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HEALTH & SAFETY STATEMENT

MERRION ALARMS LTD

FOR:

SAFETY STATEMENT
FOR
MERRION ALARMS LTD.

ADDRESS:-

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Revision 1st March 2013

MERRION ALARMS LTD	
FOR A SITE	
PROJECT MANAGER:-	
MERRION ALARMS SITE FOREMAN:-	
MERRION ALARMS SAFETY CONSULTANT:-	DEREK MOLLOY 086/8091100
CLIENT SITE SAFETY OFFICER:-	
CLIENT SITE FOREMAN:-	
SITE SAFETY REPRESENTATIVE:-	
FIRST AID PERSONS:-	
NEAREST HOSPITAL:-	
DOCTOR:-	
LOCAL GARDA:-	
LOCAL FIRE SERVICE:-	
ESB EMERGENCY:-	1850-372-999
EMERGENCY:-	999/112

COMPANY DESCRIPTION:-

Merrion Alarms Ltd was set up in 1983 and since then has progressed in to a well established Security Company. They carry out a broad range of works to include, intruder alarms, fire alarms, CCTV and access control electronic security systems all of which they install and service.

They carry out these works for commercial, industrial, government, and residential environments.

The company is headed by Dan Carey who has earned vast knowledge within the industry for many years and he has various highly qualified managers working closely with him to provide both safety and quality in all projects undertaken by the company. The company is certified by the National Standards Authority of Ireland (NSAI) and is a quality approved member of the AAI.

To carry out these works the company use their direct employees and on occasion the company will employ the services of sub-contractors to carry out various commissioning and advice. The overall responsibility for the health and safety is under the control of Merrion Alarms Ltd, whether they are direct employees or employees of a sub-contractor. To maintain a safe working environment, Merrion Alarms Ltd will not employ the services of people who are not willing to comply with the health and safety requirements of the company as set out in this safety statement. All sub-contractors will be required to have their own safety statement, which will reflect the policies of Merrion Alarms Ltd. Merrion Alarms Ltd will immediately cease the employment of any sub-contractor who fails to comply with the health and safety standards expected of them.

STATEMENT OF HEALTH AND SAFETY POLICY:-

It is the policy of Merrion Alarms Ltd to comply with the Safety, Health and Welfare at Work Act, 2005, the Safety Health and Welfare at Work (Construction) S.I. No 504 Regulations 2006, the Safety, Health and Welfare at work (General Application) S.I. No 299 Regulations 2007 and any other legislation that is relevant to any works carried out by the Company.

The purpose of this Safety Statement is to identify hazards and assess risks to specify control measures with a view to avoiding accidents and dangerous occurrences in the workplace.

It is the intention of Merrion Alarms Ltd to bring this Safety Statement to the attention of all employees (full time and part time) and any representations made by employees will be included in this document and in particular those made by employees on site where the majority of hazards appear. The safety statement will be amended as necessary, where new hazards are identified and where work practices dictate.

All employees will be expected to comply with the Policies and Procedures set out in the Safety Statement and to facilitate Merrion Alarms Ltd in providing a safe place to work.

Signed:-

Date:

Dan Carey,
Managing Director.

STATEMENT OF ENVIRONMENTAL POLICY:-

Merrion Alarms Ltd recognises the growing concern about damage to the environment as a consequence of economic development. As one of the country's leading contractors in our industry and as a responsible member of the business community, the company believes the balance must be struck between desirable development and the protection of the environment. The company intends to play its part by continually seeking ways to prevent pollution and minimise the effects of its office and site bases activities on the environment.

To implement this policy the company will :-

- Adopt as principles the prevention of pollution and waste and the efficient use of materials and energy.
- Keep abreast of relevant environmental legal requirements and emission standards and comply with them.
- Review its activities and determine those, which could have a significant impact on the environment.
- Set objectives and targets for the progressive reduction of significant impacts.
- Establish a programme with timescales to meet the targets and review progress against those targets periodically
- Implement an environmental management planning procedure for site base activities to ensure that environmental requirements are identified and managed to the extent that they are under the control of the Company. Such control will be integrated with the existing management system for Safety and Health and will cover the activities carried out by sub contractors for whom the company is responsible for.
- Expect its sub contractors to comply with this policy and meet environmental requirements.
- Provide the necessary awareness and training to enable staff at all levels to understand and contribute to the implementation of the policy.
- Maintain a policy for continuous improvement of the Environmental Management System and environmental performance.
- This policy will be communicated to all employees and sub contractors and will be available to the public on request.

As the Environmental Management System is an integral part of the management process existing in the company, the Directors require the active co-operation of all members to staff to ensure the effective delivery of services to clients.

Signed:-

Date:

 Dan Carey,
Managing Director.

OBJECTIVES:-

The objectives of this Safety Statement are as follows:-

1. To maintain and promote workers health and working capacity.
2. To improve working conditions and work to become conducive with Safety and Health.
3. To develop work organisation and working cultures in a direction that will support safety and health at work.
4. To prevent any accidents or dangerous occurrences taking place.

These objectives can only met by the full implementation of the Safety Statement. Management and employees must facilitate its implementation by complying with any requirements laid out herein and bringing to the attention of Senior Management any areas which they may feel have been neglected.

ORGANISATION AND RESPONSIBILITIES:-

The Managing Director has overall responsibility for Safety, Health and Welfare and Environmental Activities within Merrion Alarms Ltd. These responsibilities include:-

1. Positively supporting the Policies and Procedures set out in the Safety Statement and supporting those personnel who carry them out.
2. Periodically reviewing the Safety Statement and the Personnel who implement the Policies and Procedures set out in the Statement.
3. Ensuring that there is full compliance with the Safety Statement and terminating the contract when necessary, of personnel who present a risk of injury to themselves and/or others in the workplace.
4. Providing resources and training necessary to implement the Safety Management Policies.
5. Putting in place a system for communicating with the workforce at all levels, with a view to improving Safety, Health and Welfare in the workplace.
6. Including in the company directors report, a report on the status of Safety, Health and Welfare in the Company.

SAFETY CONSULTANT:-

The appointed safety consultant for this company is Derek Molloy Safety Consultant who is committed to the full implementation of the Health and Safety policy and will welcome any input from site safety officers.

Derek Molloy Safety Consultant will work in conjunction with the employees and his function will be to:-

1. Monitor all aspects of Safety, Health and Welfare in the company.
2. Take advice on the implementation of Health and Safety Policy and any revisions required.
3. Ensure that the Safety Statement is kept up to date and in compliance with changing legislation.
4. Liaise with site management to ensure that a safe place at work is provided for all employees of Merrion Alarms Ltd.
5. Monitor provision and proper use of Personal Protective Equipment.
6. Provide or organise training where necessary.
7. Ensure that all employees are inducted on site.
8. Record all accidents and dangerous occurrences and ensure when necessary that such records are submitted to the Health and Safety Authority.
9. Investigate all accidents and dangerous occurrences with a view to eliminating the hazards associated with them.

SITE MANAGER / SUPERVISOR:-

Site Managers / Supervisors, appointed by Merrion Alarms Ltd will be instructed to monitor Health and Safety matters in the area under their control. Health and Safety issues will have the same status as production and where conflict arises; Health and Safety will take precedence.

Site Managers / Supervisors will:-

1. Inspect the work area before work commences.
2. Where conditions of the work area give rise for concern, liaise with Derek Molloy Safety Consultant or with Site Management to put things in order.
3. Ensure that the work area is left in a satisfactory condition for other workers after Merrion Alarms Ltd work is complete.
4. Ensure that employees under his / her control avoid any action, which may cause injury to themselves or to others.
5. Lead by example by practicing safe systems of work.
6. Report to the Safety Consultant any accidents or dangerous occurrences which may have occurred regardless as to how big or small they might be.

EMPLOYER'S LEGAL OBLIGATIONS PART 2, 8(1) 2005 ACT:-

The following obligations are law, and the Health and Safety Authority can criminally prosecute employers who do not comply with the law.

GENERAL DUTIES OF THE EMPLOYER TO THEIR EMPLOYEES:-

It shall be the duty of the employer to ensure, as far and reasonable practicable, the safety, health and welfare at work of all his employees, with regard to:-

- a) The management of work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees,
- b) The management of work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk,
- c) In relation to place of employment, ensuring, so far as is reasonably practicable:-
 - (i) the design, provision and maintenance of it in a condition that is safe and without risk to health,
 - (ii) the design, provision and maintenance of safe means of access to and egress from it, and,
 - (iii) the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health,
- d) Ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent,
- e) Providing a system of work, that is planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health,
- f) Provide and maintain facilities and arrangements for the welfare of his or her employees at work,
- g) Provide the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees,

- h) To determine and implement the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carry out relevant risk assessment,
- i) With regard to the general principles of prevention, where risks cannot be eliminated or adequately controlled, or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees,
- j) To prepare and revise, where applicable, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger,
- k) To report accidents and dangerous occurrences, as may be prescribed, to the Authority, or to a person prescribed under section 33 as appropriate,
- l) To obtain, where necessary, the services of a competent person, to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

The above list takes into account the obligations placed on the employer under the:-

- a) The Safety, Health and Welfare at Work Act, 2005,
- b) The Safety, Health and Welfare at Work (Construction) Regulations, 2006 S.I. No. 504.
- c) The General Application Regulations S.I. No 299, 2007.

EMPLOYEES LEGAL OBLIGATIONS PART 2, 13(1) 2005 ACT:-

The following obligations are law, and employees who do not comply with the law, can be criminally prosecuted by the Health and Safety Authority.

It is the duty of every employee while at work:-

- a) To comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- b) To ensure that he or she is never under the influence of an intoxicant to the extent that he or she is in such a condition as to endanger his or her own safety, health or welfare at work, or that of any other person / persons,
- c) If it is reasonably required by his / her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of a registered medical practitioner who is competent person, as may be prescribed,
- d) To co-operate with his / her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, where appropriate,
- e) Not to engage in any improper conduct or any other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person / persons,
- f) To attend any training and where appropriate to undergo such assessment as may be required by his or her employer or as may be given relating to safety, health and welfare at work or relating to the work carried out by the employee,
- g) To have regard to his / her training and the instruction given by his or her employer and to make correct use of any article or substance that may be provided for use by the employee at work or for the protection of his / her safety, health and welfare at work, to include protective clothing or equipment,

To report to his / her employer or any other appropriate person as soon as practicable -

- (i) Any work being carried on or likely to be carried on, in a manner in which may endanger the safety, health or welfare at work of the employee or that of any other person / persons.
- (ii) Any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person / persons
- (iii) Any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person / persons

The above list takes into account the obligations placed on the employee, under the:-

- a) The Safety, Health and Welfare at Work Act, 2005,
- b) The Safety, Health and Welfare at Work (Construction) Regulations 2006 S.I. No. 504.
- c) The General Application Regulations S.I. No 299, 2007.

TRAINING:-

- In compliance with the Safety, Health and Welfare (Construction) Regulations 2006 Merrion Alarms Ltd will ensure that all employees, to whom the legislation applies, will receive training in the FAS Safe Pass Safety Awareness Programme and/or construction skills certification scheme (CSCS), or another similar programme recognised by FAS. Employees will provide the Project Supervisor Construction stage (PSCS) with proof of such training when asked to do so.
- Derek Molloy Safety Consultant will ensure that all employees will receive induction training on all sites where they are to work. This training will include identification of hazards particular to individual sites, and control measures to be put in place to reduce the harm they present.
- Where handling of loads cannot be achieved by mechanical means the company will provide Manual Handling Training to its employees. Derek Molloy Safety Consultant will provide this training upon request.
- Where necessary Derek Molloy Safety Consultant will provide instruction and / or training to sustain a safe working environment for all its employees.
- Plant and machinery will only be operated by operators trained and certified as competent operators as laid out in schedule 3 and 4 of the Safety Health and Welfare at Work Construction Regulations 2006.
- Any works that legislation requires be undertaken by a trained and competent person will only be carried out by such personnel.

CONSULTATION AND SAFETY REPRESENTATIVE:-

Merrion Alarms Ltd recognises that the input from employees is critical in maintaining a successful Health and Safety Management System and encourages all employees to consult with management on issues that give rise for concern in this area. In addition management will consult with employees when making arrangements to improve health and safety matters in the workplace. Employees are also encouraged to consult the Safety Consultant and site management when situations concerning Health and Safety need to be addressed. The names of the responsible personnel for each site are included in the appendices of this Safety Statement.

Merrion Alarms Ltd also recognises that good Health and Safety Management will aid production so employees must always feel that their input is welcome. Where employees feel that they cannot or do not wish to, consult directly with management, they can voice their concerns with their Safety Representative. The Safety Representative will be appointed by all the workers on a Project. The names of the Safety Representative from each Project that Merrion Alarms Ltd is involved in will appear in the Appendices at the back of the Safety Statement.

Merrion Alarms Ltd will comply with all requirements laid out in Fifth Schedule of the SHWW Construction Regulations 2006, which relates to the Site Safety Representative and section 25(1) Part 4 of the 2005 SHWW Act which in summary require that employers consider any representations on safety and health matters made by their employees, either directly or through a safety representative elected by them.

Where a Safety Representative is appointed he / she may make representations to the management of Merrion Alarms Ltd on any aspects of Safety, Health and Welfare at the place of work. He/she may also carry out inspections of the place at work and investigate potential hazards and complaints made by any employees whom he/she represents.

The Safety Representative will be notified when an inspector enters the place of work for the purpose of making an inspection and may accompany the inspector on the inspection. He / she may receive advice and information from inspectors on matters of Safety, Health and Welfare at work. The Safety Representative may investigate accidents and dangerous occurrences providing he / she doesn't interfere with or obstruct any statutory obligations to be performed by other persons.

VISITORS AND OTHER CONTRACTORS:-

Merrion Alarms Ltd has a responsibility to ensure that its acts or omissions do not cause a risk of injury to anyone at the place of work, including visitors, other contractors and/or their employees.

Employees of Merrion Alarms Ltd are asked not to invite visitors to the workplace. If this cannot be avoided, visitors must report to the site office of the main contractor where they will be provided with Personal Protective Equipment (PPE) and will be escorted around the premises by an employee of the main contractor. Alternatively, visitors will be asked to remain in the site office and the Merrion Alarms Ltd employee will be instructed to meet them there. If it is necessary for visitors to accompany Merrion Alarms Ltd employees around the workplace, permission must first be sought from site management and PPE provided to the visitors.

Management and employees of Merrion Alarms Ltd will liaise with other contractors and their employees where necessary to ensure the health and safety of everyone associated with the workplace. This will include the attendance of Derek Molloy Safety Consultant or their representative at all site safety meetings chaired by the main contractor. All representations on the health and safety matters agreed in these meetings will be acted on by Merrion Alarms Ltd. Where it becomes apparent that this is not possible the main contractor will be notified, as soon as possible as will any other contractor who may be affected by such exclusions. Merrion Alarms Ltd will report to site management, the failure of other contractors to comply with any agreed measures, which would affect the health and safety of Merrion Alarms Ltd employees.

BULLYING AND VIOLENCE AT WORK:-

The Health and Safety Authority defines bullying in the workplace as repeated aggression; verbal, psychological or physical, conducted by an individual or group against another person or persons+. It is aggressive behaviours, which is systematic and ongoing and does not relate to isolated, once off incidents of aggression. Bullying is not only wrong it is illegal and will not be tolerated by Merrion Alarms Ltd at any level. Some types of behaviour, which may be regarded as bullying, are as follows:-

- Subjecting an employee to unreasonable scrutiny
- Excessive or unfair criticism about minor matters
- Taking credit for another person's work
- Undermining another's authority
- Setting impossible work targets or objectives
- Changing work requirements or targets, without informing the employee
- Dealing with a colleague through a third party or otherwise so as to isolate the individual and / or ignoring on a persistent basis an individual's point of view
- Publicly insulting a colleague

Generally speaking, there would need to be more than one incident for it to be described as bullying or harassment.

Merrion Alarms Ltd asks that any employee who feels that any other person or persons in the workplace are subjecting them, or their colleagues, to bullying behaviour, should bring this to the attention of Merrion Alarms Ltd. Where it is felt that Merrion Alarms Ltd is responsible for such behaviour employees should bring this to the attention of Derek Molloy, the company safety consultant, or the problem in a manner, which is fair to all parties, involved.

Signed: _____

Date: _____

Dan Carey
Managing Director

STRESS POLICY:-

It is the policy of Merrion Alarms Ltd to increase employees and supervisors understanding of and awareness of work-related stress, what causes or might cause it, and what should be in place to prevent and manage it.

In compliance with the SHWW Act 2005, Merrion Alarms Ltd will identify all workplace stressors and conduct risk assessment to eliminate or reduce workplace stressors, as so far as reasonably practicable in order to protect mental or physical well-being of all employees.

Stress can be broadly defined as the negative reactions people have to aspects of their environment. Work-related stress simply refers to those reactions due to pressures within the working environment.

Stress occurs when an individual perceives an imbalance between demands placed on them on the one hand, and their ability to cope on the other. It often occurs in situations characterised by low levels of control and support. (Professor Tom Cox, Institute of Work, Health and Organisation).

This policy will apply to everyone in the Company as management and employees both have an important role to play in recognising and managing stress within themselves and others.

If any employee feels that they are suffering from workplace stress, they must bring it to the attention of the Managing Director or Safety Consultant so that we can help to get to the root cause.

All employees have access to the Policy and it will be effectively communicated to them in a form, manner and language that is understood by all and any revision thereafter. Employees are encouraged to put forward suggestions for improvement to this document and share a responsibility with management in ensuring their own safety and the safety of others while at work.

This document has been written in accordance with the Safety, Health and Welfare at Work Act, 2005 and the Health and Safety Authority's Guidance Document on the Work-Related Stress.

Signed: _____

Date: _____

Dan Carey
Managing Director

SMOKING POLICY

Introduction

Under the Public Health (Tobacco) (Amendment) Act 2004 from the 29th of March 2004, Smoking is banned in all enclosed places of work and company vehicles.

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

Policy

It is the policy of Merrion Alarms Ltd that all of its work places are smoke free and that all employees have a right to work in a smoke free environment. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, contractors and visitors.

Implementation

Overall responsibility for policy implementation rests with the supervisor in charge of the workplace. ~~No~~ No Smoking+ Signs will be erected in all enclosed places of work to alert all employees, contractors and visitors. All employees have an obligation to adhere to, and facilitate the implementation of this policy.

Infringements

Infringements will be dealt with in the first instance, under Merrion Alarms Ltd Disciplinary Procedures / Policy. Employees, contractors and visitors who contravene the law prohibiting smoking in the work place are also liable for prosecution.

Smoking Cessation

Information on how to obtain help quitting smoking is available from the National Smokers Quitline on call save 1850 20 1203, the Health Promotion Department of local Health Boards or view the Smoke Free at Work website at www.smokefreetatwork.ie and www.otc.ie.

Signed: _____

Date: _____

Dan Carey
Managing Director

SEXUAL HARASSMENT:-

Sexual Harassment is defined in the Employment Equality Act 1998 and (Code of Practice) (Harassment) order 2002 (S.I No 78 of 2002) as any act of physical intimacy, any request for sexual favours or any other act or spoken words, gestures, written words, pictures etc. if the act, request or conduct is unwelcome and could be reasonably as sexually offensive, humiliating or intimidating.

Verbal:

- Suggestive or explicit language.
- Unwelcome sexual advances.
- Continued unwelcome use of affectionate or over familiar names.
- Questions or comments of a personal nature.
- Requests or demands for sexual favours.
- Degrading abuse of insults.
- Jokes or tricks of a sexual nature.

Physical:

- Deliberate and unnecessary contact or touching.
- Fondling or patting.
- Gesturing of a sexual nature.
- Indecent exposure.
- Actual assault, up to rape.

Visual:

- Staring or leering.
- Display of sexually suggestive or pornographic pictures and objects.
- Offensive letters, memos or technology.

Sexual Harassment must not be mixed up with friendly behaviour or with intimate exchanges, if these are mutually desired and accepted.

The basic difference between the two is that sexual harassment is neither solicited nor accepted by the recipient; it is unwelcome and / or imposed.

Any matters relating to sexual harassment must be brought to the attention of Senior Management as far as is practicable and all possible complaints will be dealt with in the strictest of confidence.

Signed:-

Date:

Dan Carey,
Managing Director

PREGNANT EMPLOYEES:-

Merrion Alarms Ltd will take all necessary steps to comply with the Safety, Health and Welfare at Work (Pregnant Employees) Regulations 2000 and schedule 8 of S.I 299 General Application Regulations 2007.

It is the company policy that all employees must submit a medical certificate as soon as is practicable showing that they are,

- Pregnant.
- Recently had a baby (within the first 14 weeks).
- Are breast feeding (within the first 26 weeks after birth).

Upon receipt of such a medical certificate stating any of the above mentioned it is Merrion Alarms Ltd policy that,

A risk assessment to be carried out at the employees area of work to identify those aspects of the work process that may place the mother or child at risk.

The necessary control measures will be implemented and the employee must strictly abide by them.

Merrion Alarms Ltd will provide every effort in terms of privacy, flexible working arrangements and facilities will be made available to facilitate nursing mothers as per current legislation.

Should it be the case that relevant risks to the pregnant mother cannot be eliminated the control measures that may be implemented might include,

Providing an alternative type of work or working hours to suit.
Moving the employee to an alternative location within the building so as they are not exposed to unsafe work areas.

Should these control measures be inadequate the employee will be granted safety and health leave in accordance with section 18 of the Maternity Protection Act.

Merrion Alarms Ltd also recognises the importance of the employees attendance at antenatal and postnatal clinic and will allow time off to attend these. The employee however must give prior notice to Merrion Alarms Ltd Management.

Signed:-

Date:

Dan Carey,
Managing Director

FIRST AID:-

Merrion Alarms Ltd will liaise with site management to ensure that an adequate number of trained occupational First Aiders will be available on site at all times. The names and telephone numbers of each First Aider on each site appear in the appendices of this Safety Statement. The names and telephone numbers of the closest doctor and hospitals also appear. However, generally the main contractor handles first aid.

This will be in accordance with Chapter 2, Part 7 General Applications 2007.

Material safety data sheets, which include first aid instructions for particular substances used by Merrion Alarms Ltd, will be provided to site management and also are included in the appendices of this Safety Statement.

REPORTING OF ACCIDENTS AND DANGEROUS OCCURENCES:-

If an accident occurs in the workplace, the following procedures should be followed:-

1. Secure first aid or medical attention for the individual.
2. Preserve the site, prevent access until otherwise instructed by the HSA, contact Company Safety Consultant.
3. Ensure a full investigation is carried out as soon as possible. All employees are obliged to co-operate with such investigations and to provide any information requested of them, which may be used to determine the circumstances surrounding an incident.

To prevent recurrence of accidents and dangerous occurrences Merrion Alarms Ltd requires that all such incidents, whatever the magnitude will be examined and control measures put in place to prevent recurrence.

The person making the report will enter the details in the Site Accident Report Book and, where necessary, the Health and Safety Authority will be notified by Derek Molloy Safety Consultant. All accidents and dangerous occurrences will be brought to the attention of the Safety Consultant who will determine if they are notifiable.

WELFARE FACILITIES:-

Merrion Alarms Ltd will ensure that proper welfare facilities are provided for use by its employees in accordance with part 14 section 100,101 and 102 of the 2006 Construction Regulations S.I 504 and Chapter 1, Part 2 General Applications 2007. These will include sanitary facilities with adequate hand washing facilities, canteen with adequate tables and seating with facilities for boiling water and heating food and a drying room for depositing wet clothing.

Employees must maintain these facilities in a proper and hygienic manner and report to management if standards of facilities are not satisfactory.

Note: Welfare facilities are normally provided by the main contractor.

EMERGENCY PLAN:-

In the event of an emergency e.g. fire, gas leaks, collapse of a structure etc., employees are advised to make their way to the nearest assembly point which will have been pre-determined by the main contractor. If such assembly points have not been outlined, Merrion Alarms Ltd advise that their employees make their way to the site entrance if access is clear and safe. At the site entrance they must ensure that they do not impede the passage of emergency vehicles. The site supervisor for Merrion Alarms Ltd will count the employees present and inform the emergency services if any employee is missing. Under no circumstances will any employee return to a hazardous area without the consent of the emergency services, or senior site management working in conjunction with the emergency services.

PERSONAL PROTECTIVE EQUIPMENT (PPE):-

Standard personal protective equipment (PPE) must be worn on site at all times. This includes hardhat, safety boots and high visibility vest. Particular activities may require additional PPE for example, goggles, ear protection, gloves and dust masks when using a chop saw/grinder. Merrion Alarms Ltd will supply its employees with necessary PPE. This will be signed for by each employee and entered in a PPE register.

Collective PPE is the mandatory method of work whilst carrying out any work at height to include mobile towers, MEWPs, safety netting, bean bags or air mats. Suitable edge protection must be utilised when using netting. Safety Harnesses are to be used as a last line of defence. All safety harnesses and lanyards must be inspected each week for wear and tear. This must be documented on a harness register.

Any employee that is trained to operate an Abrasive Wheel (Chop saw/Consaw) may do so. However, they must always wear Grade 1 Impact Goggles and ear defenders.

Employees operating chop saws, cartridge operated tools etc, must have received instruction on the correct operating of the tool and wear full PPE. Ensure all safety guards are operational.

Employees have a duty to make full and proper use of PPE, not to damage PPE and to report any defects in PPE to their supervisor. Where necessary, employees will receive instruction on the proper use of PPE.

All PPE issued to Merrion Alarms employees will be done so in accordance with Chapter 3, Part 2 General Applications 2007.

DISCIPLINARY ACTION:-

A good Health and Safety Management System can only be successful with the help and co-operation of employees. Disciplinary action will be taken against any employee who fails to comply with the Merrion Alarms Ltd Health and Safety Policy. Such action may include temporary loss of work for minor infractions or permanent loss of work for serious or persistent infractions. Any person considered being a danger to them or others will not be allowed to continue working in a manner, which is inconsistent with company, Health and Safety Policy.

Failure to comply with the duties of the employees under part 2 section 13(1) of Safety, Health & Welfare at Work Act 2005 will result in disciplinary procedures being sanctioned,

1st Verbal Warning,

2nd Written Verbal Warning.

3rd Written Warning, (Current day and next day off without pay).

4th Dismissed from the company.

NOTE:

If there is a serious breach of Health & Safety the employees employment may be terminated immediately. This is up to the discretion of Merrion Alarms Ltd.

THE RISK ASSESSMENT is based on the combination of the severity and likelihood associated with each hazard.

HAZARD: Is taken to mean **“anything that cause harm”**

RISK: Is taken to mean **“the chance, great or small that someone will be harmed by the hazard”**.

SEVERITY: Is the possible outcome of an accident / incident, e.g. broken leg, explosion.

LIKELIHOOD: Is the possibility of the accident / incident occurring.

In the Safety Statement, Severity and Likelihood have been graded as follows:-

Severity	Likelihood
Major	High
Serious	Medium
Slight	Low

The **Risk Factor** is the multiple of **Severity** and **Likelihood** – **Risk** is then graded as follows:-

GRADE OF RISK	RISK	CHARACTERISTICS
High Risk	“High”	Possibility of a single fatality, or serious injury, or of minor injury to a number of people. Possibility of significant material loss.
Medium Risk	“Medium”	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
Low Risk	“Low”	The possibility of injury or material loss is unlikely, although conceivable.

HAZARD / RISK CONTROLS:-

Control measures stated on the attached sheets are intended to reduce the assessed risk to an acceptable level, where it is felt that the existing controls are not adequate, additional measure are recommended to rectify this.

**SCHEDULE
OF
RISK
ASSESSMENTS**

ACCESS AND EGRESS:-

HAZARDS	RISK RATING
Obstacles restricting safe access and egress, inadequate lighting, unsafe ladders / roof ladders, inadequate or absence of handrails, insufficient flooring. Slips, Trips, Falls, Escape Restriction	Medium

CONTROL MEASURES TO REDUCE RISKS:-

- Trailing leads and cables are to be tacked back or rerouted where possible.
- Ladders / steps to be checked regularly for defects. Factory made ladders only to be used.
- Where natural lighting is inadequate, artificial lighting is to be used.
- Employees must inform the site supervisor or management where handrails are missing or inadequate.
- Site management must provide adequate flooring.
- Excavations and holes / draw pits must be filled in or have adequate edge protection.
- Pathways and walkways are to be maintained in good order.
- Employees should avoid running on construction sites.
- Materials will not be stored where they could impede access and egress.
- All plant operators must use the correct steps or ladders to get in and out of their items of plant.
- Personal Protective Equipment to be worn at all times.

VIBRATION:-

HAZARDS	RISK RATING
Use of Vibrating equipment, cutting with consaws, pneumatic drills/tools, White Finger Vibration, Whole body vibration.	Low / Medium

CONTROL MEASURES TO REDUCE RISKS:-

- Merrion Alarms Ltd will endeavour eliminate or reduce the risk of exposure to vibration.
- Workloads will be divided up over the day so as persons will not be exposed to vibration over the course of an 8 hour day.
- Power tools are now designed with anti vibration mechanisms on them. These must be given priority over older power tools.
- When operating chop saws / consaws, let the saw do the cutting instead of the user putting pressure on the saw thus exposing them to greater vibration. Move the saw in a back to front movement.
- Kangoes / drills etc must be used for short periods and long periods of this type of work will be assigned to several workers to reduce possible exposure to vibration.
- Anti-Vibration gloves must be provided for users of power tools. These reduce exposure to Vibration White Finger.

Note:

Control of Vibration at Work S.I No. 299 of 2007 Chapter 2, Part 5.

LADDERS AND STEPLADDERS:-

HAZARDS	RISK RATING
<p>Uneven footing, top or bottom of ladder not secured, over reaching, latter at incorrect angle, damaged ladders, insufficient overlap of extension ladders, carrying materials on ladders, working near overhead lines, ladders which are too short, homemade or make shift ladders. Materials left lying at foot of ladders for example, wire spools.</p> <p>Falling from ladder, collapse of ladder, being struck by falling ladder or materials, electrocution, tripping or falling over materials.</p>	<p>Low / Medium</p>

CONTROL MEASURES TO REDUCE RISKS:-

- Ladders to be erected on level and solid ground, or, if necessary, on timber foot plates.
- Ladders to be erected by two people, one footing the ladders while the others %walks+up it.
- Ladders to be secured at the top or if necessary secured firmly at the bottom. **Merrion Alarms employees will use out riggers on their ladders if they are working on their own.**
- **Merrion Alarms will ensure there are at least 2 employees if they are required to use a ladder greater than 6 metres.**
- Defective ladders must never be used.
- Homemade or make shift ladders must never be used.
- There must be an overlap of a minimum of four rungs on an extension ladder.
- Avoid erecting or carrying ladders near overhead lines.
- Ladders must extend at least one meter above the landing place or rung being stood on.
- Ladders should be erected at an angle of 75 degrees that is a ratio of 4 vertical to 1 horizontal.
- Ladders must be moved along to ensure that over reaching is not necessary.
- Materials and tools should never be carried up a ladder. A rope can be used to hoist them up.
- Working off ladders must be avoided as much as possible.
- Ladders must be inspected regularly to ensure they are free from defects.
- Only when all other avenues are exhausted will ladders be used.
- Merrion Alarms Ltd employees will not straddle the A frame ladders.

- A frame ladders will not be used whilst working adjacent to a leading edge.
- 3 point contact must be maintained at all times.
- Personal Protective Equipment to be worn at all times.

Note:

Working at Height S.I No. 299 General Applications 2007 Sections 94 – 119.

MANUAL HANDLING:-

HAZARDS	RISK RATING
<p>Incorrect lifting techniques, physical lifting of loads where mechanical lifting could be used, difficult loads, inadequate work clothing, and inexperienced personnel, personnel unsuited to the task.</p> <p>Back strain, slipped disk, hernia, pulled muscles or ligaments, crushing of hands, fingers or feet.</p>	<p>Medium</p>

CONTROL MEASURES TO REDUCE RISKS:-

- Always try to use mechanical means of handling loads to reduce manual handling to a minimum.
- Where incorrect lifting techniques are employed, training will be provided on proper manual handling procedure.
- The company will ensure that all personnel required to manual handle loads or pulling cables are physically suited to the task.
- The company will ensure that the working environment is suited to the safe manual handling of loads. This will be done in consultation with site management.
- Employees should wear clothing suited to the work that is clothing which they are not trying to keep clean.
- Large loads should be broken into smaller loads where possible.
- Gloves must be used to prevent hand injuries when lifting cameras, cable tray, conduit, pulling cables. They will also eliminate the chances of contracting **dermatitis**.

Note:

Manual handling training will be provided in accordance with Chapter 4 General Applications 2007.

NOISE:-

HAZARDS	RISK RATING
Plant and machinery, Drills / kango's, hammering, riveting, cartridge operated fixing tools. Temporary or permanent damage to hearing, headaches, stress.	Medium

CONTROL MEASURES TO REDUCE RISKS:-

- S.I No. 299 General Applications 2007 Chapter 1, Part 5 sets out the legislation on Noise.
- At 80dBA (decibels), damage to hearing can occur, so ear protection must be provided and it should be worn. Noise levels are approximately 80dBA when noise levels produced by an alarm clock or hairdryer at 600mm.
- At 85dBA **second level**, where you have to shout to be heard at 2 metres, reduce noise to the lowest practicable level and post signs indicating that the level of noise is likely to exceed 85dBA and provide ear protection and ensure that it is used. Eg (power saws, hand held power drills). Anywhere employees are exposed to second level exposure action level or peak action level, designate an ear protection zone+ and post signage. Ensure so far as reasonably practicable that persons entering this zone is wearing ear protection. Ensure that all equipment is properly used and maintained.
- At 87 dBA **third level**, take action to reduce the noise levels below 87dBA, identify the reasons for the limit values being exceeded and amend organisational and technical measures to prevent it being exceeded again. Eg noise from some trucks. Merrion Alarms must,
 - 1. Take action to reduce the noise level below 87dBA.
 - 2. Identify the reasons for the limit values being exceeded.
 - 3. Amend organisational and technical measures to prevent it being exceeded again.
- **Ear protection must be worn by any Merrion Alarms employee whilst operating a (Chop saws, grinders, drills).**
- Ear protectors are only good while they are being used. Only 10% protection is gained where protectors are worn for only half the shift.
- As ear protection is not a substitute for other methods of noise control the company will attempt to avoid exposure to noise by:-
 - Re-locating the source of noise where possible
 - Keeping numbers of workers exposed to a minimum
 - Putting limits on the time workers are exposed over an 8 hour day.

- Fitting silencers and acoustic barriers to equipment where practical

Note:

S.I No. 299 General Applications 2007 Chapter 1, Part 5.

ELECTRICITY / POWER TOOLS:-

HAZARDS	RISK RATING
<p>Working near overhead power lines, working in proximity of underground cables, damaged electric cables, damaged plugs, temporary lighting, power tools, generators,</p> <p>Electrocution causing death or injury, burns, fire, explosion, trips and falls from loose cables.</p>	<p>Medium</p>

CONTROL MEASURES TO REDUCE RISKS:-

- All electrical equipment (cables, tools etc.) must be checked for defects before use and should be PAT tested on a 6-monthly basis. Care should be taken that equipment is not located where it could become damaged or cause a trip hazard.
- Only equipment operating at less than 110v should be used on site. 110v is supplied by the yellow socket on a generator.
- If it is absolutely necessary to use **240v** equipment, a residual current device (RCD) must be used. The RCD must be connected close to the source of power and will cut off the power if a fault occurs. **Armoured cable must be used.**
- Portable headlamps supplied at a voltage exceeding 25v will not be used on a construction site.
- Silver paper, wire, nails etc must never substitute fuses. If a fuse is blown the reason must be discovered and fixed.
- Before working in any confined space or any atmosphere where there is a danger of explosion e.g. dusty, tests must be carried out by a competent person to ensure the safe use of electric equipment. It may be necessary to use battery-operated tools in these circumstances.
- If a workmate gets an electric shock do not touch them if they are in contact with electrical equipment. Turn off the power supply first. If this is not possible move them away from the electricity by using a dry wood or rubber pole.
- Merrion Alarms employees must not tamper with temporary electric transformers.
- **ALWAYS PLUG OUT THE TOOLS WHEN YOU LEAVE YOUR WORK AREA FOR BREAKS, MEETINGS ETC.**
- **Merrion Alarms employees will not work on LIVE panels.**
- When using portable generators ensure they are always running outdoors to eliminate carbon monoxide poisoning.

Note:**S.I 299 General Applications 2007 Part 3.**

CONFINED SPACES:-

HAZARDS	RISK RATING
<p>Toxic atmosphere oxygen deficiency, oxygen enrichment, flammable or explosive atmosphere, flowing liquid or free flowing solids, excessive heat, rats.</p> <p>Asphyxiation, poisoning, fire, explosion, drowning, heat exhaustion, Weil's disease.</p>	<p>Medium</p>

CONTROL MEASURES TO REDUCE RISKS:-

- Avoid working in confined spaces where possible. Works should only be undertaken with a permit to work system.
- Before entering a confined space, ensure that you are trained and competent to do so.
- All confined spaces must be tested for the presence of contaminants and levels of oxygen. Equipment used will depend on the circumstances and knowledge of possible contents. Monitoring should occur on a continuous basis, and from outside the confined space where possible.
- Where a toxic atmosphere is found, suitable respiratory protective equipment (RPE) must be used.
- Before entering a manhole/excavation/draw pit or other confined space, ensure that you have an emergency rescue plan, and a co-worker with rescue equipment in attendance. Open the manhole along with the one before it and the one after it on the same line, several minutes before entering.
- Keep machinery away from the opening of the confined space to prevent exhaust fumes entering. Fumes are heavier than air and they will sink to the bottom of any excavation/draw pit etc.
- Oxygen enrichment can result in a risk of fire or explosion on the presence of combustible material. Ensure there are no leaks of oxygen from the oxygen cylinder or hoses.
- Clothing and personal protective equipment must be suited to the type of work being undertaken. Exposure of workers to excessive heat must be avoided.
- Smoking must be avoided at all times within a confined space.
- Welding, flame cutting, etc. can use up reserves of oxygen in a confined space and suitable ventilation must be provided to allow for this.
- Works or processes which might cause an excess of water or other liquids to enter the confined space must be avoided.
- Before electrical equipment is used in a confined space, the atmosphere must be tested to ensure it is not flammable or explosive.

Battery powered tools should be used where possible or intrinsic lighting.

Note: Employees must be trained prior to any entry in to confined spaces.

Code of Practice for Working in Confined Spaces 2010.

PLANT AND EQUIPMENT:-

HAZARDS	RISK RATING
<p>Defective machinery, inexperienced or incompetent operators, speeding, unfavourable site conditions and/or weather conditions, under-inflated tyres, proximity of pedestrians, failure to use safety devices, filling with fuel.</p> <p>Overturning, striking structures, other plant or pedestrians, falls from machines, driving into excavations, causing excavations to collapse, fire.</p>	<p>Medium</p>

CONTROL MEASURES TO REDUCE RISKS:-

- All machinery will be inspected and serviced by competent people. This includes a daily check by the operator where oil and fuel level checks will be part of the inspection.
- **Only competent qualified and authorised people over the age of eighteen years old will operate plant.** For the purpose of training, in inexperienced person may operate plant under the **direct supervision** of a qualified person.
- Speeding will not be tolerated on site. Operators must comply with site traffic rules and adjust their driving to suit site conditions. Failure to comply with this will result in an operator being relieved of driving duties.
- Operators of plant and equipment must not begin or continue to work in site/weather conditions which are unfavourable to the safe operation of the vehicles e.g. wind, heavy rain, poor ground conditions. Adverse conditions should be brought to the attention of site management **(Working at Height Regulations S.I 299 of 2007 94-119)**.
- Under inflated tyres can adversely affect the stability and safety of machines. Tyre pressure should match that given in the operator's handbook.
- Where possible, pedestrians should be kept well away from machinery in use. The company supervisor or safety consultant will consult with site management to try and achieve this.
- Operators of any plant must refuse to undertake any works, which they feel, are not safe.
- All safety devices must be in place and working properly at all times. Examples include the safe working load (SWL) indicator on telehandlers and cranes and the lowering siren on MEWPs. Machines should not be operated without safety devices and any defects should be reported to the supervisor. (Barrier at the entrance point of MEWPs must never be tied up).

- Refuelling activities should be carried out away from all sources of flame and heat. Stop the engine before refuelling and do not smoke.
- Passengers should only be carried if a suitable secure seat is provided for each of them.
- Where visibility is restricted, a trained and competent banksman must be used to supervise movements.
- Windows, mirrors, lights and indicators must be kept clean at all times.
- Use the seat belt provided at all times.
- Always beware of overhead / underground services.
- Reversing sirens and cameras must be operational on all plant. Turn on flashing beacons.
- GA3 must be completed on a weekly basis for MEWPs.
- Only used certified lifting equipment such as chains, slings shackles etc. MEWPs must be certified every 6 months.
- If a MEWP does not work for a particular job, we must not use ladders, boxes etc to gain additional height. Get the correct MEWP for the job.
- Safety harnesses must be used by all persons in any MEWP and these harnesses must be secured inside the machine.
- Do not overload the platforms with tools etc. The weight capacity of each machine is clearly stated on the machine.

Note:

An out of date drivers ticket is the same as having none.

CHEMICALS AND HAZARDOUS SUBSTANCES:-

HAZARDS	RISK RATING
Cement, Lime, Cleaning Agents, Rubber, Epoxy Resin, Lead, Asbestos, Ratsqrine, Diesel. Dermatitis, lung disease, lead poisoning, cancer, weils disease.	Low/Medium

CONTROL MEASURES TO REDUCE RISKS:-

- Avoid direct contact with substances with could cause you harm.
- Always read instructions on packaging and labelling and information on the material safety data sheet (MSDS). Where available MSDS have been included in the appendices of this Safety Statement.
- When diluting chemicals, always pour the chemical into the water and not vice versa.
- Never use chemicals stored in unmarked containers. Never store acids (e.g. acid used for cleaning bricks) beside bases (e.g. bleach, caustic soda) as they can react violently with each other.
- When handling lead and other substances use gloves and any other necessary PPE e.g. goggles, long sleeved clothing.
- If you discover any material which you suspect may be asbestos, stop work immediately and report to the supervisor. Exposure to any form of asbestos can cause cancer and other serious lung diseases and must be avoided.
- Rats spread the disease commonly known as Weil's disease. It can cause serious and often fatal illness. This can occur in stagnant water in excavations, trenches, draw pits etc. Due to fact that the symptoms of Weil's disease are initially very similar to those of the flu, treatment is often avoided until it is too late. Any flu like systems should be brought to the attention of a doctor immediately and information given to them about the nature of your work. Rat's urine can remain for several days even in wet conditions so precautions must be taken. Avoid eating, smoking, touching your mouth until your hands are washed very well, whether you suspect contact with weil's disease or not.
- Avoid smoking, drinking and eating without having washed your hands thoroughly after handling any hazardous substances. Otherwise there is a possibility of harmful particles being ingested, inhaled or absorbed into your bloodstream. Wear gloves where possible.

Note: Chemicals Act 2010

LOAN WORKING:-

HAZARDS	RISK RATING
Fall From Height, Heart Attack, Electrocution. Death or Injury.	Low / Medium

CONTROL MEASURES TO REDUCE RISKS:-

- Every employee working for Merrion Alarms Ltd on their own must call the office to inform them of their whereabouts and report to the office that they are ok.
- This must be done on an hourly basis.
- If there are 2 or more persons working on the same job they must keep in continuous contact.
- Do not leave site without ensuring your work colleagues are safe.
- If emergency services are required and your phone is switched off or there is no call credit, just dial 112 or 999 and you will get the emergency services.
- Merrion Alarms employees must be extra careful in bad weather conditions.

DUST (NUISANCE):-

HAZARDS	RISK RATING
Ground dust, concrete dust, cutting steel. Ingestion hazard causing chest pains, uncomfortable upper respiratory problems.	Low

CONTROL MEASURES TO REDUCE RISKS:-

- When cutting / chasing a wall, ensure that the area is well ventilated and cut down wind of other workers.
- When cutting concrete ensure that the area is dampened down with water to prevent the dust from becoming airborne. Dust masks at the minimum of P3 rating must be used.
- Machines with the vacuum bag can also be used.
- The company supervisor will liaise with site management to ensure that ground dust is kept to a minimum by dampening the ground, by cleaning it regularly and by restricting traffic to as low a speed as possible to prevent dust from rising to roof levels. This will take place in dry weather.
- The company will supply workers with suitable respiratory protection where necessary.

CARTRIDGE OPERATED TOOLS:-

HAZARDS	RISK RATING
Flying splinters, colour blindness, inexperienced operator, fixing too close to an edge, explosive atmosphere, noise. Injuries to eyes, ears, and head, damage to hearing, fire or explosion.	Medium

CONTROL MEASURES TO REDUCE RISKS:-

- **Only the people who are trained and competent are to use cartridge operated tools.**
- Due to the fact that cartridges are of different explosive strength and are identified by their colours it is essential that they are used only by operators who have good colour vision. The colours are yellow, red and black.
- When using cartridge operated tools, it is essential that safety helmets, grade 1 impact goggles and ear protection is used.
- Always hold the tool at right angles to the work area and hold it firmly against the work area.
- When a misfire occurs, do not immediately remove the tool from the work area. Allow several seconds to pass and only then remove the misfired cartridge with the tool supplied by the manufacturer.
- Never leave loaded tools lying around. **Only load tools immediately prior to use.**
- Ensure that all other personnel are well clear before firing the tool.
- Store cartridges in a secure dry store. Do not throw out half used cartridges.

Note

S.I No. 299 General Applications 2007 Chapter 1, Part 5 (Noise).

S.I No. 299 General Applications 2007 Chapter 2, Part 5 (Vibration).

ABRASIVE WHEELS:-

HAZARDS	RISK RATING
Defective blades (wheels), incorrectly mounted wheels, noise, dust, inexperienced operator. Shattering of blade, being struck by pieces of blade, hearing loss, respiratory problems, cuts.	Medium

CONTROL MEASURES TO REDUCE RISKS:-

- Only trained and competent people should **change the abrasive wheel** on an **angle grinder or chop-saw**. If a wheel is incorrectly mounted or if its maximum permitted operating speed is exceeded it will burst when used.
- Always inspect wheels for cracks or other defects before use.
- It is essential that the correct type of wheel be used for the type of material to be cut.
- Do not start the machine until the wheel guard is in place.
- Do not grind on the side of a cutting wheel.
- Always wear **grade 1 impact goggles, ear protection and mask**.
- Never operate an angle grinder or con-saw above shoulder height.
- Use a back and forth sawing motion to prevent the wheel becoming stuck.
- Beware of flammable materials nearby.
- Do not use a consaw **as a grinder** to take sharp edges off the end of cut materials. This may damage the outer surface of the wheel causing it to burst.
- Only start a consaw machine when it is firmly on the ground and your foot is supporting it.

Note

S.I No. 299 General Applications 2007 Chapter 1, Part 5 (Noise).

S.I No. 299 General Applications 2007 Chapter 2, Part 5 (Vibration).

HAND TOOLS:-

HAZARDS	RISK RATING
Defective Tools, unsecured workpiece, dull blades, improper use of tools. Cuts, broken limbs / fingers.	Low / Medium

CONTROL MEASURES TO REDUCE RISKS:-

- Always ensure that all hand tools are free from defects before using. Check that handles are in good order and secured to the head.
- When cutting or carrying out other work, on a workpiece ensure that it is properly secured before work begins.
- Discard saws and other cutting tools when the blade becomes dull as they can cause excessive force to be used which increases the risk of an accident.
- When using a hammer, chisel, nail bar etc, ensure that hands are kept in a safe position and the rubber guards in place to protect the hands.
- Only use tools for the job which they were intended e.g. do not use screwdrivers as wedges or chisels.
- Keep fingers and hands out of the way from saw blades.
- Wear gloves when handling materials and Kevlar gloves when cutting with a Stanley knife. Always cut away from yourself.
- Keep knife blades retracted or in a purpose made tool belt.

Note:

S.I No. 299 General Applications 2007 Chapter 2, Part 2 (Use of Work Equipment).

HOUSEKEEPING:-

HAZARDS	RISK RATING
Materials stacked unsafely, tools and equipment left lying around, welfare facilities left unclean and untidy. Slips, trips, falls, attraction to rats.	Medium

CONTROL MEASURES TO REDUCE RISKS:-

- Remove all off-cuts of cable and roll up cables hanging from ceilings to prevent eye injuries.
- All work area must be kept clean and tidy.
- Materials are only to be stored in an area where they will not cause an obstruction and in a manner which will leave them safe and secure.
- Tools and equipment will not be left lying around where they might cause an obstruction.
- Waste material will be disposed of safely as works progress. Where provision has been made for the separation of different waste products, this will be adhered to by Merrion Alarms Ltd.
- Welfare facilities will not be abused. They must be left as clean and tidy as possible. Food waste will be disposed of in bins provided.

KANGO HAMMER / DRILL:-

HAZARDS	RISK RATING
Vibration, flying debris, noise, proximity of feet, lifting hammer. Hand-arm vibration, injury to eyes, hearing damage, foot injuries, back problems.	Medium

CONTROL MEASURES TO REDUCE RISKS:-

- Using Kangos, pneumatic drills and consaw cause vibration. This is now covered under **S.I No. 299 General Applications 2007 Chapter 2, Part 5 (Vibration)**.
- Avoid continuous use of this equipment.
- Gloves, safety goggles, respiratory protection, ear protection and safety footwear must be worn at all times.
- Where electric equipment is used, ensure that it is operated at 110v. All leads are to be protected and must be waterproof.
- Use mechanical means where possible when lifting the hammer.
- Ensure that extension cables are always fully extended to prevent overheating and the possibility of fire.

Note:

S.I No. 299 General Applications 2007 Chapter 1, Part 5 (Noise).

S.I No. 299 General Applications 2007 Chapter 2, Part 5 (Vibration).

COMPANY VEHICLES:-

HAZARDS	RISK RATING
<p>Inexperienced driver, badly maintained vehicle, under-inflated tyres, loose equipment and materials badly loaded vehicle, carrying passengers without proper seating.</p> <p>Crashing, injuries sustained from flying objects, injuries sustained as a result of insecure seating.</p>	<p>Low</p>

CONTROL MEASURES TO REDUCE RISKS:-

- The company will ensure that all company vehicles are well serviced and maintained.
- Only experienced and authorised personnel (Current Licence Holders) will drive company vehicles.
- Drivers will be responsible for ensuring that oil levels, tyre pressure etc. are adequate.
- All equipment and materials will be secured properly in vehicles. Heavier equipment will be placed as close as possible to the front of the vehicle. Equipment on wheel will have wheels locked for secured in another manner.
- Passenger will only be carried in seating which is secure and designed for that purpose.

ASBESTOS:-

HAZARDS	RISK RATING
Sprayed insulation, pipe and boiler lagging, board insulation, asbestos cement products. Asbestosis, mesothelioma, lung cancer.	High

CONTROL MEASURES TO REDUCE RISKS:-

- Some tiles manufactured up to the 1970s were made of asbestos. Care should be taken when handling these. If you suspect the presence of asbestos leave the area and inform the supervisor.
- Asbestos should only be removed by qualified certified contractors with proper insurance.
- Asbestos is often quite safe if left undisturbed.
- This company does not have any personal protective equipment (PPE) that will protect against asbestos so employees must ensure that all contact with asbestos is avoided.
- Asbestos most commonly appears in buildings built up to the 1970s so extra care must be taken when **renovation or demolition** of these type of buildings.

Note:

Exposure to Asbestos Regulations 2006 S.I No. 386 of 2006.

WORKING AT HEIGHT:-

HAZARDS	RISK RATING
Falls From Height, Falling Objects, Collapse of Working Platform, Weather Conditions. Serious Injury/Death.	Medium

CONTROL MEASURES TO REDUCE RISKS:-

- Under S.I No. 299 General Applications 2007 Sections 94 . 119 there is no safe working at height.
- When working off scaffolding it must be complete with 5 boards, toe boards, double handrails and an internal handrail or board bracket closing off the gap between the scaffolding and the wall.
- If there is a void between the scaffolding and the wall greater then 300mm, fall protection must be utilised.
- Mobile aluminium towers should be used where possible as they provide collective PPE. Persons erecting and dismantling these towers must be CSCS trained and competent.
- Trestle scaffolds must now have double handrails and toe boards in place.
- Ladder access must be provided to access these trestles.
- Do not overload the trestles with cables drums/fittings etc. These are not load bearing.
- Ensure that the trestles are fully boarded out. The boards must not overhang more than 4 times the board thickness. i.e. 50mm boards should not overhang greater than 200mm.
- The working platforms must be cleaned of any off-cuts of cable, tray, trunking etc.
- Rubbish chutes should be used to direct waste directly in to a skip.
- Qualified Banksmen are only to direct cranes etc.
- Ensure members of the public are protected from collapse or falling objects.

Note Deliveries:

Whilst Merrion Alarms staff are standing on the rear of a flat bed trailer or pick up, they are deemed to be working at height under S.I No. 299 General Applications 2007 Sections 94 . 119.

We have to do one of the following whilst loading or unloading,

- **Release the tie straps from the ground and off load the trailer / pick up with a site teleporter. No one must get on the trailer.**

- **Stand on the back of the trailer / pick up whilst harnessed off to a crane for example above your head.**
- **Place bean bags / crash mats to limit the extent of some bodies fall.**
- **If no protection can be offered, then no employee is to work at height.**

Note:

Working at Height S.I No. 299 General Applications 2007 Sections 94 – 119.

BIOLOGICAL AGENTS:-

HAZARDS	RISK RATING
Sewage water, wastewater, soil, ratsqurine, hypodermic syringes. Hepatitis A, Legionnaire's disease, tetanus, weils disease, HIV.	Medium

CONTROL MEASURES TO REDUCE RISKS:-

- Where employees are to be exposed to the above hazards on a regular basis, the company will ensure that they receive any necessary vaccinations.
- Employees must wear personal protective equipment when exposed to the above hazards. This will include gloves, disposable overalls, rubber wellington steel toe-capped boots (where necessary) and eye protection. Cuts, scratches or abrasions must be covered with a waterproof dressing.
- Employees must observe strict hygiene measures, especially before eating and on completion of the work. Infected persons can pass on a disease by neglecting personal hygiene.
- Examine for the presence of rats and be careful to avoid any animal excrement while at work.
- If you come across a discarded hypodermic syringe, you should, report it to site management without hesitation. Under no circumstance pick them up.
- Report any contacts with sharpes. These are common in disused sites or inner city sites.

GENERAL HAZARDS:-

HAZARDS	RISK RATING
Power lines, electricity, working at heights, tools Eye injuries, injuries to limbs, electrocution, falls, back injuries, hearing damage, cuts, knee injuries,	Medium

CONTROL MEASURES TO REDUCE RISKS:-

- Always ensure that only tools operated at less than 110v are used. When using power tools, never allow yourself to become distracted, keep a firm grip with both hands on the tool and always ensure that guards are being used properly. Use eye and ear protection as required. Use battery powered tools in wet conditions.
- If you come across electric cabling with wires showing, report to the supervisor and only continue working when the cable has been isolated from the supply.
- When working at height use scaffolding where possible. This is especially important where the works will take more than a short time or duration to complete or where heavy objects are to be lifted which, require use of both hands.
- Smoking from the 29th March 2004 is prohibited in places of employment to include, toilets, meeting rooms, canteens, offices, drying rooms etc. When there are 50% walls and a roof / ceiling, it is deemed an enclosed area.
- When using solvents especially strong smelling hazardous solvents ensure that the area is well ventilated and that you are using proper respiratory protective equipment.
- If using petrol driven machines always use correct petrol containers with funnels. Do not smoke whilst handling petrol or flammable products.

STRESS:-

HAZARDS	RISK RATING
<p>Working to unreasonable deadlines, abusive behaviour by clients or management, unfavourable working conditions, lack of communication between management and employees.</p> <p>Ill health, absenteeism, high staff turnover.</p>	<p>Medium</p>

CONTROL MEASURES TO REDUCE RISKS:-

- Management will ensure that workloads are evenly balanced and reasonable.
- Management will not act in an abusive manner towards employees and where necessary clients will be asked to do likewise. Clients will be given realistic deadlines and will be kept informed of any changes in good time.
- Employees must bring to the attention of management any working conditions that they find unfavourable. Management will alter or change these where it is reasonable and practical to do so.
- Management will consult with employees at all times and especially when changes in work practices are planned which might affect their well-being.

APPENDIX 1

MATERIAL SAFETY DATA SHEET OF HAZARDOUS SUBSTANCES USED BY MERRION ALARMS LTD

Note:

This safety statement has been written on the basis of the information given to the writer by **MERRION ALARMS LTD** and the information written herein is based on this information. Any material changes made to this safety statement without the writer's prior consent may result in this statement being invalid.

