

Safety Statement
of
Irish Industrial Lift Trucks Ltd

SAFETY STATEMENT
of
IRISH INDUSTRIAL LIFT TRUCKS LTD,

TO EACH EMPLOYEE, CONTRACTOR, AND VISITOR.
THIS DOCUMENT SETS OUT THE SAFETY POLICY OF

IRISH INDUSTRIAL LIFT TRUCKS LTD

This document specifies the means provided to achieve that policy.

Our objective is to endeavour to provide a safe and healthy work environment for all our employees and to meet our duties to contractors and members of the public who may be affected by our operations.

It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety at the Company.

It is the Company's intention to keep this Statement under review

Staff contractors and others are encouraged to put forward suggestions for improvements to the statement.

Signed: _____

Title: _____

Dated: _____

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1.0 DOCUMENT CONTROL

The Manager in each location holds the current copy of the Safety Statement for that location.

2.0 GENERAL POLICY

It is the policy of the Company to do all that is reasonably practicable to prevent injury and damage to property and to protect everyone from foreseeable work hazards. We aim to provide a safe place of work for all employees and to promote standards of Health, Safety & Welfare that comply with the provisions and requirements of the Health and Safety at Work Act, 2005 and all other statutory provisions and codes of practice.

The safety and health of all employees is an important objective in the Company.

In particular the Company has a responsibility to:

- Provide and maintain a safe and healthy working environment, safe systems and methods of work, and to protect employees and others, in so far as they come into contact with foreseeable work hazards.
- Provide all employees with the information, training and supervision that they need to work safely and efficiently, and to develop safety awareness among employees.
- Make available where practicable all necessary safety devices and personal protective equipment and supervise their use.
- Maintain a continuing and active interest in health and safety as is pertinent to the Company's activities.
- Define all individuals responsibility for health and safety matters.
- Encourage full and effective joint consultation on all health and safety matters.
- Keep this Safety Statement and other Safety documents under constant review.

Employees are reminded that they have a legal duty under the Health and Safety at Work Act, 2005 to take reasonable care for the Health and Safety and Welfare of themselves and of other persons who may be affected by their acts or omissions at work. There is also a specific duty to report to your supervisor any equipment or defects which might endanger Safety, Health and Welfare of employees.

3.0 ORGANISATION

Board of Directors

**Conal O'Brien
Director**

**Gabriel Hogan
Chairman**

**Declan Mc Court
Chief Executive**

**Donal Forbes
Financial Director
& Company Secretary**

**Thomas Smith
Operations Director**

3.1 IRISH INDUSTRIAL LIFT TRUCKS LTD Management Structures

TITLE	NAME
General Manager	Conal McCourt
National Sales Manager	Wayne Uzell
Manager Parts	Liam Lenehan – OHM Group Parts Manager
Service Foreman	Michael Reilly
Operations / Used Equipment Manager	Ciaran Prendergast
Stores Supervisor	Martin Harte
First Aiders	Ciaran Prendergast Martin Harte Sharon Doran
Fire Warden	Des Kidd
Health & Safety Manager	Des Kidd

3.2 Safety Organisation

3.2.1 Operations Director

The Operations Director has the overall responsibility for the implementation of the Health & Safety Statement and will ensure that adequate resources are made available to achieve the objectives of the Safety Statement.

The Operations Director shall ensure:-

1. Management meetings at all levels will include Health & Safety as the first item on the agenda.
2. All management reports throughout the line management structure will include Health & Safety information.
3. All relevant Health & Safety information is circulated to managers and employees.
4. All work undertaken by, on behalf of, or for the Company will be the subject of Risk Assessment and Planning Process, which seeks to minimise hazards, control risks and reduce accidents.
5. Health & Safety Audits and Inspection Reports are reviewed where necessary, and take corrective action when serious or continued breaches of the safety management system occur.

3.2.2. Finance Director

The Finance Director is responsible to the Operations Director for the implementation of the Health and Safety Statement for activities within the Company's operations.

1. Within their operation there is a clearly identified management structure, together with arrangements to safeguard the Health & Safety of employees and third parties.
2. That necessary resources are available to meet the Health and Safety Objectives.
3. Compliance with relevant Health & Safety legislation, Associated Guidance Notes and Codes of Practise.
4. All management reports include Health & Safety.
5. Company policy and contractual arrangements for sub-contractors, drivers and transport is observed.

3.2.3. Managers

Each Manager in the company is responsible to the Operations Director for the implementation of the Health & Safety Statement for activities within their Department.

1. Within the Company there is a clearly identified management structure together with arrangements to safeguard the Health & Safety of employees and third parties.
2. Necessary resources are available to meet Health & Safety objectives.
3. Compliance with relevant associated Health & Safety Guidance Notes and Codes of Practice.
4. All management reports include Health & Safety.
5. Company policy and contractual arrangements for sub-contractors, drivers and transport are observed.
6. All work undertaken by, on behalf of, or for the Company will be the subject of Risk Assessment and Planning Process, which seeks to minimise hazards, control risks and reduce incidents.
7. Health & Safety Inspection Reports and Audits are reviewed and corrective action taken when serious or continued breaches of the Safety Management System occur.

3.2.4. Health & Safety Managers

The appointment is an advisory one and does not absolve the responsibility of management. Responsibilities of the Health & Safety Manager include:

1. Assist the Directors in the implementation of the Health & Safety Statement and implementation of Health & Safety Improvement Plans.
2. Prepare reports on safety matters for the attention of the Operations Director for Board Meetings, Management Meetings and Safety Committees.
3. Advise Management Personnel of their safety duties and responsibilities.
4. Advise Management Personnel of proposed changes to Statutory Health & Safety Legislation and the implications of same.
5. Ensure accidents are properly investigated and are reported to the relevant statutory body in compliance with legislation.
6. Maintain a general accident register and records on reportable accidents and dangerous occurrences.
7. Prepare Health & Safety Policies, Safe Operating Procedures, Risk Assessments and other Health & Safety documentation as required.
8. Carry out safety inspections and audits as and when necessary. Report findings to manager and Operations Director.
9. Identify and propose ways of continually improving upon the Company's Health & Safety Performance.
10. Liaise with the Health & Safety Authority and other Statutory bodies and enforcing bodies as necessary and act upon any recommendations for improvements they may suggest.
11. As required, accompany Health & Safety Authority and other safety advisors on site visits.
12. Assist the insurance Risk Manager and Broker in the management of personal injury claims and provide any information needed by insurers / solicitors.
13. All contracts of employment will clearly state that the requirement to work safely is a condition of employment.
14. Appropriate disciplinary action will be taken in situations where anyone has compromised either their own or another person's Health & Safety.

3.2.5. Employees

Employees Have responsibility to:

1. Work according to the Company's Safe Systems and Safe Operating Procedures.
2. Use the protective clothing and equipment provided for their protection.
3. Always take account of the factors that will minimise the risk of injury, damage and loss.
4. Disciplinary procedures will be invoked for breaches of Company Safety Rules, Safe Operating Procedures and Instructions.
5. Report to their Manager / Supervisor any accidents that have resulted in or could have Resulted in injury.
6. Report all injuries that occur to them at work, obtain the necessary first aid treatment and co-operate in ensuring that the relevant information is entered in the accident register.
7. Co-operate in the investigation of accidents with the objective of introducing remedial measures to prevent a repeat accident.
8. Set an example of safe working practices particularly to new entrants and young persons.
9. Report promptly any hazard they may notice, to their manager or supervisor and where possible suggest means of eliminating or reducing the hazard.
10. Where you feel a Safe System of Work or Safe Operating Procedure can be improved upon you have a duty to inform your manager or supervisor.

4.0 GENERAL SAFETY & HEALTH RULES

Machinery – Untrained personnel are not permitted to adjust, clean, or oil machinery, remove guards or fencing while the machinery is in motion. No person should attempt to operate potentially hazardous plant or use hazardous substances without instruction or training.

Machine Tools – Machine tools and workplaces generally must **not** be left in an unsafe condition. Supervisors must be informed of any defects, machines isolated and tools withdrawn from service.

Clothing – Must **not** be loose fitting, ties and jewellery must **not** be worn and long hair **must** be tied up so as to prevent entanglement within machinery.

Safety Training – All employees are obliged to cooperate with safety training and instruction programs

Passageways, Gangways, Fire Exits and Fire Equipment – Must be kept clear of obstructions at all times. Areas around machinery must be kept clear of waste, spare parts or other objects, which may cause a person to trip or fall.

Protective Clothing/equipment – Including ear protection or any other equipment issued, must be worn or used where there are specific instructions or an obvious need for their use. Failure to do so may be regarded as a serious breach and may result in disciplinary action.

Lifting – Care must be taken when lifting or handling bulky or heavy materials or objects. If it is necessary obtain assistance or if trained to do so use mechanical lifting equipment.

Electrical – No unauthorised electrical equipment is to be used on any site. Electrical installations/equipment must not be tampered with. Repairs or work on electrical equipment is restricted to qualified personnel. Unauthorised persons may **not** remove any lock or notice displayed during repair work.

Traffic – No one may drive company vehicles without authority and passengers may **not** be carried on any vehicle not designed for such purpose (e.g. fork lift trucks and trolley's). All personal vehicles must be correctly and safely parked. Specific site speed limits are in place.

Running – Within the site perimeter is forbidden except in exceptional circumstances. Horseplay is potentially dangerous and is not permitted in factory/workshop areas.

In The Event Of Fire Or Explosion – Personnel must follow the laid down procedures at their site of work.

Accidents/Dangerous Occurrences – Must be reported immediately to your supervisor or safety officer. Details of all injuries and ill health must be reported to your immediate supervisor.

Reporting Of Hazard – All hazards identified during the course of your work should be reported to your immediate supervisor. The substandard conditions reporting form may be used for this purpose.

Cont/d

4.0 General Safety and Health Rules Cont/d

Intoxicating Drink Or Drugs – May **not** be consumed on any site. Disciplinary action will be taken against person found doing so or being unfit for work as a result of consumption of either.

Smoking – Smoking is permitted in designated areas only.

Visitors – All visitors must report to site reception office. Employees must not invite any persons onto any site without special permission. No persons under the age of 16 are allowed to work on any site. (Official guided tours are excepted.) Employees absent from work due to injury, ill health or holidays are not allowed onto the site without authorisation.

Work Permits – Specific permits to carry out hot work, entry into confined spaces, and electrical isolation, are in operation within the company. No person may carry out such work unless issued with a permit. Specific site permits also exist for other hazardous duties.

Company Equipment – Work tools or other equipment may not be removed from site without written permission and a signed disclaimer form being provided.

Housekeeping – Every employee is responsible for good housekeeping. Keeping the workplace tidy minimises the risk of slips trips and falls. Good hygiene standards must be maintained at all times.

Disciplinary Action – The Company is unable to lay down rules for every eventuality, but it is the policy of the Company to discharge its functions under all safety regulations. The breach of these rules or any regulations or action causing danger will result in formal disciplinary action being taken.

General – Obey all rules, signs and instructions pertaining to your workplace as these have been put in place to ensure your safety, health and welfare while at work.

Employees must use the systems of work provided and designed to ensure safe and healthy working conditions at the plant.

5.0 SAFETY REGULATIONS

For Service Engineers/Commissioning Engineers whilst employed on Customers/Clients' premises.

In accordance with the Health and Safety at Work Act, 2005, the following regulations must be observed:

The Service Engineer must report to a Senior Representative of the Customer/Client on each occasion of his or her arrival at, and departure from the site.

In close co-operation with a Representative of the Client, it is your responsibility to ensure that all plant/services, on which you are to carry out any work, must be properly secured to ensure that no one can attempt to operate that plant while you are working on it.

The Engineer must be aware of any special circumstances or safety precautions in force on the site and abide by the Clients' special safety precautions.

Bring to the attention of the Clients' Senior Representative any safety hazards e.g. dangerous chemicals in the vicinity that the Engineer feels prevents him/her carrying out their duties in a safe manner (any report made to a Client must also be placed in writing to the Safety Representative). Should there be any reason for doubt you must contact the Safety Representative before continuing any further work.

On any occasion where the Engineer is unaccompanied and work takes place outside the normal working hours or in any isolated position, the Engineer must establish a means of regular communication (phone or personal) with the Customers/Clients' Representative.

Should the occasion arise for any heavy lifting to be done, under no circumstances should this be carried out without adequate assistance.

Should any employee of the Client or Sub-contractor be working under the Engineer's supervision, he must ensure that they comply with all site safety rules and all acts and regulations affecting their safety.

The Engineer must send in a Report of accident to him/herself, Clients' personnel or Sub-contractors working under their supervision on site, with the names of any witnesses, to their Safety Representative.

It is your duty to wear protective clothing etc, appropriate to the task in hand.

6.0 ENGINEERS ARE REMINDED

They have a duty of care to all personnel who may be present on site. The function will include but not be limited to:

- Establishing and maintaining a close liaison with all Parties, relating to the matters of Health Safety and Welfare.
- The Engineer must work in close co-operation with the Company's Safety Representative.
- If at anytime he is aware of any hazardous operation or environment prevailing, that may affect Employees' or the Company or its Sub-contractors, he must bring them to the attention of the person in control of the premises immediately, and be confident that action to alleviate the hazards has been initiated. Reporting to the Safety Representative the hazards observed and the action taken.
- Under the Company's policy towards safety and to his or her responsibilities as defined.
- Check that all work contracted out to Sub-contractors is safe and that Sub-contractors are aware that their work must be carried out with full consideration to statutory duties.

7.0 SAFETY IN THE OFFICE

For safety in the office, Management have provided enough electrical sockets to avoid the use of double adaptors which if misused can create a hazard. Under no circumstances should taped joints on electrical cables be used in the office environment.

A regular safety audit of all offices will be carried out by the Health and Safety Officer.

Office personnel have a duty to advise the Health and Safety Officer of anything they feel may be a hazard or may put people at risk.

It is every bodies duty to ensure the office floor is kept uncluttered to prevent the likelihood of slips, trips and falls.

Lighting in office areas should be maintained at 300 to 500 lux to minimise eye strain.

For people who work with VDUs full time it is important that they walk away from the desk for about two minutes every hour to avoid eye strain.

8.0 ILT ENVIRONMENTAL POLICY

It is the policy of Irish Industrial Lift Trucks Ltd to ensure that as far as is reasonably practicable no practices in our normal daily operations will have a damaging affect on the environment.

To this end all companies within the group have contracts with registered recycling companies who collect all our waste packaging materials and recycle them to the high standards set down by the Environmental Protection Agency. This includes cardboard, paper, plastic wrapping, and waste timber broken pallets, etc.

Our workshops and service departments have contracts again with registered recycling companies who collect waste oil, oily rags, waste radiator coolant, redundant oil filters, and faulty lead acid batteries for correct recycling to the highest standards.

All waste metal and solid plastic materials are collected in a proper container and removed from site by a Company specialising in recycling these materials.

9.0 POLICY FOR ENGINEERS ATTENDING VEHICLE BREAKDOWNS ON PUBLIC ROADS

Irish Industrial Lift Trucks Ltd engineers attending vehicle breakdowns on public roadside must take the following precautions.

Place a traffic bollard well back on roadway to notify oncoming traffic of breakdown,

Wear a high visibility suit of jacket and trousers before starting to work.

Ensure vehicle driver is in a safe position before you start to work on vehicle.

Ensure that no oils or grease spill onto roadway. In the event that some oil does get onto the road surface ensure it is properly cleaned away before leaving site.

At all times ensure that you do not put yourself in any danger to oncoming traffic.

When work is complete get vehicle operator to sign a service report.

When the job is complete it is the vehicle operators responsibility to get the vehicle back out onto the public road.

Should a Irish Industrial Lift Trucks Ltd Engineer be asked to assist in guiding a vehicle back onto the roadway they must wear full high visibility clothing for this exercise and not take any risk to expose themselves to oncoming traffic.

Be aware to the dangers of traffic movement and stay alert.

10.0 SAFETY CONSULTATION

10.1 Consultation with Employees

Irish Industrial Lift Trucks Ltd recognises that employees involvement in Health & Safety in the workplace is an integral part of ensuring compliance with the Safety Statement. The Company is also committed to complying with the requirements of the Health & Safety At Work Act 2005 relating to consultation.

Consultation with employees on health & safety will be through their manager and supervisor. Employees will be advised of their right to select a Safety Representative.

10.2 Safety Representatives

In accordance with the Health & Safety At Work Act 2005 employees have the Right to select a Safety Representative.

The role of the Safety Representative may be summarised as follows.

The Safety Representative will be given access to any information in possession of management that pertains to the safety health and welfare of employees- subject to the exclusion of information relating to;

An individual.

Information pertaining to Irish Industrial Lift Trucks Ltd taking or defending a legal action; or

Information, which may not be disclosed without contravening a legal prohibition.

The Safety Representative will be given the opportunity to receive appropriate training.

The Safety Representative will be informed when an inspector of the Health & Safety Authority visits the premises and will be facilitated with the discharge of his or her functions under the Health & Safety At Work Act 2005.

The Safety Representative will not suffer any disadvantage through discharge of These functions.

11.0 TRAINING

11.1. Training for Health & Safety

Health & Safety Training will primarily be the responsibility of the Health & Safety Manager. This will include both in-house and the use of external training agencies.

IRISH INDUSTRIAL LIFT TRUCKS LTD, is committed to providing appropriate Health & Safety training for all employees.

11.2. Induction Training

All staff employed by IRISH INDUSTRIAL LIFT TRUCKS LTD will receive induction on commencement of employment to ensure they fully understand the hazards of their workplace and what safety precautions and emergency procedures, which are required. This training will primarily be on the content of the Safety Statement, Rules and Procedures and the findings of risk assessments in the area in which they will work. All new employees will receive training in manual handling and instruction and training on general Health & Safety guidelines for employees and contractors in accordance with the Health & Safety At Work Act 2005 and any subsequent additions to this act. In addition they will be made aware of accident and dangerous occurrence reporting procedures. The Health & Safety Manager will be responsible for this training

11.3 Job Training

Appropriate training will be given to employees involved in those activities where a training need has been identified. Appropriate training will also be provided for employees transferring from one department to another.

11.4 Training Records

The training status of every employee will be kept on a file by each manager and a copy will be kept by the Health & Safety Manager to satisfy Company Records. The original documentation i.e. attendance sheets, certificates, assessment records, etc. will be held by the Health & Safety Manager in Head Office to be placed in the employee file with a copy to be placed in the Health & Safety Management File

Training records will contain the following information;

1. Name of person receiving instruction.
2. Date of instruction or exercise.
3. Name of instructor.
4. Nature and content of instruction.

11.5

IRISH INDUSTRIAL LIFT TRUCKS LTD,
Health Safety Department.

TRAINING RECORD

Training Function
Manual Handling

Name

Clock No. Start

TRAINING ELEMENTS	Completion (Initials)	Comments
Manual Handling Training Contents		
Health & Safety Legislation		
Accident Causation & Prevention		
Causes of Back Strain		
Information On Upper Body		
Manual Handling Risk Assessment		
Exercises For Back Fitness		
Videos On Health & Safety & Ergonomics		
Theory & Practical Test		

TRAINEE SIGNATURE _____

DATE _____

TRAINER SIGNATURE _____

HR REVIEW _____

DATE _____

12.0 ACCIDENT INVESTIGATION/REPORTING

12.1 Aims and objectives

The primary aim of IRISH INDUSTRIAL LIFT TRUCKS LTD is to ensure that no employee should be placed in a position where they might suffer injury or ill health no matter how slight the consequences may be. It is therefore very important that all accidents and incidents with the potential for injury or ill health are reported to management promptly.

Any employee or visitor who sustains an injury must report the accident immediately or have somebody else report it on their behalf to the manager or supervisor. The manager must notify the health & safety manager of all accidents and incidents. All accidents and incidents must be reported to the Health & Safety Authority within 24 hours of the event.

12.2 Accident Report Form

Accident report forms must be available in each location. An Accident Report Form must be completed by the injured person or the local manager on their behalf as soon as possible following the incident.

12.3 Report to Health & Safety Authority

The Health & Safety Manager must fill in the form prescribed by the Health & Safety and Welfare at Work Act 2005 for reporting of accidents or dangerous occurrences to the Health & Safety Authority. This report is where;

1. The accident causes loss of life.
2. The accident causes a person to be not available for work for three days or more due to injury suffered.

12.4 General Register

All reportable accidents must be recorded in the company's general register by the health & safety Manager .once it has been brought to his attention by the manager or supervisor.

12.5 Accident Analysis

An analysis of all accidents reports will be carried out on a regular basis.

13.0 AUDITING AND REVIEW

13.1 Safety Inspections

The Health & Safety Manager will carry out regular safety inspections, record the findings and report any defects to the local Manager and the Operations Director.

13.2 Review of Effectiveness of the Safety Statement

The object of the review is to ensure that the Safety Statement within Irish Industrial Lift Trucks Ltd continues to be effective. This shall be done by.

1. Reviewing accident statistics.
2. Reviewing absence records in relation to injury.
3. Highlighting deficiencies and taking any action that may be required.

The Health & Safety Manager is responsible for carrying out these reviews on a half yearly basis.

14.0 CONTRACTORS

Contractors on Irish Industrial Lift Trucks Ltd premises are responsible for complying with Health & Safety Legislation at all times. Contractors may also be legally liable, if by their or omissions, they cause the Company to commit an offence. A contractor can be an employer and / self-employed person.

1. Contractors should not be allowed to work on any Irish Industrial Lift Trucks Ltd premises unless they have adequate Employers and Public Liability Insurance. Policies must be shown to the Manager for examination before commencing any work.
2. Contractors must observe the Irish Industrial Lift Trucks Ltd safety requirements control of contractors and any instructions given by the Health & Safety manager. Contractors will be given a copy of these requirements by the person awarding the contract prior to any work being initiated.
3. Contractors must not commence work on the premises until the Safety Procedures are read, understood, and accepted.
4. Contractors must provide a copy of their own Safety Statement for inspection at the request of the Operations Director.

15.0 FIRST AID

15.1 First Aid Boxes

First Aid Boxes are provided at each location unit.

The Manager / Supervisor or First Aider will carry out a check on a regular basis and keep the boxes well stocked.

15.2 First Aiders

A number of personnel will be trained in first aid and will receive refresher training.

15.3 First Aid Records

Records of all first aid administered shall be kept in a first aid record book located in the first aid box.

16.0 SAFETY EQUIPMENT

16.1 Issue of Personal Protective Equipment. (PPE)

The Manager will ensure that all personnel will be provided with all necessary P.P.E.

To satisfy Company requirements it is mandatory that the issue of all P.P.E. and signature for acknowledgement of receipt by employee be securely filed in the Managers office.

16.2 The following equipment is available on free issue, as and when required.

Protective Boots.	Protective Goggles.	High Visibility Clothing.
Overalls.	Gloves.	Hearing Protection.
Eye Protection.	Helmet.	Welding Mask.

16.3 Use of Safety Equipment

Managers must set an example by wearing and using the appropriate safety equipment and must take the strongest possible attitude to ensure that all employees do likewise.

In general Safety Footwear and High Visibility must be worn. Other equipment must be worn where a risk assessment has deemed it necessary.

Where noise hazard exists, employees will be issued with and must wear adequate hearing protection. This is a legal requirement.

17.0 HAZARDOUS SUPSTANCES

Information – hazard data shall always be obtained from the supplier in respect of all substances used.

17.1 Hazardous Control

Consideration shall always be given to less reactive chemicals and limitations of quantity.

17.2 Planning

The Health & Safety implications will be thoroughly considered at the design and planning stage of alterations to the building.

New plant and machinery or alternative layout of existing plant and machinery.

18.0 EMERGENCY PROCEDURES

18.1 Emergency Rescue, Accident, Fire, Procedures

At the scene of an accident First Ensure Your Own Safety.

If help can be summoned by calling someone quickly – do so.

18.2 Rescue

If a victim's problems are caused by running equipment Switch It Off.

If immediate action is required to rescue a person, use objects, which are available to hand to assist or make the situation safe.

Do Not expose yourself to the same danger as the victim.

18.3 Accident

Do not move the victim unless there is the possibility of further danger.

If the victim has been electrocuted isolate the electricity if you are not putting yourself in danger

Get help from a first aider and emergency services.

Person assuming charge of the situation will arrange for a member of staff to guide the emergency services to the casualty.

After removal of the casualty the incident area must be sealed off prior to investigation.

18.4 Fire

In the event of fire breaking out in any area the following procedures must be adopted.

1. Ensure there is no risk to yourself or others , try to extinguish the fire with the appropriate fire extinguishers.
2. If this is not possible, raise the alarm and make sure all personnel are evacuated from the area and accounted for.
3. Call the emergency services and inform the Manager.
4. If safe to do so isolate the electricity.
5. Person assuming charge will arrange for a member of staff to guide the emergency services to the fire.
6. No person will return to the affected area until it is declared safe to do so by the Fire Brigade or the Manager.

19.0 PERMIT TO WORK PROCEDURES

A written Permit to Work system is a means of achieving control of a system at work and requires formal action on the part of those doing the work, those responsible for it, and those authorised to sign such permit.

19.1 The Procedure is as follows:

The Irish Industrial Lift Trucks Ltd Manager, together with the contractor, should identify the potential hazards/dangers associated with the work to be undertaken.

Decide with the contractor how the risks associated with the hazards will be controlled and who will be responsible for the necessary measures.

Job specification information, e.g. emergency procedures etc, should be recorded. Reference to Method Statements, etc, should also be made.

A copy of the Permit should be retained in the Managers office.

When the work has been completed, the sign system should be filled in.

19.2 Items that need to be addressed

Organisation:

- Who is the responsible person from Irish Industrial Lift Trucks Ltd?
- Who is the Contractor's Responsible Person?
- What are the lines of communication between different group?
- What about sub-contractors?
- What happens in an emergency?
- Who is responsible for discipline?
- Has the working area been defined and, if needed, cordoned off?

Heights:

- Is edge protection needed?
- Are ladders being used correctly?
- What personal protective equipment should be used?
- Is there a danger of materials falling from height?

Electrical:

- What needs to be isolated using the Lockguard clamp?
- Is there anybody "working live"?
- Is there anybody "testing live"?

Cont/d

19.2 Items that need to be addressed Cont/d

Health/Chemicals:

- Is there any risk to health from the chemicals being used?
- What protective equipment is needed to use these chemicals?
- Will people be working with asbestos?
- Do you know what chemicals are to be used on site?

Mechanical:

- Are any guards to be removed?
- Is there equipment to be locked off?
- Is there any other adjacent machinery/ancillary equipment, which has an effect on the job?
- Is all equipment suitable for the planned work?

Fire:

- Are flammable liquids/gases being used?
- What fire fighting equipment is needed?
- Have escape routes been planned in the event of a fire?
- Could welding set fire to adjacent material?

Emergency Plan:

- Does the nature of the work require specific emergency procedures? e.g. entry into a silo.
- Do people understand this role within the procedures and are they trained?
- Do people know who to contact both within and outside your organisation should things go wrong?

Environment:

- Are adequate welfare facilities provided?
- Is there adequate heating and lighting?
- Is the site being maintained in a clean and tidy state?

