



Interact
Servicing the Built Environment

Lynch Interact, including H₂O

Safety Statement 2020

Including Risk Assessments

Prepared on: 1st December 2011; Rev 18 - January 2020

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Date	Revision Number	Description of Revision	Prepared By
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04/01/19	17	Review and Revision of Safety Statement	Larry Dalton EHS Manager
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Safety Management Policy

Lynch Interact is committed to ensuring the health and safety of all employees, subcontractors and members of the public visiting our sites, so far as are reasonably practicable. A safety statement has been prepared in accordance with *Section 20* of the *Safety, Health and Welfare at Work Act 2005*. The statement specifies the safety, health and welfare measures implemented to protect, so far as is reasonably practicable, all persons associated with Lynch Interact.

Without prejudice to the generality of that duty, the matters to which that duty extends in particular include:

- To comply in full with all local legislative requirements.
- The provision and maintenance of plant, machinery, equipment and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- Making arrangements for ensuring, so far as is reasonable practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training, supervision and personal protective equipment as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.
- The maintenance of any place of work under the control of Lynch Interact, in a condition that is safe and without risks to health so far as is reasonably practicable.
- The provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health and adequate as regard facilities and arrangements for their welfare at work.

Signed



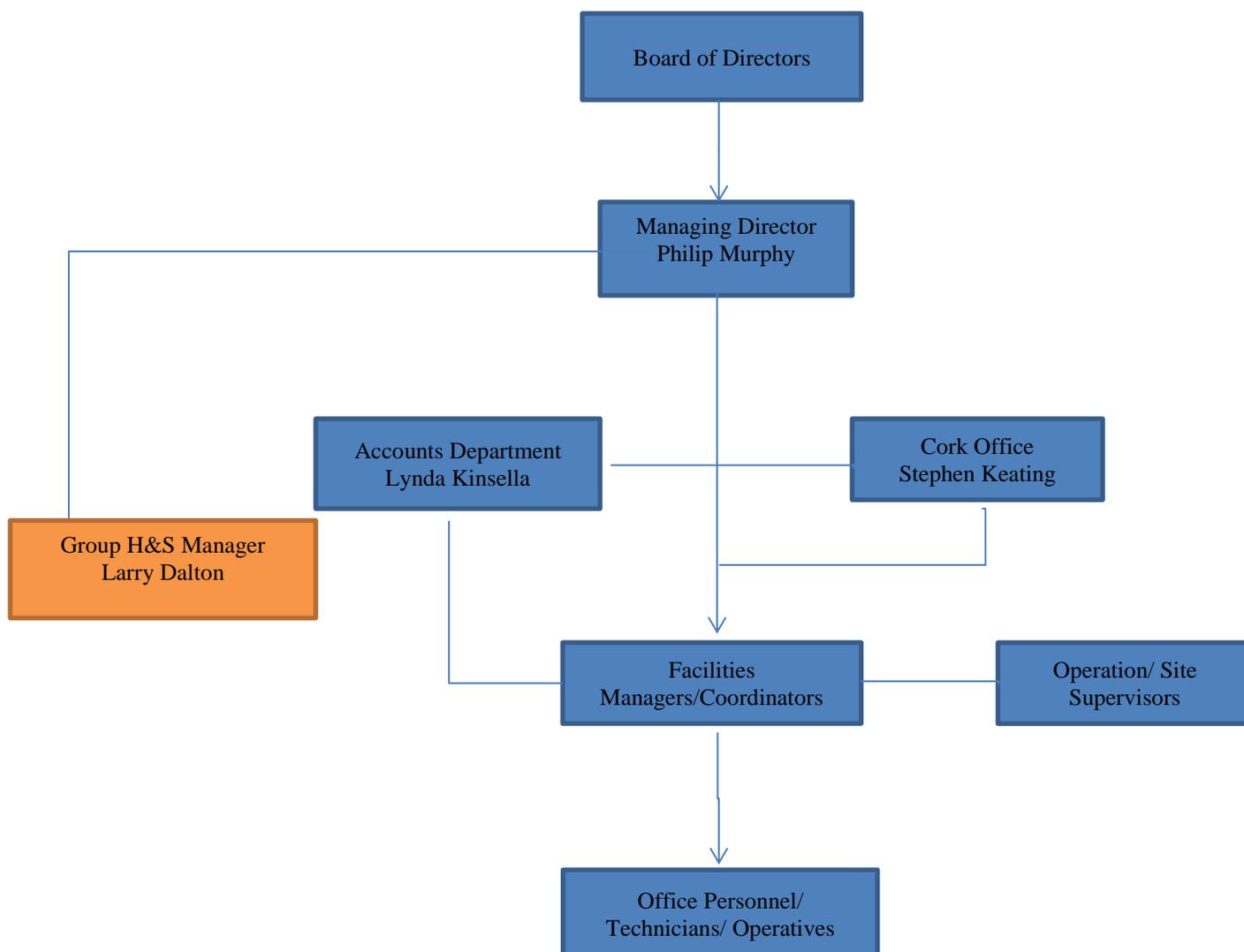
Philip Murphy
Managing Director

Date: January 2020

1.0 Safety Management Responsibilities

To ensure the effective management of health and safety, each individual associated with Lynch Interact is aware of their role as shown in the organisation chart below.

Safety Management Structure Organisation Chart



1.1 Board of Directors

The Board of Directors have ultimate responsibility and accountability for ensuring, so far as is reasonably practicable, the safety, health and welfare of employees, contractors and visitors. This includes the following duties:

- Ensure sufficient resources, as far as is reasonably practicable, are made available in the annual budget to implement any safety management arrangements that are required;
- Be aware of the content of the safety statement and risk assessments;

- Ensure the Managing Director is actively involved in the management of health and safety;
- Receive reports on the implementation and performance of safety management arrangements from the Managing Director;
- Keep aware of matters relating to health and safety, especially incidents;
- Ensure all required accidents or dangerous occurrences are reported to the Health and Safety Authority;
- Make reference to health and safety management in any Annual Report produced;
- Show through personal behaviour that only the highest standards of safety are acceptable.

Liability of directors, managers and officers of undertakings

80. – (1) *Where an offence under any of the relevant statutory provisions has been committed by an undertaking and the doing so of the acts that constituted the offence has been authorised, or consented to by, or is attributable to connivance or neglect on the part of, a person, being a director, manager or other similar officer of the undertaking, or a person who purports to act in any such capacity, that person as well as the undertaking shall be guilty of an offence and shall be liable to be proceeded against and punished as if he or she were guilty of the first-mentioned offence.*

1.2 Managing Director

The Managing Director is responsible for the following:

- Ensuring the Board of Directors are aware of their responsibilities as outlined above;
- Ensure that sufficient resources, as far as is reasonably practicable, are made available in the annual budget to implement any safety management arrangements that may be required;
- Be fully familiar with the content of the safety statement and risk assessments;
- Hold the master copy of the safety statement;
- Ensure regular reviews of the safety statement are undertaken;
- Ensure risk assessments have been completed for all hazards and any recommendations derived from carrying out risk assessments are implemented;
- Ensure a Safe System of Work Plan has been carried out by on-site personnel to assess personal risks on all sites
- Support the Senior Managers, Facilities Managers/Coordinators and Operation Supervisors in the day-to-day management of health and safety. Ensure they are actively involved;
- Receive reports on the implementation and performance of safety management arrangements from the Senior Managers, Facilities Managers/Coordinators and Operation Supervisors;
- Provide and maintain welfare facilities and arrangements;
- Ensure access and egress routes, including emergency escape routes are safe;
- Provide and maintain suitable protective clothing and equipment;
- Check first-aid kits on a regular basis to ensure it is adequately stocked;
- Ensure the place of work is safe and risk from the use of any article or substance or exposure to noise, vibration, radiation or other physical agent is prevented;
- Ensure plant, machinery and equipment is maintained and appropriate records are kept;
- Prepare and revise emergency plans, procedures and measure to be taken;
- Carry out a minimum of two emergency evacuation drills on an annual basis;
- Keep aware of matters relating to health and safety, especially changes in relevant legislation and incidents;

- Report on the implementation and performance of safety management arrangements to the Board of Directors;
- Ensure all required accidents or dangerous occurrences are reported to the Health and Safety Authority;
- Procure advice and assistance from competent persons when necessary;
- Show through personal behaviour, that only the highest standards of safety are acceptable.

1.3 Senior Managers, Facilities Managers/Coordinators and Operation Supervisors

The Senior Managers, Facilities Managers/Coordinators and Operation Supervisors have been assigned responsibility for management of health and safety to the extent of their area of responsibility. This includes the following duties:

- Manage health and safety on a day-to-day basis in their area of responsibility;
- Keep aware of all matters relating to health and safety in their area of responsibility, especially changes in relevant legislation;
- Be fully familiar with the content of the safety statement and risk assessments;
- Ensure risk assessments have been completed for all hazards and any recommendations derived from carrying out risk assessments are implemented;
- Request sufficient resources, as far as is reasonably practicable, from the annual budget to implement any safety management arrangements that are required;
- Bring the safety statement to the attention of new employees and existing employees as appropriate;
- Provide necessary information, instruction, training and supervision to employees;
- Provide contractors with relevant sections of the safety statement in advance of commencing any work and provide relevant sections to others if requested;
- Ensure contractors supply their safety statement or method statement, insurance details and information on any potential hazards 48 hours before commencing work;
- Actively monitor contractors and their activities;
- Ensure access and egress routes, including emergency escape routes are safe;
- Provide and maintain suitable protective clothing and equipment;
- Check first-aid kits on a regular basis to ensure they are adequately stocked;
- Ensure the place of work is safe and risk from the use of any article or substance or exposure to noise, vibration, radiation or other physical agent is prevented;
- Ensure plant, machinery and equipment is maintained and appropriate records are kept;
- Carry out safety inspections to monitor the performance of safety management arrangements and make recommendations where necessary;
- Undertake an annual health and safety inspection, where possible, of each of the sites under their responsibility;
- Report on the implementation and performance of safety management arrangements to the Managing Director;
- Ensure thorough investigations are carried out into all reported incidents;
- Report accidents and dangerous occurrences to the Health and Safety Authority;
- Procure advice and assistance from competent persons when necessary;
- Show through personal behaviour, that only the highest standards of safety are acceptable.

1.4 Health and Safety Manager/Consultant/Officer

In order to ensure an adequate level of competence in health and safety, the assistance of the health and safety management and the services of an external health and safety consultant are requested and/or retained as required. The health and safety consultant plays a key role in advising on the management of health and safety, evaluating safety issues as

they arise, suggesting solutions to those issues and generally promoting health and safety. The Health and Safety Officer will keep policies up-to-date and ensure compliance. Lynch Interact recognises that the appointment of a health and safety consultant and officer does not absolve the Board of Directors or Managing Director from their responsibilities under the legislation.

1.5 Quality Auditor

Lynch Interact employs an external quality assurance auditor. The Health and Safety Officer is responsible for completing random unplanned site inspections while employees and technicians are on site, to audit the level of compliance with quality and safety standards in accordance with the Quality Management System.

1.6 Operations/Site Supervisors

Operations/Site Supervisors are responsible for implementation of the Safety Statement in their area of responsibility. Specifically they must;

- Ensure that safety standards laid down in the Safety Statement are adhered to and obeyed.
- Be aware of all identified hazards in their area of responsibility and specific measures to reduce the risks associated with these hazards.
- Provide appropriate safety training to employees under their supervision.
- Ensure that all staff under their immediate control is aware of actions to be taken in case of emergency and that properly maintained firefighting equipment is available.
- Ensure that good housekeeping standards are maintained.
- Ensure that an Accident Report form is completed thoroughly and promptly for all reported accidents.
- Participate in safety inspections in their area of responsibility.
- Monitor the activities of visitors and contractors on site to ensure their safety.
- Maintain information for and submit for inclusion in the safety file, equipment certificates, maintenance and operating manuals, MSD Sheets and other relevant health and safety information.
- Obtain and file accident investigation reports on file and, when necessary, ensure accident reports have been filed with the Authority.
- Maintain a complete and up-to-date copy of the Safety and Health Plan and Safety Statement and Method Statement (where applicable) and ensure it is available to all contractors and inspectors of the Authority for review.
- Monitor contractors and ensure that they carry out their work in a safe manner.

1.7 Employees

Employees have the following legal duties under *Section 13 and 14 of the Safety, Health and Welfare at Work Act 2005*:

- Comply with safety and health legislations, both in the 2005 Act and elsewhere;
- Take reasonable care to protect their own safety, health and welfare and that of any other person who may be affected by their acts or omissions;
- Not be under the influence of alcohol or drugs to the extent that they are likely to endanger themselves or others;
- Co-operate with their employer or any other person, as necessary, to enable that person in complying with the appropriate relevant statutory provisions;

- Not engage in improper conduct or other behaviour such as violence, bullying or horseplay;
- Attend training and undergo, as appropriate, any reasonable assessment required;
- Take account of training and instructions given by their employer;
- Correctly use any article or substance and protective clothing and equipment provided;
- Report to their manager as soon as practicable:
 - a. Any work which may endanger the health and safety of themselves or others;
 - b. Any defect in the place of work, systems of work, articles or substances;
 - c. Any breach of health and safety legislation of which he or she is aware.
- Employees must not intentionally, recklessly or without reasonable cause:
 - a. Interfere with, misuse or damage anything provided to protect the safety, health and welfare of persons at work;
 - b. Place at risk the safety, health or welfare of persons in connection with work activities;
 - c. Misrepresent their level of training on entering into a contract of employment.

1.8 Contractors

Lynch Interact will provide contractors with any relevant section of the safety statement in advance of commencing any work on the premises, to ensure that they are aware of any relevant hazards on the premises. Contractors must supply a copy of their safety statement or method statement and employer's and public liability insurance details 48 hours prior to commencing any work. In addition, contractors must provide details of any potential hazards that may impact on occupants while work is being carried out. Contractors will also be asked to provide proof of employee training certificates.

Contractors are required to obey all relevant safety rules or instructions given by a representative of Lynch Interact and follow the evacuation procedures. For any works involving construction activity, the provisions of the Safety, Health and Welfare at Work (Construction) Regulations 2006 and associated guidance documents must be complied with.

Annually sub-contractors are requested to fill out the Lynch Interact Subcontractor Health and Safety Questionnaire.

Contractors must not intentionally, recklessly or without reasonable cause:

- Interfere with, misuse or damage anything provided to protect the safety, health and welfare of persons at work;
- Place at risk the safety, health or welfare of persons in connection with work activities.

1.8.1 Safety Instructions for Contractors

- Do not commence work until Lynch Interact is satisfied with their safety statement or method statement and employer's and public liability insurance cover;
- Do not commence work, when relevant, if appropriate permits or employee training is not in place;
- Take all due care of their own safety, the safety of their employees and all others affected by their work;
- Comply with all relevant statutory requirements guidance documents and best industry practices while working on the premises;

- Provide all necessary information, instruction, training and supervision to their employees;
- Provide all necessary personal protective clothing and equipment to their employees;
- Ensure that all plant and equipment brought onto the premises is safe and in good working order and all necessary certificates are available for inspection if required;
- Ensure scaffolding and other access equipment used is erected and maintained in accordance with current standards and all necessary certificates are available for inspection if required;
- Ensure that hazardous substances are not brought onto the premises without prior notice and permission and relevant Material Safety Data Sheets are available;
- Ensure that any 'approved' hazardous substances are stored and used safely whilst on the premises and that on completion of work, all remaining substances, including empty containers are removed from the premises;
- Not use any plant or equipment or the service of personnel belonging to or otherwise engaged by Lynch Interact;
- Ensure that all accidents and dangerous occurrences are reported to Lynch Interact.

1.9 Visitors

Visitors are required to obey all relevant safety instructions given by a representative of Lynch Interact and follow the evacuation procedures. In the event of a fire alarm activation, the host is responsible for bringing their visitor to the Assembly Point and remaining with them until given the “all clear”.

Visitors must not intentionally, recklessly or without reasonable cause:

- Interfere with, misuse or damage anything provided to protect the safety, health and welfare of persons at work:
- Place at risk the safety, health or welfare of persons in connection with work activities.

2.0 Safety Management Arrangements

The following detailed arrangements set out the manner in which health and safety is managed by Lynch Interact

2.1 Documentation and Distribution of Safety Statement

The master copy of the safety statement is held by the Managing Director and a controlled copy of the statement is issued to all employees as shown on the safety statement circulation list which is managed by Linda Doran. Upon receipt, each employee is requested to return a signed 'read and understood' declaration which is kept in the safety file. The safety statement is brought to the attention of all new employees upon commencement of employment and to existing employees at least annually and following any amendments. Contractors are provided with relevant sections of the safety statement in advance of commencing any work on site, to ensure that they are aware of any relevant hazards on the premises. The relevant sections are also provided to others if requested. The safety statement is brought to the attention of the above persons in a form, manner and as appropriate, language that will be understood.

2.2 Review of Safety Statement

The Safety Statement will be reviewed periodically, where:

- a. It is no longer valid, or
- b. There is a reason to believe that it is no longer valid, or
- c. There has been a significant change in the matters to which it refers, or
- d. Under the direction of a Health and Safety Authority Inspector.

The review will be conducted by the health and safety manager/consultant, and following the review, the safety statement will be amended if necessary. If the safety statement is amended, the revision number and date of revision will be recorded in the Revision Listing and the revision will be sent to all on the circulation list. Employees must update their safety file with the revision accordingly.

2.3 Safety Information, Instruction, Training and Supervision

Under *Sections 9 and 10 of the Safety Health and Welfare at Work Act 2005* Lynch Interact provide appropriate information, instruction, training and supervision to employees. Information, instruction and training is given in a form, manner and as appropriate, language that is reasonably likely to be understood. Training does not involve any financial cost to the employee nor does it impact upon their remuneration. Records of all training are kept in the training file managed by Linda Doran.

2.3.1 Induction

Employees employed on a fixed-term and temporary basis will receive induction training from their safety representative, prior to commencement of employment, including:

- Location of the safety statement;
- Relevant sections of the safety statement;
- The specific task to be performed by the employee – special occupational qualifications or skills required, potential hazards and risks to safety, health and welfare identified by risk assessments, protective and preventative measures, and any increased specific risks the work may involve;
- A tour of the premises, including location of escape routes and assembly point;

- Measures to be taken in an emergency – Fire evacuation procedure and the names of fire wardens and first aiders;
- Details of the consultation procedures for safety, health and welfare and the names of safety representatives;
- Employee's responsibilities in relation to health and safety;
- Correct way to use any article or substance and protective clothing and equipment provided;
- Any other relevant health and safety information.

2.3.2 Existing Employee

The above information is also given to existing employees in the following circumstances:

- In the event of the transfer of an employee or change of task assigned to an employee;
- On the introduction of new work equipment or changes in existing work equipment;
- On the introduction of new systems of work or changes in existing systems of work;
- On the introduction of new technology;
- Periodically

2.3.3 Job Specific Training

The training needs of employees are based on the risk assessments and are documented in a training needs analysis matrix managed by Linda Doran. Employees employed on a fixed-term and temporary basis receive training appropriate to the work which he or she is required to carry out, having regard to his or her qualifications and experience. In assigning an employee to a specific task, account is taken of their capabilities in relation to safety, health and welfare and employees are not put at risk by being given work that they do not have the competence to undertake.

2.3.4 Employee Specific

Employees covered by specific legislation such as people with disabilities, pregnant employees, night/shift workers and young persons are given additional training in relation to the dangers that affect them

2.3.5 Record of Training

Training Records will be maintained by Linda Doran and will contain the following:

- Date of instruction or exercise
- Name of instructor/training company
- Name of person receiving instruction
- Nature and content of instruction.
- Any expiry dates

2.3.6 Temporary Employees

Where temporary employees are engaged, it is ensured that the employment agency or labour supplier concerned gives their employee the following information; the occupational qualifications necessary and the specific features of the work for which the employee is required. Employment agencies or labour suppliers are requested to sign a record sheet to confirm that they have provided their employees with this information. Temporary employees are given an induction and job specific training relative to the length of time they will be working at the premises.

2.3.7 Appointed Persons

Appropriate information, training and instruction is be provided to all appointed fire wardens, first aiders, safety representatives and safety committee members to ensure they can fulfil their health and safety functions. The names of appointed persons are given in Appendix 2.

2.4 Reporting Safety Issues

Employees are required to report to their manager or the Lynch Interact Health and Safety Officer as soon as possible, any safety defects in the place of work, systems of work, articles or substances. The safety issue is recorded and a suitable arrangement is made for investigation and/or remedial works to be undertaken as necessary.

2.4.1 Equipment Certification and Inspection

The supervisor will ensure that all plant and equipment brought onto the site carries appropriate certification. Contractors will be expected to carry out equipment inspections as required by law.

2.5 Consultation

In accordance with *Section 25 and 26 of the Safety, Health and Welfare at Work Act 2005* Lynch Interact recognises that employees have a right to make representations to and consult their employer on matters relating to their safety, health and welfare at work and to select and appoint from amongst their number a safety representative to represent them in consultation with their employer on matters related to safety, health and welfare at work. Lynch Interact consider any representations made by employees or safety representatives and so far as reasonably practicable will take any necessary action.

In addition, Lynch Interact consult with employees or their representatives in advance and in good time on the following:

- Any proposed measure which may substantially affect the safety, health and welfare of employees including measures required by safety and health legislation;
- The designation of employees in relation to emergency, or serious and imminent danger planning and preparation;
- Matters arising from measures related to the protection from and the prevention of risks;
- The hazard identification and risk assessment carried out;
- The preparation of the safety statement;
- The information required to be given to employees;
- Information on reportable accidents and dangerous occurrences;
- The appointment of competent persons;
- The planning and organization of training;
- The planning and introduction of new technologies.

2.5.1 Safety Representatives

A number of safety representatives have been selected and appointed by the employees of Lynch Interact. Appendix 2 gives the names of safety representatives. Safety representatives are given time off from work as is reasonable having regard to all the circumstances, without loss of remuneration, to enable them to acquire, on an ongoing basis, the knowledge and training necessary to discharge their functions as a safety representative and the time to discharge those functions. Where a Health and Safety Authority inspector attends a place of work for the purpose of carrying out an inspection, Lynch Interact inform the safety representatives that the inspection is taking place.

Safety representatives may:

- Make representations to the employer on any matter relating to safety, health and welfare at the place of work;
- Inspect the place of work after giving reasonable notice to the employer. The frequency or schedule of inspections must be agreed in advance between the safety

representative and the employer, having regard to the nature and extent of the hazards in the place of work;

- Inspect the place of work immediately, in the event of an accident, dangerous occurrence or imminent danger or risk to safety, health and welfare of any person;
- Investigate accidents and dangerous occurrences provided that they do not interfere with or obstruct any person fulfilling their statutory obligations;
- After giving reasonable notice to the employer, investigate complaints made by the employees they represent;
- Accompany a Health and Safety Authority inspector on an inspection of the premises;
- At the discretion of the Health and Safety Authority inspector, accompany the inspector while they investigate an accident or dangerous occurrence, including attending interviews;
- Make oral or written representations to inspectors on matters relating to safety health and welfare at the place of work;
- Receive advice and information from inspectors on matters relating to safety, health and welfare at the place of work;
- Consult and liaise with any other appointed safety representatives in the organisation.

2.5.2 Safety Committee

Representatives of the employer and employees have formed a safety committee for the purposes of consultation on safety, health and welfare. Appendix 2 gives the names of safety committee members and Appendix 3 gives detailed information on the requirements of a safety committee in accordance with *Schedule 4* to the *Safety, Health and Welfare at Work Act 2005*.

The safety committee meet at bi-monthly intervals with the meeting chaired by the health and safety consultant. All meetings are minuted and the minutes are available to all employees in a folder located in the Head Office office common area. In the event that a safety committee member is not also a safety representative, members are given time off from work as is reasonable having regard to all the circumstances, without loss of remuneration, to enable them to acquire the knowledge and training necessary to discharge their functions as a safety committee member and the time to discharge those functions.

2.6 Protection against Dismissal and Penalisation

Lynch Interact will not penalise or threaten to penalise any employee with respect to any term or condition of his or her employment to his or her detriment, if the employee is:

- Acting in accordance with safety and health legislation or performing a duty or exercising any right under safety and health legislation;
- Making a complaint or a representation about safety, health or welfare at work to his or her safety representative, to their employer or to the Health and Safety Authority;
- Giving evidence at any prosecution or other legal proceedings taken by the Health and Safety Authority, or on behalf of the Authority;
- A safety representative or an employee having duties in an emergency, or a competent persons appointed under *Section 18* of the *Safety, Health and Welfare at Work Act 2005*;
- Leaving or refusing to return to the place of work when he or she reasonably considers that there is serious or imminent danger which the employee could not reasonably have dealt with;
- Taking or proposing to take appropriate steps to protect himself or herself or other persons from the danger considering the circumstances and the means and advice available to him or her at the relevant time.

The dismissal of an employee will be a dismissal under the *Unfair Dismissals Acts 1977 to 2001*, if it results from penalisation under this section although such dismissal shall not be deemed to be unfair if the employer shows that steps taken or proposed to be taken were so negligent that it was reasonable to dismiss the employee.

However, there may be situations where employees show disregard for his/her own health and safety or that of another person. In such cases, the following will apply:

1. Verbal Warning
2. 1st Written Warning
3. 2nd Written Warning with 1 day suspension
4. 3rd Written Warning with 1 week suspension
5. Dismissal from company

Lynch Interact operates a zero tolerance policy for certain breaches of health and safety and may skip any step depending on the severity of the behaviour.

2.7 Prevention of Improper Conduct or Behaviour

Lynch Interact is committed to providing a workplace free from improper conduct or behaviour, including violence, bullying, harassment or horseplay, which is liable to harm the safety, health or welfare of persons. The legislation relating to this includes: the *Employment Equality Act 1998* and the Code of Practice on the Prevention of Workplace Bullying (made under the *Safety, Health and Welfare at Work Act 2005*), the Code of Practice Detailing Procedures for Addressing Bullying in the Workplace (made under the *Industrial Relations Act 1990*) and the Code of Practice on Guidance, Prevention and Procedures for dealing with Sexual Harassment and Harassment at Work (made under the *Employment Equality Act, 1998*).

Section 13 of the *Safety, Health and Welfare at Work Act, 2005*, establishes a basic duty of employees to take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work. This can be interpreted as improper conduct or behaviour at work. Appendix 4 contains the Bullying and Harassment Policy. In addition, *Section 14* of the *Safety Health and Welfare at Work Act 2005*, prohibits any person from intentionally or recklessly interfering with, misusing or damaging anything provided for safety or to place at risk the safety, health or welfare of persons in connection with work activities without reasonable cause.

2.8 Personal Protective Equipment

Lynch Interact recognises that Personal Protective Equipment (PPE) should only be provided where risks cannot be avoided or limited by other means. An assessment of the hazards in the workplace is undertaken to identify the correct type of PPE, if any, to be provided so that it is appropriate to the risk. The PPE Inventory is managed by Linda Doran. Selection takes account of the proper wearing and fitting of the equipment and employees are consulted and involved in the selection process. Appendix 5 gives a non-exhaustive list of work activities and sectors that may require the provision of PPE. Any Personal Protective Equipment provided by Lynch Interact complies with relevant European Directives i.e. is CE marked and is provided without charge to the employee. Any PPE replaced as a result of loss or damage, unless as a result of normal wear and tear, will be at a cost to the employee.

The assessment of PPE selected is periodically reviewed and replacement equipment is provided where the assessment reveals this is necessary. In addition, PPE is thoroughly examined regularly in accordance with the supplier's and manufacturer's instructions, to ensure that it is in good working order. Where maintenance is required, this includes where appropriate, cleaning, disinfecting, examination, repair, testing and record keeping. A record of PPE examination and maintenance is kept in the PPE Inventory. The wearer should also check the PPE and should not use it if found to be defective in any way.

Where PPE is issued by Lynch Interact, employees are informed of the risks against which they are being protected by the PPE and are provided with suitable information, instruction and training, including demonstration where appropriate, to enable them to make proper and effective use of the PPE. The level and frequency of training depends on the level of risk involved and the complexity and performance of the equipment. A record of training is kept in the training file.

2.9 Emergency Plans, Procedures and Measures

List of Emergency phone numbers

Ambulance	999 or 112
Fire Services	999 or 112
Gardai	999 or 112

2.9.1 Evacuation

An emergency evacuation plan has been prepared for Lynch Interact Head Office. The plans are given Appendix 6 and evacuation notices are displayed at a number of locations in the premises'. Evacuation Controllers have been appointed to coordinate the evacuation of the premises' and a number of fire wardens and deputy fire wardens have been appointed and trained to assist in the evacuation. Appendix 2 gives the names of fire wardens.

Emergency evacuation drills are undertaken at least twice per year and appropriate records are kept in the fire safety register. After each evacuation, a review takes place involving the fire wardens, deputy fire wardens, observers and Evacuation Controller, to identify any area where the plan can be improved.

In the event of other serious, imminent and unavoidable danger the employer will take action and instruct employees so that they can stop work and immediately leave the place of work and go to a safe place. This may involve partial or full evacuation. Employees will not be penalised because of such action and will not be required to resume work until there is no threat to their safety, health or welfare.

2.9.2 First-Aid

First-Aid means either:

- i. Treatment in a life-threatening situation pending medical help, or
- ii. Treatment for a minor injury.

There is a suitably equipped first-aid kit located in the Lynch Interact Head Office and all vehicles have been supplied with first-aid kits. Appendix 7 contains additional information on the recommended contents of a first-aid kit. A number of employees have been trained as first-aiders. Appendix 2 gives the names of first-aiders.

In the event of someone requiring First Aid, please contact Management. Alternatively, if a First Aider can be immediately summoned from any location, do so immediately. The main emphasis is that we ensure that a First Aider attends the person as quickly as possible. The First Aider will assess if additional medical assistance is required.

All of the registered First Aiders have their own individual First Aid Box at their workstation. It is the responsibility of the individual First Aiders to ensure that their First Aid Box is fully stocked at all times.

Do not move an injured person under any circumstance, unless it is advised by a First Aider where the injured employee is thought to be in immediate danger of further injury. Handling the injured person without the necessary knowledge may aggravate their injury.

Keep the injured person covered and warm until additional medical assistance arrives.

First Aiders (or any other staff) are not empowered to dispense analgesics, pills or medications, and supplies of these items, will not be kept in First Aid Boxes. Individual employees, who believe that they might have a need for those items must be responsible for their own individual supplies.

Employees with vehicles are required to ensure their personal first-aid kits are maintained and adequately stocked using the replenishment list in Appendix 7.

2.9.3 First Aid Boxes

The contents of First Aid Boxes should be replenished as soon as possible after use in order to ensure that there is always an adequate supply at all times. Items should not be used after the expiry date shown on packets. It is essential that First Aid items be checked frequently to make sure there are sufficient quantities available and that all items are usable. A full list of recommended contents of the First Aid Box can be found in the Safety Statement.

There are regular checks carried out of First Aid Boxes in common areas by registered first aiders, and the First Aid Boxes are restocked as required. It is the responsibility of individual First Aiders to ensure that their personal kit is fully stocked at all times.

First Aid Boxes will only contain items which a First Aider has been trained to use.

First Aid Kits are located in the following areas;

- **Individual First Aiders workstations**
- **Canteen**
- **Work Vans**

2.9.4 Procedure In Case of First-aid Incident:

- If a person near you has a serious accident, do not attempt treatment unless you are qualified to do so. Do not move the person if they are unconscious.
- Switch off any machinery involved in the accident by operating the emergency stop button or by unplugging at the socket;
- If the person has been in contact with electricity and it cannot be disconnected immediately, do not touch them directly. Try to separate them from the object by using a non-conductor such as a dry brush handle;
- Stay with the injured person and instruct another person to contact a first-aiders;
- First-aiders to carry out necessary treatment;
- First-aiders to contact an ambulance or doctor is required, informing them of the nature of the incident and which entrance to use on arrival;
- First-aiders or other person to accompany injured person to hospital if requested;
- If it is a serious accident, senior management to decide whether to inform next-of-kin.

2.9.5 Fire-fighting

Appropriate numbers of fire extinguishers are provided throughout the Lynch Interact Head Office.

All vehicles have been supplied with a fire extinguisher.

2.10 Pregnant Employees

When an employee informs Lynch Interact that she is pregnant and provides an appropriate medical certificate of her condition, a specific risk assessment will be undertaken to assess the risks to that employee and action will be taken to ensure that she is not exposed to anything in the workplace that will damage either her safety or health or that of her developing child. A Pregnant, Post Natal and Breastfeeding Employee Risk Assessment is given in Appendix 8. If a risk cannot be eliminated or reduced to an acceptable level, Lynch Interact will:

- Adjust the working conditions or hours of work or both;
- If this is not possible, provide alternative work;
- If this is not possible, grant the employee health and safety leave.

As the earliest stages of pregnancy are the most critical for the developing child, it is in the employee's best interest to let their manager know she is pregnant as soon as possible. The risk assessment will be kept under review and be updated as necessary. Furthermore, Lynch Interact will ensure that pregnant, post natal or breastfeeding employees have a suitable place to rest.

2.11 Night Work and Shift Work

When an employee normally works at least 3 hours of their daily working time during night time (between midnight and 07:00) and the annual number of hours worked at night equals or exceeds 50% of annual working time, a specific risk assessment is undertaken to determine whether night work involves special hazards or imposes heavy physical or mental strain. At regular intervals, the night worker is offered an assessment, free of charge, by a registered medical practitioner of any adverse effects of night working on his or her health. Following the assessment, Lynch Interact will make changes to work conditions if recommended by the medical practitioner. If a night worker becomes unwell for reasons connected with night work, Lynch Interact will reassign the employee to other duties to which he or she is suited that do not involve any night work, whenever this is possible.

2.12 Young Workers

While the employment of children under 16 is generally prohibited by the protection of *Young Persons (Employment) Act 1996* a child over 14 years may be permitted to do light work during the school holidays or as part of an approved work experience or education programme and a child over 15 may do such work for up to 8 hours a week during school term.

In the event that any person under 18 years is employed by Lynch Interact the associated regulations will be complied with in full and a specific risk assessment will be undertaken. Relevant hazards include:

- Lack of experience, maturity or awareness of risk;
- Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents;
- The physical and psychological capacity of the young person.

2.13 Workplace Stress

Workplace stress arises when the demands of the job and the working environment on an employee exceed their capacity to meet them. Causes of stress in the workplace include:

- Excessive workload;
- Poor work organisation;
- Highly demanding tasks;

- Dull repetitive tasks;
- Undefined role;
- Lack of support;
- Poor communication;
- Poor working relationships;
- Badly planned shift work;
- Dealing directly with the public;
- Threat of violence.

In order to manage the risk of stress, Lynch Interact instruct their employees to raise any issues of stress with their managers as soon as possible. Employees are listened to and appropriate measures are discussed and taken, where appropriate. Managers are also aware of the potential causes of stress and the early warning signs.

2.14 Investigating of Accidents and Incidents

All accidents and incidents will be investigated by the Senior Managers, Facilities Managers/Coordinators or other competent person. The purpose of the investigation is to determine the immediate and root cause of the incident and to prevent recurrence. The conclusions of the investigation will be recorded and corrective action will be taken and recorded, where necessary. All persons are required to cooperate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the incident. The Accident Reporting Procedure is given in Appendix 9. Accident data will be periodically analysed with a view to improving safety management. Where appropriate, the safety statement, including risk assessments will be reviewed in light of any incident.

2.15 Reporting Dangerous Occurrences

Part X of the Safety, Health and Welfare at Work (General Application) Regulations 1993 (Notification of Accidents and Dangerous Occurrences) requires that certain accidents and dangerous occurrences are reported to Health and Safety Authority. These include the following categories:

- An accident resulting in the death of an employee;
- An accident resulting in an employee being prevented from performing his/her normal work for more than three consecutive days, excluding the day of the accident but including any days which would not have been working days;
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment (e.g. member of the public);
- Certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury.

The Senior Managers Facilities Managers/Coordinators are responsible for reporting any such accidents and dangerous occurrences to the Health and Safety Authority. Additional information on the accidents and dangerous occurrences reportable to the HSA is given in Appendix 9. Reporting is done on the prescribed forms IR1 (accidents) or IR3 (dangerous occurrences). These forms are sent by post to the Health and Safety Authority. Notification of serious incidents is done without delay, by fax, telephone or via the internet to the Health & Safety Authority. Following this the completed relevant form is sent by post to the Health and Safety Authority.

Health & Safety Authority, the Metropolitan Building, James Joyce Street, Dublin 1
Lo-Call No. 1890 289 389 www.hsa.ie

2.16 Health and Safety Inspections

The Health and Safety Officer undertakes weekly inspections of the sites under Lynch Interact Contracts, where possible, using the Site Health and Safety Inspection Checklist. The Quality and Safety Auditor and Health and Safety Officer completes random unplanned site inspections while employees and technicians are on site to audit the level of compliance with quality and safety standards in accordance with the Quality Management System, using the Safety and Quality Audit Checklist given in Appendix 10. The later inspections assess the work activities while the previous inspections assess the work locations. Completed inspection and audit checklists are sent to Linda Doran and copied to the Managing Director. Where issues are identified in the safety and quality audit, completed checklists are forwarded to the Facilities Managers/Coordinators responsible for the particular site, for their consideration.

The health and safety consultant and officer complete a health and safety management audit at least annually, producing an Audit Report which outlines her findings and makes recommendations where necessary.

2.17 Health Surveillance & Medical Fitness to Work

Where identified by risk assessments or required by relevant health and safety legislation, health surveillance appropriate to the risks is made available to employees. The aim of health surveillance is the early detection of adverse health effects so that prompt remedial action can be taken to prevent further harm. Continued surveillance can monitor the effectiveness of control measures, identify the most vulnerable employees and consolidate the risk assessment. In general, decisions relating to health surveillance procedures, including the frequency and level of the surveillance, should be made by a suitable competent person i.e. a qualified medical practitioner. Lynch Interact have selected Manor Road Surgery, Palmerstown as their corporate medical practitioner.

3.0 Risk Assessments

In accordance with *Section 19* of the *Safety Health and Welfare at Work Act 2005*, an identification of hazards and assessment of risks has been carried out. The Senior Managers are responsible for assigning responsible persons and timeframes to each recommendation. Once recommendations have been implemented, the likelihood and consequence of the hazardous event may have reduced; therefore a revised risk rating should be recorded. These assessments will be reviewed where:

- a. There has been significant change in the matters to which it relates, or
- b. There is another reason to believe that it is no longer valid, e.g. new legislation, following an accident, introduction of a new process, etc.

The Assessment process included the following:

- Identifying the significant hazards present in the workplace;
- Identifying the groups of people who may be affected by those hazards should a hazardous event occur e.g. employees, contractors and visitors;
- Listing the current controls in place to reduce the risk of a hazardous event occurring;
- Recording the probable likelihood and consequences of the outcome (normally injury/illness) associated with the hazardous event;
- Calculating the risk rating based on likelihood and consequence (the risk rating is arrived at by multiplying the likelihood of the hazardous event occurring x consequences that may result);
- Recommending additional controls in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).

LIKELIHOOD		CONSEQUENCE	
1	Rare – could happen in exceptional circumstances	1	Low – First aid only
2	Unlikely – Improbable, but could happen	2	Minor – Short term injury or ill-health lasting up to 3 days
3	Possible – May occur occasionally	3	Moderate – Semi-permanent injury or ill-health e.g 4th day (H.S.A reportable)
4	Likely – Will occur but not a persistent issue	4	Severe – Permanent injury or ill-health, or injury to more than one person
5	Almost certain – May occur on many occasions	5	Catastrophic – Death

Hierarchy of Controls

The selection of the most appropriate method of risk control is a crucial part of the risk assessment process. The following hierarchy is used when deciding on control measures, starting with the first in the list and working down to the last resort, which is the provision of personal protective equipment and clothing.

1. **Elimination:** Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling or disposing of unwanted chemicals.
2. **Substitution:** If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.

3. **Engineering Solutions:** If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:
 - Enclosure (enclose in a way that eliminates or controls the risk);
 - Guarding/segregation of people; and
 - Interlocks and cut-off switches.
4. **Administrative Solutions:** These are the management strategies, which can be introduced, training, job rotation, limitation of exposure time, provision of written work procedures. For example:
 - safe systems of work that reduce the risk to an acceptable level;
 - written procedures that are known and understood by those affected;
 - identification of training needs and provision of appropriate training; and
 - information/instruction (signs, handouts).
5. **Personal Protective Equipment & Clothing:** Personal Protective Equipment and Clothing should always be considered as a last resort. PPE can also be used as an interim measure to reduce exposure to a hazard. Some examples of PPE include; masks, ear defenders, respirators, helmets, boots, safety shoes, overalls, etc.

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the list the less effective the methods become. It is also worth bearing in mind that the amount of management and supervisory effort needed to maintain the controls is in inverse rank order. In other words, item 5 takes the most effort to maintain and item 1 the least effort.

CONSEQUENCE						
L I K E L I H O O D		LOW 1	MINOR 2	MODERATE 3	SEVERE 4	CATASTROPHIC 5
	ALMOST CERTAIN 5	5	10	15	20	25
	LIKELY 4	4	8	12	16	20
	POSSIBLE 3	3	6	9	12	15
	UNLIKELY 2	2	4	6	8	10
	RARE 1	1	2	3	4	5

RISK RATING	
Low	Controls are managing the risk to the lowest level possible; monitoring of these risks is required
Medium	Controls are adequate but where reasonably practicable additional action should be taken and monitoring is required
High	This is a key risks and should receive early management attention and ongoing monitoring

Section 4: Appendices

- Appendix 1 General Principals of Prevention and Definitions

- Appendix 2 Appointed Persons

- Appendix 3 Safety Committee

- Appendix 4 Bullying and Harassment Policy

- Appendix 5 Personal Protective Equipment Requirements

- Appendix 6 Fire Evacuation Notices

- Appendix 7 Recommended Contents of First-Aid Kit and Replenishment Lists

- Appendix 8 Pregnant, Post Natal and Breastfeeding Employee Risk Assessment

- Appendix 9 Accident Reporting Procedure and Accidents and Dangerous Occurrences Reportable to HSA

- Appendix 10 Site Health and Safety Inspection Checklist and Safety and Quality Audit Checklist

Appendix 1 – General Principals of Prevention and Definitions

Definition of Reasonably Practicable

S.2 (6) ‘For the purposes of the relevant statutory provisions, reasonably practicable, in relation to the duties of an employer, means that an employer has exercised all due care by putting in place the necessary protective and preventive measures, having identified the hazards and assessed the risks to safety and health likely to result in accidents or injury to health at the place of work concerned and where the putting in place of any further measures is grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of any circumstance or occurrence that may result in an accident at work or injury to health at that place of work.’

Schedule 3 (Safety Health & Welfare at Work Act 2005) General Principles of Prevention

- i. The avoidance of risks.
- ii. The evaluation of unavoidable risks.
- iii. The combating of risks at source.
- iv. The adaptation of work to the individual, especially as regards the design of place of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
- v. The adaptation of the place of work to technical progress.
- vi. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
- vii. The giving of priority to collective protective measures over individual protective measures.
- viii. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
- ix. The giving of appropriate training and instructions to employees.

Definition of “Competent Person”

S.2 (2)(a) ‘For the purposes of the relevant statutory provisions, a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.’

Appendix 2 – Appointed Persons

The names of the safety-related appointed persons are recorded below.

NAME	LOCATION
Fire Wardens	
Linda Doran	Head Office
Larry Dalton	Head Office
Mary Burke	Head Office
Lee Hyland	Head Office
First-Aiders	
Derek Dawson	Site Based Personnel
John Connell	Site Based Personnel
Claire Behan (Interact)	Head Office
Safety Representatives and Safety Committee Members	
Philip Murphy	Managing Director
Larry Dalton	EHS Manager
Linda Doran	Head Office
John Connell	Plumbing Personnel
Peter Smith	Electrical Personnel
Derek Dawson	G.O'.s / Building Fabric Personnel / Service Manager
Mick Hatton	A/C Personnel
Tony Hoban	H2O Solutions

Appendix 3 – Safety Committee

Schedule 4 (Safety, Health & Welfare at Work Act 2005) Safety Committees

1. Should they so wish the employees employed in a place of work to which Section 26 applies may select and appoint from amongst their number, members of a safety committee to perform the functions assigned to safety committees under this Act.
2. The number of members of a safety committee shall not be less than 3 and shall not exceed one for every 20 persons employed in a place of work at the time when the committee is appointed or 10, whichever is the less.
3. Where pursuant to paragraph 2 the number of members of which a safety committee is to be comprised is –
 - (a) 4 or less, one member of the committee may be appointed by the employer, and the remaining members of the committee may be selected and appointed by the employees,
 - (b) not more than 8 and not less than 5, 2 members of the committee may be appointed by the employer, and the remaining members may be selected and appointed by the employees, and
 - (c) more than 8, 3 members of the committee may be appointed by the employer and the remaining members may be selected and appointed by the employees.
4. Where, in a place of work, a safety representative or representatives have been appointed under section 25, at least one such safety representative shall be selected and appointed by the employees to be a member of the committee.
5. Where a safety committee is appointed under section 26 the following provisions shall have effect
 - (a) The safety committee shall assist the employer and employees concerned in relation to the relevant statutory provisions,
 - (b) the quorum for a meeting of a safety committee shall be such number, being not less than 3, as shall for the time being be fixed by the committee,
 - (c) where a member of a safety committee ceases to be employed in the place of work concerned, he or she shall at the same time cease to be a member of the committee.
 - (d) The employer shall be entitled to attend personally, or to nominate a person or persons to attend on his or her behalf at each meeting of the safety committee,
 - (e) The employer or his or her nominee or nominees shall attend the first meeting of the safety committee and shall, as soon as may be after it is available, present to the members of the safety committee the statement required under *section 20*, and
 - (f) The safety committee shall consider any representations made to it by the employer on matters affecting the safety, health and welfare of persons employed in the place of work.
6. On a request being made in that behalf by a safety committee, the employer shall consult with the safety committee with the object of reaching agreement concerning –
 - (i) facilities for holding meetings of the safety committee, and
 - (ii) the frequency, duration and times of meetings of the safety committee.

7. Subject to the terms of any agreement between the employer and a safety committee, meetings of the safety committee shall be held from time to time on such days as the committee shall decide and such meetings may be held during normal working hours, without loss of remuneration to the members of the committee if the following conditions are satisfied, namely:
- (i) Except in the case of an emergency such meeting shall not be held more frequently than once every three months;
 - (ii) The duration of each such meeting shall not exceed one hour;
 - (iii) The number of members of the safety committee attending such a meeting shall be at least such as is required to form a quorum, and
 - (iv) The times at which the meeting of the safety committee are held shall be compatible with the efficient operation of the place of work.

Appendix 4 – Bullying and Harassment Policy

Workplace Bullying

Workplace bullying can be defined as repeated inappropriate behaviour, direct or indirect, whether non-verbal, verbal or physical, conducted by one or more persons against one or more persons at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. Examples of bullying include:

- Non verbal – looks, gestures, whistling, displaying emblems on clothing, exclusion, isolation at breaks or social events, intrusion through pestering, spying or stalking, giving repeated unreasonable duties which are obviously unfavourable to one individual, giving repeated impossible deadlines or impossible tasks;
- Verbal – shouting, making jokes, giving unfair and excessive criticism, ridicule in front of other individuals, spreading false truths about the individual;
- Physical – hitting, bodily contact that is abusive in nature, shaking fists in a threatening manner, sabotaging personal belongings.

Workplace Harassment

Workplace harassment can be defined as conduct towards another person including spoken words, gestures or the production, display or circulation of written words, pictures or other material if the action or conduct is unwelcome to the employee and could reasonably be regarded as offensive, humiliating or intimidating. Harassment is defined under the statutory discriminatory grounds; marital status, family status, race, age, religious beliefs, sexual orientation, disability or membership of the travellers community. Examples of harassment include:

- Non verbal – display of offensive material, loss of promotion, unfair allocation of work duties, exclusion from normal conversation or social events, threat of actual violence or dismissal, pressure to behave in an inappropriate manner;
- Verbal – jokes, comments, ridicule, name calling, abusive language;
- Physical – pranks, shoving, assault, written text messages or emails.

Relevant Legislation

- Employment Equality Act 1998 - 2015
- The Code of Practice on the Prevention of Workplace Bullying (made under the Safety, Health and Welfare at Work Act 2005)
- The Code of Practice Detailing Procedures for Addressing Bullying in the Workplace (made under the Industrial Relations Act 1990)
- The Code of Practice on Guidance, Prevention and Procedures for dealing with Sexual Harassment and Harassment at Work (made under the Employment Equality Act, 1998)

Bullying and Harassment Policy

Lynch Interact is committed to providing a working environment where all employees are treated equally and given the dignity and respect to which they are entitled. Bullying and harassment will not be tolerated in any form, whether perpetrated by the employer, employees, clients or other person employees come into contact with over the course of their work, including work-related social events. It should be noted that many forms of workplace harassment are unlawful. Any complaint of bullying or harassment will be promptly and seriously processed. This policy is an integral part of our equal opportunities policy and is operated in conjunction with our safety management policy.

Instructions to Employees

The aim of this policy is to reassure you that if you feel you are being bullied or harassed in the course of your work, you should have the confidence to complain in the full knowledge that your concerns will be dealt with appropriately and fairly in accordance with the procedure set out below. There are two procedures for addressing allegations of bullying and harassment – informal and formal.

Informal Procedure

The informal procedure as outlined below, attempts to restore a working relationship with minimum conflict and stress for the individuals concerned.

- If you believe you are being bullied or harassed, you should explain to the person responsible that their behaviour towards you is unacceptable.
- If you feel that you are unable to approach the person yourself, you should select a contact person i.e. a colleague, supervisor, manager, HR person or representative.
- The contact person should then raise the issue with the person concerned in a confidential, non-confrontational manner.

Formal Procedure

An employee may decide to bypass the informal procedure and move directly to the formal procedure outlined below or the formal procedure will be applied if the informal procedure fails to resolve the issue.

- You should put your allegations in writing, giving precise details of your complaint.
- The person concerned will be notified in writing within 5 days, given a copy of the allegation and informed of his/her right to representation. S/he will be requested to respond in writing within 5 days.
- An investigation will be conducted by an impartial member of the management team or by an agreed third party, if deemed appropriate, who will decide on a course of action. A timeframe for the investigation will be agreed;
- Any statement taken from witnesses will be circulated to both parties for comments;
- Parties may be accompanied or represented at all meetings regarding the issue;
- On completion of the investigation both parties will be informed as to whether or not the complaint has been upheld and given an opportunity to comment on the findings. They will then be informed in writing of the findings.
- When a complaint is upheld, a formal meeting will be held with the alleged perpetrator to determine an appropriate course of action. Such action may include counselling, mediation or a disciplinary action sanctioned by the employer.
- If either party is unhappy with the outcome of the investigation, they may process a complaint under the terms of the Employment Equality Act 1998;
- Confidentiality is of the utmost importance in relation to this procedure and all parties involved are required to maintain absolute confidentiality.

Lynch Interact recognise that bullying and harassment are very difficult issues to deal with and all complaints will be dealt with as sensitively as possible with due regard to the rights of both the complainant and respondent. Any attempt to misuse this policy through the filing of malicious complaints will result in disciplinary action. Victimisation of an employee who makes a complaint or who gives evidence regarding the complaint will result in disciplinary action up to and including dismissal.

Employees must ensure their own behaviour is beyond question in this regard.

Appendix 5 – Personal Protective Equipment Requirements

Schedule 2 (*Safety Health and Welfare at Work (General Application) Regulations 2007*) Part A – Guide list of activities and sectors of activities which may require provision of personal protective equipment

Head protection (skull protection)	Protection helmets	<ul style="list-style-type: none"> ▪ Building work, particularly work on, underneath or in the vicinity of scaffolding and elevated places of work, erection and stripping of formwork, assembly and installation work, work on scaffolding and demolition work ▪ Work on steel bridges, steel building construction, masts, towers, steel hydraulic structures, blast furnaces, steel works and rolling mills, large containers, large pipelines, boiler plants and power stations ▪ Work in pits, trenches, shafts and tunnels ▪ Earth and rock works ▪ Work in underground workings, quarries, open diggings, coal stock removal ▪ Work with bolt-driving tools ▪ Blasting work ▪ Work in the vicinity of lifts, lifting gear, cranes and conveyors ▪ Work with blast furnaces, direct reduction plants, steelworks, rolling mills, metalworks, forging, drop forging and casting ▪ Work with industrial furnaces, containers, machinery, silos, bunkers and pipelines ▪ Shipbuilding work ▪ Railway shunting work ▪ Work in slaughterhouses
Foot protection	Safety shoes with puncture-proof soles	<ul style="list-style-type: none"> ▪ Carcase work, foundation work and roadworks ▪ Carcase demolition work ▪ Scaffolding work ▪ Work with concrete and prefabricated parts involving formwork erection and stripping ▪ Work in contractors' yards and warehouses ▪ Roof work
	Safety shoes without pierce-proof soles	<ul style="list-style-type: none"> ▪ Work on steel bridges, steel building construction, masts, towers, lifts, steel hydraulic structures, blast furnaces, steelworks and rolling mills, large containers, large pipelines, cranes, boiler plants and power stations ▪ Furnace construction, heating and ventilation installation and metal assembly work ▪ Conversion and maintenance work ▪ Work with blast furnaces, direct reduction plants, steelworks, rolling mills, metalworks, forging, drop forging, hot pressing and drawing plants ▪ Works in quarries and open diggings, coal stock removal ▪ Working and processing of rock ▪ Working and processing in relation to flat glass products and container glassware manufacture ▪ Work with moulds in the ceramics industry ▪ Lining of kilns in the ceramics industry

		<ul style="list-style-type: none"> ▪ Moulding work in the ceramic ware and building materials industry ▪ Transport and storage work ▪ Work with frozen meat blocks and preserved foods packaging ▪ Shipbuilding work ▪ Railway shunting work
	Safety shoes with heels or wedges and pierce-proof soles	<ul style="list-style-type: none"> ▪ Roof work
	Protective shoes with insulated soles	<ul style="list-style-type: none"> ▪ Work with and on very hot or cold materials
	Safety shoes which can easily be removed	<ul style="list-style-type: none"> ▪ Any work where there is a risk of penetration by molten substances
	Safety shoes fitted with toecaps	<ul style="list-style-type: none"> ▪ Any work where there is a risk of impact on or crushing of the foot caused by falling or projecting objects or collision of the foot with an obstacle
Eye or face protection	Protection goggles, face shields or screens	<ul style="list-style-type: none"> ▪ Welding, grinding and separating work ▪ Caulking and chiselling work ▪ Rock working and processing work ▪ Work with bolt-driving tools ▪ Work on stock removing machines for small chippings ▪ Drop forging ▪ The removal and breaking up of fragments ▪ Spraying of abrasive substances ▪ Work with acids and caustic solutions, disinfectants and corrosive products ▪ Work with liquid sprays ▪ Work with and in the vicinity of molten substances ▪ Work with radiant heat ▪ Work with lasers
Respiratory protection	Respirators/breathing apparatus	<ul style="list-style-type: none"> ▪ Work in containers, restricted areas and gas-fired industrial furnaces where there may be gas or insufficient oxygen ▪ Work in the vicinity of the blast furnace charge ▪ Work in the vicinity of gas converters and blast furnace gas pipes ▪ Work in the vicinity of blast furnace taps where there may be heavy metal fumes ▪ Work on the lining of furnaces and ladles where there may be dust ▪ Spray painting where dedusting is inadequate ▪ Work in shafts, sewers and other underground areas connected with sewage ▪ Work in refrigeration plants where there is a danger that the refrigerant may escape ▪ Work in processes where harmful dust or fumes are likely to be present
Hearing protection	Ear protectors	<ul style="list-style-type: none"> ▪ Work with metal presses ▪ Work with pneumatic drills ▪ Work with turbines ▪ The work of ground staff at airports ▪ Pile-driving work ▪ Wood and textile working
Body, arm and hand protection	Protective clothing	<ul style="list-style-type: none"> ▪ Work with acids and caustic solutions, disinfectants and corrosive cleaning

		substances <ul style="list-style-type: none"> ▪ Work with or in the vicinity of hot materials and where the effects of heat are felt ▪ Work on flat glass products ▪ Shop blasting ▪ Work in deep-freeze rooms
	Fire-resistant protective clothing	<ul style="list-style-type: none"> ▪ Welding in restricted areas
	Pierce-proof aprons	<ul style="list-style-type: none"> ▪ Boning and cutting work ▪ Work with hand knives involving drawing the knife towards the body
	Leather aprons	<ul style="list-style-type: none"> ▪ Welding ▪ Forging ▪ Casting
	Gloves	<ul style="list-style-type: none"> ▪ Welding ▪ Handling of sharp objects, other than machines where there is a danger of the glove being caught ▪ Unprotected work with acids and caustic solutions
	Metal mesh gloves	<ul style="list-style-type: none"> ▪ Boning and cutting ▪ Regular cutting using a hand knife for production and slaughtering ▪ Changing the knives of cutting machines
	Weatherproof clothing	<ul style="list-style-type: none"> ▪ Work in the open air in rain and cold weather
	Waterproof clothing	<ul style="list-style-type: none"> ▪ Work in wet processes
	Reflective clothing	<ul style="list-style-type: none"> ▪ Work where employees must be clearly visible
	Safety harness	<ul style="list-style-type: none"> ▪ Work on scaffolding ▪ Assembly of prefabricated parts ▪ Work on masts
	Safety ropes	<ul style="list-style-type: none"> ▪ Work on high crane cabs ▪ Work in high cabs of warehouse stacking and retrieval equipment ▪ Work in high section of drilling towers ▪ Work in shafts and sewers
	Skin protection	<ul style="list-style-type: none"> ▪ Processing of coating materials ▪ Tanning

Appendix 6 – Fire Evacuation Notices

FIRE EVACUATION NOTICE (Dublin)

Please read the following carefully and take note of the emergency exits in the building. In the event of a fire it is of vital importance that the building is evacuated.

If you discover fire:

1. If you discover smoke or fire, break the nearest red Manual Call Point to activate the fire alarm system
2. Call the FIRE SERVICE on 112 and report that there is a fire, giving as many relevant details as possible
3. With another person, attempt to fight the fire using the appropriate fire extinguisher or fire blanket, if you are trained and if it is safe to do so
4. As you evacuate, close the door of the room containing the fire



If the fire alarm sounds:

UNDER NO CIRCUMSTANCE MUST THE FIRE ALARM BE IGNORED

1. All occupants must evacuate the premises and report to the Assembly Point
2. Leave by your nearest emergency exit, closing doors and windows behind you where possible
3. Do not go back to another location to collect personal belongings
4. Help any person who may require assistance in evacuating
5. The designated Fire Wardens for your area should sweep all areas as you leave ensuring everyone has evacuated
6. Wait at the Assembly Point until the roll call has been completed and you are told it is safe to re-enter

Your Assembly Points is: At the front of the building (i.e. car park adjacent to road)

ONLY MAINTENANCE PERSONNEL ARE RESPONSIBLE FOR RESETTING THE PANEL

Due to varying numbers in the office at any time, evacuation will involve a “zone clearance” system, with the following areas:

Large Open Plan Office Area – Boardroom - Private Offices (4 No.) –
H2O Office – IT Room – Mezzanine Area
Small Open Plan Office Area – Stationery/Comms Room
Leo Lynch A/Cs Office – Canteen – Office Opposite Toilets – M/F Toilets

With the following Fire Wardens:

Linda Doran

Mary Burke

Larry Dalton

Lee Hyland

The above named people will be asked by **Larry Dalton** (or if absent, **Linda Doran**) if the building has been cleared. In the event of the fire brigade arriving, we will be in a position to inform them whether or not the building is empty.

Fonthill Office First Aiders

Claire Behan

Appendix 7 – Recommended Contents of a First-aid Kit and Replenishment Lists

The recommended contents of a first-aid kit as outlined in the Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007 – Chapter 2 of Part 7: First Aid are given below.

Materials	First-aid travel kit	First-aid box		
		1 – 10 persons	11 - 25 persons	26 - 50 persons* ₁
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (Bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8 cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressing Large (No. 9) (13 x 9 cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound dressing Extra Large (No. 3) (28 x 17.5 cms)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of Examination Gloves	3	5	10	10
Sterile water, where there is no clear running water ** ₂	2x20 mls	1x500 mls	2x500 mls	2x500 mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10 x 10cm) *** ₃	1	1	1	1
Water based Burns Dressing Large *** ₃	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3
NOTES:				
* Note 1: Where more than 50 persons are employed, pro rata provisions should be made				
** Note 2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked.				
*** Note 3: Where mains tap water is not readily available of cooling burnt area.				

First-Aid Kit Replenishment List – Office

Completed by: _____

Date: _____

Materials	First-aid box for 1 - 10 persons	Quantity remaining	Quantity required
Adhesive Plasters	20		
Sterile Eye Pads (No. 16) (bandage attached)	2		
Individually Wrapped Triangular Bandages	2		
Safety Pins	6		
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8 cm)	2		
Individually Wrapped Sterile Unmedicated Wound Dressing Large (No. 9) (13 x 9 cm)	2		
Individually Wrapped Sterile Unmedicated Wound dressing Extra Large (No. 3) (28 x 17.5 cm)	2		
Individually Wrapped Disinfectant Wipes	10		
Paramedic Shears	1		
Pairs of Examination Gloves	5		
Pocket Face Mask	1		
Water Based Burns Dressing Small (10 x 10cm)	1		
Crepe Bandage (7cm)	1		

First-Aid Kit Replenishment List – Vehicles

Completed by: _____

Date: _____

Materials	First-aid box for 1 - 10 persons	Quantity remaining	Quantity required
Adhesive Plasters	20		
Sterile Eye Pads (No. 16) (bandage attached)	2		
Individually Wrapped Triangular Bandages	2		
Safety Pins	6		
Individually Wrapped Sterile Un-medicated Wound Dressings Medium (No. 8) (10 x 8 cm)	2		
Individually Wrapped Sterile Un-medicated Wound Dressing Large (No. 9) (13 x 9 cm)	2		
Individually Wrapped Sterile Un-medicated Wound dressing Extra Large (No. 3) (28 x 17.5 cm)	2		
Individually Wrapped Disinfectant Wipes	10		
Paramedic Shears	1		
Pairs of Examination Gloves	5		
Sterile water	1x500 mls		
Pocket Face Mask	1		
Water Based Burns Dressing Small (10 x 10cm)	1		
Water based Burns Dressing Large	1		
Crepe Bandage (7cm)	1		

Appendix 8 – Pregnant, Post Natal and Breastfeeding Employee Risk Assessment

Safety, Health & Welfare at Work (General Application) Regulations 2007 Chapter 2 of Part 6 – Protection of Pregnant, Post Natal and Breastfeeding Employees

Definitions:

A **pregnant employee** means an employee who is pregnant – the Regulations apply when an employee informs her employer that she is pregnant and provides an appropriate medical certificate of her condition.

A **post natal employee** means an employee who gave birth not more than 14 weeks preceding a material date.

An **employee who is breastfeeding** means an employee who, having given birth not more than 26 weeks previously, is breastfeeding.

As the earliest stages of pregnancy are the most critical ones for the developing child it is in the employee's interest to let her employer know she is pregnant as soon as possible.

Assessment Completed by: _____ **Date:** _____

Employee Name: _____

Work Location: _____

Manager: _____

Stage of Pregnancy: _____

Physical Agents

ISSUE	YES	NO	ACTION
Does the work involve exposure to any shocks or vibrations?			
Does the work involve exposure to loud noise?			
Does the work involve exposure to ionising radiation?			
Does the work involve exposure to non-ionising radiation?			
Does the work involve working in extremes of cold or hot temperatures?			
Does the work involve any handling of loads?			
Does the work involve excessive movements or uncomfortable postures?			
Does the work involve significant travelling, either inside or outside the place of work?			
Is the work liable to cause physical or mental fatigue or other physical burdens connected with the activity?			

Biological Agents

Safety, Health and Welfare at Work (Biological Agents) Regulations 1994 and 1998

Group 1 - one that is likely to cause human disease

Group 2 - one that can cause human disease and might be a hazard to workers; it is unlikely to spread to the community; there is usually an effective prophylaxis or treatment available.

Group 3 - one that can cause severe human disease and present a serious hazard to workers; it may present a risk of spreading to the community, but there is usually an effective prophylaxis or treatment available.

Group 4 - one that can cause severe human disease and is a serious hazard to workers; it may present a high risk of spreading to the community; there is usually no effective prophylaxis or treatment available.

ISSUE	YES	NO	ACTION
Does the work involve exposure to biological agents contained in groups 2, 3 and 4?			
Could the pregnant employee be exposed to toxoplasma or rubella virus?			

Is the pregnant employee up to date on her vaccinations for toxoplasma or rubella virus?			
Have risk assessments been carried out for all biological agents?			
Are all biological agents controlled to the lowest risk possible?			

Chemical Agents

The following chemical agents should be considered:

- Substances and preparations classified under the European Communities (Classification, Packaging, Labelling and Notification of Dangerous Substances) Regulations 2003 as amended by the European Communities (Classification, Packaging, Labelling and Notification of Dangerous Substances) (Amendment) Regulations 2006
- Substances and preparations classified under the European Communities (Classification, Packaging, and Labelling of Dangerous Preparations) Regulations 2004 as amended by the European Communities (Classification, Packaging and Labelling of Dangerous Preparations) (Amendment) Regulations 2007
- Substances and preparations referred to in Schedule 1 of the Safety, Health and Welfare at Work (Carcinogens) Regulations 2001
- Substances and preparations released by a process referred to in Schedule 1 of the Safety, Health and Welfare at Work (Carcinogens) Regulations 2001

ISSUE	YES	NO	ACTION
Does the work involve work with or exposure to any of the above-mentioned chemical agents?			
Do any of the chemicals carry the following risk phrases: <ul style="list-style-type: none"> • R40 Limited evidence of a carcinogenic effect • R45 May cause cancer • R46 May cause heritable genetic damage • R49 May cause cancer by inhalation • R61 May cause harm to the unborn child • R63 Possible risk of harm to the unborn child • R64 May cause harm to breastfed babies • R68 Possible risk of irreversible effects 			
Does the work involve exposure to mercury, mercury derivatives, lead, lead derivatives, antimetabolic (cytotoxic) drugs or carbon monoxide?			

Does the work involve exposure to chemical agents of known and dangerous percutaneous absorption (i.e. that may be absorbed through the skin)?			
Are chemicals only used for cleaning?			
If not, in what activities are the chemicals used?			
Do you have a list of all chemicals currently in use?			
Have risk assessments been carried out for all chemical agents?			
Are there material safety data sheets available for all chemicals?			
Has required air monitoring been carried out and are chemicals within the recommended occupational exposure limits?			
Have all chemicals been substituted with those less hazardous?			
Can all substances be locked away when not in use?			
Are emergency procedures in place to deal with spillages?			

Working Conditions

ISSUE	YES	NO	ACTION
Does the work involve working with display screen equipment (VDU's) for more than one hour a day?			
If so, has a VDU assessment been carried out?			
Does the work involve movement in a tightly fitting workspace or confined spaces?			
Does the work involve excessive standing or sitting?			
Does the work involve early starts, overtime or night work?			

Does the work involve manual handling?			
If so, has a manual handling assessment been carried out?			
Is there a rest room available for the pregnant worker or breastfeeding mother?			
Are suitable and adequate toilet/changing facilities provided?			
Will taking of rest breaks and/or distance to rest room or toilets be a problem?			
Does the work involve work on slippery or wet surfaces?			
Does the work involve exposure to nauseating smells?			
Is the work environment excessively hot?			
Does the employee require additional Personal Protective Clothing?			

Violence & Aggression

ISSUE	YES	NO	ACTION
Does the pregnant employee deal directly with members of the public?			
Is there a history of assaults or verbal aggression within the work area?			
Does the pregnant employee work on her own at any stage?			
Does the pregnant employee carry out community visits?			

Note: A one off Risk Assessment may not be enough, as pregnancy is a dynamic process and not a static condition. Furthermore, not only during the various stages of a pregnancy but also after delivery, different risks can affect a woman and her unborn or new-born child to a varying extent. The same applies where there is a change in working conditions, equipment or machines.

Appendix 9 – Accident Report Form and Accident and Dangerous Occurrences Reportable to the HSA

Accident Reporting Procedure

The objective of this accident reporting procedure is to obtain relevant and accurate information about an accident as soon as possible. Employees are required to **report accidents immediately** to head office so that the accident report form below can be completed as soon as possible.

Accidents will be investigated by a competent person to determine the root cause of the incident and to prevent recurrence. The conclusions of any investigation will be recorded and corrective action will be taken, where necessary. Where appropriate, the safety statement including risk assessments will be reviewed. Accident data will also be periodically analysed with a view to improving safety management.

Where required, accidents will be reported to the Health and Safety Authority.

Accident Report Form

1. Part one should be completed by the direct supervisor of the injured person and subsequently signed by the injured person (If more than one person is injured, use separate accident report forms). If the injured person is seriously injured, this part may not be fully completed for some time.
2. Part two should be completed by the Senior Manager, Operation Supervisor or Health and Safety Manager/Consultant. The section for witnesses will only be completed when there was a witness. (If more than one witness, use separate pages)
3. Photographs of the accident location should be taken, if it is anticipated that the injury will result in an absence from work for the injured party of more than 1 day
4. If it is anticipated that the absence from work for the injured party of more than 3 days or the injured party is likely to be hospitalised, then the Health and Safety Manager/Consultant must be notified immediately.

Fax Accident Report Form to (01) 6262592 for the attention of **Linda Doran** as soon as possible

ACCIDENT REPORT FORM

(Private & Confidential)

PART 1 – ACCIDENT DETAILS

Name of injured person State whether employee, sub-contractor or other (give details)	Date, time and location of accident
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Describe, giving as much detail as possible, how the accident occurred

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.....

To whom and when was the accident reported? (If there was a delay in reporting the accident, state for what reason)

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.....

Describe the injuries sustained, if any

.....

.....

Describe, giving name of first-aider/doctor, the medical attention given, if any

.....

.....

Signed: (Supervisor of injured person)	Signed: (Injured Person)
Date:	Date:

PART 2 – ACCIDENT INVESTIGATION

Name of witness, if any

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Account, giving as much detail as possible, what the witness saw/heard

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Accident and Dangerous Occurrences Reportable to the HSA

In accordance with the *Safety Health and Welfare at Work (General Application) Regulations, 1993* the following accidents and dangerous occurrences must be notified to the Health and Safety Authority (HSA) by fax (01 6147020), telephone (1890 289 389) or the internet (ww.hsa.ie). A hard copy must also be sent by post to the HSA. Reporting of such event must be carried out on the approved forms; IR1 (accidents) or IR3 (dangerous occurrences).

Accidents to be notified to the HSA include the following:

- An accident causing the death of any employed or self-employed person
- An accident that prevents an employed or self-employed person from working for more than consecutive three days.
- An accident caused by a work activity, which cause the death of, or requires medical treatment to, a person not at work: e.g. a passer-by.

Dangerous occurrences include the following:

- Collapse of a crane or other lifting machine
- Explosion of any closed vessel
- Electrical short circuit, explosion or fire which results in stoppage of affected equipment or place of work for more than 24 hours
- Uncontrolled release of 1 tonne or more of flammable substances
- Collapse of scaffolding more than 5 metres in height
- Collapse of a building involving more than 5 tonnes of material or of any floor or wall in a place of work.
- Failure of freight containers or a road accident involving a vehicle carrying dangerous substances by road
- Bursting or collapse of pipelines
- Malfunction of breathing apparatus
- Contact with an overhead electric line of over 200 volts
- Bursting of a grinding wheel.

Appendix 10 – Site Health and Safety Inspection Checklist and Safety and Quality Audit Checklist

Site Health and Safety Inspection Checklist

Completed by: _____ Date: _____

Name of client and address of property: _____

Locations where work is undertaken: _____

To complete this checklist, you must visit the site and inspect all areas where work is generally undertaken by our employees and sub-contractors and consult with a number of Lynch Interact/H₂O employees who have completed work at the site in the previous year.

Name of employees consulted: _____

RISK RATING

In each instance, assign a risk rating of LOW, MEDIUM or HIGH. The rating should be based on the likelihood of the negative situation occurring and the consequence to the individual(s) if it were to occur.

Safety Issue	Observations and Comments	Risk Rating	Will work be prevented?
Health and Safety Management			
Has the client been supplied a copy of our safety statement? If so, when?		N/A	N/A
Have method statements been prepared for the site? If so, when and have they been supplied to the client?		N/A	N/A
Has the client requested any other safety related information? If so, give details.		N/A	N/A
Is a copy of the site's safety statement available upon request? If so, is it up-to-date (within 3 years) and relevant to the site?		N/A	N/A
Is there a section(s) relating to contractors? If so, request a copy of the section or note the key points.		N/A	N/A

Lone Working			
Do we check-in with a site representative before commencing work? Are we issued a contractor badge?		N/A	N/A
Are we issued a permit-to-work for certain activities? If so, what activities?		N/A	N/A
Are we given a site induction or any relevant site safety information before commencing work? If so, give details.		N/A	N/A
Can we be locked into/onto the work locations?			
Does working at the work locations on this site involve other risks associated with lone working? If so, give details.			
Fire Safety and Emergency Planning			
Is there a Fire Evacuation Notice displayed? Is the location of the Assembly Point identified?		N/A	N/A
Are the alternative escape routes from the work locations clearly identifiable with directional (running-man) signs?			
Are the doors along escape routes from the work locations easily openable <u>to us</u> in the event of evacuation?			
Are escape routes clear of obstructions, internally and externally?			
Is there a fire alarm sounder located near the work locations? NB: roof			
If there is significant background noise or you are required to wear ear defenders, is there a strobe light in these location?			
Is there adequate emergency lighting in the work locations, considering the nature of the work to be completed?			
Does emergency lighting appear to be operational i.e. red/green led lit?			
Are there fire extinguishers in/near the work locations? If so, have they been serviced in the previous year?			

Work Locations			
How do we find and gain access to the work locations?		N/A	N/A
Do we have to climb a ladder, go through a hatch or similar restriction to access the work locations?			
Do we have to go on a roof to access the work locations?			
If so, are we protected from falling at height i.e. designated walkways away from edge or suitable edge protection?			
If no, are there suitable anchor points?			
Is the roof surface likely to be hazardous in wet, icy or windy conditions?			
Are any work locations considered a confined space?			
Are any work locations exposed to hazardous substances?			
Are any work locations exposed to excessive noise, vibration or radiation?			
Are there gas pipes adjacent any work location? If so, are they painted yellow?			
Are there any hazard warning signs at the work locations? If so, give details.			
Does the client facilitate isolating the work location when necessary?			
Is housekeeping to an acceptable standard in the work locations?			
Slips, Trips and Falls			
Are floor/ground surfaces in the work locations in good condition and free of slip/trip hazards?			
Are stairs, fixed ladders and ramps in good condition?			

Is there sufficient numbers of light fittings in the work locations to work safely?			
Are light fittings operational and in good condition in all work locations?			
Are there any unprotected openings in floor surfaces near the work locations?			
Do we have to work near any fragile surfaces?			
Electrical			
Does the client respect LOTO?			
Manual Handling			
Does the client facilitate parking close to an access point to reduce carrying distance?			
Does the client permit the use of the lift to transport equipment, materials etc. to upper/lower floors?			
Welfare Facilities			
Do we have access to drinking water and toilet facilities on the site?			

Any additional safety observations or comments