



Safety Statement

September 2015

Foreword

For the purpose of this document the following are meaning which are interpreted in this document

Company	Tenderbids Ltd T/A Bastion
Director Other Named Director	Wayne Merrigan Darragh Burke & Liam Burke
Health & Safety Officer	Wayne Merrigan
Safety Co-ordinator	Jane Merrigan Carroll
Site Contact	Darragh Burke (Bastion Construction) Liam Burke (Bastion Construction) Joe English (Bastion Paint & Decoration)
External Safety Advisor	Mark Corcoran/ Des Brandon
Main Contractor	BASTION

Safety Policy

It shall be the policy of the [Company](#), to make every effort to ensure the health, safety and welfare of all employees. The management is committed to constant review of all the safety procedures and practices. External consultancy is used to keep the [company](#) up dated, renewal there of certification is flagged as the expiry date arises.

Every employee must also ensure that he/she does nothing to endanger him/herself or others and must co-operate with management to ensure that the highest standards of safety are maintained. Therefore the success of this Safety Policy depends on Management and Employee inter co-operation.

Management and Staff are encouraged to put forward any suggestions for improvements to the appointed Safety Officer and to see to it that the details are recorded within the Safety Statement. The [Company](#) undertakes to supply adequate and suitable supervision at all times and to comply with all aspects of the Safety, Health and Welfare at Work Act 2005 and the, Safety, Health and Welfare at Work (Construction) Regulations, 2013, General Application Regulations 2007 and amendments.

The [Company](#) realises that greater safety comes with appropriate training. All employees will receive safety training and instruction commensurate with their work. The [Company](#) will review this statement on a regular basis. Prevention of accidents to the public is essential.

Where "Particular Risks" are identified, preventative procedures as appropriate to such risks will be provided by way of an Addendum to the [Company's](#) Safety Statement.

Wayne Merrigan


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Responsibility for Safety, Health and Welfare

General

1. The **Director's** of the **company** have overall responsibility for safety, health and welfare on all sites and in the Company Office including the following:
 - (a) Consultation with all employees as appropriate, on health and safety matters
 - (b) Delegation of specific responsibilities for safety, health and welfare to management and supervisory personnel, as appropriate.
 - (c) Ensuring that company policy on safety, health and welfare is carried out with regard to consultations, training, inspections and maintenance, investigation of accidents and regular monitoring of safety standards.
 - (d) Review of Safety Policy is continuous and full review is made annually.
2. The management and supervisory personnel will be responsible for ensuring that the policy is adhered to and implemented in all work places.

Duties of Employer

It is the **company's** priority to ensure that all works are carried out in such a manner as to minimise risk of injury to direct employee's, sub-contractors and any other parties involved with, or in the vicinity of, works being undertaken or at any other position on the site and its environments.

The **Company's** duties to achieve this situation are as follows:

1. Ensure all operatives, direct or sub contracted, wear appropriate safety equipment at all times. (As specified by the **Main Contractor**).

2. Record of issue is maintained by the Safety Officer.(see records)
3. Ensure that all employee's or sub contractors attend site induction course as organised by [Main Contractor](#).
4. Ensure that site discipline is adhered to in relation to works being carried out. If irregularities in use of equipment become apparent, it is [the company's](#) duty by way of their [site contact](#) to explain problem / demonstrate correct method / monitor situation.
5. All [site contacts](#) to be issued with and have a clear understanding of the [company's](#) Safety Statement, with weekly reports to management.
6. The [company](#) will ensure that there is a qualified first aider on site whether they are employed by the [Main Contractor](#) or other party.
7. The [Director](#) is appointed as Company Safety, Health and Welfare Advisor, whose duties will consist of the following:
 - (a) Liaise with appointed [external Safety Advisor's](#)
 - (b) Advise the [Company](#) on all aspects of Safety and arrange Safety Training as necessary.
 - (c) Carry out periodic inspections on sites and report directly back to the [Company](#)
 - (d) Carry out risk assessments on all [company](#) activities.
 - (e) Advise on frequency of statutory tests and examinations.
 - (f) In extreme circumstances, order work to be stopped if he considers safety and/or health are seriously endangered.
 - (g) Ensure that effective corrective and preventative actions are implemented for all hazards, accidents and incidents identified.
 - (h) Analyse accident and incident reports and report to [company](#).
8. To ensure that safety matters are discussed and highlighted at tender stage and make allowances / decisions on same, prior to commencement of work on site.
9. To ensure all Plant and Equipment owned now and purchased in the future conforms to all current legislative conditions and certification.

10. To highlight to all employees the importance of site safety by way of example, co-ordination and good management practice so that an overall positive attitude to site safety is achieved.

Duties of Employees

1. To take reasonable care of their own safety, health and welfare and that any other persons who may be affected by their acts or omissions while at work.
2. To co-operate with their employer or any other person to such an extent as will enable their employer or the other person to comply with any of the relevant statutory provisions with regard to safety, health and welfare.
3. To use in such manner so as to provide the protection intended any suitable appliance, protective clothing, convenience, equipment or other means or things so provided (whether for use alone or for use in common with others) for securing their safety, health and welfare while at work.
4. To report to the [Company](#), or immediate supervisor, without unreasonable delay, any defect in the equipment, place of work or system of work which might endanger safety, health and welfare.
5. Not to intentionally or recklessly interfere with or misuse any appliance, convenience, equipment or other means of things provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
6. To use correct equipment for the job and not to use equipment requiring special training if they have not received such training.
7. To keep equipment in good condition.
8. To wear personal protective clothing provided for their health and safety.
9. To study the sections of the [Company](#) Safety Statement relevant to their work activities.

10. To develop a personal concern for their own safety and the safety of others and to avoid any actions that would be a source of danger to themselves or others.
11. Employees must not carry out any tasks, which they feel they are not competent to carry out which involves unreasonably high risks.
12. Employees must report all accidents and dangerous occurrences to their employer immediately and without delay.

Site Foreperson

Shall:

- (a) Familiarise themselves with the [company's](#) Safety, Health and Welfare policy.
- (b) Ensure that company members under their control are fully aware of any hazards in the workplace and the measures required safeguarding against them.
- (c) Insist that all safety rules are observed and that protective equipment is worn or used where appropriate.
- (d) Ensure that adequate supervision is available at all times, particularly for the young and inexperienced.
- (e) Accompany the Safety Officer/Advisor on inspection and co-operate on safety matters and housekeeping to improve safety and health.
- (f) Ensure that all [company](#) members under their control know the location of and how to use any available fire fighting equipment.
- (g) Ensure that all [company](#) members under their control know the whereabouts of first aid facilities and of the nearest person trained in first aid.
- (h) Ensure that all safety devices are fitted, adjusted, maintained and properly used.
- (i) Ensure that all machinery and equipment is properly maintained and safe to use.
- (j) If within authority, promptly rectify all defects in work place and/or plant in use; if not within authority, promptly report such defects.

- (k) Consider promptly any representation about health and safety from [company](#) members under their control.
- (l) Liaise with the appropriate [site contact](#) on all matters concerning safety.
- (m) Attend safety meetings when required.
- (n) Investigate all accidents promptly to discover their cause and eliminate re-occurrence.
- (o) Complete accident report forms for all accidents involving injury, damage or lost time in accordance with accident reporting procedure.
- (p) Provide safe systems at work.
- (q) Give instruction re Method Statements to operatives (see method Statement awareness sheet- Records)
- (r) Ensure that all Employees and Sub-Contractors have the relevant Safe Pass and CSCS Certification Training per requirement in the Safety, Health and Welfare at Work (Construction) Regulations, 2013.
- (s) Familiarise themselves with the site Health and Safety Plan
- (t) Ensure all site "Permit to Work" are adhered to.

Specific Responsibilities of Sub-Contractors:

- (a) Sub-Contractors must observe all of the above rules and the following also applies.
- (b) Sub-Contractors and self-employed persons shall provide their Safety Statement when requested to do so.
- (c) Sub-Contractors must produce evidence when requested; showing that appropriate Employees and Public Liability Insurance is in place.
- (d) Sub-Contractors and self-employed persons have a duty to bring to the attention of the [site contact](#) without delay any dangerous practices or situation which could lead to the injury of another person on site.

- (e) Sub-Contractors and Self-Employed persons shall comply within the requirements of this Safety Plan and Safety Statement as issued by [the company](#).
- (f) Sub-Contractors and Self-Employed persons shall co-operate with site management in providing a safe place of work.
- (g) Sub-Contractors must ensure that all their employees and others under their care are provided with and wear personal protective equipment.
- (h) Sub-Contractors must only use competent and suitable persons on site.
- (i) Sub-Contractors must get the consent of the [company](#) before engaging persons other than a direct employee on site.
- (j) Sub-Contractors must ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.
- (k) Sub-Contractors and Self-Employed persons must use correct tools and equipment.
- (l) Sub-Contractors and Self-Employed persons maintain tools in good condition.

Sub-Contractors and Self-Employed persons must abide by the requirements set out for employees and contractors in Section 13 of the 2005 Health and Safety at Work Act. General Duties of Employee and Persons in Control of Places of Work (2005)

13. — (1) An employee shall, while at work—

(a) Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,

(b) Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,

(c) If reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under

the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,

(d) Co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,

(e) Not engage in improper conduct or other behavior that is likely to endanger his or her own safety, health and welfare at work or that of any other person,

(f) Attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,

(g) Having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,

(h) Report to his or her employer or to any other appropriate person, as soon as practicable—

(i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,

(ii) Any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or

(iii) Any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under subsection (1)(f).

Safety Organisation & Consultation Mechanism

Safety Committee

An informal Group meets regularly to review all aspects of the Company, including Safety Issues. This meeting is held by the [Director](#) and includes [site contact](#) and Employees. It is intended to formalise this to ensure that the summary duties listed below are auctioned.

Summary of Duties of the Safety Committee:

- (a) To meet monthly or more frequently as circumstances dictate to discuss matters of safety, health and welfare in the workplace and on all sites and to keep minutes of such meetings.
- (b) To arrange “Hazard Audits” on a regular basis, with the help of outside experts as required and to assess the risk resulting from any hazards identified.
- (c) To arrange implementation of the measures required to eliminate / reduce such hazards.
- (d) To carry out regular inspections, with the help of experts if required, of all plant and machinery to ensure that the machinery itself is safe, that the safeguards are in use and that the machinery is being operated in a safe manner.
- (e) To ensure that all safety and fire fighting equipment is monitored on a regular basis.
- (f) To check and re-stock as necessary the First Aid Boxes on a monthly basis.
- (g) To investigate any complaint which may be brought to its attention by employees regarding safety, health and welfare in the workplace and to make a report on same.
- (h) To investigate any accident, which may occur in the workplace, compile a report on same and make recommendations, which would prevent a recurrence of such accident.
- (i) To ensure compliance with all aspects of the Safety, Health and Welfare at Work Act, 2005 and the Safety, Health and Welfare at Work (Construction) Regulations 2013.
- (j) To compile an Annual Report on it’s activities, which will be circulated to the Board, Management and Staff of the Company.

General Safety Policies

Safety Personnel

The person with overall and final responsibility for Health and Safety in the [Company](#) is the [Director](#).

Director	Wayne Merrigan	087 6189882
Site Contact	Darragh Burke (Construction)	086 8771594
	Liam Burke (Construction)	087 2289377
	Joe English (Paint & Decoration)	087 9381075
Safety Co-ordinator	Jane Merrigan Carroll	087 2158957
External Safety Advisor	Mark Corcoran	086 8260439
Brandon Agencies	Des Brandon	087 2202490

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of all tools and personal protective equipment appropriate to the task concerned. Training sessions will be held as often as is deemed necessary in compliance with the Safety, Health and Welfare at Work (General Application) Regulations 2007 and Safety, Health and Welfare at Work (Construction) Regulations 2013.

The personnel with the responsibility for safety training are detailed below:

Job Title	Name:
H & S Officer	Wayne Merrigan
Safety Co-ordinator	Jane Merrigan Carroll

Workplace Inspections

It is the policy of the [company](#) to comply with the Workplace, Safety, Health and Welfare at Work (General Applications) Regulations 2007.

Regular inspections of the workplace will be conducted by Site Foremen with records kept on site. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations. The [company](#) have designated one employee for general clean up duties to ensure good housekeeping standards are maintained.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Housekeeping will be one of the topics for regular Toolbox Talks held by the [Site Foreman](#) and [Safety Officer](#).

Work Equipment

The [company](#) will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

All work equipment will be tagged as property of the [company](#).

Personal Protective Equipment

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by the [company](#) will be properly assessed prior to its provision.

All personal protective equipment provided by the [company](#) will be maintained in good working order.

All workers provided with personal protective equipment by the [company](#) will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

The [company](#) will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

Specific Requirements in Place:

- Overalls
- Construction Site: Visibility Jackets, Hard Hats & Safety Boots, and as required eye, ear protection and Gloves

Manual Handling Operations

It is the policy of this [company](#) to comply with the law as set out in the Manual Handling in the Safety, Health and Welfare at Work General Application Regulations 2007.

Safe Lifting Guidelines

- *Stop and Think* Plan the lift, use mechanical handling equipment if necessary and make sure you know where the load is going and that area is clear. Assess the load carefully in case help is required. Do not attempt to lift the load if in doubt.
- *Place the Feet* Feet apart giving a balanced and stable base for lifting.
- *Adopt a Good Posture* Bend the knees and keep hands as near to waist level as possible. Keep the back straight, lean forward a little over the load and have the shoulders facing the same direction as the hips.
- *Get a Firm Grip* Try to keep the arms within the boundary formed by the hips. The grip should be secure and comfortable and if becomes necessary to vary the grip during the carrying process do this as smoothly as possible.
- *Don't Jerk* Carry out the lifting movement smoothly, keeping control of the load.
- *Keep Close to the Load* Keep the load close to the body for as long as possible. Keep the heaviest side of the load next to the body. Don't twist the body when turning.
- *Put Down, then Adjust* If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Summary - Basic Steps for Correct Lifting

- | | |
|------------------------------|----------------------------------|
| (a) Think and Plan the work | (f) Stand close to lift |
| (b) Wear correct equipment | (g) Bend knees / straight back |
| (c) Use correct lifting aids | (h) Firm grasp |
| (d) Test weight | (i) Raise your head / breathe in |
| (e) Check surroundings | (j) Lift with your legs |

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations, an assessment of the operation will be made, taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Fire Safety

The [Company's](#) fire safety policy and procedures take account of special fire hazards in specific areas of the workplace.

All workers within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999 / 112).

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The [site foreman](#) is responsible for keeping the operating and storage areas safe from fire, ensuring that he is trained in proper fire prevention practices and emergency procedures.

Smoking

Smoking is permitted on site (if site specific rules do not disallow) but restricted to areas where there is no risk of fire. There is no smoking in any enclosed areas on site including canteen, changing rooms, offices, etc.

Drugs and Alcohol

- (a) All alcohol consumption is prohibited to all staff, contractors and others within the boundary of the company.
- (b) No member of staff is permitted to present themselves for work when under the influence of alcohol nor is the consumption of alcohol permitted during break times.
- (c) No member of staff is permitted to present themselves for work if under the influence of drug misuse nor may any member of staff issue drugs during the working day.
- (d) Disciplinary action will be taken against any person not abiding by the above.
- (e) Employees are requested to report to the Foremen if they see anyone consuming alcohol or misusing drugs, or who appears to be under the influence of either.
- (f) If drug misuse and/or alcohol consumption reduces performance to unacceptable levels in terms of safety, sickness, absence or other factors, this may prove to be grounds for dismissal.
- (g) Employees on medication, which may affect their ability to work, must report to their Foreman.

Emergency Evacuation Procedures

The [site foreman](#) is responsible for ensuring that adequate means of escape are provided. He is also responsible to ensure awareness of Emergency Procedures at all his Building Sites.

Site procedures as per [Main Contractors](#) induction shall be followed

Accident and Incident Investigations

In the event of an accident or incident occurring, a report will be drawn up by [Site Foremen](#) and report the incident to the [Main Contractor](#) and the [Safety Co-ordinator](#).

- (a) The circumstances of the accident or incident including photographs and diagrams wherever possible.
- (b) The nature and severity of the injury sustained (if applicable)
- (c) The identity of any eyewitnesses
- (d) The time, date and location of the accident or incident
- (e) The date of the report

Accident report forms/ incident report forms in records section

Working Environment

- (a) Work sites must be kept clean and tidy.
- (b) Any spillage must be cleaned up immediately.
- (c) Waste materials and rubbish must be removed routinely.
- (d) All combustible waste materials must be discarded in sealed metal containers.
- (e) All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

Walkways

- (a) Walkways and passageways must be kept clear from obstructions at all times.
- (b) If a walkway or passageway becomes wet, it should be clearly marked with warning signs and / or covered with non-slip material.

- (c) Trailing cables are a trip hazard and should not be left in any passageway.
- (d) Any change in the floor elevation of any walkway or passageway must be clearly marked.
- (e) Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges cut out into the passageway in such a way as to constitute a safety hazard.
- (f) Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

Tool and Equipment Maintenance

- (a) Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
- (b) All tools must be properly and safely stored when not in use.
- (c) No tool should be used without the manufacturers recommended shields, guards or attachments.
- (d) Approved personal protective equipment must be properly used where appropriate.
- (e) Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
- (f) Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.
- (g) Electrical faults will be dealt with by a qualified person. All electrical equipment will be maintained on a regular basis with records in place.

Company Cars / Vans / Trucks

- (a) Company vehicles must display current Insurance and Tax Discs

- (b) Company cars/vans will be serviced and maintained in accordance with the Manufacturers Service Manual
- (c) Tyre condition must be checked regularly and tyre pressures must be kept at the pressure recommended by the Manufacturers Service Manual
- (d) Drivers must adhere to the breaks/rest periods laid down in the Statutory Regulations or in accordance with the relevant codes of practice, as appropriate.
- (e) Vehicle load weight limits should be observed
- (f) Vehicle loading and deliveries – ensure that all loads are evenly distributed by weight and bulk. Retaining straps should be checked regularly and replaced immediately if found to be worn or defective. Straps should be checked before departure to ensure that they are tightened correctly and secure.
- (g) All Drivers must ensure that their vehicles are kept clean, neat and in road worthy condition.
- (h) Any defects must be immediately reported to the Company
- (i) If a Driver considers his vehicle to be in an unroadworthy condition, he should stop driving and report it to the [company](#).
- (j) Any accidents, no matter how minor, should be reported to the [company](#) immediately
- (k) Drivers should ensure that they hold an appropriate licence and that it is kept current. If incurred, any court imposed driving bans or licence endorsements must be reported to the [company](#).
- (l) Drivers must observe legal driving rules including permissible alcohol consumption limits
- (m) Drivers must not drive whilst under the influence of non prescribed or illegal drugs

Induction

New Employees

All new employees are inducted using the following standard content:

- (a) Business Review with **company** Structure
- (b) **Company** Services
- (c) Safety Structure and Safety Statement
- (d) Review of Emergency Procedures
- (e) **Company** Policies
- (f) Review of Job Description
- (g) Tour of site and **Company** Premises with General Introductions
- (h) Depending on nature of job, each employee will be working with an experienced employee until such time as the new employee is deemed competent in the job

Generic Site induction in records

Noise

Ear Protection is issued where there is a risk of ear damage due to excessive noise levels.

Horse Play

This activity is forbidden at all times in all areas of the operation. Disciplinary measures will be taken with any employee who violates this policy.

Welfare Facilities

Adequate toilet, washing and sanitary facilities are provided. These facilities are suitably maintained and conveniently located. Hand washing agents are provided, as are towels.

Record Keeping

It is a legal requirement under the Safety, Health & Welfare at Work (General Application) Regulations 2007 to:

Be in possession of an assessment in writing, of the risks to safety and health at the place of work.

The management recognise that for the safety system to be effective, it is necessary to keep records of all risk assessments and method statements, training records, maintenance records, accident and dangerous occurrence forms on file.

The management also recognise that a visiting inspector may ask for these records.

Information

The management of the company recognises the importance of Section 9 of the Safety, Health and Welfare Act, 2005 and wishes to consult with all employees on the issues of Health and Safety.

Safety Signs must be adhered to at all times. They are there for your protection and the protection of your colleagues and customers.

A Safety Bulletin shall be produced quarterly for distribution to employee and clients.

Relevant documentation shall be translated into the appropriate language of intended recipients.

Working at Heights or below Ground level

When required to work at heights or below ground level, appropriate care must be taken to ensure that this activity is done in a safe way. Method statements will be completed by a competent person listing all the required control measures to be followed for this work. All employees working for Bastion will be taken through the contents of the Method Statements by the [Site Foreman](#) and [Safety Officer](#).

Method Statement awareness record in records

First-Aid

First-Aid supplies are available to all members of staff and customers should an injury occur. All First-Aid injuries will be recorded in the First-Aid Log Book with details of injury, names of injured person and **First-Aider** with date and time of accident. This will be completed by the **site foreman**.

A First Aid box is located in all **company** vehicles

The **company** is working towards the training of First-Aid personnel for all their sites.

Harassment and Bullying Policy

The **company** is committed to providing a work environment free of any kind of harassment. It maintains a strict policy prohibiting all forms of harassment. The **company's** non-harassment policy applies to all persons involved in the operations of Bastion and prohibits harassment by any employee of the **company**, including **foremen**, supervisors, managers, co-workers, as well as by any person doing business with or for the **company**. Harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Harassment includes but is not limited to:

- (a) Verbal conduct such as derogatory comments, slurs or unwanted sexual advances, invitations or comments.
- (b) Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures.
- (c) Physical conduct such as assault, unnecessary or unwanted touching, blocking normal movement or interfering with work, directed at you because of your sex or race or any other protected basis.
- (d) Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favours.
- (e) Retaliation for having reported or threatened to report harassment.

If you think you are being harassed on the job, you should use the grievance procedure outlined to file a complaint and have it investigated. In order to secure this right, provide a written complaint to the [site contact](#) as soon as possible after any incident you feel is harassment. However, because of the sensitive nature of such a complaint, you may take your written complaint directly to your [Safety Co-ordinator](#). Your complaint should include details of the incident(s), the names of the individuals involved and the names of any witnesses. The [company](#) will immediately undertake an effective, thorough and objective investigation of the harassment allegations. Once the investigation is completed and determination is made regarding the alleged harassment, the result is communicated to you as soon as possible.

Disciplinary Action

Where advice and persuasion fail to achieve compliance with Safety and Health rules, it is the policy of the [company](#) to take disciplinary action on the matter.

Serious safety violations could result in suspension. Verbal warning will be issued, followed by written warnings and possible dismissal.

Hazard Identification and Risk Assessment

Hazard Identification

METHODOLOGY - WRITING HAZARD STATEMENTS

Under Section 20 of the Safety, Health and Welfare at Work Act 2005 it is required that Bastion include in the Safety Statement details of the hazards identified within the premises and must identify the means or systems provided to minimise the risk of each hazard being realised. This is to be produced in the form of a Hazard Statement.

The following pages include a listing of possible hazardous locations, items or activities, which would exist within the [company](#).

These hazard statements denote the equipment, facilities or lack of, which have a potential to cause harm, the action to reduce this potential and an assessment of the degree of risk if the action is not taken.

Risk means the likelihood of a harmful event such as injury or even death occurring from the hazard identified.

Risk assessment by its very nature is subject to a degree of subjectivity as we are attempting to predict a possible future event.

The benefits of this procedure however is that it provides evidence of consideration of risk, assist in the setting of priorities, help objectivity and agreement and provide for compliance with legal duties.

Risk Assessment

EACH ELEMENT OF THE IDENTIFIED HAZARD IS CLASSIFIED WITHIN THE FOLLOWING CATEGORY:

<u>Risk Category:</u>	<u>Nature of Possible Injury if Risks Realised:</u>
1. 4-5 High	Death, permanent disability, amputation of limbs, permanent sight loss, serious internal injuries, serious damage to spinal cord or brain, 3rd degree burns etc.
2. 3-4 Medium	Amputation of fingers or toes, dislocation of joints, 2nd degree burns, compression, fractures, slipped disc (back injury)
3. 1-2 Low	Lacerations and open wounds, 1st degree burns, contusions, concussions, sprains and strains etc.

The person responsible for ensuring that the Control Measures are in place on a site for the [company](#) is the [site foreman](#).

Identification of Hazards and Control Measures:
(Non-Exhaustive List)

The risk assessment is identified on the provision that all the control measures are being followed through the activity undertaken.

	<u>Hazards</u>	<u>Risks</u>
1.	Access / Egress	Tripping, falling from heights, falling objects, plant and machinery at work etc. Risk: M
2.	Ladders	Falls due to ladder / rungs breaking. Ladder not secured, improper use of ladder, overhead electric cables, etc. Risk: M
3.	Scaffolding	Falls, falling objects, collapse due to inadequate base, defective components or construction, overloading, insufficient bracing or ties, etc. Risk: M
4.	Boards & Planks on Working Platforms	Collapse due to defective or inadequate materials or inadequate supports. Falling objects, overloading, untidy work practice Risk: M to H
5.	Roof work	Falls off or through roof, fragile materials, openings, objects falling off the roof, inclement weather, etc. Risk: M
6.	Transport	Accidents resulting from inadequate maintenance, dangerous driving, unauthorised passengers, uncontrolled reversing, touching overhead electric cables, etc. Risk: M
7.	Platform Hoists/MEWP	Collapse / failure due to inadequate inspection, testing and maintenance, incompetent or unauthorised operators, overloading, unauthorised passengers, inadequate guarding. Risk: M
8.	Machinery	Accidents due to inadequate inspection and maintenance, unguarded moving parts / blades, incompetent operators. Risk: L

9.	Working at Heights	<p>Person or persons likely to fall from various heights causing serious injury. Materials or equipment liable to fall onto some person or persons below, causing serious injury.</p> <p>Scaffolding may collapse and cause serious injury and damage to property.</p> <p>Ladders may slip or fall. Risk: M</p>
10.	Objects Falling from Heights	<p>Objects falling on people from scaffolds.</p> <p>Objects falling on people from floors above.</p> <p>Items being lifted by mechanical means which may come free and fall on persons below. Risk: M</p>
11.	Burning	<p>Toxic fumes may be given off depending on nature of materials.</p> <p>Gases used in burning may catch fire or explode. Risk: L</p> <p>Highly flammable substances can be easily ignited and cause serious fire or explosion.</p>
12.	Fire / Explosion	<p>Smoking in “No Smoking Areas” can cause injury or damage to health. Risk: L</p> <p>Electrocution from coming into contact with ‘live’ cables or parts of electrical equipment.</p>
13.	Electricity	<p>Broken or damaged plug tops, socket outlets, terminal boxes.</p> <p>Missing covers on fuse boxes.</p> <p>Machinery coming in contact with overhead cables. Risk: M</p> <p>Serious injury if tool is misused.</p>

14.	Cartridge Operated Fixing Tools	Serious eye injury from flying particles from base materials. Explosion if a stock of cartridges are ignited. Risk: M Injury to back and arms if proper method is not adopted.
15.	Manual Lifting and Handling	Persons may strain themselves if attempting to lift too heavy or too awkward a load. Risk: M If the human ear is subjected to too high a sound pressure level for too long, noise induced hearing loss can occur.
16.	Noise	Risk: Tinnitus Deafness If a background noise causes an employee to have to shout to somebody next to him to be heard, the sound pressure is likely to be too high and ear protection must be worn. Risk: m
17.	Personal Protective Equipment	Person members are required to wear protective equipment whenever necessary to ensure safe working conditions. Risk: M
18.	Weather Conditions	Risk of illness or injury when working in unsuitable weather conditions. Risk: L
19.	Rats and other rodents	Risk of contracting Weil's disease or associated illnesses from working with material where rats and other rodents are present. Risk: M to H
20.	Chemical Substances	Risk of Ingestion, slips, trips from spillages, inhalation of Toxic Fumes

Control Measures

1. Safe Access / Egress

- Everyone will be able to reach their place of work safely, i.e. good roads, gangways, passageways, passenger hoists, staircases, ladders and scaffolds.
- Overhead protection will be provided as necessary to prevent injury from falling objects.
- All walkways will be stable and free from obstruction such as stored materials and waste and debris.
- Adequate barriers or other edge protection to prevent falls from open sides of buildings, gangways, etc., will be provided.
- Holes and openings will be securely fenced off or securely fixed covers will be provided.
- Adequate artificial lighting will be provided when work is carried out on after dark or inside buildings.
- The site will be kept tidy and materials stored safely.
- Proper arrangements will be provided for collecting and disposing of scrap.
- Nails in timber will be hammered down or removed.

2. Ladders

- Ensure the ladders are the right equipment for the job, rather than scaffolding etc.
- Ladders will be in good condition and free from defects.
- Ladders must rest on a firm flat base and must not stand on loose bricks or other loose packing. Ladders must be secured near the top, (even if they will be used for only a short time).
- Ladders which cannot be secured at the top, must be secured lower down, weighted or footed to prevent slipping.

- Ladders must extend at least 1.00m above their landing stage or the highest rung used. If not, there must be adequate handholds.
- Ladders must be equally and properly supported on each stile and secured where necessary to prevent undue swaying or sagging.
- No ladder or run of ladders arising a distance of 9.00 metres shall be used unless it is, if practicable, provided with an intermediate landing place of intermediate landing places so that the vertical distance between any two successive landing places shall not exceed 9.00 metres.
- Ladders must be properly positioned for access and at an angle of approx. 75 degrees to the horizontal.
- Do not use makeshift ladders or lean sideways from a ladder.
- Do not carry heavy or bulky loads when using a ladder.
- If there is a risk of ladders making contact with or coming close to overhead electric cables, put in place such safeguards as are necessary to eliminate the hazard/risk.

3. Scaffolding

- All scaffolding must be erected, altered or dismantled **ONLY** by persons trained and experienced in this work and under the immediate supervision of a competent person and in compliance with the 2013 regulations.
- Every scaffold and every part thereof must be of good design and construction, of suitable and some material and of adequate strength for the purpose for which it is to be used.
- No defective materials or defective part shall be used for a scaffold.
- Every scaffold must be erected only on a firm and even surface not so sloping as to involve risk of instability of the scaffold or any load thereon.
- The foot or base of any standard or upright must be placed on an adequate base plate (and using where necessary timber sole plates) in a manner to prevent slipping or sinking, or its displacement must be prevented in some way.

- Every scaffold must be constructed with due regard to stability and, if necessary for stability, be adequately weighted at the base.
- Every scaffold must be sufficiently and properly strutted or braced to prevent collapse and must be rigidly connected to the building to ensure stability and secured to prevent movement when any person is working upon it.
- Scaffolding must not be altered or interfered with by any unauthorised person and no uprights, ledgers, braces, struts or ties must be removed.
- The working platforms must be fully boarded.
- Boards must be free from defects and arranged to avoid tipping or tripping.
- Every board, plank or other decking forming part of a working platform must be of a thickness and width that will afford adequate strength and security having regard to the distance between the supports.
- Effective barriers or warning notices to stop people using an incomplete scaffold, e.g. one that isn't fully boarded, must be erected.
- Adequate guard rails (to a height neither greater than 1.2 metres nor less than 950 millimetres above the platform) and toe boards must be provided at every side of a working platform from which a person could fall and in particular where a person is liable to fall more than 2.00 metres.
- Where a scaffold has been designed and constructed for loading with materials, these must be evenly distributed. **DO NOT OVERLOAD.**
- The distance between putlogs / transoms must not be more than:
 - 1 metre where planks of 32mm thickness are used
 - 1.5 metres where planks of 38mm thickness are used
 - 2.4 metres where planks of 50mm thickness are used
- Wheeled scaffolds (Mobile Tower) will only be used on firm and even surfaces. This type of scaffold takes the form of towers made of standard steel tube and fittings or prefabricated systems, mounted on wheels. It must be erected by a competent person who is aware of the height limitations and the correct means of access.
- All suspended scaffolds will be:

- Closely boarded or planked
 - At least 600mm wide if used as footing only
 - At least 800mm wide if used for materials
- Trestle scaffolds will only be used on level ground and for light work of a short duration
- THERE MUST BE PROPER, SAFE ACCESS TO ALL SCAFFOLDS

Maintenance and Inspection of Scaffolds

- Every scaffold must be properly maintained and every part must be kept so fixed, secured or in place in position as to prevent accidental displacement.
- A competent person must inspect the scaffold regularly, i.e. at least once a week and always after bad weather. The Project Manager / Supervisor must decide the required frequency of inspections for a particular project.
- The results of inspections will be recorded (including defects that were put right during the inspections) in the Scaffolds Inspection Form WH1 and signed by the person who carried out the inspections.

4. Boards and Planks on Working Platforms

- All boards and planks on working platforms must be
 - at least 200mm wide if less than 50mm thick
 - at least 150mm wide if more than 50mm thick
- These boards / planks must not extend more than four times their thickness beyond their end supports.
- The working platform must extend at least 600mm beyond the end of the working face.

NOTES

1. Reports of results of inspections of Scaffolds to be recorded in Form WH1.

2. The competent person must be named and identified. This could be the Supervisor, Ganger or Chargehand Scaffolder.

5. Roof work

- Adequate investigation of the roof and its stability must be carried out by a competent person prior to commencement of work.
- Safe access to the roof by ladders and scaffolding, as appropriate, must be provided.
- Suitable crawling ladders or crawling boards will be used on roofs that slope more than 10 degrees.
- There must be adequate barriers or edge protection put in place to prevent persons or materials falling off flat or sloping roofs.
- Crawling ladders, crawling boards and duck-boards, as appropriate, must be provided where persons are working on fragile materials such as asbestos sheets or glass. Warning notices alerting to persons at work to FRAGILE ROOF must be displayed.
- Roof lights and openings must be properly covered or protected with barriers.
- During sheeting operations, safety precautions must be put in place to prevent persons falling from the roof.
- In inclement weather conditions, such as high winds, heavy rain, icy surfaces, etc. it may be necessary to suspend work on roofs if the safety of persons at work is put at risk by adverse conditions.
- Precautions must be taken, as appropriate, to stop debris falling onto persons working under the roof.
- Where conditions are such that normal safety precautions cannot be provided, a safety harness must be worn by operatives on the roof work and securely anchored.
- Only persons with suitable experience and competence should be assigned to roofwork involving high risk.

6. Platform Heights/MEWPS

- The hoist will be inspected at least once a week and thoroughly examined every six months by a competent person
- The results of inspections will be recorded.
- The hoist will be protected by a substantial enclosure to prevent someone from being struck by any moving part of the hoist or from falling down the hoistway.
- Gates will be provided at all landings.
- The gates must be kept shut except when the platform is at the landing.
- The controls will be arranged so that the hoist can be operated from one position only.
- The operator of the hoist will be over 18, trained and competent.
- The hoist will be clearly marked with its safe working load – DO NOT OVERLOAD
- There will be proper signalling system.
- If the hoist is for materials only, there will be a warning notice on the platform or cage to stop people riding on it.

7. Machinery

- All machinery must be maintained in safe working order.
- All dangerous parts, e.g. chain drives, exposed gears, projecting engine shafts, cutting blades, etc. must be guarded.
- Guards must be correct for the machine, secure and in good repair.

SAFETY INSTRUCTIONS FOR MACHINERY

1. Isolate mains power prior to adjusting parts.
2. Ensure all guards are in place prior to operation.
3. Never leave open blades exposed and unattended.
4. Lock off and label power supply prior to any maintenance.

5. Provide and wear Personal Protective Equipment at all times, i.e. goggles, ear defenders, safety footwear.
6. Only qualified personnel to operate this machine.
7. Names of Operators to be placed on machines.
8. Dust Extractors to be placed on machines.
9. Remove all waste material from base of machines.
10. Provide waste bins nearby for good housekeeping.

8. Working at Heights

- Scaffolding equipment will be of sufficient quantity and quality to meet required safety standards.
- The 2013 Construction Regulations concerning the requirements of access ladders, platforms, bracing handrails, end rails, tow boards, etc., will be complied with. Competent persons will be responsible for:
 - Its safe erection
 - Display of notices concerning its unfinished or unsafe state
 - Making entries in the Scaffolding Register
- Damaged scaffolding parts will be removed from site entirely.
- Scaffolding parts will be stacked on site in such a manner that a simple method can be applied to check for defects.
- Training will be proved on scaffolding erection if and when necessary.
- Scaffolding will be inspected weekly and recorded in scaffolding register.
- Fall protection is worn when necessary.

9. Objects Falling from Heights

- Scaffold platforms should be kept clear and free from debris.

- Before company employees start working from scaffolding it is inspected by the site contact.
- Adequate guarding should be fixed to voids in scaffolding between scaffold and wall to protect persons working underneath.
- Toe boards should be fixed to scaffolds to prevent objects being kicked over edges.
- High-level floors should be kept free from debris and toe board edge protection should be fixed where practicable to prevent objects being kicked over the edges.
- Loads being lifted by mechanical means should be secured and supervised by a competent person.

10. Fire / Explosion

- Highly flammable substances will be clearly identified and suitably stored.
- Bottled gas supplying a service to canteens will be stored outside the building.
- Where smoking would be considered a source of danger 'No Smoking' signs should be posted.
- In case of fire, instruction notice will be complied with; suitable and adequate fire extinguishers will be installed and checked periodically by a competent person.
- Training will be given in the use of fire extinguishers.
- Fire Evacuation Drill will be given.

11. Electricity

- Abstract of the regulations will be posted.
- Resuscitation instruction notice will be posted.
- Overhead cables and underground cables will be rendered harmless where possible, or warning notices displayed.
- 110v tools and temporary lighting systems where appropriate will be used.

12. Cartridge Operated Fixing Tools

- Any employee using a cartridge operated fixing tool must be over 18 years of age.
- The tool will be in good condition.
- The operator is trained and understands the misfire procedure.
- The operator must wear eye protection.
- The base material must be suitable for this method of fixing.

13. Manual Lifting and Handling

- Help is sought or mechanical aids used where loads are awkward or too heavy.
- Employees do ensure that there is adequate room to lift the object.
- There is a clear path to destination.
- The object does not obstruct his vision and there is adequate room to set it down.
- Employees use safe methods of lifting in order to eliminate risk.
- Employees should notify their immediate supervisor of any load that they feel cannot be lifted safely so the appropriate steps may be taken.
- Where wind conditions do not allow safe working the work is stopped.

14. Noise

- Workers will ensure that every effort will be made will be made to reduce workplace and environmental noise levels to a minimum, in so far as is reasonably practicable, so as to be safe and without risk to safety and health. In situations where noise levels are likely to 80dBa suitable and adequate hearing protectors will be made available to all employees likely to be affected. Warning signs will be posted in relevant work areas where noise is over 85dBa which will indicate noise levels.

15. Personal Protective Equipment

- Personal issues must fit, are to be properly adjusted and kept in good order.
- Foremen are responsible for and authorised to insist that all persons under their control wear the appropriate protective equipment.
- This protective equipment includes cold and wet clothing.

16. Weather Conditions

- Welfare facilities are provided for on all sites.
- All weather clothing is provided for, especially in wet and cold conditions.
- Employees wear protective clothing during hot conditions.
- Deep trenches and excavations are protected by fencing during wet conditions.

17. Rats and other Rodents

- Basic hygienic facilities are provided with employees required to wear safety equipment including gloves and to wash their hands after contact with contaminated material before eating, drinking or smoking.

18. Chemical Substances

- When using chemical substances the MSDS will be referred to prior to use. MSDS shall be provided to the PSCS for all chemical substances brought to site.
- Persons employed using chemicals will be made aware of the dangers and the safe procedures to be used.
- Chemicals will be used in well ventilated areas.
- Smoking will be strictly prohibited in the vicinity of the work area.

- Spillages will be dealt with in accordance with MSDS by capable persons.

Sub-Contractors Certificate

TO BE RETURNED TO THE SITE FOREMAN

I, the undersigned, acknowledge receipt **from Bastion**, The Safety, Health and Welfare Policy, which I have read, and I understand all of the obligations for complying with the said policy.

SIGNATURE: _____

FULL NAME: _____

COMPANY: _____

SITE: _____

DATE: _____

NB: In the case of sub-contractors or any other company, this policy must be given to the person responsible for safety in the company and a signature obtained.

Management Report

The following is a report of progress with our Health and Safety Policy

Number and details of training courses attended:

New Safety arrangements put in place:

Number of safety meetings held during the year:

Number of fire drills carried out:

Safety equipment purchased:

Details of Safety and Health Programmes:

Number of accident investigations carried out:

Declaration of Sight

(To be signed by all **company employees)**

I hereby declare that I have read this Safety Statement and understand the Safety Policies and procedures.

I am committed to the Safety, Health and Welfare of myself and other persons in the company, and I agree to abide by the procedures and regulations of the safe work practices.

I understand my responsibilities and obligations under the Safety, Health and Welfare at Work Act, 2005 and the Safety, Health and Welfare at Work (Construction) Regulations 2001 and undertake to co-operate with management and other employees to ensure a safe and health workplace.

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____

Records and forms

- Record of PPE issue
- Site Induction
- List of toolbox talks
- Toolbox talks
- Toolbox talk record
- CR4b
- Accident report form
- Method Statement awareness
- Site Check List
- MSD Sheet record
- MSDS's
- Safe pass records
- Training matrix

Method Statement/ Safety Statement Awareness Sheet

I have been made aware of the contents of the following method Statement/ Safety Statement. The procedures, plant, risk, duties and other responsibilities associated with the works have been highlighted to me.

Print name	Signature
Supervisor	
Foreman	

Operatives carrying out the task			
Name(Print)	Signature	Date	Instructed by
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
14			

I agree that the above Site Specific Method Statement/Safety Statement has been communicated to me and I agree to carry out the work in accordance with it.

Site Safety Inspection

Bastion	Date:
Site:	Time:
Inspection By:

Remedial Action Category:	1. Requires immediate action 2. Requires action within 24 hours 3. Requires action within 7 days 4. Recurring item
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Item	Action	Comments
1. Safety Documentation H&S Plan Safety Statements Risk Assessments Method Statement CR Forms Other		
2. Training / Information Site Safety Induction FÁS Safe Pass Cards Construction Skills Cards Tool box talks Bulletin on display Other		
3. Accident Recording/ Investigation Accident Book IR1 /IR3 Other		
4. Welfare Facilities Canteen Toilet / Washing Facilities Drying Room Drinking Water		

Waste Arrangements First Aid Facilities Other		
5. Site Security & Public Safety Hoarding / Fencing Safe Access for Pedestrians Warning Signs Security Arrangements Parking Other		
6. Housekeeping		
7. Personal Protective Equipment Hard Hats Safety Footwear Hi Vis Vests Job Specific Equipment Other		
8. Work at Heights Ladders Alloy Towers Trestles Edge Protection Open Protection Safe System of Work Other		
9. Scaffolding Competent Erector Scaffold Condition Interference Regularly Inspected (WH1) Other		
10. Powered Access Equipment Site Conditions Adequate Competent Operator Certification Weekly Inspection Other		
11. Electricity / Services Temporary Electric's Protection to Overhead Lines		

Underground Services Tools / Cables (Condition) Warning Signs Lighting Other		
12. Traffic Management Speed Limit Separation Warning Signs Lighting Other		
13. Plant and Lifting Appliances Competent Operators Banksman Certification on site Weekly inspections Other		
14. Hazardous Substances Hazardous Material Identified MSDS Information Instruction to users Storage Other		
15. Emergency / Fire Precautions Emergency Plan Permits to Work Fire Extinguishers Alarm Storage (Flammables) Other		
16. Health Issues Manual Handling Other		

General Comments / Clarification:

Accident Report Form

Name & Occupation of Injured Person:

Company:

Date of Accident: Time am/pm Location:

Describe the Accident & How Did it Happen?

.....

.....

.....

To whom was the Accident Reported:.....When? Name of
Person) (Date and Time)

Was it entered in the Accident Book? Y/N

Name of Witness/s - If Any?

Was Person Authorised to be in this area and to do this work? Y/N

.....

Describe Incident Location and Environmental Factors (Natural/Artificial Light, Wet/Dry .)

Are Warning Notices Displayed Advising Persons of Hazards or Need to use PPE Yes/No

If Yes, State Content of Notice

Did the Work Require use of P.P.E..... Yes/No.....

What Injuries were Observed or Reported?.....

.....

.....

What Treatment was carried out:

First Aid / Doctor / Hospital Details:

Details of Treatment if Known?

Did the Injured Person Continue to Work after the Accident?

Date of Return to Work if Known:

Have Photographs being taken of Accident?.....

In your opinion what caused the Accident?

.....

In your opinion can anything be done to prevent this kind of accident in the future?

.....

.....

Signed :	Date:

Record of Tool Box Talk					
Date:					
Supervisor / Presenter Name:					
Subject:					
Duration:					
Persons Present:					
Name:	Signature:				
Comments and Points Raised:					
Corrective Action:	Action By:	Action Complete:			
		Sign Off:	Date:		

(i) Please return copy to Safety Officer on Completion

TOOLBOX TALKS SERIES

1. Employee's Duties
2. Use of Lifting Accessories
3. Site Housekeeping
4. Banksmen/Slingers
5. Clothing
6. Use of Abrasive Wheels
7. Eye Protection
8. Ear Protection
9. Vibration
10. Skin Protection
11. Highly Flammable Liquids
12. Substance Abuse
13. Use of Compressed Gases
14. Working at Heights
15. Leptospirosis (Weil's Disease)
16. Scaffolding
17. General Site Plant and Equipment
18. Mobile Tower Scaffolds
19. Site Welfare
20. Ladder Use
21. Site Security
22. Working Platforms
23. Dust and Fumes
24. Roof Work
25. Underground Services
26. Use of Hoists
27. Road/Street Works
28. Mobile Elevated Work Platforms
29. Accident Prevention
30. Use of Electricity
31. Use of Chainsaws
32. Portable Electrical Appliances
33. Working near Water
34. Welding Operations
35. Working with Asphalt/Bitumen
36. Manual Handling
37. General Health & Safety
 Refresher
38. Safe Stacking on Site
39. Managing Site Waste
40. Use of Cartridge Operated Tools
41. Preventing Pollution
42. Use of Hand Tools
43. Accident Procedures
44. Fire Safety
45. Confined Spaces
46. Demolition Work
47. Steelwork
48. Excavation Work
49. Use of Lifting Equipment
50. Noise
51. A Frame Ladders
52. Water
53. Mobile Scaffold Towers

Scripts available from safety Advisor