1. Ladders must be in good condition and free from defects.</li> <li>2. Metal ladders are prohibited.</li> <li>3. Ladders must be maintained regularly.</li> <li>4. Ladders should not be painted as this hides defects.</li> <li>5. If a ladder cannot be properly repaired, it must be scrapped.</li> <li>6. Risk assessment must be carried out to deem suitability of ladders in each work environment.</li> <li>7. Regular planned breaks must be scheduled from working at a height</li> <li>8. Ladder must be inspected prior to use and weekly</li> <li>9. Ladder must be positioned on solid ground.</li> <li>10. Ladders to be used the correct way up - strengtheners to be on the underside of rungs.</li> </ol>	<p>Controls (1-4) listed are the responsibility of management.</p> <p>Controls (5-7) listed are the responsibility of the CET Connect supervisor on site.</p> <p>Controls (8-10) listed are the responsibility of the employee using the ladder.</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>	

<b>12.6 Working At Heights</b>					<b>Hazard Assessment</b>	
<b>Task</b>		<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>U S E  O F  L A D D E R S</b>	12.6.2 General use of ladders	<p>Note: Ladders must only be used for short periods and only where there is no suitable alternative.</p> <ul style="list-style-type: none"> <li>• Items falling from ladders</li> <li>• Working from ladders</li> <li>• Throwing waste material from Ladders</li> <li>• Overreaching</li> <li>• Overbalancing</li> <li>• Ladders Falling</li> <li>• Falls from Ladders</li> <li>• Electrocutation</li> <li>• Defective Ladders</li> </ul>	<ol style="list-style-type: none"> <li>11. Workers to climb ladders with both hands free (i.e. not carrying materials)</li> <li>12. Move ladder along with work to prevent overreaching.</li> <li>13. Only one person at a time on a ladder.</li> <li>14. Do not stand on top 2 rungs of step ladder.</li> <li>15. Never place ladder on partial tiles (raised floors)</li> <li>16. Platform/podium- safety bar/chain to be closed while using ladder</li> </ol>	Controls (11-14) listed are the responsibility of the employee using the ladder	<p><b><u>Pre-Controls</u></b> High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3)</p>	
						

<b>12.6 Working at Heights</b>				<b>Hazard Assessment</b>	
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>12.6.3</b> Use of Mobile Elevated Working Platform (MEWP)  U S E  O F  M E W P		<ul style="list-style-type: none"> <li>Falls over edges</li> <li>Items falling from platform</li> <li>Throwing waste material from platform etc.</li> <li>Overreaching</li> <li>Tripping Hazards in platform area</li> <li>Collapse of unit</li> <li>Falls through opes</li> <li>Personal Injury due to unfamiliarity with premises/site</li> </ul>	<ol style="list-style-type: none"> <li>All operators are trained in the use of MEWP.</li> <li>MEWP is maintained on a regular basis.</li> <li>MEWPS is only be operated by a person holding an appropriate skills card.</li> <li>Harness and restraint lanyard is provided.</li> <li>Before harness is issued to an operative, management ensure that the operative has been trained in its <u>Use</u> and <u>Inspection</u>.</li> <li>Harnesses are full body type</li> <li>Risk assessment is carried out to deem suitability of MEWP in each work environment.</li> </ol>	Controls (1-7) listed are the responsibility of site supervisor & site management.	<p><b><u>Pre-Controls</u></b> High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3)</p>





<b>12.6 Working At Heights</b>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p><b>12.6.3</b> Use of Mobile Elevated Working Platform (MEWP)</p>  <p><b>U S E O F M E W P cont'd</b></p>	<ul style="list-style-type: none"> <li>Falls over edges</li> <li>Items falling from platform</li> <li>Throwing waste material from platform etc.</li> <li>Overreaching</li> <li>Tripping Hazards in platform area</li> <li>Collapse of unit</li> <li>Falls through opes</li> <li>Personal Injury due to unfamiliarity with premises/site</li> </ul>	<ol style="list-style-type: none"> <li>Harnesses are inspected visually every 6 months by a competent person and records of these inspections will be filed.</li> <li>Controls are guarded by a hoop to prevent accidental movement.</li> <li>Fall restraint equipment is used at all times ensuring attachment to suitable anchorage.</li> <li>Care is taken when other Employees are present in the area.</li> <li>Leave clear access and egress for other employees working in the area to prevent slips / trips and falls</li> </ol>	<p>Controls (10-12) listed are the responsibility of management.</p> <p>Controls (13-15) listed are the responsibility of the operator of the MEWP</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>


<b>12.6 Working At Heights</b>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<b>12.6.3</b> Use of Mobile Elevated Working Platform (MEWP)  <b>U S E  O F  M E W P cont'd</b> 	<ul style="list-style-type: none"> <li>Falls over edges</li> <li>Items falling from platform</li> <li>Throwing waste material from platform etc.</li> <li>Overreaching</li> <li>Tripping Hazards in platform area</li> <li>Collapse of unit</li> <li>Falls through opes</li> <li>Personal Injury due to unfamiliarity with premises/site</li> </ul>	<p>16. All work at height is carried out safely to protect workers and people below.</p> <p>17. All MEWPS is inspected by a competent person before use.</p> <p>18. Harnesses are stored on a hook in a dry room.</p> <p>19. Harnesses are in good condition and worn correctly.</p> <p>20. All MEWP operators hold a valid up to date ticket (CSCS) (CITB)</p> <p>21. MEWPs are used on stable ground to avoid overturning.</p> <p>22. MEWPs are not to be used to gain access onto another floor</p>	<p>Controls (16-22) listed are the responsibility of the operator of the MEWP</p>	<p><b><u>Pre-Controls</u></b> High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3)</p>


<b>12.6 Working At Heights</b>				<b>Hazard Assessment</b>	
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>12.6.4</b>  <b>S C A F F O L D I N G</b>	Use of scaffolding	<ul style="list-style-type: none"> <li>• Scaffolding collapsing</li> <li>• Items falling from platform</li> <li>• Throwing waste material from platform etc.</li> <li>• Overreaching</li> <li>• Tripping Hazards in platform area</li> <li>• Collapse of scaffolding</li> <li>• Overloading of scaffold</li> <li>• Plant striking scaffold</li> <li>• Protruding tubes and fittings</li> </ul>	<ol style="list-style-type: none"> <li>1. All work at height is carried out safely to protect workers and people below.</li> <li>2. All scaffolding is inspected by a competent person before use.</li> <li>3. Scaffold to be erected in accordance with the H.S.A. “Scaffold Code of Practice” 1999.</li> <li>4. All scaffolds must be erected, altered or dismantled only by a responsible trained scaffolder.</li> <li>5. Warning signage reading “Scaffold incomplete unsafe to use” to be put in position for repairs or alterations to scaffolding.</li> <li>6. A good base is essential with base plates resting on sound, adequately large timber sole plates. Loose packing should not be used under base plates.</li> <li>7. All scaffolds must be tied into an immovable structure (minimum standard required is one tie for every 32sq m of scaffolding.</li> </ol>	Controls (1-7) listed is the responsibility of the site supervisor, management on site and the trained scaffolder.	<p style="text-align: center;"><b><u>Pre-Controls</u></b> High (2*3=6) (L*S=R)</p> <p style="text-align: center;"><b><u>Post Controls</u></b> Low (1*3=3)</p>

<b>12.6 Working At Heights</b>				<b>Hazard Assessment</b>	
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>12.6.4</b>  <b>S C A F F O L D I N G</b>	Use of scaffolding	<ul style="list-style-type: none"> <li>• Scaffolding collapsing</li> <li>• Items falling from platform</li> <li>• Throwing waste material from platform etc.</li> <li>• Overreaching</li> <li>• Tripping Hazards in platform area</li> <li>• Collapse of scaffolding</li> <li>• Overloading of scaffold</li> <li>• Plant striking scaffold</li> <li>• Protruding tubes and fittings</li> </ul>	8. Guard rails not greater than 1.2m or less than 950mm above the platform where a person is liable to fall a distance. Intermediate guard rails (knee rails) must also be fitted. 9. Toe boards, brick guards to be in place. 10. Working platforms to be full boards – 3 boards for men only, 5 boards for men and materials and clear access. 11. Ensure good access is available. 12. Adequate loading bays are needed. 13. Ensure signage is provided. 14. PPE to be worn includes Safety Helmet. 15. Scaffold must be inspected by a competent person before being used, after alterations and after inclement weather and at least once a week and recorded on GA 1 Form. 16. Weekly scaffolding checks to be made 17. Dates and results of inspections must be entered into the scaffolding register by the person that made the inspection.	Controls (8-17) listed is the responsibility of management on site and the trained scaffolder.	<p><b><u>Pre-Controls</u></b>                      High (2*3=6)                      (L*S=R)</p> <p><b><u>Post Controls</u></b>                      Low                      (1*3=3)</p>


<b>12.7 Power Tools</b>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p><b>12.7.1</b></p> <p><b>GENERAL</b></p> <p>General use of power tools.</p>  <p>Cont'd</p>	<ul style="list-style-type: none"> <li>• Accidental electrocution from exposed wires.</li> <li>• Personal injury from incorrect use.</li> <li>• Personal injury from inadequate maintenance.</li> </ul>	<ol style="list-style-type: none"> <li>1. All personnel using power tools are trained in their use.</li> <li>2. All electrical tools are to be maintained on a regular basis.</li> <li>3. Portable appliance testing shall be carried out on equipment yearly</li> <li>4. The following visual checks should be carried out on all power and portable tools prior to use: <ul style="list-style-type: none"> <li>○ Is the outside of the plug undamaged?</li> <li>○ Is the outside of the plug free from signs of overheating?</li> <li>○ Is the cable free from kinking and other mechanical damage?</li> <li>○ Is the same true of any extension cable and accessories?</li> <li>○ Is the cable securely clamped into the plug at one end and securely attached at the other?</li> <li>○ Is the casing of the tool free of obvious damage?</li> </ul> </li> </ol>	<p>Controls (1-3) listed here are the responsibility of management</p> <p>Control (4) listing all visual checks are the responsibility of the operator of the power tools</p>	<p><b>Pre-Controls</b></p> <p><b>High</b> (2*3=6) (L*S=R)</p> <p><b>Post Controls</b></p> <p><b>Low</b> (1*3=3)</p>


<b>12.7 Power Tools</b>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p><b>12.7.1</b></p> <p style="text-align: center;"><b>G E N E R A L</b></p> <p>General Use of power tools</p> 	<ul style="list-style-type: none"> <li>• Accidental electrocution from exposed wires.</li> <li>• Personal injury from incorrect use.</li> <li>• Personal injury from inadequate maintenance.</li> </ul>	<ol style="list-style-type: none"> <li>5. Is there a label to say that the portable tool has been electrically tested within the past 12 months?</li> <li>6. Cable s must not be allowed to trail across route ways of personnel or machinery.</li> <li>7. Safety devices must not be removed from tools or equipment.</li> <li>8. Unplug tools when not in use.</li> <li>9. Instruction manuals and safe procedures must be followed at all times.</li> </ol>	<p>Controls (5-9) listed here are the responsibility of qualified personnel operating the power tools.</p>	<p><b><u>Pre-Controls</u></b></p> <p style="text-align: center;"><b>High</b> (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b></p> <p style="text-align: center;"><b>Low</b> (1*3=3)</p>

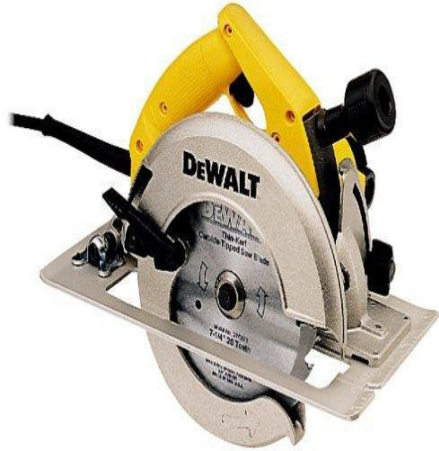

<b>12.7 Power Tools</b>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p><b>12.7.2</b> Use of Drills</p> <p><b>D R I L L S</b></p> 	<ul style="list-style-type: none"> <li>• Laceration</li> <li>• Fire</li> <li>• Entanglement</li> </ul>	<ol style="list-style-type: none"> <li>1. Users of drills must be trained and qualified to use them.</li> <li>2. Drills must be maintained on a regular basis</li> <li>3. Always check the drill before plugging in.</li> <li>4. Follow the standard safety procedures applying to individual drills.</li> <li>5. If the drill or lead is damaged it must be reported.</li> <li>6. Only competent persons can repair the drill.</li> <li>7. Always tie up or remove loose clothing, long hair, rings, and jewellery.</li> <li>8. Only use electric drills via a 110-volt transformer.</li> <li>9. Ensure that drill bits are regularly sharpened / replaced.</li> <li>10. Wear eye protection when drilling.</li> </ol>	<p>Controls (1-2) listed here are the responsibility of management</p> <p>Controls (3-10) listed here are the responsibility of the operator of the drill.</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

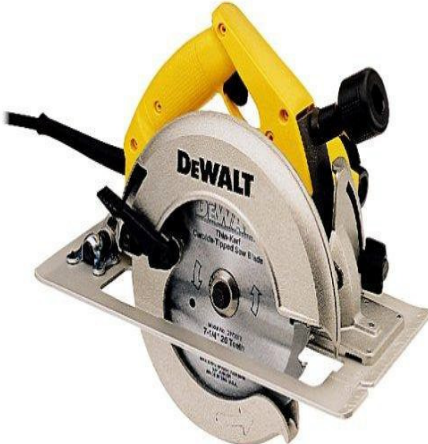

<b>12.7 Power Tools</b>				
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	<b>Hazard Assessment</b>
<p><b>12.7.2</b> Use of Drills</p> <p><b>D R I L L S</b> Cont'd</p> 	<ul style="list-style-type: none"> <li>• Laceration</li> <li>• Fire</li> <li>• Entanglement</li> </ul>	<p><b>When using drills:</b></p> <p>11. Don't use electric drills with one hand use both hands</p> <p>12. Keep work area clean;</p> <p>13. Never operate the drill without the guarding in place;</p> <p>14. Check drawings, scan areas for live electrical wiring before drilling.</p> <p>15. Do not touch drill bit after drilling as it can be hot and cause severe burns.</p> <p>16. Remove finger from trigger when carrying tools</p>	<p>Controls (11-22) listed here are the responsibility of the operator of the drill.</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>



<b>12.7 Power Tools</b>					
	<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	<b>Hazard Assessment</b>
<p><b>12.7.3</b></p> <p style="text-align: center;"><b>A B R A S I V E  W H E E L S</b></p>	<p>Use of Abrasive wheel equipment for example angle grinders, con saws etc.</p> 	<ul style="list-style-type: none"> <li>• Severe injuries from Disc bursting due to:                             <ul style="list-style-type: none"> <li>○ Incorrect disc fitted</li> <li>○ Disc fitted incorrectly</li> <li>○ Faulty / damaged disc fitted</li> </ul> </li> <li>• Hand or leg injuries from unsafe use by inexperienced or incompetent persons.</li> <li>• Eye injuries to operator or those nearby from projectiles emitted.</li> <li>• Severe injuries due to wheel bursting.</li> </ul>	<ol style="list-style-type: none"> <li>1. Users of abrasive wheels equipment must be trained and certified.</li> <li>2. Appropriate PPE must be available at all times.</li> <li>3. Machines to be well maintained - if damaged / faulty they are to be taken out of service and reported to foreman immediately.</li> <li>4. Dead man switch to be fitted to all angle grinders</li> <li>5. Appropriate PPE i.e. goggles or visor (safety spectacles not adequate), appropriate dust mask, gloves, foot protection and hearing protection must be worn at all times</li> <li>6. Guards to be in good order and <b>NOT REMOVED</b></li> <li>7. Appropriate machine to be used for job i.e. in limited spaces use 4" angle grinder in lieu of 9" grinder.</li> </ol>	<p>Controls (1-4) listed here are the responsibility of management</p> <p>Controls (5-7) listed here are the responsibility of qualified personnel operating the abrasive wheel equipment</p>	<p style="text-align: center;"><b>Pre-Controls</b></p> <div style="background-color: red; color: white; text-align: center; padding: 5px;"> <p><b>High</b> (2*3=6) (L*S=R)</p> </div> <p style="text-align: center;"><b>Post Controls</b></p> <div style="background-color: yellow; text-align: center; padding: 5px;"> <p><b>Low</b> (1*3=3)</p> </div>

<b>12.7 Power Tools</b>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p><b>12.7.3</b></p> <p><b>A B R A S I V E  W H E E L S Cont'd</b></p> <p>Use of Abrasive wheel equipment for example angle grinders, con saws etc.</p> 	<ul style="list-style-type: none"> <li>• Disc bursting due to:                             <ul style="list-style-type: none"> <li>○ Incorrect disc fitted</li> <li>○ Disc fitted incorrectly</li> <li>○ Faulty / damaged disc fitted.</li> </ul> </li> <li>• Wrong disc fitted / used for purpose.</li> <li>• Hand or leg injuries from unsafe use by inexperienced or incompetent persons.</li> <li>• Eye injuries to operator or those nearby from projectiles emitted.</li> <li>• Severe injuries due to wheel bursting.</li> </ul>	<ol style="list-style-type: none"> <li>8. Check if atmosphere, it is being used in is suitable for type of machine used i.e. if explosive atmosphere or in confined space do not use petrol driven Consaw or electrically operated angle grinders. Compressed air machines to be used.</li> <li>9. Always check that a grinding wheel's RPM rating is consistent with the speed of the grinding machine.</li> <li>10. Before mounting a grinding wheel on a machine, make sure the power is turned off at the power point switch and the plug removed.</li> <li>11. Do not use a worn 9" disc on a 4" angle grinder</li> <li>12. Operators to ensure that all persons are kept away from areas where sparks or dust is directed.</li> <li>13. Avoid cutting overhead.</li> <li>14. Disc cutters shall only be used when standing on a firm level base.</li> </ol>	<p>Controls (8-14) listed here are the responsibility of qualified personnel operating the abrasive wheel equipment</p>	<p><b><u>Pre-Controls</u></b></p> <p style="background-color: red; color: white; text-align: center;">High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b></p> <p style="background-color: yellow; text-align: center;">Low (1*3=3)</p>

<b>12.7 Power Tools</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p><b>12.7.4</b> Use of Power saws</p> <p style="text-align: center;"><b>P O W E R  S A W S</b></p> <div style="display: flex; justify-content: space-around;">   </div>	<ul style="list-style-type: none"> <li>• Laceration</li> <li>• Amputation</li> <li>• Fire</li> </ul>	<ol style="list-style-type: none"> <li>1. Users of power saws must be trained and qualified to use them.</li> <li>2. Power saws must be maintained on a regular basis</li> <li>3. Do not use the saw without checking it first.</li> <li>4. Follow the standard safety procedures applying to individual saws.</li> <li>5. Operate saws with all the guards in position.</li> <li>6. Clean down saws regularly - only with a brush or cloth when saw is unplugged.</li> <li>7. Be aware of the emergency power cut off switches.</li> <li>8. Wear appropriate protective equipment, gloves and goggles or safety visor.</li> <li>9. Turn off all tools when finished</li> </ol>	<p>Controls (1-2) listed here are the responsibility of management</p> <p>Controls (3-9) listed here are the responsibility of qualified personnel operating the Power saw.</p>	<p style="text-align: center;"><b><u>Pre-Controls</u></b></p> <p style="text-align: center; background-color: red; color: white;"><b>High</b> (2*3=6) (L*S=R)</p> <p style="text-align: center;"><b><u>Post Controls</u></b></p> <p style="text-align: center; background-color: yellow;"><b>Low</b> (1*3=3)</p>	

<b>12.7 Power Tools</b>				
	<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Hazard Assessment</b>
<p><b>12.7.4</b></p> <p style="text-align: center;"><b>P O W E R  S A W S</b></p> <p>Cont'd</p>	<p>Use of Power saws</p> <div style="text-align: center;">   </div>	<ul style="list-style-type: none"> <li>• Laceration</li> <li>• Amputation</li> <li>• Fire</li> </ul>	<ol style="list-style-type: none"> <li>10. 110-volt equipment only to be used if electric or 220V on a RCB.</li> <li>11. Do not use the saw above shoulder height or when off balance.</li> <li>12. Ensure that other people are at least 2-saw lengths away from the operator.</li> <li>13. Restrain all pieces being cut securely.</li> <li>14. Keep work area clear of debris.</li> <li>15. Watch out for falling cut pieces.</li> </ol>	<p>Controls (10-15) listed here are the responsibility of qualified personnel operating the Power saw.</p> <p style="text-align: center;"><b><u>Pre-Controls</u></b></p> <p style="text-align: center; background-color: red; color: white;"><b>High</b> (2*3=6) (L*S=R)</p> <p style="text-align: center;"><b><u>Post Controls</u></b></p> <p style="text-align: center; background-color: yellow;"><b>Low</b> (1*3=3)</p>

<b>12.7 Power Tools</b>					<b>Hazard Assessment</b>
<b>Task</b>		<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<b>12.7.5</b> <b>H</b> <b>A</b> <b>N</b> <b>D</b>  <b>&amp;</b>  <b>A</b> <b>R</b> <b>M</b>  <b>V</b> <b>I</b> <b>B</b> <b>R</b> <b>A</b> <b>T</b> <b>I</b> <b>O</b> <b>N</b>	Use of all types of power tools	<ul style="list-style-type: none"> <li>• White finger</li> <li>• Pain and ULD</li> </ul>	<ol style="list-style-type: none"> <li>1. Equipment is generally suitable for the job (safety, size, power, efficiency, ergonomics, cost, user acceptability, etc.)</li> <li>2. Reduced vibration designs are selected, provided the tools are otherwise suitable (e.g. grinders with automatic spindle balancing)</li> <li>3. Declared vibration emission is not high compared with competing machines of similar capacity to do the job</li> <li>4. Information on likely vibration emission in use (e.g. from manufacturer, hire company, databases)</li> <li>5. Regular breaks from work involving vibration and encourage operators to exercise fingers</li> </ol>	Controls (1-5) listed here are the responsibility of management.	<p style="text-align: center;"><b><u>Pre-Controls</u></b>                      Medium                      (2*3=6)                      (L*S=R)</p> <p style="text-align: center;"><b><u>Post Controls</u></b>                      Low                      (1*3=3)</p>

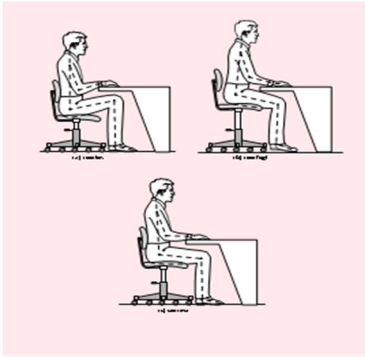
<b>12.7 Power Tools</b>					<b>Hazard Assessment</b>
<b>Task</b>		<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<b>12.7.5</b> <b>H</b> <b>A</b> <b>N</b> <b>D</b>  <b>&amp;</b>  <b>A</b> <b>R</b> <b>M</b>  <b>V</b> <b>I</b> <b>B</b> <b>R</b> <b>A</b> <b>T</b> <b>I</b> <b>O</b> <b>N</b> <b>S</b> <b>Cont'd</b>	Use of all types of power tools	<ul style="list-style-type: none"> <li>• White finger.</li> <li>• Pain and Work Related Upper Limb Disorder (WRULD).</li> </ul>	6. Available information from the manufacturer or elsewhere on control of vibration risks through: <ul style="list-style-type: none"> <li>○ maintenance (e.g. servicing grinders, sharpening drills and chisels)</li> <li>○ selection of consumables (abrasive discs, chisels, drills, etc.)</li> <li>○ correct operation and operator training</li> <li>○ maximum daily trigger times or maximum daily work done with the tool</li> <li>○ Ergonomic aids such as tensioners or balancers to support weight of tool and reduce forces applied by operator</li> <li>○ Suitable workplace temperature or provision of warm clothing and gloves</li> </ul>	Control (6) listed is the responsibility of management.	<p><b><u>Pre-Controls</u></b>                      Medium                      (2*3=6)                      (L*S=R)</p> <p><b><u>Post Controls</u></b>                      Low                      (1*3=3)</p>

<b>12.8 Company Vehicles</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>12.8.1</b>  <b>D R I V I N G</b>	CET Connect has a number of company vehicles on the road.	<ul style="list-style-type: none"> <li>• Vehicle catching fire resulting in injury to driver and/or occupants.</li> <li>• Company vehicle involved in Road traffic accident.</li> <li>• Company vehicle not roadworthy leading to accident.</li> <li>• Back injury from constant driving.</li> <li>• Back injury from lifting awkward loads from van.</li> <li>• Person being hit by vehicle.</li> </ul>	<ol style="list-style-type: none"> <li>1. High standard &amp; fuel-efficient company vehicles will be purchased at all times taking into account good ergonomics.</li> <li>2. Vehicles to be regularly serviced and maintained.</li> <li>3. Each driver must adjust their seat to suit their needs bearing in mind               <ul style="list-style-type: none"> <li>• Visibility</li> <li>• Pedal reach</li> <li>• Steering wheel</li> <li>• Back &amp; neck support</li> </ul> </li> <li>4. Brakes, lighting, exhaust and tyres to be checked weekly and kept in good order.</li> <li>5. All items inside the vans to be to be secured during transport.</li> <li>6. First aid box to be carried out the contents checked regularly and topped up.</li> <li>7. Suitable fire extinguisher must be carried on board.</li> <li>8. Staff to receive training on safe driving.</li> <li>9. A clean as you go policy to be adhered to in company vehicles</li> <li>10. Reverse parking policy for all sites</li> </ol>	<p>Control (1 &amp; 2) listed here is the responsibility of Management</p> <p>Controls (3-9) listed here are the responsibility of the assigned CET Connect driver.</p>	<p><b><u>Pre-Controls</u></b>  <b>High (2*3=6)</b>  <b>(L*S=R)</b></p> <p><b><u>Post Controls</u></b>  <b>Low</b>  <b>(1*3=3)</b></p>

<b>12.8 Company Vehicles</b>				<b>Hazard Assessment</b>	
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>12.8.1</b>  <b>D R I V I N G</b>  <b>Cont'd</b>	CET Connect has a number of company vehicles on the road.	<ul style="list-style-type: none"> <li>• Person being hit by vehicle.</li> <li>• Vehicle catching fire resulting in injury to driver and/or occupants.</li> <li>• Company vehicle involved in Road traffic accident.</li> <li>• Company vehicle not roadworthy leading to accident.</li> <li>• Back injury from constant driving.</li> </ul>	<ol style="list-style-type: none"> <li>10. Vehicles can only be driven on the public road by drivers holding a valid current driving licence and who are authorised to drive.</li> <li>11. Vehicles lights, indicators and brakes etc. must be in good working order.</li> <li>12. All vehicles must be inspected regularly to ensure they are properly maintained and free from defects.</li> <li>13. Ensure the steering, brakes and reversing alarms are working properly at all times.</li> <li>14. Get help when reversing.</li> <li>15. Be aware of overhead power cables, buried cables, other services.</li> <li>16. Switch off engine, remove key when leaving a vehicle.</li> <li>17. Never carry anybody on a vehicle not designed for passengers.</li> <li>18. Take extra care on sloping sites.</li> <li>19. Never overload any vehicle or plant and ensure loads are securely attached</li> </ol>	Controls (10-20) Listed here are the responsibility of the assigned CET Connect driver.	<p><b><u>Pre-Controls</u></b>  <b>High (2*3=6)</b>  <b>(L*S=R)</b></p> <p><b><u>Post Controls</u></b>  <b>Low</b>  <b>(1*3=3)</b></p>



<b>12.9 Mobile phones</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>12.9.1</b>	Use of mobile phones.	<ul style="list-style-type: none"> <li>Accidents due to people not concentrating on the task in hand.</li> <li>Ignition risk.</li> </ul>	<p>Do not use mobile phones when:</p> <ol style="list-style-type: none"> <li>When operating plant &amp; Machinery.</li> <li>When a vehicle / machine is in motion.</li> <li>In areas where machines are re-fuelling.</li> <li>Keep the overall use of mobile phones on construction sites to a minimum.</li> <li>The preferred method of communications on site is via hands-free two-way radio – especially for lifting operations.</li> <li>The road traffic regulations state “the driver of a mechanically propelled vehicle shall not hold or have about their person a mobile phone or other similar apparatus while in the said vehicle, except when it is parked”</li> <li>The use of hands free phones is permitted.</li> </ol>	Controls (1-6) are the responsibility of managers, CET site supervisors and employees.	
<b>G E N E R A L</b>					<p><b><u>Pre-Controls</u></b> High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3)</p>

<b>12.10 Office</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p><b>12.11</b></p> <p style="text-align: center;"><b>G E N E R A L</b></p>	<p>Working in the office area using computers and all other equipment</p> 	<ul style="list-style-type: none"> <li>• Injury from incorrect use of the equipment.</li> <li>• Fatigue, eye strain, back, neck strain from repeated use of visual display units.</li> <li>• Trips hazards from poor housekeeping.</li> <li>• Electrocution from damaged equipment.</li> </ul>	<ol style="list-style-type: none"> <li>1. All employees follow the manufacturing instructions for each specific piece of equipment.</li> <li>2. All employees do not operate office equipment unless competent to do so.</li> <li>3. Office equipment is inspected prior to use for defects.</li> <li>4. A clean as you go policy is adhered to in the office area at all times.</li> <li>5. Correct PPE for each piece of machinery and equipment is used at all times.</li> <li>6. Visual display units are set up with good ergonomics in mind and with the least amount of glare possible.</li> <li>7. A five-minute break from using a VDU is taken each hour</li> <li>8. Computer is set up away from glare from the sun.</li> <li>9. A VDU assessment is carried out initially on a work station and each time a workstation is changed.</li> </ol>	<p>Controls (1-9) listed here are the responsibility of all management &amp; employees</p>	<p style="text-align: center;"><b><u>Pre-Controls</u></b> Medium (2*3=6) (L*S=R)</p> <p style="text-align: center;"><b><u>Post Controls</u></b> Low (1*3=3) )</p>

<i>12.11 Office</i>					<b>Hazard Assessment</b>
<b>Task</b>		<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<b>12.11</b>	Installation of cables and electrical equipment in pre-1995 buildings	<ul style="list-style-type: none"> <li>Inhalation of asbestos fibers resulting in lung disease</li> </ul>	<ol style="list-style-type: none"> <li>Awareness training</li> <li>No drilling or disturbance of asbestos containing material</li> <li>If asbestos found stop work and report to manager/supervisor</li> </ol>	Controls (1-3) listed here are the responsibility of all management & employees	<p><b><u>Pre-Controls</u></b> Medium (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3 )</p>
<b>A s b e s t o s</b>					

## 13. Personal Protective Equipment (PPE)

CET Connect employees will be provided suitable and adequate PPE to be used where appropriate in accordance with Part 2 (Workplace and Work Equipment) Chapter 3 (Personal Protective Equipment) of the Safety, Health & Welfare at Work General Applications Regulations 2007. All employees who work on-site are issued with

- Hard-hats with chin straps
- Safety Footwear (Boots with Ankle Protection)
- High Visibility Vests
- Safety Harness (if applicable)
- Protective Gloves
- Ear Protection
- Eye Protection

Any defective or broken PPE must be reported to management. When working on a client's premises CET Connect request all employees to abide by all relevant signage in the work area or as identified in the site rules during induction training. Each employee will be issued with PPE on commencing work with CET Connect and thereafter as required.

## 14. Safety Signage

The presence of safety signage enhances general safety in our workshop and yard area and our duty of care to employees, sub-contractors and clients alike.

Health and Safety signage should cover such topics as:

- Speed limit to be observed.
- PPE to be worn on site.
- Surfaces which are likely to become slippery.
- Locations of First Aid Kits.
- Location of Fire Extinguishers, Emergency Exits.
- Emergency numbers displayed in the workshop and on site.
- Pedestrian walkways clearly marked.
- Equipment hazards clearly marked.

## 15. Emergency Preparedness and Response

CET Connect must ensure, on an ongoing basis, that there are adequate numbers of employees trained in first Aid and the use of fire Extinguishers.

Equally:

- Notices indicating action in the event of fire should be displayed.
- Local emergency numbers should be prominently displayed at all sites.
- All emergency exits must be kept clear at all times.
- Assembly point must be well signposted.
- First Aid Kits and regularly serviced Fire Extinguishers must be readily available at all times.
- Employees must be familiar with the evacuation routines in all sites that they work in.

## 16. Documentation and Reporting

It is essential that the documentation attached to this statement is completed by the management (e.g. Accident Report and Witness Reports (Appendix 2 & 3) respectively) immediately, if an accident of any kind occurs. It will also be very helpful if photographic evidence (digital camera or phone) can be attached. Routine documentation (inspection of equipment) is equally important as it may provide evidence on behalf of the Company in the case of an accident. All such documentation will be handed over to the administrator who will take action as directed by management. It is the responsibility of all employees, sub-contractors and clients dealing with CET Connect to report any hazards they come across and fill out a hazard identification report (Appendix 1.) It is essential that Safety Audits (Appendix 4) are carried out on a monthly basis with actions identified, closed out in a timely manner.

## 17. Summary

The purpose of this Health and Safety Statement is to:

- Provide a healthy and safe workplace for our employees, sub-contractors and clients.
- Comply with our statutory obligations.
- Designate responsibility for health and safety at the various levels of the company.
- Minimise the risk of accidents/injuries/dangerous occurrences in the Company.
- Heighten awareness of the health and safety issues within the Company.

## 18. Conclusion

As a company we have a duty of care to all our employees, sub-contractors, clients and general public and we now recognise that duty by having this Health and Safety Statement in place. We hope that this statement will engender a spirit of co-operation in health and safety matters among all our employees, sub-contractors and clients.











## Appendix 1 – Health and Safety Audit

This form must be completed when completing a Health & Safety Audit in **BLOCK CAPITALS**

Site/Area audited: .....

Date and time of audit: .....

Audited by: .....

Number of people in area/site: .....

### Audit

1. Was area clean/tidy? If no, describe briefly:

.....

2. Number of fire extinguishers present? Date of last inspection.

.....

3. Was access/egress clear? If not comment:

.....

4. Are safety signs present/needed in area? Please comment:

.....

5. Are fire exits adequately signed and free from obstruction? Please comment:

.....

6. Is lighting & ventilation adequate in the area? Please comment:

.....

7. Are the bins in the area full or overflowing?

.....

8. Is there any damage to equipment in the area?

.....

9. Is all equipment stored correctly?

.....

10. Are wiring/plugs/sockets safe?

.....

## Appendix 1 – Health and Safety Audit cont'd

11. Are people working in the area wearing the required Personal Protective Equipment?

.....  
12. Has there been any accident or hazard identified in this area in the past year?

.....  
13. Has the accident/hazard been properly reported?

.....  
14. Workstation ergonomics, lighting, seating, desk, footrest

15.

16. Comment on any Health or Safety concerns not specifically covered by the questions above and recommend actions where it is felt necessary:

.....  
.....  
.....

### Actions from audit

1  
.....  
.....who.....when.....

2  
.....  
.....who.....when.....

3  
.....  
.....who.....when.....

4  
.....  
.....who.....when.....

Signed: .....  
(Auditor)

Date: .....