



## ***HEALTH & SAFETY STATEMENT***

**Date Compiled:** 2nd May 2018  
**Compiled by:** Derek Molloy Dip SHWW, CMIOSH  
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# **MERRION**

**SECURITY** Since 1983

<b>FOR:</b>	
<b>PROJECT MANAGER:-</b>	
<b>SITE SUPERVISOR:-</b>	
<b>SITE SAFETY REPRESENTATIVE:-</b>	
<b>FIRST AID PERSONS:-</b>	<b>STEVE DERRY, NEIL KNIGHT, MICHAL MISIAK, DAVID DONOHUE, CHERYL SCHREURS</b>
<b>NEAREST HOSPITAL:-</b>	<b>Hospital 999 / 112</b>
<b>LOCAL GARDA:-</b>	<b>999 / 112</b>
<b>LOCAL FIRE SERVICE:-</b>	<b>999 / 112</b>
<b>ESB EMERGENCY:-</b>	<b>1850 / 372 / 999</b>
<b>EMERGENCY:-</b>	<b>999 / 112</b>
<b>HSA:-</b>	<b>1890 / 289389</b>

Amendments to Safety Statement.				
Amendment Subject.	Section / Page.	Date of Issue.	Inserted / Updated By.	Rev
Initial Safety Statement.	All.	Apr 2007	Derek Molloy.	1
Updating of Safety Statement.	All.	Jan 2009.	Derek Molloy.	2
Updating of Safety Statement.	All.	Feb 2011	Derek Molloy.	3
Updating of Safety Statement.	All.	Apr 2013	Derek Molloy.	4
Construction Regulations 2013 and new risk assessment format	All	Mar 2014	Derek Molloy.	5
Ladder Policy	All	Mar 2015	Derek Molloy	6
Annual Review	All	Mar 2016	Derek Molloy	7
Amendment 2016 Regs	All	Sept 2016	Derek Molloy	7a
General Application Regs 2016	All	May 2017	Derek Molloy	8
Annual Review	All	May 2018	Derek Molloy	9

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### **COMPANY DESCRIPTION:-**

Datapower Ltd T/a Pioneer Security 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 Martin Whelan who has earned vast knowledge within the industry for many years and has various highly qualified managers working closely with her 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), licensed with Private Security Authority (PSA).

To carry out these works the company use their direct employees and on occasion the company will employ the services of sub-contractors. The overall responsibility for the health and safety is under the control of Datapower Ltd, whether they are direct employees or employees of a sub-contractor.

In order to maintain a safe working environment, Datapower 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 Datapower Ltd. Datapower 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 this Company to comply with the Safety, Health and Welfare at Work Act, 2005 (S.I. No 10 of 2005), Safety Health and Welfare at Work (General Application) Regulations 2007, (S.I. 299 2007 - 2016), The Tobacco Smoking (Prohibition) Regulations (S.I. No 481 of 2003), Safety Health and Welfare at Work (Construction) Regulations 2013 and all other relevant legislation in order to ensure so far as is reasonably practicable the safety, health and welfare of all employees whilst at work, and to provide such information, training and supervision, needed for this purpose.

It is the policy of this company to protect, so far as is reasonably practicable, persons not employed by this company who may be affected by our activities.

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

It is the policy of this company to consult all staff and employees on matters of health and safety and employees are hereby notified of the company policy and are encouraged to comply with their duties under the above legislation and other relevant regulations, to notify the company management of identified hazards in the workplace.

The allocation of duties for safety matters and particular arrangements to implement the policy are set out in the Company Safety Statement.

The policy will be kept up to date particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed as required.

This Statement is distributed to all Site Managers and Designated Supervisors and shall be available at locations where this company carries on business.

All employees, and not just Managers, shall be aware of the contents of this Safety Statement, particularly in relation to their own specific work and workplace.

**DATAPOWER LTD STRIVES TO KEEP IN ACCORDANCE WITH ANY HEALTH & SAFETY LEGISLATION AND CONTINUAL IMPROVEMENT.**

Signed:-

Date:

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Martin Whelan



**Managing Director.**

**STATEMENT OF ENVIRONMENTAL POLICY:-**

Datapower 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 based 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.
- 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 and environmental performance.
- Disposal of old security equipment, cameras, panels & alarm equipment is recycled.
- This policy will be communicated to all employees and sub contractors and will be available to the public on request.

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

Signed:-

Date:

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Martin Whelan

**Managing Director.**



**OBJECTIVES:-**

The objectives of this Safety Statement are as follows:-

- To maintain and promote workers health and working capacity.
- To improve working conditions and work to become conducive with Safety and Health.
- To develop work organisation and working cultures in a direction that will support safety and health at work.
- 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.



### **MANAGERS / SITE SUPERVISORS**

Each appointed Contracts Manager will ensure so far as is reasonably practicable that:-

1. Adequate provision for safety and health is made in planning and pricing contracts.
2. Issue work commencement notices when required (form AF2) to H.S.A.
3. Prepare Appendix (A) (supplementary statement) for new projects when required. This statement should include details of how the work is to be executed safely (Method Statement) and be site specific.
4. The provisions of this policy statement are executed from project inception to completion on site.
5. Senior Engineers under your control will implement this policy and comply with statutory requirements.
6. Training is provided for Senior Engineers to enable them to effectively carry out their responsibilities with regard to health and safety.
7. Plant and machinery allocated (Hired) for each site is in accordance with regulations and inspected as required (Forms GA1 for MEWP's and GA3 weekly sign off for Ladders, MEWP's, Harnesses, Scaffolding / Mobile Towers). Do not use plant without GA1. We use QR App in order to check GA1 forms.
8. All personnel recruited for each site are suitably trained and experienced (competent) to carry out the work on site.
9. Training will be provided for those who need training in order to carry out the relevant tasks. (Persons recruited should have the necessary competencies for everyday work).
10. Sub-Contractors and self-employed persons are aware of Datapower Ltd company policies and have confirmed in writing that they will be in compliance with these policies.
11. Sub-Contractors have prepared their own safety statement complete with relevant risk assessments and control measures and a copy has been received by Datapower Ltd and reviewed to ensure compliance with Datapower Ltd standards.



12. Competent persons required at any time to advise on health and safety will be brought in, (when necessary).
13. Short Risk Assessments (HS 19) to be completed prior to commencing work activity each day.



**MANAGERS / SUPERVISOR:-**

Managers & Supervisors, appointed by Datapower 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 operations and where conflict arises; Health and Safety will take precedence.

Managers / Supervisors will:-

1. Where conditions of the work area give rise for concern, liaise with the Safety Reps & Derek Molloy or with Site Management to put things in order.
2. Ensure that employees under his / her control avoid any action, which may cause injury to themselves or to others.
3. Lead by example by practicing safe systems of work.
4. Report to Derek Molloy any accidents or dangerous occurrences which may have occurred regardless as to how big or small they might be and Derek Molloy will liaise with Management

### **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 as is reasonably 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 (Chemical Agents) Regulations 2001 and Code of Practice Chemical Agent Regulations 2011,
- c) The Safety, Health and Welfare at Work (Construction) Regulations, 2013.
- d) The General Application Regulations 2007 – 2016.



### **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,

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## SECURITY

Since 1983

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 (Chemical Agents) Regulations 2001 and Code of Practice Chemical Agent Regulations 2011,
- c) The Safety, Health and Welfare at Work (Construction) Regulations, 2013.
- d) The General Application Regulations 2007 – 2016.



#### **TRAINING:-**

- In compliance with the Safety, Health and Welfare Act 2005 section 10, Datapower Ltd will ensure that all employees / sub-contractors (where applicable), to whom the legislation applies, are trained in the particular activities that they undertake.
- Datapower Ltd will ensure that those Engineers /Employees that carryout work on Construction sites will have completed Solas Safe Pass Training.
- Datapower Ltd will ensure that all employees have received 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.
- Where necessary Datapower Ltd will provide instruction and / or training to sustain a safe working environment for all its employees.
- All employees who operate Mobile Elevated Work Platforms will undergo formal training and refresher training as applicable.
- Where risk assessment deems it necessary to have trained First Aid Persons, persons will be trained in first aid. First Aid Training will be updated / refreshed every 2 years.
- 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:-**

Datapower 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. Employees are also encouraged to consult the Safety Representatives and site management when situations concerning Health and Safety need to be addressed.

Datapower 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. Site employees will be aware of the appointed Safety Representative.

Datapower Ltd will comply with all requirements laid out in section 25 & 26 of Safety, Health & Welfare at Work Act 2005 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 Datapower 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 may represent.

The Safety Representative will be notified when an inspector from Health & Safety Authority (HSA) 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.

### **SUB-CONTRACTORS AND SELF-EMPLOYED PERSONS:**

1. Sub-Contractors and self-employed persons shall provide their Safety Statement complete with relevant risk assessments and control measures prior to employment.
2. Self-employed persons must conform generally with the duties and responsibilities as for employees on page 15 / 16.
3. Sub-Contractors must produce evidence, before commencement on site, showing that appropriate Employers Liability and Public Liability Insurance is in place.
4. Sub-Contractors and self-employed persons have a duty to bring to the attention of Datapower Ltd and anyone else who may be affected by any process or use of materials issues which may endanger health and safety while at work.
5. Sub-Contractors and self-employed persons shall comply with and co-operate with site management in providing a safe place of work, a safe system of operation so far as is reasonably practicable and wear the designated PPE.
6. Sub-Contractors must ensure all their employees and others under their care are provided with and wear safety boots and safety helmets.
7. Sub-Contractors, employees and self-employed persons must attend any safety courses prepared for workers on projects managed by this Company.
8. All Sub-Contractors shall have a duty to report any defect in the plant and equipment, place of work, or system of work without unreasonable delay.
9. Sub-Contractors must only use competent and suitable persons on site.
10. Sub-Contractors must get the consent of Datapower Ltd to engage persons other than their direct employees on site.
11. Sub-Contractors must ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.

### **BULLYING AND HARASSMENT POLICY**

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 Datapower 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.

Datapower 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 Martin Whelan (Managing Director). Where it is felt that Datapower Ltd is responsible for such behaviour, employees should bring this to the attention of Derek Molloy, or the problem in a manner, which is fair to all parties, involved.



## **STRESS POLICY:-**

It is the policy of Datapower 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, Datapower Ltd will identify all workplace stressors and conduct risk assessments 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 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.



## **SMOKING POLICY**

### **Introduction**

Under the Public Health (Tobacco) (Amendment) Act 2004 from the 29<sup>th</sup> 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 Datapower 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 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 Datapower 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.smokefreeatwork.ie](http://www.smokefreeatwork.ie) and [www.otc.ie](http://www.otc.ie).

### **SEXUAL HARASSMENT POLICY:-**

The Employment Equality Act (1998 -2011) defines sexual harassment as any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

**Such conduct may include acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or material.**

#### **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.

**PREGNANT EMPLOYEES POLICY:-**

Datapower 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 / 2016.

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 Datapower Ltd policy that,

A risk assessment to be carried out at the employee's 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.

Datapower 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.



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

#### **DRIVING FOR WORK POLICY:-**

It is the policy of Datapower Ltd to ensure the safety, health and welfare of all our employees who drive as part of their normal work activities. We recognise that driving for work does potentially expose other persons to risks such as fellow employees and members of the public and other road users. We endeavour to comply with the following legislations:

- Road Traffic Act, 1961 / 2010 and all subsequent amendments,
- Safety, Health and Welfare at Work Act, 2005 and all subsequent and related regulations (No. 10 of 2005),
- Safety, Health and Welfare at Work (General Application) Regulations, 2007 / 2016,
- Relevant EU legislation and rules,
- European Communities (Vehicle Drivers Certificate of Professional Competence) Regulations, 2008 (S.I 359 of 2008 and S.I 345 of 2013).

We have considered the risks from 3 key aspects:

- The driver,
- The vehicle,
- The journey.

The aim of this policy is to ensure the safety, health and welfare of all employees engaged in driving for work and all persons affected by this activity. Management commitment is continuous and on-going, both in financial and time resources.

#### The Driver

To this end, we will ensure that all employees driving for work hold a valid driving licence relevant to the vehicle(s) and tasks when they are engaged. These licences will be checked on a regular basis to ensure that all details are fully in date.

# MERRION

## SECURITY

Since 1983

Drivers will be made aware of responsibilities to themselves and others in terms of road safety. All Company drivers are aware that the use of mobile phones without hands free aids and smoking whilst in vehicles is prohibited.

Drivers are responsible for adhering to road safety legalisation as part of their driving activities and drivers must observe speed limits and must not break them. Safety of our drivers, other road users, pedestrians, cyclists etc is paramount.

Drivers / Engineers have responsibilities for completing the weekly checklist and any issues raised within this checklist will be actioned by Martin Whelan.

### The Vehicle

All company vehicles will be maintained and serviced in accordance with manufacturer's instructions by reputable dealerships / persons. All required maintenance will be carried out based on need irrespective of cost or time frames. Where a replacement vehicle is used management will ensure that this is of equal or greater standard. Vehicles may be subject to random inspections to ensure that drivers are maintaining their vehicles on a day to day basis. Vehicle testing will be carried out as per relevant legislative requests whether this is NCT or CVRT or other.

### The Journey

**Management will factor health and safety considerations into work journey and additional pressure exerted by unrealistic arrival times. We realise that the imposition of unrealistic schedules could place undue pressures on drivers which can result in disastrous consequences.**

**All Datapower Ltd vehicles have Trans Poco Tracker System in place.**

**Speeding will be dealt with internally through our disciplinary procedures.**

### Compliance with RSA (Road Safety Authority).

**Datapower Ltd use Trans Poco Tracking System and this enables them to appoint the nearest Engineer to a job that limits duration on the roads.**

**Datapower Ltd have their company vehicles regularly serviced in order to ensure they are mechanically sound and environmentally efficient.**



Datapower Ltd Engineers complete a weekly vehicle check for their LGV and this enables the Engineers to highlight any possible issues / faults and these are then rectified by Management where applicable.

## **ALCOHOL & DRUGS POLICY:-**

### **Definitions**

An employee who comes to work under the influence of alcohol and / or drugs is putting their safety and the safety of other employees at risk.

The Safety and Health at Work Act 2005 requires that an employee:

*“must ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person”*

“Intoxicant” includes alcohol and drugs and any combination of drugs and / or alcohol whether legal or illegal, whether prescribed or not.

### **Alcohol and Drugs Testing**

The Safety, Health and Welfare Work Act, 2005 states that if reasonably required by his/her employer, an employee must submit to any appropriate, reasonable and proportionate test for intoxicants by or under the supervision of a registered medical practitioner who is a competent person as may be provided by the company.

The company therefore outlines its legal right to conduct testing for intoxicants in the following situations:

- 1) during any pre-employment medical check, as part of the conditional offer of employment.
- 2) where the company is of the opinion that the employee appears to be under the influence while at work:



### Dealing with Intoxication

Where a situation occurs whereby an employee is considered to be under the influence of drugs or alcohol while at work, his or her supervisor will be entitled to instruct the employee to leave site and not return. This may involve an employee's supervisor observing the employee's physical appearance as indicating intoxication or unfitness for work such as being unsteady on feet, slurred speech, out of character behaviour, blood shot eyes, tremor in the hands.

The employee will be informed that there is a question over their fitness for work and he or she will be prohibited from carrying on work duties and the matter of their future employment will thereupon be dealt with utilising the Company's disciplinary Procedures.



#### **LADDER POLICY:-**

Datapower Ltd predominantly fit cameras and security systems to both commercial and domestic properties. In addition to this we may carry out repair / maintenance work to existing security systems.

Datapower Ltd will endeavour to comply with General Application Regulation Regulations 2007 / 2016 (94 – 119). We will use fixed scaffolding or MEWP's where possible to carry out these works.

It is however not possible for Datapower Ltd to carry out all our works off the above mentioned systems. As a result of same Datapower Ltd will use ladders in order to work at heights.

Ladders / Attachments used by Datapower Ltd will be rated EN131 or BS2037 (Industrial Grade Ladders). All Datapower Ltd ladders will be numbered and each ladder will be documented on form GA3 on a weekly basis.

Datapower Ltd will use existing or purchase new outriggers that will fit to the base of each of our standard ladders in order to provide additional base width to the ladder. In addition we will purchase Pole Collars, Foot Rests etc to create a safe working environment whilst using ladders.

Datapower Ltd employees will be subject to toolbox talks based on HSA (Using Ladders Safely) and employees will sign off on same.

Datapower Ltd will endeavour not to be in a position whereby we expose employees to lone working scenarios. We will make regular contact by telephone between the Engineer and the Office to ensure that contact is made should such cases arise.

Datapower Ltd have risk assessed the use of ladders in the company safety statement and employees will have this document communicated to them. Each employee will sign off on the safety statement that they are aware of the contents of the safety statement and risk assessments.



**FIRST AID:-**

Datapower Ltd will liaise with site management to ensure that an adequate number of trained Occupational First Aiders will be available on site and within the office at all times. The names and telephone numbers of First Aid persons on each site appear on page 3 of this Safety Statement.

The names and telephone numbers of the closest doctor and hospitals also appear.

First aid boxes are available in the office area and each of the site areas.

Safety Data Sheets (SDS) which include first aid instructions for particular substances used by Datapower Ltd will be provided to site management and also kept at the warehouse station.

**Note: First Aid Facilities will be supplied by Datapower Ltd in accordance with Part 7 Chapter 2 General Applications 2007 / 2016.**

The trained first aiders within Datapower Ltd are as follows:

**Steve Derry  
Neil Knight  
Michael Durcan**



## **REPORTING OF ACCIDENTS AND DANGEROUS OCCURENCES:-**

Under the Safety, Health and Welfare at Work (General Application) Regulations, S.I 370 of 2016, employers have a duty to report accidents / incidents and dangerous occurrences. The type of accidents to be reported to the Health and Safety Authority are as follows:

- General injuries and road traffic or vehicle accidents involving employees, where a person is injured at a place of work and cannot perform their normal work for more than 3 consecutive days (not including the day of the accident). This type of accident must be reported on an IR1 form, which can be found on the Health and Safety Authority's website [www.hsa.ie](http://www.hsa.ie).
- General injuries and road traffic or vehicle accidents involving members of the public where accidents related to a place of work or work activity where a person requires treatment from a medical practitioner.
- All dangerous occurrences as described at the back of the IR3 form must be reported to the Health and Safety Authority. This form can be found on the Health and Safety Authority's website [www.hsa.ie](http://www.hsa.ie).

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 Managing Director.
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 Datapower Ltd requires that all such incidents, whatever the magnitude will be examined and control measures put in place to prevent recurrence.

**In the case of any accident / Incident contact:**

**Martin Whelan 01 / 8201093, Derek Molloy 086 / 8091100 and David Donohue 087 / 2554020**



**All accidents / incidents must be notified to the above immediately regardless of their magnitude.**

**WELFARE FACILITIES:-**

In accordance with Part 2 Chapter 1 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 / 2016, Datapower Ltd will provide adequate welfare facilities for all employees and contractors on site. All employees will be expected to leave facilities provided as they found them and will not misuse any facilities on site. Specifically the following will be provided for employees:

Canteens containing:

- Sufficient tables and seats with backs,
- Fridge,
- Microwave,
- Kettle & toaster and drinking water,
- One unisex toilet to include:
  - Wash basin,
  - Adequate and suitable means of cleaning and drying, soap, towels or other means,
  - A sufficient supply of hot and cold or warm running water,
  - Adequate lighting, ventilation and be kept clean.

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

**EMERGENCY PLAN:-**

Datapower Ltd shall formulate prior arrangements in potential events of emergency situations arising and ensure that all employees are familiar with same. They shall distribute all 24-hour emergency and contact telephone numbers to appropriate management and employee personnel.

**Rules**

- Rubbish must be placed in bins provided. Bins must be emptied on a regular basis.
- Smoking is only permitted in designated areas.
- Escape routes and access to fire extinguishers must be kept clear at all times.
- Emergency exits to be kept clear at all times.
- Faults in electrical, fire extinguishers, and fire alarm equipment must be reported to management immediately.

**General Fire Precautions**

All employees should familiarise themselves as soon as possible with:

- The layout of the premises,
- The location and operation of emergency exits,
- The location and operation of fire extinguishers, hose reels and alarm klaxon's,
- The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else.

**Fire Extinguisher Type**

FIRE RISK	WATER	FOAM	CARBON DIOXIDE	DRY POWDER
LABEL COLOUR	RED	CREAM	BLACK	BLUE
Paper, Wood, Textile & Fabric				
Flammable Liquids				
Flammable Gases				
Electrical Hazards				
Vehicle				

### Evacuation Procedures

- Should you discover a fire or one is reported to you, IMMEDIATELY raise the ALARM.
- Open the nearest available exit in your area and direct people to this exit. Fire Wardens will ensure that all areas (i.e. Welfare facilities,) are searched for stragglers. If safe to do so, close all doors and windows behind you.
- Evacuate the facility immediately. Do not take anything with you.
- Once evacuated, no person should be allowed back into the building under any circumstances.
- Rescue; if any persons is discovered missing or are injured they will need assistance to bring them to safety. You should only re-enter the area under these circumstances, if you are not placing yourself in danger.
- Fire Control; you should only attack the fire if you know what you are doing and if you are not placing your own life in serious danger. Fire Extinguishers and fire fighting equipment are provided for this purpose.
- Carry out any special task or tasks allocated by Management.
- Do not go home. You must remain at the Assembly Point (Front Gate) until you have been accounted for and given permission to leave.

### Calling the Fire Brigade

- Dial 999 or 112.
- Ask the operator for the fire brigade.
- When the fire brigade answers, state clearly,
- Fire at Datapower Ltd premises, quoting the address.
- Nearest main road or landmark -
- Do not assume that the call has been received until the above information has been acknowledged by the Fire Brigade.
- If safe to do so, remain near the telephone in case the Fire Brigade should ring back to confirm details.
- If evacuation is necessary, proceed to the Assembly Point.
- Do not re-enter the premises, remain at assembly point until otherwise advised.

## Storage of Dangerous Substances

### Introduction

A number of hazards can be created when storing packaged dangerous substances. The emergency services can also be affected in the event of an incident, the general public in the surrounding areas of the Datapower Ltd premises and the environment.

Fire is generally considered to be the greatest hazard in a building. This is because employees and others can be exposed to dangers such as radiated heat, missiles, harmful smoke and fumes. In rare cases, certain stored substances can undergo violent decomposition when engulfed in flame, and an explosion can result.

### Classification

All packaged dangerous substances have their own labelling detailing what is contained, the hazard class, and UN numbers and also will have a specific Safety Data Sheet, which sets out specific method of storage, composition of substance and safety procedures etc. Below is the typical hazard class on the package.

**Class 2:** Gases, compressed, liquefied, or dissolved under pressure.

**Class 3:** Flammable liquids.      **Class 3 and Class 6& 8 – Keep Apart (at least 3 meters)**

**Class 4:**

Class 4.1: Flammable solids,

Class 4.2: Self-reactive and related substances,

Class 4.3: Substances dangerous when wet.

**Class 5:** Oxidising substances and organic peroxides,

Class 5.1: Oxidising substances,

Class 5.2: Organic peroxides.

**Class 6:** Toxic substances. **Class 6 and Class 8 – Separation may not be necessary**

**Class 8:** Corrosive substances.



**Class 9: Miscellaneous dangerous substances.**

### **PERSONAL PROTECTIVE EQUIPMENT (PPE):-**

Standard Personal Protective Equipment (PPE) must be worn on domestic and commercial premises at all times. Employees are issued with Safety Boots, Hi-Viz Vest and Helmet for both Commercial and Domestic Work.

Particular activities may require additional PPE for example, goggles, ear protection and dust masks when operating certain equipment. Datapower Ltd will supply its employees with necessary PPE.

This will be signed for by each employee and entered in a PPE register.

All company safety harnesses and lanyards for MEWPs must be visually inspected every week, for wear and tear and documented on form ([GA3](#)). All Safety Harnesses and ropes are tested every 6 months by an independent external advisor and certified.

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 Datapower Ltd employees will be done so in accordance with Chapter 3, Part 2 General Applications 2007 / 2016.

### **Datapower Ltd Minimum PPE Requirements:**

Safety Boots.

Hi – Viz Vest / Coat.

Gloves.

Helmet on Construction Sites or where materials / items can fall.

Bump Caps in every other scenario to include Domestic Work.

Goggles.



Ear Plugs.

Dust Masks.



**DISCIPLINARY ACTION:-**

Datapower Ltd do not envisage any problem in relation to employees not abiding by site Health and Safety Standards. All employees are expected to learn what is expected of them on each project at the site inductions.

If however an employee is found to be in breach of Health and Safety Regulations and for any breaches in speed limits, they will be disciplined as follows:

- Verbal Warning
- Written Warning
- Second Written Warning
- Final Written Warning

In the event of an employee performing a task which is known by that employee to be wholly and totally unsafe and puts not only their own but the safety of others at risk, they will may be dismissed on the spot and will not be subject to the above.

The same rules as outlined above apply to all subcontractors of Datapower Ltd.



**Note:**

This safety statement has been written on the basis of the information given to the writer by Datapower Ltd and the information written herein is based on this information.

Any changes in operations / systems of work and any changes in equipment / technology must be communicated to the writer in order for him to make the required changes.

Any material changes made to this safety statement without the writer's prior consent may result in this statement being invalid.

This safety statement was compiled exclusively for Datapower Ltd and must not be copied or furnished to any other company to copy.

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