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# Safety Statement and Policy

July 2020

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# 1. Introduction and Business Context

CET Connects core business is the provision of structured cabling services across the EU. We focus primarily on the design and installation and testing of local area networks, including both fibre and voice backbone cabling. CET Connect is mainly a structured cabling contractor, involved in the installation of both telephone data and network data networks within the industrial and commercial sectors. CET Connect Has 90 employees approximately and employs specialist competent sub-contractors as the need arises. This is a working document and the hazards identified within should **not** be considered complete and exhaustive list. It is the duty of the company management to continually assess the ever-changing working environment and prepare, Risk Assessments, Method Statements and to continually strive to eliminate all hazards associated with the work program.

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

*The Safety, Health and Welfare at Work Act, 2005*, requires that CET Connect provides, in so far as is reasonably practicable, a safe place of work for all our employees and for others, including outside contractors and members of the public who may be affected by our business activities.

The CET Connect Managing Director holds ultimate responsibility for the management of health and safety. The duties and responsibilities together with appropriate authority are delegated by the Managing Director to the management team who will provide leadership for the management of safety throughout our activities.

**Everyone in CET Connect has a part to play in ensuring a safe and healthy workplace.**

This safety statement is a high-level document which sets out CET Connect's policy and outlines the safety processes and procedures for the successful management of safety, health and welfare across our operations. The intention is to refer out to all relevant safety documents both internal and external via the master document list. Any documents, which are referred to are to be understood as being part of CET Connect safety management system.

Our safety management system is aligned with the international standard for the management of health and safety, ISO 45001:2018. The relevant clauses of the standard are referred to throughout the documents of the safety management system

This safety statement is addressed to every employee. It is also addressed to our contractors and others who visit our sites. The success of this document will depend on your co-operation. It is therefore important that you read it carefully and refer to any other documents which are relevant to your work. You should fully understand your role in achieving health and safety in the workplace.

A copy of the safety statement will be made available to all employees. It will also be available to others who have reason to be on our premises.

This safety statement will be reviewed annually and in the context of changing circumstances.

(ISO Ref 4.1)

## 2. Safety Policy Statement

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

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

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

The CET Connect Safety Policy is the company's commitment to:

- The prevention of injury and ill health along with consultation and participation of workers.
- Ensure the safety of visitors, clients, other contractor employees at our places of work.
- Provide safe and healthy working conditions for the prevention of work-related injury and ill health of workers.
- Continually improve our Occupational Health & Safety management and performance
- Continuous improvement through the setting, measurement and reviewing of Health and Safety objectives annually
- Eliminate hazards and reduce risks where reasonably practicable
- Provide adequate training to ensure that all employees are aware of potential hazards and the actions required to control them.
- Provide a framework for setting and reviewing OH&S objectives and targets.
- Meet or exceed the requirements of relevant environmental and health & safety legislation
- Implement an environmental strategy which conserves natural resources and minimises our impact on the environment and the communities we serve.

All employees must take reasonable care for their own safety and other persons affected by their acts or omissions. They must comply with any instructions or procedures issued to meet the requirements of this policy. They must use any safety equipment or PPE provided and report any defects immediately. CET employees are required to take action to minimize the effects of any accidents, hazards, plant defects or other aspects of site operation that may cause injury, ill health, damage, loss or harm to the environment. It is the duty of all employees, sub-contractors and clients of CET Connect to comply with this safety policy and statement. The co-operation of all employees, subcontractors and clients of CET Connect is expected and all stakeholders are reminded that statutory obligations are the minimum standard for which they are responsible. This policy is communicated to all employees and is available to all interested parties on request. The policy will be reviewed annually to ensure it remains relevant and in line with CET Connect, objectives and targets.

**Signed:** -----

**Date:** -----

Sean Maher (Director)

(ISO Ref 5.2)

### 3. Stakeholders and Other Interested Parties

CET Connect operates in a rapidly changing and evolving environment. While we have a relatively small number of employees, our business footprint is extensive and is set to expand in the future. Our customers vary from data centres, pharma sector, schools and health care. CET Connect has committed to comply with all relevant legislation as a minimum.

CET Connect will regularly interact with all stakeholders and interested parties to gather information on their needs and expectations and to ensure that our health and safety management system is capable of addressing those needs and expectations. (ISO Ref. 4.2)



## 4. Scope of Health and Safety Management System

The CET Connect safety management system applies to all of our Irish business activities. It's primary focus, is to fulfil our duties as an employer so as to protect the health and safety of our employees. CET Connect will ensure that safety considerations are integrated into associated processes.

CET Connect will take a positive approach to safety by providing adequate resources both human and financial, and by issuing any necessary reasonable directives to ensure that the safety policy is fully implemented. Investment decisions for safety resources will be taken using a risk based approach.  
(ISO Ref. 4.3)

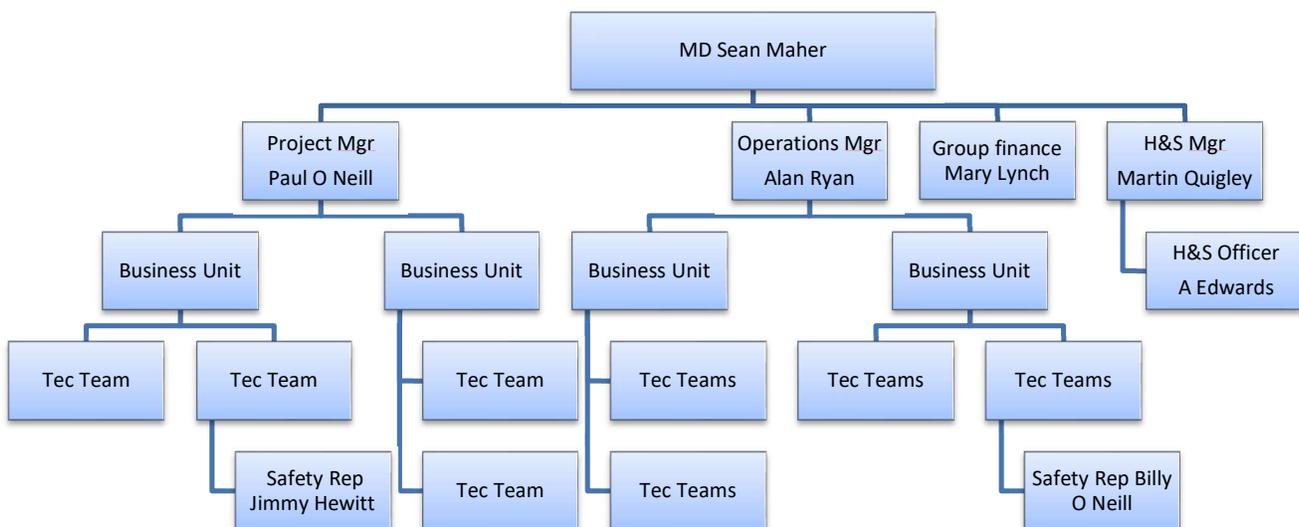
## 5. Assignment of Roles and Responsibilities

The Safety, Health & Welfare at Work Act, 2005 requires that the safety statement must include the names of those responsible for the performance of tasks assigned to them. In compliance with this requirement, a list of Managers and other staff together with their responsibilities and duties are set out below.  
(ISO Ref. 5.3)

## 6. Safety Management Structure

The managing director Mr Sean Maher has overall responsibility for the implementation of policy on safety, health and welfare in the Company and for ensuring that the Company meets its statutory obligations, as set out in the Safety, Health and Welfare at Work Act, 2005 and associated legislation.

The arrangements for the effective planning, organisation, control, monitoring and review of health and safety are the responsibility of Senior Management. Attainment of the aims and objectives of our health and safety policy is achieved through delegation of authority to appropriate levels.



## ***6.1 Managing Director: Mr Seán Maher***

The MD is responsible for the establishment and maintenance of an ongoing and effective policy for safety, health and welfare by:

- Taking a direct interest in the policy and positively supporting any person whose function it is to carry it out.
- Ensuring that all managers implement the policy in areas under their control.
- Periodically appraising the effectiveness of the health and safety policy.
- Ensuring his own responsibilities, and those of other persons concerned with the effectiveness of the policy, are reviewed regularly as circumstances dictate.
- Ensuring that all managers and employees are held accountable for their performance in relation to safety, health and welfare and that this performance is evaluated on an on-going basis.
- Providing the necessary resources for the effective implementation of the policy and ensuring that such resources are reviewed regularly.
- Reviewing and setting objectives for the health and safety management system
- Support continual improvement
- Promoting consultation and communications internally and externally at all levels
- Promoting a positive health and safety culture

(ISO Ref 5.1)

## ***6.2 Health & Safety Manager: Mr Martin Quigley***

The Safety Manager is nominated by the managing director. The role of the Health and Safety Manager will be to oversee the development, implementation and maintenance of the Health and Safety Management System. The main responsibilities for the Safety Manager are as follows:

He will:

- Ensure that health and safety is integrated into business processes.
- Implement management programs and processes to support the CET Connect Health and Safety Policy.
- Provide advice to management and employees at all levels on matters relating to health and safety.
- Monitor all aspects of safety and health in the company.
- Carrying out system and field level audits and assigning corrective actions and document findings for management.
- Ensuring that the safety statement and supporting documentation is up to date and in accordance with all relevant legislation and best practice.
- Ensuring that all employees have access to the Safety Statement and associated documents.
- Monitoring the regulatory environment and liaising with regulatory agencies and other bodies on matters pertinent to Health and Safety
- Monitoring and measurement of safety performance including accident data and audit results.
- Oversee management of the ISO 45001 Health and Safety Management System.
- Ensuring that consultation and participation arrangements are in place and implemented so that all employees, including managers and directors are afforded an input into safety matters.
- Ensuring that all records relating to the Health and Safety of staff are maintained.
- Assisting in the development of safety training courses in consultation with managers.
- The development of emergency procedures and plans.
- Advise Management on Laws, Regulations and Directives which impinge on company activities.

- Provide for Site supervisor's the safety folder and other statutory forms.
- Monitor accidents/dangerous occurrences on sites and provide regular reports to management with advice on remedial action.
- Provide or organise training courses to meet identified needs.
- Monitor compliance with PPE policy and advise on type of personal protective equipment /clothing required.
- Consult the Health and Safety Authority when required.
- Meet the HSA Inspector on visits to the company workplace.
- Advise the management on action required where improvement, prohibition notices or prohibition orders have been served on the company.
- Investigate any reportable accident and advise the Managing Director on position vis-a-vis the injured party, potential claims, insurance or HSA implications.
- Arrange for training of Occupational First Aiders and also arrange for adequate First Aid boxes for each site and monitor same.
- Prepare annual reports on the management of safety and health in the company and on performance in endeavoring to reduce the number of accidents and improving housekeeping and efficiency on site.

### ***6.3 Directors and Managers***

It is a primary responsibility of Directors and Managers to ensure that health and safety factors are fully taken into account in their work programmes and that proper planning of work includes safety provisions as an integral part of the preparations. Managers are directly responsible for the safety, health and welfare of employees under their control, especially regarding the implementation of the requirements of this Safety Statement.

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

- Fulfill their obligations as specified in this Safety Statement
- Co-operate with the Health and Safety Manager in all matters pertaining to Safety, Health and Welfare
- Conduct all work activities in a manner as to ensure the safety, health and welfare at work of all the company employees.
- Include Health and safety considerations into all annual estimates for the running of the company.
- Ensure safe systems and practices are incorporated into all activities within the organisation.
- Ensure all employees are fully aware of their responsibilities in relation to occupational safety and health.
- Ensure all employees are accountable for their performance in relation to occupational safety and health.
- Ensure all accidents and incidents are reported immediately to the H&S Manager and investigated as soon as possible after the incident/accident has occurred.
- Ensure all activities are continually monitored and that any potentially unhealthy or dangerous practices are reported and eradicated.
- Conduct all work activities in a manner as to prevent improper conduct likely to put the safety, health and welfare at work of a company employee at risk.
- Provide a safe place of work which is adequately designed and maintained in a safe condition without risk to health.

- Provide a place of work with safe means of access and egress.
- Ensure that workplaces are safe, tidy and free from trip, slip and fall hazards.
- Provide and maintain safe plant, equipment and machinery.
- Provide safe, agreed, planned and organised systems of work that are maintained and revised as appropriate.
- Prevent risk to health from any article or substance in the workplace including plant, tools, machinery, equipment, chemical substance or exposure to noise, vibration, or ionising or other radiations or any other physical agent.
- Provide appropriate information, instruction, training and supervision, taking into account employee capabilities when first employed, transferred to new tasks or when new technology is introduced.
- Determine the safety measures required by carrying out hazard identification and risk assessments as identified by the safety statement in accordance with sections 19 & 20 of the Safety, Health & Welfare at Work Act 2005 and ensuring these safety measures take into account the General principles of Prevention as specified in schedule 3 of the Safety, Health & Welfare at Work Act 2005.
- Provide suitable protective clothing and equipment where hazards cannot be eliminated.
- Ensure adequate welfare, first aid and firefighting facilities and equipment are available in the workplace.
- Prepare and revise plans and procedures to be followed in case of an emergency, serious or imminent danger.
- Ensure (where necessary) the services of a competent person are available to advise and assist in achieving safety, health and welfare of all employees.
- Compete site safety audits as set out in the annual objectives and targets

(ISO Ref 5.1)

## ***6.4 Project Supervisor***

Each appointed Project supervisor /manager will ensure that:

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

## 6.5 Site Supervisor

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

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

## ***6.6 Safety Officer (Anthony Edwards)***

In addition to assisting with all tasks as listed under “Safety Manager”, he the will ensure that:

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

### ***6.7 Safety Representative: Billy O Neill, Jimmy Hewitt***

- Employees have a right to select a safety representative:
- Safety representatives are given the right to inspect the place of work and to investigate accidents and dangerous occurrences.
- The safety representative must have access to:
  - Information on risk assessments
  - Information on reportable accidents, occupational illnesses and dangerous occurrences.
  - Information on emergency planning
  - Information about the workplace, the systems of work and any changes to these that would affect existing risks or precautions
- Relevant technical information in relation to hazards, risks and precautions connected with the workplace, including Safety Data Sheets (SDSs)
- The safety representatives may, after giving notice to the employer,
  - Carry out general inspections of particular operations
  - Investigate complaints relating to health and safety.
  - Make representations to HSA inspectors.
  - Make representations to employers
- They also have the right to accompany HSA inspectors carrying out inspections
- Employers and safety representatives shall agree, having regard to the nature and extent of the hazards of the place of work, on the frequency of inspections.
- The safety representatives will meet regularly with management, all issues raised will be actioned and a written response will issue in due course

## 6.8 Employees

Employees must ensure that they adhere to the following:

- Employees are aware of the provisions of the Safety Statement and that they operate within those provisions at all times.
- All works are governed by Safety Statement, Method Statements or Safe System of Work Plan (SSWP)
- Employees will co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- Employees will carry out a 20 sec scan of the workplace to identify any hazards. Any hazards must be reported using the safety observation report (SOR) process
- Employees will ensure that equipment is secured when not in use.
- Employees will to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any hazards of which they become aware.
- Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- Take reasonable care for their own safety, health and welfare and that of any other persons who might be affected by their actions.
- Ensure that he/she is not under the influence of an intoxicant to the extent that he or she may endanger his or her own safety or that of another person..
- Co-operate with the employer or any other person thus enabling them (the employer or other person) to comply with their statutory obligations.
- Attend any appropriate training or undergo any reasonable assessment provided/requested by the employer with regard to the work being carried out or for securing their safety, health and welfare at work.
- To report to the employer or immediate supervisor, without unreasonable delay, any defects of which they become aware of, equipment, place of work or systems of work that might endanger any individual's safety, health or welfare.
- Not to engage in improper conduct or to intentionally or recklessly interfere or misuse any appliance, article, equipment or any other means provided to ensure safety, health and welfare that is likely to endanger his or her own safety or that of another person.
- Employees must only smoke in designated smoking areas, during official break times and dispose of spent matches, cigarette ends etc. properly.
- The use of mobile phones is prohibited, except in designated areas
- All employees must be familiar with the location of the First Aid Box and the fire extinguishers.
- Employees must be familiar with all emergency exits, assembly areas and emergency procedures.
- Employees must report any accident or damage, however minor, to management within one hour.
- Employees must comply with any safety directives which may be issued from time to time.
- Employees must adhere to site rules when working on the premises of a client or the main contractor and where safe pass training has been provided to carry the card at all times.
- Employees must notify their employer immediately if they become aware of any medical condition which may affect their performance at work that could give rise to risks to the safety, health and welfare of themselves or other persons at work.

### ***6.8.1 Disciplinary Action***

Management have given their full commitment to providing in so far as is reasonably practicable a safe place of work for all employees, and in so doing, expect co-operation from all employees in matters relating to health and safety at work. Any member of staff, who contravenes company safety policies and procedures; may be subject to the company's disciplinary procedure.

**Non-compliance with company Health & Safety policy will result in disciplinary action. Depending on the safety breach, instant suspension or dismissal may result .**

## **6.9 Sub-contractors**

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

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

CET Connect sub-contractor "on-boarding" process must be followed at all times .

Reference: SOP PC – 18 Sub-contractor Onboarding Procedure

## ***6.10 Clients & Visitors***

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

### **Visitors to the office:**

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

### **On-site visitors:**

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

## **7. Health & Safety Management Programme**

CET Connects operates an integrated health and safety management system which is based on a core set of management processes, risk assessments and associated training courses. The system sets out the health and safety expectation at an operational level and addresses the specific hazards and associated risks involved in our operations.

### ***7.1 Integrated Health and Safety Management System***

The CET Health and Safety Management System is closely aligned to the ISO 45001 Safety Management International Standard. The management system is based around the Plan, Do, Check and Act model.

The international standard requires that core safety management processes are established and comply with the sub-clauses of the standard. A list of the core management processes which are linked to the associated document is set out in Appendix 2.

The health and safety management system facilitates the company in developing, implementing and maintaining policy and objectives which meet and exceed the Company's legal environmental and health and safety obligations.

#### ***7.1.1 Hazard Identification, Risk Assessment and Control***

Hazard identification, Risk Assessment and Control is the core of the Safety Management Programme. The risk assessment programme allows for the systematic identification and assessment of hazards in the workplace. The intention of the risk assessment activity is to identify hazards in the workplace or those which arise due to work activities and to develop and implement appropriate risk controls so as to eliminate hazards or to reduce risk to a level which is As Low As is Reasonably Practicable. (ALARP). The methodology for risk assessment is set out in the core management process for Hazard Identification, Risk Assessment and Determining Controls.

CET Connect recognises the importance of the hierarchy of controls and will emphasise the implementation of an elimination / substitution risk strategy wherever reasonably practicable.

Ongoing hazard inspections are carried out periodically to ensure that risk assessments are kept up to date and controls are adequate. The full set of risk assessment activities and a sample risk assessment is set out in Appendix 3.

#### **References**

*Full list of risk assessments Appendix 1*

#### ***7.1.2 Emergency Planning***

Section 11 of the Safety Health and Welfare at Work Act 2005 requires employers to prepare and revise adequate plans and procedures to be followed, and measures to be taken in the case of an emergency, and that employers must provide the necessary measures for firefighting and the evacuation of employees and any other individual present in the workplace.

It is the policy of CET Connect that all adequate provisions are put in place for dealing with all emergency situations.

The following measures (7.1.3- 7.1.9) have been implemented:

### ***7.1.3 General***

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

Equally:

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

### ***7.1.4 First Aid***

Safety, Health and Welfare at Work (General Application) Regulations 2007 require that adequate provision are in place for dealing with emergency situations where employees or other persons are injured at work. The Health and Safety Manager will co-ordinate the implementation of first aid procedures by:

- Overseeing the appointment of Occupational First Aiders as indicated by risk assessment and Health and Safety Authority Guidance.
- Advising on the provision of notices for posting the names and telephone numbers of First Aiders.
- Providing an inventory of the recommended contents of first aid kits, contents to be checked at regular intervals.
- Ensure training in first aid is provided to appointed persons
- Ensuring that Occupational First Aid Certificates are updated and refresher training is provided at approved intervals.
- Reviewing as required the numbers of occupational first aid accredited persons and recommending any changes to that number based on risk assessment. Current CET policy is that all production staff above chargehand will have first aid training
- Occupational First Aiders will check the contents of First Aid Kits on a monthly basis.

### ***7.1.5 Fire Safety - Fire Marshall***

A Fire Marshall has been appointed for CET's head office and provided with all relevant information and training.

The responsibility of the Fire Marshall is to ensure that all relevant aspects of the CET Connect policy on Fire Safety Management are implemented in the building. He or she should liaise with co-tenants, as required, to ensure co-operation.

The Fire Marshall must make the following arrangements for the Building:

- Ensure that deputies are available to assume these roles during the absence of Fire Marshal.
- Arrange a fire emergency evacuation drill at least twice yearly and that all persons in the building co-operate with this drill.

CET

- Ensure that a report on the fire drill is completed
- Arrange for statutory requirements regarding the provision and maintenance of fire equipment or practices to be adhered to and those certificates of maintenance of equipment as required by legislation are attached to the Fire Register.
- Ensure that any fire incidents or dangerous occurrences are reported to the Health & Safety Unit promptly.

### ***7.1.6 Fire Drills***

CET Connect policy requires that a full fire emergency evacuation drill be held at least twice a year in each manned premises. It is the responsibility of the Health & Safety Manager to ensure that this requirement is met. The drills must be organised and conducted by the Fire Marshall for the building. Records of Drills must be maintained by the fire register.

### ***7.1.7 Maintenance of Fire Detection and Fire Fighting Equipment and Emergency Lighting***

Testing and maintenance of fire detection, firefighting equipment and emergency lighting is carried out by our maintenance contractor in accordance with relevant Irish Standards. The objective of this programme is to ensure that all equipment will operate correctly in emergency situations and to ensure that any defects identified are prioritised and rectified urgently.

#### **Reference Documentation**

*Fire Services Act, 1981*  
*Safety Health and Welfare at Work Act 2005*

### ***7.1.8 Emergency Preparedness and Response- Accident Reporting***

In the unlikely event of a serious accident please follow the following process

- Ensure the scene is safe
- Raise the alarm by contacting the CET connect supervisor and site safety representative
- DO NOT move the injured person unless they are in immediate danger
- Stay with the injured party and keep them calm
- The CET Connect supervisor must take responsibility for managing the accident scene
- Ensure a dedicated person contacts the emergency services
- Nominate a resource to wait and escort the emergency services to the scene
- The CET supervisor on site or the H&S Manager will contact the injured persons nominated contact
- The CET supervisor will appoint a person to go to the hospital if the injured staff member is taken there.
- Under no circumstances is the injured party allowed to go home unaccompanied

The Safety Manager will co-ordinate the accident investigation. CET Accident reporting form and process must be followed. The scene of a serious accident must be preserved. All tools, ladders, equipment and associated records must be retained, as they will form part of the investigation. Statements will be required from all witnesses and from the injured party as soon as they are deemed fit enough to engage with the investigation

### ***7.1.9 Emergency Preparedness and Response- Working At Height - suspension trauma***

**DO NOT ALLOW A WORKER TO LAY FLAT OR STAND UPRIGHT IMMEDIATELY AFTER A RESCUE WHERE SUSPENSION TRAUMA IS A POSSIBILITY**

- Loosen Harness Leg Straps
- Place worker in the “W” position
- Use KED board for stabilization if back injury is suspected
- Leave worker in “W” position for at least **30 MINUTES** and until they are stable
- Medical teams will decide when to begin transporting the worker to the hospital

Once a worker is back on the ground after a fall has been arrested on a fall-protection system, a worker should be placed in the “W” position. The “W” position is where a worker sits upright on the ground with their back/chest straight and their legs bent so that their knees are in line with the bottom of their chin. For added stability, make sure that the worker’s feet stay flat on the ground. If a worker’s body is in a straight line, all of the toxic blood can rush right back into the body and cause organ failure and/or brain damage due to a lack of oxygen and the presence of waste materials.

## **8.0 Management Review**

The health and safety management system and its performance will be reviewed by the Management Group on a quarterly basis. The Group will also review health and safety performance on an annual basis and will agree Health and Safety objectives with the Managing Director for the coming year.

### **Reference Documentation:**

**SOP PC – 17 Management Review Procedure**

## 9.0 Communication

CET Connect recognises its duty to ensure that adequate information is provided to employees, contractors and others regarding any risk inherent in its activities. The Health and Safety Manager is responsible for the ongoing generation of information regarding safety, health and welfare at work. Managers at all levels shall ensure that employees, contractors or other affected persons receive adequate information on the risks to which they may be exposed, as a consequence of their work or as a consequence of any activities of the Company. Communication will take the form of:

- Induction slide pack and assessment
- Training
- CET Employee H&S handbook
- Monthly H&S management Reports
- Quarterly H&S breakfast
- Quarterly Management Meeting
- Morning safety call
- Tool box talks
- Safe System Work Plan (SSWP)
- Monthly site safety audit programme
- Safety Observation Report programme (SOR) Good saves programme
- Emails
- Small Messaging Service (Texts)

Visitors to CET Connect sites and premises will be made aware by an CET Connect representative of site specific safety and environmental considerations, as necessary.

## **10.0 Audit and Corrective Action**

The health and safety management system is based on a Plan, Do, Check, Act approach. In this context, regular monitoring and auditing is carried out to ensure the effective implementation of good safety practice. The implementation and effectiveness of the safety management system is monitored through a comprehensive audit programme which measures safety performance and compliance.

### ***10.1 Internal Audits***

Cet Connect monitors the implementation and effectiveness of the Safety Management Programme through an auditing programme which tests all elements of the system on an annual basis. The programme sets out the frequency and type of auditing which takes into account risk and levels of activity. The different types of audits carried out are set out below.

### ***10.2 Internal Integrated Management System Audits***

An internal management system audit is carried out on the HS Management system once per year. The purpose of this audit is to ensure that the procedures which make up the system are working effectively.

### ***10.3 Site Safety Audits***

A representative sample of sites will be audited on a monthly basis. The number of audits will depend on the levels of activity and as set out in the annual objectives and targets. Any sub- contractors for CET Connect will be included in any such site audits.

### ***10.4 Corrective Action***

Non-conformities will normally be identified through internal or external audit, risk assessment, staff/ management report a non-conformity or as findings of an incident/accident investigation. Each non-conformity will be investigated to determine the cause and appropriate corrective action to be taken so as to prevent recurrence. Non-conformities and associated corrective actions are recorded on an excel file in the Health & Safety AP folder. The site manager and the safety officer are responsible for the timely implementation of the agreed corrective actions.

## 11.0 Accident and Incident Reporting

Employees must report all accidents or dangerous occurrences to their manager/supervisor immediately. who will in turn report to the H&S Manager.

It is CET Connect policy to investigate and report on all incidents, accidents, near misses or dangerous occurrences so as to identify the immediate and root causes of incidents and to prevent recurrence. The Accident Investigation and Reporting Procedure ensures that accidents incidents and dangerous occurrences are consistently reported, recorded systematically and competently investigated.

It is essential that the accident documentation is completed by the management immediately (e.g. Accident Report and Witness Reports) if an accident of any kind occurs. It will also be very helpful if photographic evidence (digital camera or phone) can be attached where appropriate. Routine documentation (inspection of equipment) is equally important as it may provide evidence on behalf of the Company in the case of an accident. The scene of any accident along with any equipment must be preserved until an accident investigation can be completed.

Reports and investigations shall be carried out in accordance with legal requirements. All CET Connect employees will fully comply with any accident/incident investigation carried out internally or by, or on behalf of any statutory body. On occasions where the Health and Safety Authority (HSA) investigates an accident, all employees must co-operate fully with the investigation.

The need for and the extent of the investigation will depend on the seriousness of the accident and the following factors:

- Injuries, if any, sustained
- Potential for injury
- Number of People affected
- Risk of recurrence
- Whether such incidents have occurred before
- Possible legal consequences

All accidents will be investigated by the H&S Manager/Officer. The full co-operation of all employees involved is required. Following an investigation, a report will be produced which will include recommendations to prevent recurrence.

## 12.0 Personal Protective Equipment

The *Safety, Health and Welfare at Work (General Application) Regulations 2007*, Chapter 3 of Part 2, no. 62-67, stipulate that PPE must be provided where risks at a place of work cannot be avoided or sufficiently limited by technical means of collective protection or by measures, methods or procedures of work organisation.

CET Connect provides and maintains suitable Personal Protective Equipment (PPE), where it is not reasonably practicable to control or eliminate a particular hazard or risk in the workplace.

We recognise our responsibility to provide employees with personal protective equipment which:

- Complies with the relevant National and International standards
- Is suitable for the risks involved in the work
- Takes account of the conditions at the place of work
- Is suitable for the wearer and the work to be done

It is mandatory for employees to wear the correct Personal Protective Equipment for the category of work being undertaken.

Certain items of personal protective equipment require inspection by a competent person at defined intervals. Such inspections, where required are specified in the relevant risk assessment. Records of inspections by competent persons are maintained in the Safety Folder.

Employees must not undertake any work where the requisite Personal Protective Equipment has not been provided or where it has become unserviceable. Employees are obliged to report defects in Personal Protective Equipment to their manager and request a replacement as appropriate.

Managers are responsible for ensuring that appropriate PPE is worn by their teams and they shall not, under any circumstances, direct or permit any employee under their control to undertake work where mandatory Personal Protective Equipment is not available.

All employees who work on-site are issued with:

Hard hat with chin strap

Protective gloves

Ear protection

Eye protection including prescription safety glasses as required

High visibility vest

Safety harness as required

Annual allowance for safety footwear (boots with ankle protection)

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

All CET Connect staff are required to read and sign the CET Connect PPE Policy prior to commencing work.

## 13.0 Procurement – Purchasing Controls

The purchase of equipment, plant, services and substances is subject to the provisions of The Safety Health and Welfare at Work Act 2005. All staff involved in purchasing shall observe the following procedure prior to accepting chemicals, or products into the Company:

Establish if there is any existing risk assessment covering the item to be purchased. Where no risk assessment exists, the item should be subjected to an assessment, with the assistance of the Health and Safety Unit to determine:

- All hazards associated with the item.
- The frequency of exposure to the hazards.
- The consequences of contact or exposure.
- The level of risk as a result of exposure.
- The necessary control procedures to be adopted.

In the case of chemical substances, the risk assessment must include the examination of the Material Safety Data Sheet, which should be requested from the supplier, as well as information on any less harmful alternatives.

Where practical, all goods purchased shall comply with, and be certified to, a relevant Irish, European or British Standard, or their equivalent.

The Manager responsible for purchasing is also responsible for ensuring that all necessary controls, including training, are put in place, as a result of the risk assessments, and that the safety procedures are communicated to all relevant employees.

## 14.0 Health & Safety Consultation and Participation

CET Connect recognises that a successful safety culture can only be achieved when management and employees work together. CET have implemented a policy of consultation and participation with employees. CET management recognises the contribution which employees can make to health and safety. This policy lays emphasis on the need to communicate with and provide information to all employees, on an ongoing basis, regarding all aspects of safety, health and welfare. Employees are encouraged to raise health and safety issues with their line manager, safety representative or directly with the H&S unit.

To facilitate consultation and participation two safety representatives have been selected by staff to represent them. Meetings with Safety Representatives will be held at least quarterly and more frequently if required. All representations by employees will receive a response. Employees who raise H&S issues may be invited to attend a meeting with the safety representatives and H&S staff to discuss issues raised.

Employees will not suffer any disadvantage as a result of raising a health and safety issue.

## 15.0 Training

CET Connect recognises its obligations, under the Safety, Health and Welfare at Work Act 2005, to provide adequate and relevant training to all employees including part-time employees, to ensure that they fully understand the hazards and risks of their work and the necessary controls which are in place to eliminate or reduce the risks associated with each hazard.

Training needs analysis will be carried out by the Health and Safety Manager following consultation with relevant line managers and will, as a minimum, ensure compliance with statutory requirements. The training schedule will be revised every 12 months or as required. The TNA review will take into account:

- Changes in legislation or the introduction of new legislation in the previous 12 months
- Changes in regulatory guidance or the introduction of new guidance
- Changes in safe systems of work
- Training deficiencies highlighted as a result of an accident
- Training deficiencies highlighted during safety inspections or as a result of reports received from managers

It is the responsibility of each line manager to ensure that staff are appropriately trained and that they are released for safety training as required.

### *15.1 Training Programmes*

Training is available to all employees and managers to provide them with the necessary skills and knowledge thereby enabling them to work to the required safety standards.

Formal training programmes are established covering the following key headings.

### *15.2 General*

The following training is provided for all new starts-

Induction and a minimum requirement for all production staff to have safepass and manual handling.

The following training will be provided depending on role-

RAMS

First Aid

Working at height

### *15.3 Management Training*

Training is provided to all managers to enable them to comply with legislation and Company policy in terms of hazard identification, risk assessment and accident investigation.

### *15.4 Refresher Training*

Refresher training is provided as required by legislation or as determined during risk assessment.

### *15.5 Informal Training / Communication*

Apart from the development of formal training programmes, a strong emphasis will also be placed on informal training which will include the following:

- Employee Briefings/ quarterly H&S breakfast
- Emergency drills
- Morning safety calls
- SSWP talks
- Weekly toolbox talks

## 16.0 Welfare and Wellbeing

### 16.1 Welfare Facilities

CET Connect recognises its duties under the Safety, Health and Welfare at Work Act 2005, and associated Regulations, to provide adequate welfare facilities for its employees and to maintain the facilities in a clean and hygienic condition on an ongoing basis. CET Connect will ensure that all welfare facilities are monitored and cleaned on a regular basis and will provide for the replenishment of stocks of cleaning materials and disposable toilet and hygiene products. It is the responsibility of all employees to leave welfare facilities in a clean and tidy condition and not to abuse or damage any facilities provided for their welfare. CET Connect will ensure that:

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

### 16.2 Protection of Pregnant, Post Natal and Breastfeeding Employees

CET Connect will comply with all requirements of the Safety, Health and Welfare at Work (Pregnant Employees) Regulations 1994, the Maternity Protection Act 1994 and the Safety Health and Welfare at Work (General Application) Regulations 2007. The relevant manager is responsible for ensuring that the following procedures are in place and that all relevant employees are fully briefed on the implementation of the procedures.

1. The pregnant employee should inform her manager by way of medical certificate, of her condition as soon as she becomes aware of her pregnancy. This notification will enable the Company to undertake any detailed risk assessment which may be necessary.
2. Upon receipt of the notification the relevant Manager will carry out a risk assessment in line with the Regulations and stipulate any protective controls, which may be necessary.
3. The employee concerned will be afforded any confidentiality requested and will observe fully the requirements of the Regulations.
4. Where control measures require re-assignment or special leave the Company will observe fully the requirements of the Regulations.

Once a risk assessment is completed the relevant line manager will ensure that all necessary controls are fully implemented and monitored.

#### Reference Documentation

*Safety Health and Welfare at Work (General Application) Regulations, 2007, Chapter 2 of Part 6*  
*Maternity Protection (Amendment) Act, 2004*

## 17.0 Drugs and Alcohol Policy

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

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

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

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

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

## 18.0 Bullying at Work Policy

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

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

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

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

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

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

## **19.0 Driving for work Policy**

CET have a safe driving for work policy that applies to anyone who drives as part of their work, whether driving their own vehicle or one provided by the company.

The aim of this policy is to prevent vehicle incident and at-fault work related road collision costs by promoting a safe driving culture within the organization.

CET will make every attempt to have employees working close to home, to reduce the risk of a driving related incident.

CET employee will only be asked to drive long distances in exceptional circumstances.

Employees are advised to take a 15-minute break for every two hours of driving. If feeling tired it is recommended to pull over, have a nap and a coffee.

Lodge is provided as part of the wage structure to cover the cost of travel

## **20.0 Stress**

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

## **21.0 Violence & Aggression**

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

## **22.0 Smoking Policy**

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

## **23.0 Environmental Policy**

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

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

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

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

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

## 4.0 Implementation and Operation

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

- General stewardship by the Health & Safety Manager and management of the health and safety policy.
- Promoting awareness of safety issues.
- Using external expertise to maintain emergency lighting, fire detection equipment and fire extinguishers.
- Ongoing development of the safety management system to ensure awareness and compliance with all current and pending legislation.
- Regular reporting on compliance with legislation, company policy, accidents and dangerous occurrences.

Identification of hazards and assessment of risks should be an ongoing process and any identified hazard or risk should be immediately reported to the Safety Representative.

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

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

## 25.0 Summary

The purpose of this Health and Safety Statement is to:

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

## 26.0 Conclusion

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

## Appendix 1: Hazard Identification, Risk Assessment

### Hazard Assessment Matrix

Key:	S = Severity	L =	R = Risk (L X S)
<b>ASSESSMENT OF HAZARD(SEVERITY)</b> 3 = Fatality / major injury or illness causing long term disability 2 = Injury or illness causing short term disability 1 = Other minor injury		<b>ASSESSMENT OF RISK(LIKELIHOOD):</b> 3 = Certain or near certain 2 = Reasonably likely to occur 1 = Very seldom / never	

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

Low: 1-3  
 Medium: 4  
 High: 6-9

<b>1 General Hazards</b>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p><b>1.1</b></p> <p style="font-size: 2em; letter-spacing: 0.5em; text-align: center;">H O U S E K E E P I N G</p>	<p>General work on a day to day basis both on CET Connect premises and on site.</p> 	<p>Poor housekeeping can pose a wide variety of risks to health and safety.</p> <p>Trips: - Materials left lying on the ground</p> <p>Slips: - On a greasy floor, slippery material strewn around.</p> <p>Falls: - Use of materials for accessing higher work areas.</p> <p>Collisions: - Blockage of access aisles with materials.</p> <p>Objects falling on people: - Improper stacking of materials.</p> <p>Fire: - Inadequately and infrequent disposal of combustible rubbish.</p>	<ol style="list-style-type: none"> <li>1. Employees will ensure that access routes are kept clear and that storage is programmed to ensure that excess materials are not stored on site.</li> <li>2. Storage areas will be defined,</li> <li>3. Supervisors will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.</li> <li>4. Employees will maintain the workplace including company vehicles in a tidy condition at all times and a 'clean as you go' policy is always in operation.</li> <li>5. Employees will ensure that all waste materials in and around the premises, Company vehicles and the area which they are working in are cleared and disposed of safely.</li> </ol>	<p>Controls (1-5) Listed here are the responsibility of all CET employees and management as they go about their daily routine.</p> <p style="text-align: center;"><b><u>Pre-Controls</u></b></p> <p style="text-align: center; background-color: red; color: black;">High (3*3=9) (L*S=R)</p> <p style="text-align: center;"><b><u>Post Controls</u></b></p> <p style="text-align: center; background-color: yellow;">Low (1*3=3)</p>

<b>1 General Hazards</b>					
	<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	<b>Hazard Assessment</b>
<p><b>1.2</b></p> <p style="font-size: 2em; letter-spacing: 0.5em;">H O U S E K E E P I N G</p> <p><b>Cont'd</b></p> <p><b>Material Stacking</b></p>	<p>CET Connect store material on site</p> 	<p>Poor housekeeping can pose a wide variety of risks to health and safety.</p> <p>Trips: - Materials left lying on the ground</p> <p>Slips: - On a greasy floor, slippery material strewn around.</p> <p>Falls: - Use of materials for accessing higher work areas.</p> <p>Collisions: - Blockage of access aisles with materials.</p> <p>Objects falling on people: - Improper stacking of materials.</p> <p>Fire: - Inadequately and infrequent disposal of combustible rubbish.</p>	<p>6. Material must be kept off the floor where possible.</p> <p>7. Materials must only be stacked in designated areas.</p> <p>8. Materials must only be stacked on a level firm base.</p> <p>9. Materials must never be stacked 3 times higher than the base width.</p> <p>10. Use machinery where practicable to avoid the need for manual handling.</p> <p>11. Always use correct PPE.</p> <p>12. Follow all manual handling directions</p>	<p>Controls (6-12) Listed here are the responsibility of all CET employees and management as they go about their daily routine.</p>	<p><b>Pre-Controls</b> High (3*3=9) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<i>1 General Hazards</i>					
	<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	<b>Hazard Assessment</b>
<b>A C C E S S  &amp;  E G R E S S</b>	<b>1.3</b> Access to and from CET Connect premises & sites on a day to day basis.	Inadequate access and egress facilities can result in: <ul style="list-style-type: none"> <li>• Restriction of an orderly evacuation of the premises</li> <li>• Trips and falls</li> <li>• Obstruction of emergency exits</li> </ul>	<ol style="list-style-type: none"> <li>1. Parking area shall be provided for employee cars at CET premises and on site.</li> <li>2. Safe walkways shall be maintained to offices and all other areas requiring access.</li> <li>3. Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.</li> <li>4. All employees shall use all designated parking areas.</li> <li>5. All doors and access points shall be kept clear and maintained.</li> <li>6. All passageways and fire escape routes shall be kept clear of obstruction.</li> <li>7. All floor surfaces shall be kept clean and in good condition.</li> <li>8. Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.</li> </ol>	Controls (1-3) listed here are the responsibility of CET management on CET Connect premises.  Controls (4-8) listed here are the responsibility of all employees and management on CET Connect premises and out on site.	<p style="text-align: center;"><b>Pre-Controls</b> High(2*3=6) (L*S=R)</p> <p style="text-align: center;"><b>Post Controls</b> Low (1*3=3)</p>
					

<i>1 General Hazards</i>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p><b>1.4</b></p> <p><b>N O I S E</b></p> <p>Excessive noise due to operation of equipment and machinery.</p> 	<ul style="list-style-type: none"> <li>• Reducing hearing due to exposure to excessive noise</li> <li>• Complete deafness</li> <li>• Increased frequency of stress in the work place</li> <li>• Effects can be immediate or over a long period of time</li> </ul>	<ol style="list-style-type: none"> <li>1. Noise is sometimes unavoidable when working on site therefore all employees are provided with Ear Defenders suitable to the hazard.</li> <li>2. Noise emanates from various types of equipment used by CET Connect</li> <li>3. Where possible the equipment selected will provide the lowest levels of noise.</li> <li>4. all excessively loud equipment, machinery &amp; processes, which exceed the 2<sup>nd</sup> &amp; 3<sup>rd</sup> action levels will be signposted with mandatory protection signs</li> <li>5. Where practical noise measurements will be taken and any reasonably practical precautions will be taken to reduce the noise or protect the employee from the hazard.</li> <li>6. Regular Preventative maintenance on all equipment is carried out.</li> </ol>	<p>Controls (1-5) listed here are the responsibility of CET management.</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<i>1 General Hazards</i>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p>1.5</p> <p><b>N O I S E</b></p> <p>Cont'd</p>	<p>Excessive noise due to operation of equipment and machinery.</p> 	<ul style="list-style-type: none"> <li>• Reducing hearing due to exposure to excessive noise</li> <li>• Complete deafness</li> <li>• Increased frequency of stress in the work place</li> <li>• Effects can be immediate or over a long period of time</li> </ul>	<p>7. Ear defenders must be worn at the appropriate times by all employees and all directions given when onsite with regard to hearing protection must be followed.</p> <p>8. Keep compressor covers closed when not in use.</p> <p>9. Don't keep machinery running unnecessarily.</p> <p>10. Ensure ear plugs are a good fit &amp; correctly inserted.</p> <p>11. Regularly clean re-usable ear plugs</p> <p>12. Disposable ear plugs must only be used once.</p> <p>13. Ear muffs should fit the head all-round the seal.</p> <p>14. Do not alter pressure ear muffs by bending the head band.</p>	<p>Controls (6-14) listed here are the responsibility of CET employees.</p> <p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<i>1 General Hazards</i>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p>1.6</p> <p><b>L O N E  W O R K I N G</b></p> <p>Working in an area without close or direct supervision</p>  <p>The infographic is titled 'LONE WORKER SAFETY' and is split into two columns: 'Do' (green background) and 'Don't' (red background).  <b>Do:</b>          - Let people know your whereabouts (location pin icon)          - Complete a risk assessment (checklist icon)          - Follow relevant safety guidelines (safety glasses icon)          - Carry a personal safety alarm (mobile phone icon)  <b>Don't:</b>          - Don't be complacent and assume you're safe (person sitting at desk icon)          - Don't attempt anything that cannot be done safely alone (warning triangle icon)          - Don't take unnecessary risks (person climbing ladder icon)          - Don't be afraid to trust your instincts (lightbulb icon)</p>	<ul style="list-style-type: none"> <li>• accidents or emergencies arising out of the work, including inadequate provision of first aid</li> <li>• sudden illnesses</li> </ul>	<ul style="list-style-type: none"> <li>• Communication is very important: mobile phone, telephone or radio</li> <li>• Let someone know where you are</li> <li>• Agree to controlled periodic checks</li> <li>• Use of Personal Protective Equipment (PPE)</li> <li>• Ensure a first-aid kit is available</li> <li>• Adequate training</li> </ul>	<p>Controls listed here are the responsibility of CET employees.</p>	<p><b>Pre-Controls</b> High (3*3=9) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

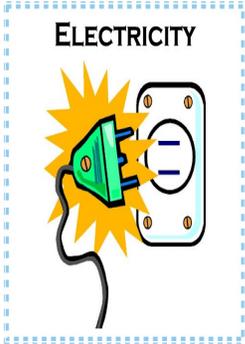
<i>1 General Hazards</i>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p>1.7</p> <p><b>M A N U A L  H A N D L I N G</b></p> <p>Manual handling of equipment, materials, etc. in the workshop and construction sites.</p> 	<ul style="list-style-type: none"> <li>• Incorrect method of lifting</li> <li>• Attempting to lift something which is too heavy</li> <li>• Lifting sharp/awkward shapes</li> </ul> <p>The main injuries associated with manual handling and lifting are:</p> <ul style="list-style-type: none"> <li>-Back strain, slipped disc.</li> <li>-Hernias.</li> <li>-Lacerations, crushing of hands or fingers.</li> <li>-R.S.I. (Repetitive strain injury)</li> <li>-Bruised or broken toes or feet.</li> <li>-Various sprains, strains, etc.</li> </ul>	<ol style="list-style-type: none"> <li>1. All employees shall be trained in safe manual handling techniques.</li> <li>2. Where possible measures shall be taken to reduce the amount of manual handling</li> <li>3. Appropriate Mechanical handling devices shall be provided.</li> <li>4. Employees must rotate physically challenging tasks on a regular basis</li> <li>5. Each load which must be manually handled shall be assessed. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.</li> <li>6. PPE must be worn, in particular Gloves for sharp edges and Safety boots to protect the feet and toes.</li> <li>7. Appropriate Mechanical handling devices must be used when provided.</li> <li>8. All employees must partake in manual handling training.</li> <li>9. All ladders being transported on van roof shall be a two man lift</li> </ol>	<p>Controls (1-3) listed here are the responsibility of CET management.</p> <p>Controls (4-9) listed here are the responsibilities of all CET employees.</p>	<p><b><u>Pre-Controls</u></b></p> <p><b>High</b> (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b></p> <p><b>Low</b> (1*3=3)</p>	

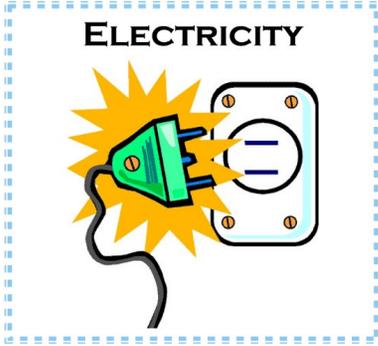
<b>1 General Hazards</b>				
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	<b>Hazard Assessment</b>
<p><b>1.8</b></p> <p><b>FIRE</b></p> <p>Completion of various tasks and use of various types of equipment which may lead to fire, both on CET Connect premises, company vehicles and on site.</p> 	<ul style="list-style-type: none"> <li>• Outbreak of fire at CET Connect premises causing injury and or damage to premises.</li> <li>• Outbreak of fire on client's premise causing injury and or damage to clients' premises.</li> </ul>	<ol style="list-style-type: none"> <li>1. The instruction and training of employees to familiarise them with fire and emergency evacuation procedures, the use of break glass units, assembly points and use of firefighting equipment on CET Connect premises is carried out.</li> <li>2. Fire detection and emergency lighting is inspected in accordance with IS 3217 (emergency lighting) and IS 3218 (fire detection)</li> <li>3. The testing and maintenance of portable heating appliances is carried out.</li> <li>4. Site supervisor must ensure that fire evacuation procedures are adequate on all clients site.</li> <li>5. Fire extinguisher is on hand where hot works are being carried out.</li> </ol>	<p>Controls (1-5) listed here are the responsibility of CET Connect Management</p>	<p><b>Pre-Controls</b></p> <p>High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b></p> <p>Low (1*3=3)</p>

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<p><b>1.8</b></p> <p><b>F I R E</b></p> <p>Cont'd</p>	<p>Completion of various tasks and use of various types of equipment which may lead to fire, both on CET Connect premises, company vehicles and on site.</p> 	<ul style="list-style-type: none"> <li>• Outbreak of fire at CET Connect premises causing injury and or damage to premises.</li> <li>• Outbreak of fire on client's premise causing injury and or damage to clients' premises.</li> </ul>	<ol style="list-style-type: none"> <li>5. When working on site personnel must comply with the fire and emergency procedures set out by the client.</li> <li>6. Actively take part in fire and evacuation drills on CET Connect premises and on site where appropriate</li> <li>7. Ensure all escape routes are free from obstruction and all exits are unlocked and operational on CET Connect premises and on site.</li> <li>8. The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish on CET Connect premises &amp; on site.</li> <li>9. All electrical equipment is switched off and unplugged when not in use both on CET Connect premises and on site.</li> </ol>	<p>Controls (5-9) Listed here are the responsibility of all CET employees</p>	<p><b><u>Pre-Controls</u></b></p> <p>High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b></p> <p>Low (1*3=3)</p>
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<i>1 General Hazards</i>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p><b>1.9</b></p> <p><b>H E A T</b></p> <p>Working in an area with a high room temperature</p> 	<ul style="list-style-type: none"> <li>• Dehydration</li> <li>• Exhaustion</li> <li>• Heat Stress</li> </ul>	<ol style="list-style-type: none"> <li>1. providing additional facilities, eg cold water dispensers</li> <li>2. allowing sufficient breaks to enable employees to get cold drinks or cool down</li> <li>3. Limit exposure. (Job rotation)</li> <li>4. Ensure management directions are followed</li> <li>5. Take adequate water breaks</li> <li>6. Take extra breaks as required by conditions</li> </ol>	<p>Controls (1-3) listed here are the responsibility of CET management</p> <p>Controls (4- 6) Listed here are the responsibility of all CET employees</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<i>1 General Hazards</i>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p><b>1.10</b></p> <p><b>E L E C T R I C I T Y</b></p> <p>Interaction with electricity-general</p> 	<ul style="list-style-type: none"> <li>• Electric Shock</li> <li>• Fire</li> <li>• Trips or falls from loose cables</li> <li>• Damage to property</li> </ul>	<ol style="list-style-type: none"> <li>1. All electrical work on the CET premises shall be carried out by a qualified electrician.</li> <li>2. Wiring installation in the CET premises is checked on an annual basis by a competent qualified electrician. The inspection should provide a report on the condition of the installation with particular reference to fire safety.</li> <li>3. Dangerous or defective cabling shall be replaced or remedied in accordance with the E.T.C.I.'s rules.</li> <li>4. All extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.</li> <li>5. Portable electric equipment will be 110v where possible.</li> <li>6. Regular portable appliance testing will be carried out.</li> <li>7. All electric equipment will be regularly serviced.</li> <li>8. Blown fuses should be replaced immediately (NOTE: - if a replaced fuse immediately blows again then it is indicative of a problem requiring the attention of an Electrician).</li> <li>9. Ensure cables are long enough for the task; they should never be pulled taut.</li> </ol>	<p>Controls (1-7) listed here are the responsibility of CET management.</p> <p>Controls (8-9) listed here are the responsibility of CET Employees.</p>	<p><b>Pre-Controls</b></p> <p><b>High</b> (3*3=6) (L*S=R)</p> <p><b>Post Controls</b></p> <p><b>Low</b> (1*3=3)</p>

<i>1 General Hazards</i>					
	<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	<b>Hazard Assessment</b>
<b>1.10</b>  <b>E L E C T R I C I T Y</b>  <b>Cont'd</b>	General tasks in office, workshop & onsite resulting in Interaction with electricity-  	<ul style="list-style-type: none"> <li>• Electric Shock</li> <li>• Fire</li> <li>• Trips or falls from loose cables</li> </ul>	<ol style="list-style-type: none"> <li>10. The inner insulation of cables should NEVER be visible the outer insulation should extend into plugs &amp; equipment &amp; fully utilise cable grips.</li> <li>11. Never overload sockets.</li> <li>12. Unplug equipment when it is not in use</li> <li>13. Always inspect portable appliance equipment before use.</li> <li>14. Report any defects, where possible make equipment safe, decommission from use and label for repair or replacement.</li> <li>15. If the use of an extension lead is required ensure that all walk ways are clear, extension lead is fully extended, the lead is not likely to be damaged in any way (by a vehicle or work process) and its use is temporary.</li> <li>16. Never handle live exposed cables.</li> <li>17. Never use electric equipment when in water, damp conditions, and confined space.</li> </ol>	Controls (10-17) listed here are the responsibility of all CET employees.	<p><b><u>Pre-Controls</u></b></p> <p style="background-color: red; color: white; text-align: center;">High (3*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b></p> <p style="background-color: yellow; text-align: center;">Low (1*3=3)</p>



<i>1 General Hazards</i>				
	Task	Hazard	Control	Hazard Assessment
<p><b>1.11</b></p> <p style="text-align: center;"><b>H A Z A R D O U S  S U B S T A N C E S</b></p>	<p>Use of hazardous substances including paints and solvents</p> 	<p>Health hazards from substances can be divided into the following categories:</p> <ul style="list-style-type: none"> <li>External contact - corrosive, skin absorption, dermatitis.</li> <li>Inhalation - gases, fumes, vapours.</li> <li>Ingestion – swallowing</li> <li>Eye injury/loss</li> </ul>	<ol style="list-style-type: none"> <li>All substances have an up to date Material Safety Data Sheet (MSDS) on file.</li> <li>An appropriate unit that is fire retardant and can contain spillages is provided.</li> <li>Any, equipment, hygiene measures or protective clothing required to be used in the handling of hazardous substances are provided and shall be maintained as required.</li> <li>All measures necessary to protect other workers and the general public from any hazardous substance will be provided and maintained.</li> <li>All substances are stored in the appropriate unit provided that is fire retardant and can contain spillages.</li> <li>Procedures planned to handle, use or store any hazardous substance or processes are carried out fully.</li> <li>The MSDS are read prior to use of substances and the control measures listed in the MSDS are followed.</li> <li>Spillages are dealt with immediately according to the MSDS,</li> </ol>	<p>Controls (1-4) listed here are the responsibility of CET management.</p> <p style="text-align: center;"><b>Pre-Controls</b></p> <p style="text-align: center; background-color: red; color: white;">High (2*3=6) (L*S=R)</p> <p style="text-align: center;"><b>Post Controls</b></p> <p style="text-align: center; background-color: yellow;">Low (1*3=3)</p> <p>Controls (5-8) listed here are the responsibility of the user of the hazardous substances.</p>





<b>2 Pulling of electrical cabling</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>2.2</b>  <b>M E C H A N I C A L  P U L L I N G</b>	Pulling of electrical cabling in racks, trays trunking, ducts & Conduits	<ul style="list-style-type: none"> <li>• Cuts from sharp ends of cabling</li> <li>• Falls from height</li> <li>• Back injury</li> <li>• Pinch point hazards leading to injury to hands etc.</li> </ul>	21. The cable winch operator will control the process of winching in the cable.  22. While the winch is being operated the pull will be controlled by the winch operator only. If the cable pull is very long the winch operator will be in communication with all persons along the run by radio. If the cable snags the winch will be stopped immediately. No one will attempt to free the snag or obstruction unless the winch operator has given the order. Cable runners will be located along the cable running only if required by the cable gauge. This will allow for easier movement of the cable.  23. The winch man must be in constant contact with all those involved in the pull should a problem arise.  24. Do not operate winch unless you are trained to do so.	Controls (21-24) listed here are the responsibility of the winch operator.	<hr/> <b>Pre-Controls</b> <div style="background-color: red; color: white; text-align: center; padding: 2px;"> <b>High</b>                      (2*3=6)                      (L*S=R)                 </div> <b>Post Controls</b> <div style="background-color: yellow; text-align: center; padding: 2px;"> <b>Low</b>                      (1*3=3)                 </div>

<b>2 Pulling of electrical cabling</b>					
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	<b>Hazard Assessment</b>	
<b>2.3</b>  <b>S</b> <b>H</b> <b>A</b> <b>R</b> <b>P</b>  <b>O</b> <b>B</b> <b>J</b> <b>E</b> <b>C</b> <b>T</b> <b>S</b>	Pulling of electrical cabling in racks, trays trunking, ducts & Conduits	<ul style="list-style-type: none"> <li>• Lacerations from sharp ends of cabling</li> <li>• Lacerations from cutting machinery</li> </ul>	<ol style="list-style-type: none"> <li>1. Correct PPE including Kevlar gloves and face shields (where required) must be provided when carrying out work with cutting appliances or sharps.</li> <li>2. Ensure only well-maintained cutting/drilling appliances are used.</li> <li>3. Cable cutting knives will be provided.</li> <li>4. When using any items that generate heat or sparks while cutting or grinding ensure that Hot Work Permits are in operations and that there is adequate firefighting procedures in place.</li> <li>5. When carrying out work with cutting appliances or sharps ensure that Kevlar gloves are worn at all times.</li> <li>6. When using saws, chop saws, grinders etc. ensure guards are in place prior to use and that full-face shields are worn.</li> <li>7. The piece being cut must be braced or held in position while being cut.</li> <li>8. Cable cutting knives will be used and not Stanley knives.</li> <li>9. Never use blunt or worn drill bits or hole-saws.</li> <li>10. When stripping SWA cable, all cutting movements must be away from the body.</li> <li>11. At no time is the cable to be rested on a leg while cutting or stripping it.</li> </ol>	Controls (1-4) listed here are the responsibility of the CET site supervisor.  Controls (5-11) listed here are the responsibility of the CET employees on site.	<p><b>Pre-Controls</b></p> <p style="background-color: red; color: white; text-align: center;">High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b></p> <p style="background-color: yellow; text-align: center;">Low (1* 3=3)</p>

<b>3 Material handling</b>				<b>Hazard Assessment</b>	
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>3.1</b>  <b>C</b> <b>A</b> <b>B</b> <b>L</b> <b>E</b>  <b>D</b> <b>R</b> <b>U</b> <b>M</b> <b>S</b>	Handling Cable Drums	<ul style="list-style-type: none"> <li>• Back injury</li> <li>• Injury from the cable drums falling over.</li> </ul>	<ol style="list-style-type: none"> <li>1. For the larger SWA drums mechanical means must be used to move them, such as a teleporter or cable trailer.</li> <li>2. Where manual handling means are used the supervisor will ensure that there are adequate numbers moving the cable drum and he will control operation.</li> <li>3. Cable drums should be set up on level firm ground at all times.</li> <li>4. Hydraulic cable jacks should be provided when setting drums up for cable pulls.</li> <li>5. Where hydraulic jacks are not provided then mechanical lifting equipment must be used to lift large and heavy drums onto fixed cable jacks.</li> <li>6. Correct PPE including gloves &amp; glasses should be provided on site</li> <li>7. Correct PPE including gloves &amp; glasses are to be worn at all times.</li> <li>8. Hydraulic cable jacks should be used where possible when setting drums up for cable pulls.</li> <li>9. Where hydraulic jacks are not present then mechanical lifting equipment must be used to lift large and heavy drums onto fixed cable jacks.</li> <li>10. Under no circumstances are drums to be moved near staircases, steep inclines, uneven ground or openings.</li> </ol>	<p>Controls (1-6) listed here are the responsibility of the site supervisor.</p> <p>Controls (7-10) listed here are the responsibility of the CET employees.</p>	<p><b>Pre-Controls</b></p> <p style="text-align: center;"><b>High</b> (2*3=6) (L*S=R)</p> <p><b>Post Controls</b></p> <p style="text-align: center;"><b>Low</b> (1*3=3)</p>

<b>3 Material handling</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>		<b>Resp</b>	
<b>3.2</b>  <b>M</b> <b>E</b> <b>C</b> <b>H</b> <b>A</b> <b>N</b> <b>I</b> <b>C</b> <b>A</b> <b>L</b>  <b>L</b> <b>I</b> <b>F</b> <b>T</b> <b>I</b> <b>N</b> <b>G</b>	Mechanical Lifting Operations.	<ul style="list-style-type: none"> <li>Injury by falling cable drums.</li> <li>Injury from collision with mechanical lifting equipment</li> </ul>	<ol style="list-style-type: none"> <li>All lifting equipment requiring statutory test such as slings lifting tackle chain blocks etc. will be tested at six-month intervals by Irish Chain and Ropes and test certificates are issued following inspection.</li> <li>Items that have not been tested in their specific time frame will not be put into operation until tested.</li> <li>Ensure lifting equipment (teleporter etc.) is provided where required and used by licensed personnel only.</li> <li>When lifting or moving loads ensure that the lifting tackle is in the correct position and that the loads are properly slung with the centre of gravity in the middle and ensure a banks man is in place.</li> <li>Never lift loads in inclines or on rough terrain.</li> <li>All large cable drums will be moved by mechanical means for e.g. teleporters.</li> <li>A solid bar must be used and slid through the core of the drum. Items such as scaffolding tubes cannot be used, as they will bend under the weight.</li> <li>The base jacks must be placed on even ground and it is recommended that they be put on sole plates. Care should be taken that the jacks are placed equidistant from the sides so that the weight can be evenly distributed.</li> <li>Do not operate lifting equipment (teleporter etc.) unless you are trained to do so.</li> </ol>	<p>Controls (1-3) listed here are the responsibility of Mechanical lifting equipment management</p> <p>Control (4&amp;5) are the responsibility of the Mechanical lifting equipment operator and banks man.</p> <p>Controls (6-9) listed here are the responsibility of the CET employees</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<i>4 Confined space</i>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p><b>4.1</b></p> <p><b>G E N E R A L</b></p> <p>From time to time it will be necessary for employees of CET Connect to work in a confined space.</p>	<ul style="list-style-type: none"> <li>• Oxygen deficiency/Enrichment of the atmosphere</li> <li>• Inadequate procedure in place for emergency evacuation of personnel from confined space</li> </ul>	<ol style="list-style-type: none"> <li>1. A safe system of work shall be provided for all confined space entry where a permit to work procedure is not in place.</li> <li>2. Respiratory protective equipment and all other relevant PPE &amp; atmosphere monitoring equipment to be provided.</li> <li>3. Personnel will be competent, trained and supervised.</li> <li>4. Communication at all times with employee inside the confined space.</li> <li>5. Employees are not allowed into confined spaces with flammable or explosive atmosphere</li> </ol>	<p>Control (1-3) listed here are the responsibility of CET Management.</p> <p>Controls (4-5) listed here are the responsibility of the CET site supervisor.</p>	<p><b><u>Pre-Controls</u></b> High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3)</p>	



<b>4 Confined space</b>					
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	<b>Hazard Assessment</b>	
<b>4.2 S E R V I C E  D U C T S  &amp;  V O I D S</b>	Cable Pulling in service ducts and voids.	<ul style="list-style-type: none"> <li>• Asphyxiation.</li> <li>• Confined nature of work situations.</li> <li>• Injury/Loss of life due to confined space entry not being planned and adhered to properly.</li> </ul>	<ol style="list-style-type: none"> <li>1. Care must be taken in order to reduce risk of Oxygen depletion leading to asphyxia and or fire and explosion.</li> <li>2. A strict permit to work system for confined space entry needs to be in place and monitored.</li> <li>3. A detailed method statement outlining a safe system of work for the activity must be provided.</li> <li>4. A confined space entry permitting system must be instigated prior to work commencing to ensure only authorised personnel gain access to confined space areas.</li> <li>5. When entering a confined space an oxygen level monitor must be provided and an operative trained in its use to check oxygen levels continuously. At least one Oxygen monitor to be worn by trained operative where the risk of Oxygen depletion/enrichment is present.</li> <li>6. Oxygen levels are to be checked prior to entry and monitored thereafter if the area of work falls under the definition of confined spaces under the current ACOP.</li> <li>7. PPE must match the gas present in the area.</li> <li>8. A ladder access must be provided in manholes/ service duct in to ensure safe access and egress.</li> <li>9. Training will be given to all those employees tasked with confined space entry.</li> </ol>	Controls (1-9) listed here are the responsibility of the CET site supervisor.	<p style="text-align: center;"><b><u>Pre-Controls</u></b></p> <p style="text-align: center; background-color: red; color: white;"><b>High</b> (2*3=6) (L*S=R)</p> <p style="text-align: center;"><b><u>Post Controls</u></b></p> <p style="text-align: center; background-color: yellow;"><b>Low</b> (1*3=3)</p>

<b>4 Confined space</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p><b>.4.2</b></p> <p style="text-align: center;"><b>S E R V I C E  D U C T S  &amp;  V O I D S</b></p> <p>Cont'd</p>	<p>Cable Pulling in service ducts and voids.</p> <ul style="list-style-type: none"> <li>• Asphyxiation.</li> <li>• Confined nature of work situations.</li> <li>• Injury/loss of life due to confined space entry not being planned and adhered to properly.</li> </ul>	<ol style="list-style-type: none"> <li>10. A qualified first aider shall be available above ground and in constant contact with underground personnel via radio at all times while work is conducted.</li> <li>11. Adequate numbers of personnel shall be available above ground to pull operative free should they become unconscious.</li> <li>12. A safety harness fitted with lifeline must be provided.</li> <li>13. Employees are not to enter such areas alone.</li> <li>14. Correct PPE must be worn by employees entering into a confined space.</li> <li>15. Do not enter a confined space unless all correct procedures are in place and you are competent to do so.</li> <li>16. All operatives entering the area must wear safety harness fitted with lifeline.</li> <li>17. Always ensure oxygen levels are checked prior to entry.</li> <li>18. Always ensure there is one oxygen monitor present in the confined space while workers are present in duct.</li> </ol>	<p>Controls (10-12) listed here are the responsibility of the CET site supervisor.</p> <p>Controls (13-18) listed here are the responsibility of CET employees entering a confined space.</p>	<p style="text-align: center;"><b><u>Pre-Controls</u></b></p> <p style="text-align: center; background-color: red; color: white;"><b>High</b> (2*3=6) (L*S=R)</p> <p style="text-align: center;"><b><u>Post Controls</u></b></p> <p style="text-align: center; background-color: yellow;"><b>Low</b> (1*3=3)</p>	

<i>4 Confined space</i>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>4.3</b> <b>D</b> <b>U</b> <b>C</b> <b>T</b> <b>S</b>  <b>&amp;</b>  <b>M</b> <b>A</b> <b>N</b> <b>H</b> <b>O</b> <b>L</b> <b>E</b> <b>S</b>	Cable pulling in Ducts or Manholes.	<ul style="list-style-type: none"> <li>Confined nature of work situations.</li> <li>Stagnant water in these areas may possess rodent urine, which carries disease for e.g. weils disease.</li> </ul>	<ol style="list-style-type: none"> <li>Supervisor/ Foreman must ensure that ducts or manholes are pumped free of water before employees begin cable pulling etc. in these areas.</li> <li>Required PPE must be provided.</li> <li>Two-way radios should be provided for communication purposes where required.</li> <li>Great care must be taken that hands are properly washed before eating or leaving work that evening.</li> <li>Correct PPE must be worn by employees entering into ducts and manholes.</li> <li>Ensure radios are used for communication purposes where required.</li> </ol>	<p>Controls (1-3) listed here are the responsibility of the CET site supervisor.</p> <p>Control (4-6) listed here are the responsibility of CET employees entering a confined space.</p>	<p><b>Pre-Controls</b></p> <p>High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b></p> <p>Low (1*3=3)</p>

<i>4 Confined space</i>		<b>Hazard Assessment</b>
<b>Emergency Rescue Procedure.</b>		<b>Resp</b>
<p>4.4</p> <p><b>R E S C U E  P R O C E D U R E</b></p>	<ol style="list-style-type: none"> <li>1. On activation of personnel oxygen monitor underground operatives shall immediately vacate the area through nearest exit.</li> <li>2. Assemble outside in a safe area.</li> <li>3. Inform responsible person if casualties remain inside.</li> <li>4. Adhere to all onsite emergency evacuation procedures from confined spaces.</li> <li>5. Do not re- enter the area until has been deemed safe by responsible person.</li> </ol>	<p>Following the (ERP) is the responsibility of both CET employees and site supervisor.</p> <p><b><u>Pre-Controls</u></b> High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3)</p>

<b>5 Plant and equipment</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>5.1</b>  <b>P</b> <b>E</b> <b>D</b> <b>E</b> <b>S</b> <b>T</b> <b>R</b> <b>I</b> <b>A</b> <b>N</b>  <b>I</b> <b>N</b> <b>T</b> <b>E</b> <b>R</b> <b>A</b> <b>C</b> <b>T</b> <b>I</b> <b>O</b> <b>N</b>	Safe interaction between pedestrian and plant.	<ul style="list-style-type: none"> <li>• Injury/loss of life due to being struck by plant or equipment.</li> <li>• Injury/loss of life due to being in areas that are cordoned off or exclude unauthorised entry for e.g. unsafe or false ground.</li> </ul>	<ol style="list-style-type: none"> <li>1. If such plant equipment as for lifts, Teleporters etc. is to be used warning notices must be erected in the area.</li> <li>2. All plant must be fitted with audible alarm when reversing.</li> <li>3. It is the responsibility of the main contractor to ensure an adequate traffic management plan is in place to which it will be complied with fully.</li> <li>4. Warning notices and cordons that exclude unauthorised persons from the area of operation should be in place.</li> <li>5. Do not work near operating machinery.</li> <li>6. Do not walk behind reversing vehicles.</li> <li>7. Employees will always wear high visibility clothing i.e. Vis Vests while operating on site.</li> <li>8. Mobile phones are banned on site unless used by authorised personnel.</li> <li>9. Pedestrian walkways are to be used where available.</li> </ol>	Controls (1-4) listed here are the responsibility of site Management.  Control (4-8) listed here are the responsibility of CET employees.	<p><b><u>Pre-Controls</u></b>  <b>High (2*3=6)</b>  <b>(L*S=R)</b></p> <p><b><u>Post Controls</u></b>  <b>Low</b>  <b>(1*3=3)</b></p>

<b>5 Plant and equipment</b>				<b>Hazard Assessment</b>	
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>5.2</b>  <b>L</b> <b>I</b> <b>F</b> <b>T</b> <b>I</b> <b>N</b> <b>G</b>  <b>E</b> <b>Q</b> <b>U</b> <b>I</b> <b>P</b> <b>M</b> <b>E</b> <b>N</b> <b>T</b>	Use of cranes, teleporters and lifting equipment.	<ul style="list-style-type: none"> <li>• Loads falling from heights/toppling over.</li> <li>• Chains/ ropes breaking or coming apart.</li> </ul>	<ol style="list-style-type: none"> <li>1. Weekly inspections carried out by Site Foreman and records of such inspection entered in the Equipment Register and kept in the Cab of machinery.</li> <li>2. Always use the most suitable equipment for the job at hand and it should be operated by competent persons with relevant CSCS cards.</li> <li>3. Lifting equipment will be examined and tested by a competent person before taken into use and after any substantial alterations or repairs.</li> <li>4. Chains, ropes and lifting tackle examined every 6 months and an Examination Report completed and kept on Equipment Register.</li> <li>5. Cranes and other lifting machines examined every 12 months and an Examination Report completed and kept on Equipment Register.</li> <li>6. Use a fully competent slinger or banks man and use a recognized signalling system.</li> <li>7. Only use certified lifting equipment marked with its S.W.L. (Safe Working Load) sticker which is not overdue for examination. Never exceed the S.W.L. of machines or tackle.</li> <li>8. Before lifting an unbalanced load, find out its centre of gravity, raise it slightly off the ground and pause, there will be little harm if it drops.</li> <li>9. Never use makeshift, damaged or badly worn equipment, chains shortened with knots, linked or twisted wire ropes, frayed or rotted fibre ropes.</li> </ol>	<p>Control (1) is the responsibility of site foreman.</p> <p>Controls (2-9) listed here are the responsibility of the assigned CET services driver.</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<b>5 Plant and equipment</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>		<b>Resp</b>	
<b>5.3</b>  <b>O</b> <b>V</b> <b>E</b> <b>R</b> <b>H</b> <b>E</b> <b>A</b> <b>D</b>  <b>P</b> <b>O</b> <b>W</b> <b>E</b> <b>R</b> <b>L</b> <b>I</b> <b>N</b> <b>E</b> <b>S</b>	Use of cranes, teleporters and lifting equipment.	<ul style="list-style-type: none"> <li>Electrocution.</li> </ul>	<ol style="list-style-type: none"> <li>Be aware of overhead cables at all times.</li> <li>Cables must be made in-active where possible when work is being carried out near power lines.</li> <li>Where this is not possible goal posts (rigid, non-conductive) will be erected under access routes at heights advised by the E.S.B.</li> </ol>	Controls (1-3) are the responsibility of management and assigned CET services drivers.	<p><u>Pre-Controls</u></p> <p>High (2*3=6) (L*S=R)</p> <p><u>Post Controls</u></p> <p>Low (1*3=3)</p>



<b>6 Working At Heights</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>6.1</b>  <b>G</b> <b>E</b> <b>N</b> <b>E</b> <b>R</b> <b>A</b> <b>L</b>  <b>Cont'd</b>	Working at height is part of the work carried out on a daily basis.	<ul style="list-style-type: none"> <li>• Falling from the edge of a structure/ fragile surfaces.</li> <li>• Materials falling from a height.</li> </ul>	<ol style="list-style-type: none"> <li>1. Management shall ensure that work at height is properly planned, appropriately supervised and carried out in a manner that is, so far as reasonably practicable, safe and without risk to health.</li> <li>2. Where work at height is necessary safe systems of work must be established and proper planning an organization take place.</li> <li>3. Work equipment must be selected to ensure and maintain safe working conditions and collective protective measures must be given priority over personal protective measures e.g. use of safety netting on installation of cladding on a roof as opposed to personnel using safety harnesses.</li> <li>4. Work should be carried out at a height where it cannot be practically carried out safely by other means e.g. assembly of roof structure components at ground level and then lifted into place.</li> <li>5. Where multiple contractors are working on site at a height then a formalised way of proceeding should be agreed which clearly state who is responsible for what.</li> <li>6. Safe means of access/egress to the work location must be provided using ladders, scaffolding, mobile elevated work platforms or mobile tower scaffolds.</li> </ol>	Controls (1-6) listed are the responsibility of site supervisor & management on site	<p><b><u>Pre-Controls</u></b> High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3)</p>

<b>6 Working At Heights</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p><b>6.1</b></p> <p><b>G E N E R A L</b></p>	<p>Working at height is part of the work carried out on a daily basis.</p> <ul style="list-style-type: none"> <li>Falling from the edge of a structure/ manhole or fragile surfaces.</li> <li>Materials falling from a height.</li> </ul>	<p>7. Personal Fall Arrest Systems should be used only as a last resort – e.g. if it is impossible/impracticable to use collective fall protection measures such as netting.</p> <p>8. Personal Fall Arrest Systems used to perform work activities onsite must be suitable for the task, appropriately certified &amp; inspected and deemed safe to use by the persons using same and the person or who is arranging for work to be completed (supervisors/foreman) whether such persons/persons are direct employer and or contractors.</p> <p>9. Where work at heights is taking place appropriate signage such as Work Overhead must be placed around the area. The immediate area must be adequately secured and or fenced off with appropriate materials/equipment</p> <p>10. All equipment used for work at heights must be suitable for the task, personnel involved in the erection and use of this equipment must also be competent.</p> <p>11. The daily weather conditions must also be reviewed to ensure that work can continue to be carried out in a safe manner.</p> <p>12. Under no circumstances should a bucket of a JCB / TELEPORTER / EXCAVATOR ETC, be used to gain access to a height or as a working platform.</p>	<p>Controls (7-12) listed are the responsibility of management on site</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>	

<b>6 Working At Heights</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p><b>6.2</b></p> <p><b>U S E  O F  L A D D E R S</b></p> <p><b>Cont'd</b></p>	<p>A-Frame ladders are used by CET Connect personnel for working at heights, but only when no other option is reasonably practicable.</p> 	<p>Note: Ladders must only be used for short periods and only where there is no suitable alternative.</p> <ul style="list-style-type: none"> <li>• Items falling from ladders</li> <li>• Working from ladders</li> <li>• Throwing waste material from ladders</li> <li>• Overreaching</li> <li>• Overbalancing</li> <li>• Ladders Falling</li> <li>• Falls from Ladders</li> <li>• Electrocutation</li> <li>• Defective Ladders</li> </ul>	<ol style="list-style-type: none"> <li>1. Ladders must be in good condition and free from defects.</li> <li>2. Metal ladders are prohibited.</li> <li>3. Ladders must be maintained regularly.</li> <li>4. Ladders should not be painted as this hides defects.</li> <li>5. If a ladder cannot be properly repaired, it must be scrapped.</li> <li>6. Risk assessment must be carried out to deem suitability of ladders in each work environment.</li> <li>7. Regular planned breaks must be scheduled from working at a height</li> <li>8. Ladder must be inspected prior to use and weekly</li> <li>9. Ladder must be positioned on solid ground.</li> <li>10. Ladders to be used the correct way up - strengtheners to be on the underside of rungs.</li> </ol>	<p>Controls (1-4) listed are the responsibility of management.</p> <p>Controls (5-7) listed are the responsibility of the CET Connect supervisor on site.</p> <p>Controls (8-10) listed are the responsibility of the employee using the ladder.</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<b>6 Working At Heights</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>6.2</b>  <b>U</b>  <b>S</b>  <b>E</b>  <b>O</b>  <b>F</b>  <b>L</b>  <b>A</b>  <b>D</b>  <b>D</b>  <b>E</b>  <b>R</b>  <b>S</b>	General use of ladders  	Note: Ladders must only be used for short periods and only where there is no suitable alternative. <ul style="list-style-type: none"> <li>• Items falling from ladders</li> <li>• Working from ladders</li> <li>• Throwing waste material from Ladders</li> <li>• Overreaching</li> <li>• Overbalancing</li> <li>• Ladders Falling</li> <li>• Falls from Ladders</li> <li>• Electrocutation</li> <li>• Defective Ladders</li> </ul>	11. Workers to climb ladders with both hands free (i.e. not carrying materials) 12. Move ladder along with work to prevent overreaching.  13. Only one person at a time on a ladder.  14. Do not stand on top 2 rungs of step ladder.  15. Never place ladder on partial tiles (raised floors) 16. Platform/podium-safety bar/chain to be closed while using ladder	Controls (11-14) listed are the responsibility of the employee using the ladder  <u><b>Pre-Controls</b></u> <b>High (2*3=6)</b> <b>(L*S=R)</b>  <u><b>Post Controls</b></u> <b>Low</b> <b>(1*3=3)</b>	

<b>6 Working at Heights</b>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p><b>6.3</b></p> <p><b>U S E  O F  M E W P</b></p> <p>Use of Mobile Elevated Working Platform (MEWP)</p> 	<ul style="list-style-type: none"> <li>• Falls over edges</li> <li>• Items falling from platform</li> <li>• Throwing waste material from platform etc.</li> <li>• Overreaching</li> <li>• Tripping Hazards in platform area</li> <li>• Collapse of unit</li> <li>• Falls through opes</li> <li>• Personal Injury due to unfamiliarity with premises/site</li> </ul>	<ol style="list-style-type: none"> <li>1. All operators are trained in the use of MEWP.</li> <li>2. MEWP is maintained on a regular basis.</li> <li>3. MEWPS is only be operated by a person holding an appropriate skills card.</li> <li>4. Harness and restraint lanyard is provided.</li> <li>5. Before harness is issued to an operative, management ensure that the operative has been trained in its <u>Use</u> and <u>Inspection</u>.</li> <li>6. Harnesses are full body type</li> <li>7. Risk assessment is carried out to deem suitability of MEWP in each work environment.</li> </ol>	<p>Controls (1-7) listed are the responsibility of site supervisor &amp; site management.</p>	<p><b><u>Pre-Controls</u></b> High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3)</p>

<b>6 Working At Heights</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p><b>6.3</b></p> <p>USE OF MEWP cont'd</p> <p>Use of Mobile Elevated Working Platform (MEWP)</p> 	<ul style="list-style-type: none"> <li>Falls over edges</li> <li>Items falling from platform</li> <li>Throwing waste material from platform etc.</li> <li>Overreaching</li> <li>Tripping Hazards in platform area</li> <li>Collapse of unit</li> <li>Falls through opes</li> <li>Personal Injury due to unfamiliarity with premises/site</li> </ul>	<ol style="list-style-type: none"> <li>Harnesses are inspected visually every 6 months by a competent person and records of these inspections will be filed.</li> <li>Controls are guarded by a hoop to prevent accidental movement.</li> <li>Fall restraint equipment is used at all times ensuring attachment to suitable anchorage.</li> <li>Care is taken when other Employees are present in the area.</li> <li>Leave clear access and egress for other employees working in the area to prevent slips / trips and falls</li> </ol>	<p>Controls (09-11) listed are the responsibility of management.</p> <p>Controls (12-14) listed are the responsibility of the operator of the MEWP</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>	

<b>6 Working At Heights</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p><b>6.3</b></p> <p>USE OF MEWP cont'd</p> <p>Use of Mobile Elevated Working Platform (MEWP)</p> 	<ul style="list-style-type: none"> <li>Falls over edges</li> <li>Items falling from platform</li> <li>Throwing waste material from platform etc.</li> <li>Overreaching</li> <li>Tripping Hazards in platform area</li> <li>Collapse of unit</li> <li>Falls through opes</li> <li>Personal Injury due to unfamiliarity with premises/site</li> </ul>	<ol style="list-style-type: none"> <li>All work at height is carried out safely to protect workers and people below.</li> <li>All MEWPS are inspected by a competent person before use. Daily inspection of MEWP to be completed and inspection form retained on site.</li> <li>Harnesses are stored on a hook in a dry room.</li> <li>Harnesses are in good condition and worn correctly.</li> <li>All MEWP operators hold a valid up to date ticket (CSCS) (CITB)</li> <li>MEWPs are used on stable ground to avoid overturning.</li> <li>MEWPs are not to be used to gain access onto another floor</li> </ol>	<p>Controls (14-20) listed are the responsibility of the operator of the MEWP</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>	

<b>6 Working At Heights</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>6.4</b> Use of scaffolding  <b>S</b> <b>C</b> <b>A</b> <b>F</b> <b>O</b> <b>L</b> <b>D</b> <b>I</b> <b>N</b> <b>G</b>	<ul style="list-style-type: none"> <li>• Scaffolding collapsing</li> <li>• Items falling from platform</li> <li>• Throwing waste material from platform etc.</li> <li>• Overreaching</li> <li>• Tripping Hazards in platform area</li> <li>• Collapse of scaffolding</li> <li>• Overloading of scaffold</li> <li>• Plant striking scaffold</li> <li>• Protruding tubes and fittings</li> </ul>	<ol style="list-style-type: none"> <li>1. All work at height is carried out safely to protect workers and people below.</li> <li>2. All scaffolding is inspected by a competent person before use.</li> <li>3. Scaffold to be erected in accordance with the H.S.A. "Scaffold Code of Practice" 1999.</li> <li>4. All scaffolds must be erected, altered or dismantled only by a responsible trained scaffolder.</li> <li>5. Warning signage reading "Scaffold incomplete unsafe to use" to be put in position for repairs or alterations to scaffolding.</li> <li>6. A good base is essential with base plates resting on sound, adequately large timber sole plates. Loose packing should not be used under base plates.</li> <li>7. All scaffolds must be tied into an immovable structure (minimum standard required is one tie for every 32sq m of scaffolding).</li> </ol>	<p>Controls (1-7) listed is the responsibility of the site supervisor, management on site and the trained scaffolder.</p>	<p style="text-align: center;"><b><u>Pre-Controls</u></b>  <b>High</b>  <b>(2*3=6)</b>  <b>(L*S=R)</b></p> <p style="text-align: center;"><b><u>Post Controls</u></b>  <b>Low</b>  <b>(1*3=3)</b></p>	

<b>6 Working At Heights</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>6.4</b> <b>S</b> <b>C</b> <b>A</b> <b>F</b> <b>F</b> <b>O</b> <b>L</b> <b>D</b> <b>I</b> <b>N</b> <b>G</b>	Use of scaffolding	<ul style="list-style-type: none"> <li>• Scaffolding collapsing</li> <li>• Items falling from platform</li> <li>• Throwing waste material from platform etc.</li> <li>• Overreaching</li> <li>• Tripping Hazards in platform area</li> <li>• Collapse of scaffolding</li> <li>• Overloading of scaffold</li> <li>• Plant striking scaffold</li> <li>• Protruding tubes and fittings</li> </ul>	<ol style="list-style-type: none"> <li>8. Guard rails not greater than 1.2m or less than 950mm above the platform where a person is liable to fall a distance. Intermediate guard rails (knee rails) must also be fitted.</li> <li>9. Toe boards, brick guards to be in place.</li> <li>10. Working platforms to be full boards – 3 boards for men only, 5 boards for men and materials and clear access.</li> <li>11. Ensure good access is available.</li> <li>12. Adequate loading bays are needed.</li> <li>13. Ensure signage is provided.</li> <li>14. PPE to be worn includes Safety Helmet.</li> <li>15. Scaffold must be inspected by a competent person before being used, after alterations and after inclement weather and at least once a week and recorded on GA 1 Form.</li> <li>16. Weekly scaffolding checks to be made</li> <li>17. Dates and results of inspections must be entered into the scaffolding register by the person that made the inspection.</li> </ol>	Controls (8-17) listed is the responsibility of management on site and the trained scaffolder.	<u><b>Pre-Controls</b></u> <b>High (2*3=6)</b> <b>(L*S=R)</b>  <u><b>Post Controls</b></u> <b>Low</b> <b>(1*3=3)</b>

<b>7 Power Tools</b>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p>7.1 <b>G E N E R A L</b>  Cont'd</p> <p>General use of power tools.</p> 	<ul style="list-style-type: none"> <li>• Accidental electrocution from exposed wires.</li> <li>• Personal injury from incorrect use.</li> <li>• Personal injury from inadequate maintenance.</li> </ul>	<ol style="list-style-type: none"> <li>1. All personnel using power tools are trained in their use.</li> <li>2. All electrical tools are to be maintained on a regular basis.</li> <li>3. Portable appliance testing shall be carried out on equipment yearly</li> <li>4. The following visual checks should be carried out on all power and portable tools prior to use: <ul style="list-style-type: none"> <li>○ Is the outside of the plug undamaged?</li> <li>○ Is the outside of the plug free from signs of overheating?</li> <li>○ Is the cable free from kinking and other mechanical damage?</li> <li>○ Is the same true of any extension cable and accessories?</li> <li>○ Is the cable securely clamped into the plug at one end and securely attached at the other?</li> <li>○ Is the casing of the tool free of obvious damage?</li> </ul> </li> </ol>	<p>Controls (1-3) listed here are the responsibility of management</p> <p>Control (4) listing all visual checks are the responsibility of the operator of the power tools</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<b>7 Power Tools</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p>7.1</p> <p><b>G E N E R A L</b></p> <p>General Use of power tools</p> 	<ul style="list-style-type: none"> <li>• Accidental electrocution from exposed wires.</li> <li>• Personal injury from incorrect use.</li> <li>• Personal injury from inadequate maintenance.</li> </ul>	<ol style="list-style-type: none"> <li>5. Is there a label to say that the portable tool has been electrically tested within the past 12 months?</li> <li>6. Cable s must not be allowed to trail across route ways of personnel or machinery.</li> <li>7. Safety devices must not be removed from tools or equipment.</li> <li>8. Unplug tools when not in use.</li> <li>9. Instruction manuals and safe procedures must be followed at all times.</li> </ol>	<p>Controls (5-9) listed here are the responsibility of qualified personnel operating the power tools.</p>	<p><b>Pre-Controls</b></p> <p><b>High</b> (2*3=6) (L*S=R)</p> <p><b>Post Controls</b></p> <p><b>Low</b> (1*3=3)</p>	

<b>7 Power Tools</b>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p>7.2 Use of Drills</p> <p><b>D R I L L S</b></p> 	<ul style="list-style-type: none"> <li>• Laceration</li> <li>• Fire</li> <li>• Entanglement</li> </ul>	<ol style="list-style-type: none"> <li>1. Users of drills must be trained and qualified to use them.</li> <li>2. Drills must be maintained on a regular basis</li> <li>3. Always check the drill before plugging in.</li> <li>4. Follow the standard safety procedures applying to individual drills.</li> <li>5. If the drill or lead is damaged it must be reported.</li> <li>6. Only competent persons can repair the drill.</li> <li>7. Always tie up or remove loose clothing, long hair, rings, and jewellery.</li> <li>8. Only use electric drills via a 110-volt transformer.</li> <li>9. Ensure that drill bits are regularly sharpened / replaced.</li> <li>10. Wear eye protection when drilling.</li> </ol>	<p>Controls (1-2) listed here are the responsibility of management</p> <p>Controls (3-10) listed here are the responsibility of the operator of the drill.</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<b>7 Power Tools</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p>7.2 Use of Drills</p> <p><b>D R I L L S</b> Cont'd</p> 	<ul style="list-style-type: none"> <li>• Laceration</li> <li>• Fire</li> <li>• Entanglement</li> </ul>	<p><b>When using drills:</b></p> <p>11. Don't use electric drills with one hand use both hands</p> <p>12. Keep work area clean;</p> <p>13. Never operate the drill without the guarding in place;</p> <p>14. Check drawings, scan areas for live electrical wiring before drilling.</p> <p>15. Do not touch drill bit after drilling as it can be hot and cause severe burns.</p> <p>16. Remove finger from trigger when carrying tools</p>	<p>Controls (11-22) listed here are the responsibility of the operator of the drill.</p>	<p><b>Pre-Controls</b></p> <p style="background-color: red; color: white; text-align: center;">High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b></p> <p style="background-color: yellow; text-align: center;">Low (1*3=3)</p>	

<b>7 Power Tools</b>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p><b>7.3</b> Use of Abrasive wheel equipment for example angle grinders, con saws etc.</p> <p><b>A B R A S I V E  W H E E L S</b></p> 	<ul style="list-style-type: none"> <li>• Severe injuries from Disc bursting due to:                             <ul style="list-style-type: none"> <li>○ Incorrect disc fitted</li> <li>○ Disc fitted incorrectly</li> <li>○ Faulty / damaged disc fitted</li> </ul> </li> <li>• Hand or leg injuries from unsafe use by inexperienced or incompetent persons.</li> <li>• Eye injuries to operator or those nearby from projectiles emitted.</li> <li>• Severe injuries due to wheel bursting.</li> </ul>	<ol style="list-style-type: none"> <li>1. Users of abrasive wheels equipment must be trained and certified.</li> <li>2. Appropriate PPE must be available at all times.</li> <li>3. Machines to be well maintained - if damaged / faulty they are to be taken out of service and reported to foreman immediately.</li> <li>4. Dead man switch to be fitted to all angle grinders</li> <li>5. Appropriate PPE i.e. goggles or visor (safety spectacles not adequate), appropriate dust mask, gloves, foot protection and hearing protection must be worn at all times</li> <li>6. Guards to be in good order and <b>NOT REMOVED</b></li> <li>7. Appropriate machine to be used for job i.e. in limited spaces use 4" angle grinder in lieu of 9" grinder.</li> </ol>	<p>Controls (1-4) listed here are the responsibility of management</p> <p>Controls (5-7) listed here are the responsibility of qualified personnel operating the abrasive wheel equipment</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<i>7 Power Tools</i>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p>7.4 Use of Power saws</p> <p><b>P O W E R  S A W S</b></p> 	<ul style="list-style-type: none"> <li>• Laceration</li> <li>• Amputation</li> <li>• Fire</li> </ul>	<ol style="list-style-type: none"> <li>1. Users of power saws must be trained and qualified to use them.</li> <li>2. Power saws must be maintained on a regular basis</li> <li>3. Do not use the saw without checking it first.</li> <li>4. Follow the standard safety procedures applying to individual saws.</li> <li>5. Operate saws with all the guards in position.</li> <li>6. Clean down saws regularly - only with a brush or cloth when saw is unplugged.</li> <li>7. Be aware of the emergency power cut off switches.</li> <li>8. Wear appropriate protective equipment, gloves and goggles or safety visor.</li> <li>9. Turn off all tools when finished</li> </ol>	<p>Controls (1-2) listed here are the responsibility of management</p> <p>Controls (3-9) listed here are the responsibility of qualified personnel operating the Power saw.</p>	<p><b>Pre-Controls</b></p> <p><b>High</b> (2*3=6) (L*S=R)</p> <p><b>Post Controls</b></p> <p><b>Low</b> (1*3=3)</p>	

<b>7 Power Tools</b>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<p>7.4 Use of Power saws</p> <p><b>P O W E R  S A W S</b> Cont'd</p> 	<ul style="list-style-type: none"> <li>• Laceration</li> <li>• Amputation</li> <li>• Fire</li> </ul>	<ol style="list-style-type: none"> <li>10. 110-volt equipment only to be used if electric or 220V on a RCB.</li> <li>11. Do not use the saw above shoulder height or when off balance.</li> <li>12. Ensure that other people are at least 2-saw lengths away from the operator.</li> <li>13. Restrain all pieces being cut securely.</li> <li>14. Keep work area clear of debris.</li> <li>15. Watch out for falling cut pieces.</li> </ol>	<p>Controls (10-15) listed here are the responsibility of qualified personnel operating the Power saw.</p>	<p><b><u>Pre-Controls</u></b> High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3)</p>

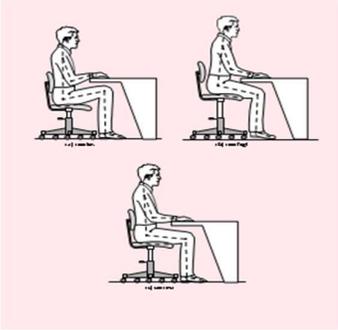
<i>7 Power Tools</i>					<b>Hazard Assessment</b>
<b>Task</b>		<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<b>7.5 H A N D  &amp;  A R M  V I B R A T I O N</b>	Use of all types of power tools	<ul style="list-style-type: none"> <li>• White finger</li> <li>• Pain and ULD</li> </ul>	<ol style="list-style-type: none"> <li>1. Equipment is generally suitable for the job (safety, size, power, efficiency, ergonomics, cost, user acceptability, etc.)</li> <li>2. Reduced vibration designs are selected, provided the tools are otherwise suitable (e.g. grinders with automatic spindle balancing)</li> <li>3. Declared vibration emission is not high compared with competing machines of similar capacity to do the job</li> <li>4. Information on likely vibration emission in use (e.g. from manufacturer, hire company, databases)</li> <li>5. Regular breaks from work involving vibration and encourage operators to exercise fingers</li> </ol>	Controls (1-5) listed here are the responsibility of management.	<p><b><u>Pre-Controls</u></b>  <span style="background-color: red; color: black;">High (2*3=6)</span>  <span style="background-color: red; color: black;">(L*S=R)</span></p> <p><b><u>Post Controls</u></b>  <span style="background-color: yellow;">Low</span>  <span style="background-color: yellow;">(1*3=3)</span></p>

<b>7 Power Tools</b>					<b>Hazard Assessment</b>
<b>T</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>7.5</b> <b>H</b> <b>A</b> <b>N</b> <b>D</b>  <b>&amp;</b>  <b>A</b> <b>R</b> <b>M</b>  <b>V</b> <b>I</b> <b>B</b> <b>R</b> <b>A</b> <b>T</b> <b>I</b> <b>O</b> <b>N</b> <b>S</b> <b>Cont'd</b>	Use of all types of power tools	<ul style="list-style-type: none"> <li>White finger.</li> <li>Pain and Work Related Upper Limb Disorder (WRULD).</li> </ul>	6. Available information from the manufacturer or elsewhere on control of vibration risks through: <ul style="list-style-type: none"> <li>maintenance (e.g. servicing grinders, sharpening drills and chisels)</li> <li>selection of consumables (abrasive discs, chisels, drills, etc.)</li> <li>correct operation and operator training</li> <li>maximum daily trigger times or maximum daily work done with the tool</li> <li>Ergonomic aids such as tensioners or balancers to support weight of tool and reduce forces applied by operator</li> <li>Suitable workplace temperature or provision of warm clothing and gloves</li> </ul>	Control (6) listed is the responsibility of management.	<p><b>Pre-Controls</b></p> <p><b>High</b> (2*3=6) (L*S=R)</p> <p><b>Post Controls</b></p> <p><b>Low</b> (1*3=3)</p>

<b>8 Company Vehicles</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>8.1</b>  <b>D</b> <b>R</b> <b>I</b> <b>V</b> <b>I</b> <b>N</b> <b>G</b>	CET Connect has a number of company vehicles on the road.	<ul style="list-style-type: none"> <li>• Vehicle catching fire resulting in injury to driver and/or occupants.</li> <li>• Company vehicle involved in Road traffic accident.</li> <li>• Company vehicle not roadworthy leading to accident.</li> <li>• Back injury from constant driving.</li> <li>• Back injury from lifting awkward loads from van.</li> <li>• Person being hit by vehicle.</li> </ul>	<ol style="list-style-type: none"> <li>1. High standard &amp; fuel-efficient company vehicles will be purchased at all times taking into account good ergonomics.</li> <li>2. Vehicles to be regularly serviced and maintained.</li> <li>3. Each driver must adjust their seat to suit their needs bearing in mind               <ul style="list-style-type: none"> <li>• Visibility</li> <li>• Pedal reach</li> <li>• Steering wheel</li> <li>• Back &amp; neck support</li> </ul> </li> <li>4. Brakes, lighting, exhaust and tyres to be checked weekly and kept in good order.</li> <li>5. All items inside the vans to be to be secured during transport.</li> <li>6. First aid box to be carried out the contents checked regularly and topped up.</li> <li>7. Suitable fire extinguisher must be carried on board.</li> <li>8. Staff to receive training on safe driving.</li> <li>9. A clean as you go policy to be adhered to in company vehicles</li> <li>10. Reverse parking policy for all sites</li> </ol>	Control (1 & 2) listed here is the responsibility of Management  Controls (3-9) listed here are the responsibility of the assigned CET Connect driver.	<p><b><u>Pre-Controls</u></b>  <b>High (2*3=6)</b>  <b>(L*S=R)</b></p> <p><b><u>Post Controls</u></b>  <b>Low</b>  <b>(1*3=3)</b></p>

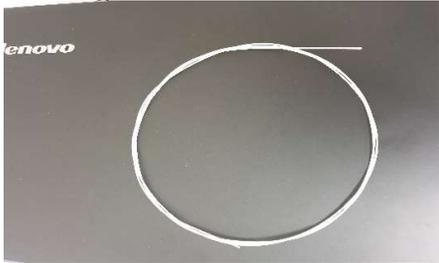
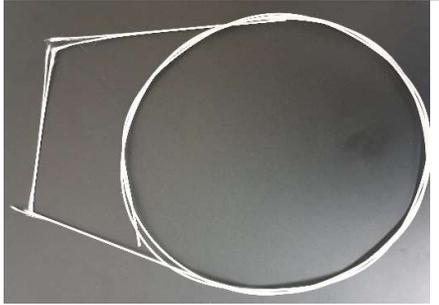
<b><i>8 Company Vehicles</i></b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>8.1</b>  <b>D</b> <b>R</b> <b>I</b> <b>V</b> <b>I</b> <b>N</b> <b>G</b>  <b>Cont'd</b>	CET Connect has a number of company vehicles on the road.	<ul style="list-style-type: none"> <li>Person being hit by vehicle.</li> <li>Vehicle catching fire resulting in injury to driver and/or occupants.</li> <li>Company vehicle involved in Road traffic accident.</li> <li>Company vehicle not roadworthy leading to accident.</li> <li>Back injury from constant driving.</li> </ul>	10. Vehicles can only be driven on the public road by drivers holding a valid current driving licence and who are authorised to drive.  11. Vehicles lights, indicators and brakes etc. must be in good working order.  12. All vehicles must be inspected regularly to ensure they are properly maintained and free from defects.  13. Ensure the steering, brakes and reversing alarms are working properly at all times.  14. Get help when reversing.  15. Be aware of overhead power cables, buried cables, other services.  16. Switch off engine, remove key when leaving a vehicle.  17. Never carry anybody on a vehicle not designed for passengers.  18. Take extra care on sloping sites.  19. Never overload any vehicle or plant and ensure loads are securely attached	Controls (10-20) Listed here are the responsibility of the assigned CET Connect driver.	<p><b><u>Pre-Controls</u></b>  <b>High (2*3=6)</b>  <b>(L*S=R)</b></p> <p><b><u>Post Controls</u></b>  <b>Low</b>  <b>(1*3=3)</b></p>

<b>9 Mobile phones</b>					<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<b>9.1</b>  <b>G</b> <b>E</b> <b>N</b> <b>E</b> <b>R</b> <b>A</b> <b>L</b>	Use of mobile phones.	<ul style="list-style-type: none"> <li>Accidents due to people not concentrating on the task in hand.</li> <li>Ignition risk.</li> </ul>	Do not use mobile phones when: <ol style="list-style-type: none"> <li>When operating plant &amp; Machinery.</li> <li>When a vehicle / machine is in motion.</li> <li>In areas where machines are re-fuelling.</li> <li>Keep the overall use of mobile phones on construction sites to a minimum.</li> <li>The preferred method of communications on site is via hands-free two-way radio – especially for lifting operations.</li> <li>The road traffic regulations state “the driver of a mechanically propelled vehicle shall not hold or have about their person a mobile phone or other similar apparatus while in the said vehicle, except when it is parked”</li> <li>The use of hands free phones is permitted.</li> </ol>	Controls (1-6) are the responsibility of managers, CET site supervisors and employees.	<p><b><u>Pre-Controls</u></b></p> <p>High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b></p> <p>Low (1*3=3)</p>

<i>10 Office</i>				<b>Hazard Assessment</b>	
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p><b>10.1</b></p> <p style="text-align: center;"><b>G E N E R A L</b></p>	<p>Working in the office area using computers and all other equipment</p> 	<ul style="list-style-type: none"> <li>• Injury from incorrect use of the equipment.</li> <li>• Fatigue, eye strain, back, neck strain from repeated use of visual display units.</li> <li>• Trips hazards from poor housekeeping.</li> <li>• Electrocutation from damaged equipment.</li> </ul>	<ol style="list-style-type: none"> <li>1. All employees follow the manufacturing instructions for each specific piece of equipment.</li> <li>2. All employees do not operate office equipment unless competent to do so.</li> <li>3. Office equipment is inspected prior to use for defects.</li> <li>4. A clean as you go policy is adhered to in the office area at all times.</li> <li>5. Correct PPE for each piece of machinery and equipment is used at all times.</li> <li>6. Visual display units are set up with good ergonomics in mind and with the least amount of glare possible.</li> <li>7. A five-minute break from using a VDU is taken each hour</li> <li>8. Computer is set up away from glare from the sun.</li> <li>9. A VDU assessment is carried out initially on a work station and each time a workstation is changed.</li> </ol>	<p>Controls (1-9) listed here are the responsibility of all management &amp; employees</p>	<p><b>Pre-Controls</b> High (2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<i>11 Asbestos</i>					
Task	Hazard	Control	Resp	Hazard Assessment	
<b>11.1</b>  <b>A</b>  <b>s</b>  <b>b</b>  <b>e</b>  <b>st</b>  <b>o</b>  <b>s</b>	Installation of cables and electrical equipment in pre-1995 buildings	<ul style="list-style-type: none"> <li>Inhalation of asbestos fibers resulting in lung disease</li> </ul>	<ol style="list-style-type: none"> <li>Awareness training</li> <li>No drilling or disturbance of asbestos containing material</li> <li>If asbestos found stop work and report to manager/supervisor</li> </ol>	Controls (1-3) listed here are the responsibility of all management & employees	<p><b>Pre-Controls</b> High(2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3) )</p>

**12 Fibre**

<b>12 Fibre</b>				<b>Hazard Assessment</b>
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<b>Fibre Cables</b>	<p><b>12.1</b> Pulling, Termination or testing</p> <ul style="list-style-type: none"> <li>Fibres from both the support strand and from the cable</li> <li>Exposure to cleaved ends of fibre optic cable The ends are extremely sharp and can easily penetrate your skin</li> </ul> <p>Fig 1</p>  <p>Fig 2</p> 	<ol style="list-style-type: none"> <li>Induction</li> <li>Tool box talk no 15</li> <li>Ensure any scraps are collected and disposed of as per site rules</li> <li>Coil fibre and support strands neatly before placing in waste bags see Figure 1.                             <ol style="list-style-type: none"> <li>Never bend fibres or support strand as it will shatter into small shards and contaminate work area. figure 2</li> </ol> </li> <li>Glasses and full gloves must be worn until support strand has been trimmed back and disposed of</li> <li>Always wash hands after working with fibre</li> <li>Ensure clothing is not contaminated with cleaved fibre</li> <li>Place all cleaved fibres in the “sharps” bin provide. Return full sharp bins to central stores for authorised disposal.</li> </ol>	<p>Controls (1-8) listed here are the responsibility of all management &amp; employees</p>	<p><b>Pre-Controls</b> High(2*3=6) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

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<p><b>12.2</b></p> <p><b>Fibre optics Lasers</b></p>	<p>Testing cables</p>	<p>Light source/lasers</p>	<ol style="list-style-type: none"> <li>1. Induction training</li> <li>2. Treat all fibres as live unless confirmed otherwise</li> <li>3. Never look into fibre to confirm signal</li> <li>4. Use infrared laser card to confirm signal.</li> </ol> <div style="text-align: center; margin-top: 20px;">  </div>	<p>Controls listed here are the responsibility of all management &amp; employees</p>	<p><b><u>Pre-Controls</u></b> High (2*3=6) (L*S=R)</p> <p><b><u>Post Controls</u></b> Low (1*3=3)</p>
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<b>13 COVID 19</b>					
	<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<b>Covid 19</b>	<p><b>13.1</b> All tasks Prevention of Covid-19 Virus</p>	<p>Contracting the Virus causing severe illness and or fatality, Spreading virus to other site personnel,</p> <p>The main symptoms are as follows:</p> <ul style="list-style-type: none"> <li>•Fever</li> <li>•Dry Cough</li> <li>•Difficulty in breathing</li> <li>•The symptoms can be mild (similar to a cold) or more severe (similar to those associated with flu or pneumonia and respiratory or kidney failure).</li> <li>• infection can lead to death.</li> </ul> <p>People most at risk of complications are those with a weakened immune system or a chronic disease and older people</p>	<p>The company has provided training and information to advise workers at all work locations of the hazards associated with COVID-19 and the measures to be taken to prevent the spread of the disease.</p> <p>Employees are advised of the following measures to protect against spreading of the virus, which include the following:</p> <ul style="list-style-type: none"> <li>•Employees to maintain the recommended “social distancing”.</li> <li>•Stagger meal breaks to assist with social distancing.</li> <li>•Wash hands regularly.</li> <li>•Practice good respiratory hygiene by covering your mouth and nose with a tissue or your sleeve when you cough and sneeze.</li> <li>•Dispose of used tissues into a bin and wash your hands immediately after use.</li> <li>•Clean and disinfect frequently touched objects and surfaces.</li> <li>•Avoid touching eyes, nose or mouth.</li> <li>•Provide information to staff– (Toolbox Talks, Posters , inductions etc.)</li> </ul>	<p>Controls listed here are the responsibility of all management &amp; employees</p>	<p><b>Pre-Controls</b> High (3*3=9) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<b>13 COVID 19</b>					
	<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<b>Covid 19</b>	13.2 Arriving at the work site	<p>Contracting the Virus causing severe illness and or fatality,</p> <p>Spreading virus to other site personnel,</p> <p>Arriving at the work site has the potential for virus droplets to have made contact with your hands during the journey.</p> <p>•Anything you touch in the workplace could be Contaminated if you have the virus on your hands even if you personally have not been infected</p>	<p>Avoid the potential for transmission of COVID-19 through hand contact.</p> <ul style="list-style-type: none"> <li>•When you arrive, wash your hands with soap and hot water.</li> <li>•Where it is available use the sanitizer on your hands between washing to protect them from contaminated surfaces.</li> <li>•When changing into work gear and PPE in the drying room maintain the social distance clearance from others at all times.</li> <li>•Maintain verbal greeting only – No shaking hands.</li> </ul> <p>Do not use keypads and turnstiles where possible. If not possible ensure they are disinfected continually throughout the day and use hand sanitizer.</p>	Controls listed here are the responsibility of all management & employees	<p style="text-align: center;"><b>3)</b></p> <p><b>Pre-Controls</b> High (3*3=9) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<b>13 COVID 19</b>					
	<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<b>Covid 19</b>	13.3 hygiene standards on site	Contracting the Virus causing severe illness and or fatality, Spreading virus to other site personnel,	Hand sanitisers have been provided to all cet employees provide adequate hot water and soap or disinfectant hand wash liquid for utilisation by workers. Employees are advised of the following measures to protect against the spreading the virus, which include the following: Encourage employees to “social distance” – both in travel to and from work. •Stagger breaks to assist with social distancing. •Wash hands regularly. •Practice good respiratory hygiene by covering your mouth and nose with a tissue or your sleeve when you cough and sneeze. •Dispose of used tissues into a bin and wash your hands. •Clean and disinfect frequently touched objects and surfaces. •Avoid touching eyes, nose or mouth if hands are not clean.	Controls listed here are the responsibility of all management & employees	3) <b>Pre-Controls</b> High (3*3=9) (L*S=R)  <b>Post Controls</b> Low (1*3=3)

<b>13 COVID 19</b>					
	<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<b>Covid 19</b>	<p><b>13.4</b> Use of common equipment and services where infectious surfaces could exist. Working within social distance for specific work tasks.</p>	<p>Contracting the Virus causing severe illness and or fatality, Spreading virus to other site personnel,  Handling any infectious surfaces or equipment could be a means of transferring the virus amongst all persons on the site</p>	<ul style="list-style-type: none"> <li>•Do not share PPE with any other persons.</li> <li>•Do not bring your hands to your face.</li> <li>•Wipe down exterior surfaces.</li> <li>•Keep up to date with the latest COVID-19 information posted on site and follow the advice.</li> <li>•When in consultation with fellow workers or Safety Representatives on site, ensure you follow the rules on distance, touching and sharing.</li> <li>•Wash your hands on a regular basis throughout the day.</li> <li>•If you do cough or sneeze, cover your mouth with a tissue or your sleeve so as not to infect others.</li> <li>•Restrict the workplace to those who need to be there.</li> <li>•Do not share tools or equipment, ensure you are wearing gloves or use wipes to clean tools and testers each time.</li> <li>•All reasonable precautions will be put in place to enforce social distance restriction. Where works must be completed within social restriction distance the below measures must be enforced.</li> <li>•Safe Plan of Action must be completed documenting the activity and signed off by Supervisor/EHS Representative.</li> <li>•Appropriate PPE to protect eyes/nose/mouth/hands.</li> </ul>	<p>Controls listed here are the responsibility of all management &amp; employees</p>	<p><b>Pre-Controls</b> High (3*3=9) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<b>13 COVID 19</b>					
	<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<b>Covid 19</b>	13.5 Sharing welfare facilities	<p>Contracting the Virus causing severe illness and or fatality,</p> <p>Spreading virus to other site personnel,</p> <p>Handling any infectious surfaces or canteen equipment could be a means of transferring the virus amongst all persons on the site.</p>	<p>Wash your hands before preparing any food.</p> <ul style="list-style-type: none"> <li>• Maintain good housekeeping standards by cleaning up after yourself using anti-bacterial wipes</li> <li>• Anti-bacterial spray should be used to sanitise and keep all work surfaces where staff place food.</li> <li>• Keep the social distance space at canteen tables.</li> <li>• Place any used wipes or kitchen roll tissue in the bin immediately after use for safe and controlled disposal.</li> </ul>	Controls listed here are the responsibility of all management & employees	<p><b>Pre-Controls</b> High (3*3=9) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

**13 COVID 19**

Task		Hazard	Control	Resp
13.6	Feeling ill at home or at work which may include symptoms of COVID-19 (e.g. cough, high temperature, shortness of breath, difficulty breathing).	<p>Contracting the Virus causing severe illness and or fatality,</p> <p>Spreading virus to other site personnel,</p> <p>Coming into work may spread the virus if you are infected to all your colleagues.</p>	<ul style="list-style-type: none"> <li>If you feel unwell with symptoms of COVID-19 (e.g. cough, high temperature, shortness of breath, difficulty breathing), do not attend work and contact your GP/Public Health Authority for advice on what to do. Your GP/Public Health Agency will give you guidance on the next steps to take. It is important that you notify Human Resources and your line manager by phone or email.</li> <li>Seek medical advice and forward a medical cert to Human Resources. You must provide written medical clearance before returning to work.</li> </ul>	<p>Controls listed here are the responsibility of all management &amp; employees</p>

**Pre-Controls**  
High (3\*3=9)  
(L\*S=R)

**Post Controls**  
Low  
(1\*3=3)

Covid 19

<b>13 COVID 19</b>					
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>		
<p><b>13.7</b></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Covid 19</b></p>	<p>Confirmed case of COVID-19.</p>	<p>Contracting the Virus causing severe illness and or fatality, Spreading virus to other site personnel, Potential for the infected person to have spread the virus before they began to show symptoms</p>	<ul style="list-style-type: none"> <li>•The company must be informed immediately by the employee or sub-contractor whose employee is affected, should they test positive for COVID-19.</li> <li>•The company will follow the advice given by the relevant Public Health Authority in the event of a confirmed COVID-19 case and will work with them in regard to potential contact tracing.</li> <li>•All staff working in close proximity to the infected person should immediately self-isolate for up to 14 days to determine if any symptoms should appear. It is also important to self-isolate from family members of the 14 days until you are clear</li> </ul>	<p>Controls listed here are the responsibility of all management &amp; employees</p>	<p><b>Pre-Controls</b> High (3*3=9) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<b>13 COVID 19</b>					
	<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<b>Covid 19</b>	<p><b>13.8</b> Local travel using public transport or sharing vehicles.</p>	<p>Contracting the Virus causing severe illness and or fatality, Spreading virus to other site personnel,</p> <p>Cross infection in restricted spaces and handling common areas such as seating, handles, support bars and buttons</p>	<p>Staff with company vehicles should not carry passengers unless it is approved.</p> <ul style="list-style-type: none"> <li>•If you are using public transport, the risk of infection is higher. Some of the ways you can avoid this:                             <ul style="list-style-type: none"> <li>•Use an alcohol-based wipe to clean your hands or wipe down surfaces at start and end of journey</li> <li>Always wear mask on public transport.</li> <li>•Drive yourself or walk or cycle if you live close enough.</li> <li>•Leave earlier when it is not so crowded, and you can socially isolate.</li> <li>•Do not handle roof straps, handles, isolation bars etc.</li> </ul> </li> </ul>	<p>Controls listed here are the responsibility of all management &amp; employees</p>	<p><b>Pre-Controls</b> High (3*3=9) (L*S=R)</p> <p><b>Post Controls</b> Low (1*3=3)</p>

<b>13 COVID 19</b>					
	<b>Task</b>	<b>Hazard</b>	<b>Control</b>	<b>Resp</b>	
<b>Covid 19</b>	<p><b>13.9</b> Travelling abroad for work resulting in close contact with other passengers and increased risk of being infected by the virus.</p>	<p>Contracting the Virus causing severe illness and or fatality, Spreading virus to other site personnel, Getting the virus and potentially spreading it to fellow workers or clients before you become aware of the symptoms.</p>	<p>In addition to following local covid controls , you must also comply with the following: No travel to designated countries on WHO and HSE lists. •Employees must notify Human Resources/Line Manager of any personal travel before returning to work. •If you are still considering travelling or are already outside of the country: •Get the Government latest updates on COVID-19. •Check the Pandemic COVID-19 travel health notice. •Check with your travel insurance provider to know more about their policies related to COVID-19. Find out if you are covered for medical treatment if you become infected with COVID-19 as well as for extended stays outside of your country of domicile</p>	<p>Controls listed here are the responsibility of all management &amp; employees</p>	<p><b>Pre-Controls</b> High (3*3=9) (L*S=R)  <b>Post Controls</b> Low (1*3=3)</p>

## Appendix 2 Key Documents

No.	Documents
1	Safety Statement – Legal Requirement – Signed off by MD
2	Health and Safety Policy – One page – Signed off by MD
3	SOP PC-18 Management Review Procedure
4	SOP PC-17 Sub-contractor Onboarding Procedure

## Appendix 3 Revision Updates

Rev	Rev Date	13/07/2020	Amendments/ updates	Section
1			Rewrite to meet requirements of ISO 45001	All
1			Lone working RA added	1.6
1			Sub-Contractor management, onboarding process	6.9
1			Optic-fibre safety, RA added	12.12
1			Emergency preparedness and response updated to include accident process and WAH.	15.1
1			Manual handling, storeman reference	1.7
1			Updated Safety Representative and Safety Manager	3.5/3.5 A
2			Covid 19 risk assessment section updated Appendix 1	13.1-13.9









