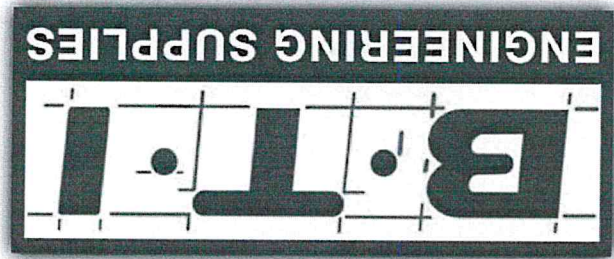


# Safety Statement



Unit K1 & K2  
Aerodrome Business Park  
Rathcoole  
Co. Dublin  
Ireland

PH: 01 4010138

Eircode:

D24 N409

I have read and approve this Safety Statement

Signed: *[Signature]*  
Managing Director

Date: 22/05/23

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**DISCLAIMER**

This Safety Statement has been compiled to the best of our ability using the information provided by BTT Engineering Supplies. Should we have missed any items or misunderstood any of the matters covered we rely on to bring these to our attention for rectification immediately.

Signed: Linda Gill Ryan

For and on behalf of

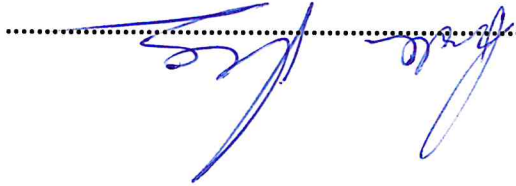
Essential Health and Safety

Date: \_\_\_\_\_

Having viewed the completed Safety Statement, I hereby confirm that, to the best of my knowledge this covers all of our operations and risks associated with our business that we are aware of. We are satisfied that this fulfils our legal and moral obligations to manage Health and Safety within our workplace.

Should any changes be implemented within our business, we undertake to review and update the Safety Statement accordingly and understanding that a complete review should be implemented on a yearly basis.

Signed: \_\_\_\_\_



For and on behalf of

BTT Engineering Supplies

BTT Engineering Supplies

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Date 07/06/2022

Date: 22/05/23

22/05/23

## **Introduction**

The purpose of the Safety, Health and Welfare at Work Act 2005 is to ensure the safety, health and welfare at work of all employees, visitors, contractors and others. In its entirety, the Act and its associated legislation applies to all persons involved in all types of work activities.

The aim of this safety statement is to protect employees, visitors, contractors and others from injury or ill-health as a result of day to day activities both on and off site. This safety statement outlines how health and safety will be managed and demonstrates overall commitment to all concerned.

This safety statement is approved by the Managing Director and is reviewed on an annual basis or when required. Review of this safety statement also occurs in light of the introduction of new associated legislation, employee feedback, changes in work practices and advances in technology.

All staff and management have access to this safety statement and must confirm in writing that they have read and understand its contents. Signatures of all employees are recorded at the back of this document.

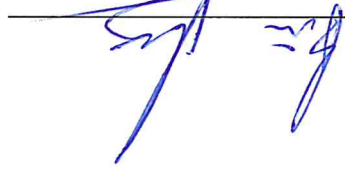
## Managing Director's Statement

The management of workplace health and safety is not only vital to BTI Engineering Supplies most important assets the employees but also to the organisations overall and continued success. In relation to the day to day working activities within the business, commitment to safety and health is an essential component. The protection of other persons like contractors, visitors and clients is also an important part of this process. As Managing Director my role and that of all employees within the business is to ensure the well-being of each employee and to maximise their individual potential with regards to participation and contribution to the overall safety management system.

The impact of accidents on the injured employee can be distressful, painful and very disruptive. This can also be said for their work colleagues, friends and of course their families. Our main objective as a result, will be the promotion of a "no blame" environment which will encourage all employees to participate in safety activities willingly. In relation to accident statistics, our overall aim is zero injuries across the entire organisation.

Managing Director

Signed:



Date:

22/05/23

**Safety Policy**

The drafting of this risk assessment and safety statement is a legal requirement as stipulated in Section 19 and Section 20 of the Safety, Health and Welfare at Work Act 2005 but it is also testament to our commitment to overall Health and Safety. The responsibility for occupational health and safety rests with the Managing Director and it is understood in full the penalties and additional liability the new Act places on such persons and others. The promotion of a safe and healthy workplace as well as safe systems of work by means of information, training and instruction is the key to success. This policy requires the cooperation of all employees.

As a result of this commitment, the Managing Director will ensure:

The safety, health and welfare of all employees, visitors, contractors and others  
The design, provision and maintenance of all places in the organisation shall be safe and without risk to health

The highest standards of safety excellence are achieved

The maintenance of awareness of health and safety in the workplace

Continual improvement of all activities in relation to safety and health

Updating of all risk assessments and the safety statement where the need arises

(Amendments and updates will then be notified to all employees and safety representatives)

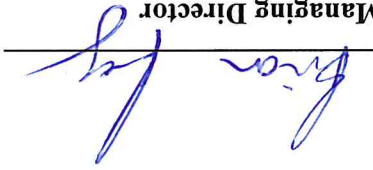
Compliance with all safety and health legislation

Consultation with trade associations, regulatory authorities and employees

The availability of this document for referencing by all employees as well as the results of

all risk assessments carried out.

Signed:



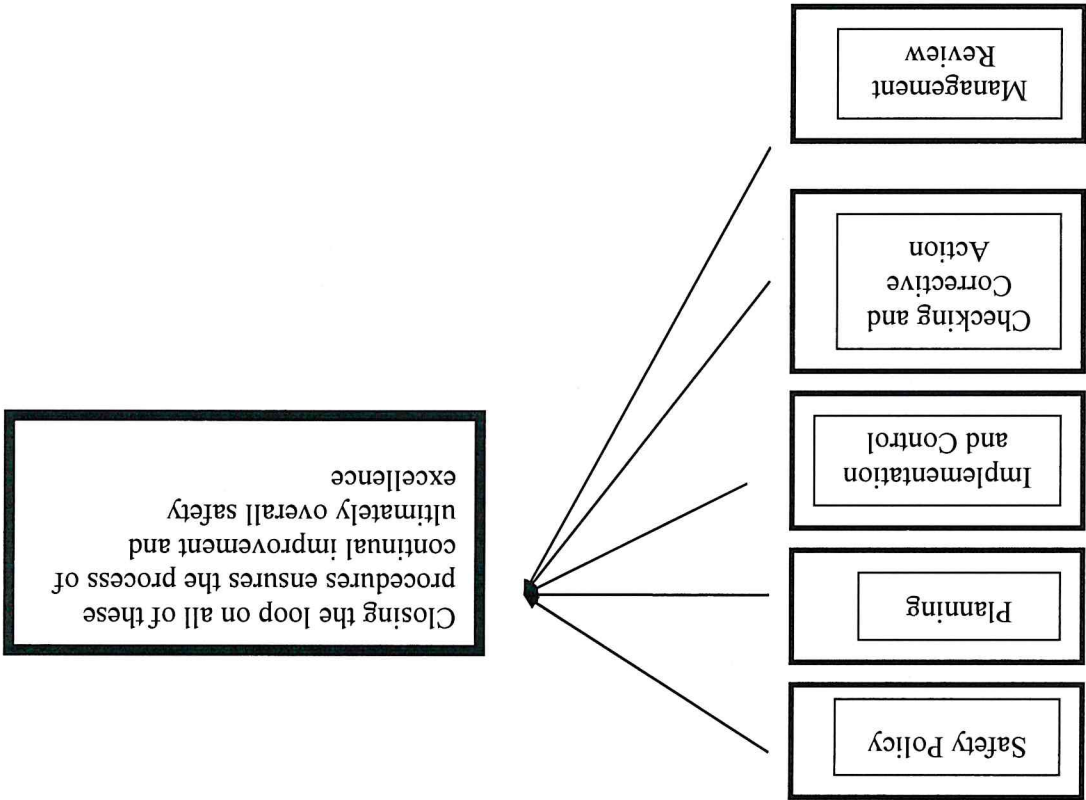
Managing Director

Date:

22/08/23

The key to successful implementation and maintenance of this system is a structured and programme based system. Considerations in relation to the collection of quality data and keeping the programme alive will ensure a fresh approach every time. When focusing on the issue of checking and corrective actions, active or reactive monitoring may be required

Our safety management system as highlighted above, details how the business aims to achieve its safety objectives. The policy framework focuses on topics such as commitment to safety and health and the importance of balanced participation throughout the business in relation to safety and health decisions and their implementations. When looking at the heading of planning within a safety management context the results of risk assessments must be considered. The methodology in relation to the classification of risks and the approach to legal compliance must be dealt with under this heading.



Safety Management System



depending on the task in hand. Analyzing worker behaviour and disciplinary procedures is also an important element at this stage. The auditing system ensures a structured approach to identify the effective and ineffective practices and procedures in order to highlight where improvements may be required. Making sure all of the above steps are followed through from start to finish will ensure the loop is closed on the overall safety management system process and will result in the overall workings of continual improvement.

## **Resources**

In order to implement and maintain the safety management system, management will provide all relevant resources essential to its operation. All safety personnel must carry out their duties wherever and whenever as stipulated in the safety statement.

## **General Arrangements**

To ensure BTI Engineering Supplies achieve and maintain a safe and efficient working environment, the selection, training, motivation and supervision of all staff shall be considered and taken into account. The monitoring of all work practices and procedures will be on-going with all improvements and recommendations documented and recorded. Consultation in relation to health and safety related issues will take place via the safety officer / representative and Managing Director when the need arises.

Employees must fully comply with safety legislation, systems of work and specific job rules both on and off site. Any employee found to be noncompliant, will be dealt with under the organisation's disciplinary procedures. Serious breaches involving risk to personal safety as well as other employees, visitors, contractors and others will result in immediate action. Cases of this nature will be dealt with in accordance with the organisation's disciplinary procedures. All work practices and activities must be carried out in accordance with the Safety, Health and Welfare at Work Act 2005, General Applications 2007, and their associated legislation. As a direct result of this, all employees have a responsibility for safety and must therefore appreciate that they are all dependant on each other to ensure the maintenance of co-employee's safety, health and well-being on a day to day basis.

## Management / Safety Responsibilities and Commitment

**MANAGING DIRECTOR**

**Brian Rogers (Snr)**

The Managing Director will have overall responsibility for safety and health.

**Safety Manager(s)**

**(TBC)**

*Vodka Cellbar*

Duties of the safety manager / representative:

- Liaison with all staff on health related matters
- Provision of health and safety advice
- Preparation / supervision of fire / evacuation drills
- Legislation review
- Safety management system establishment, implementation and maintenance
- Performing and recording accident investigation
- Reporting of accidents and dangerous occurrences
- Delegating safety checks
- Administration of all health and safety policy and associated paperwork

Under no circumstances may the recommendations of the safety officer be over-ridden by any member of staff. This includes members of the management team.

**Fire Wardens**

**(TBC)**

The fire wardens are required to carry out regular fire safety audits and report non compliance issues to their safety manager. The fire wardens will also assist with the actioning of all fire drills and follow ups onsite.

**SMOKING:** Smoking is strictly prohibited within the premises. Smoking is only allowed within the confines of the designated smoking area.

**First Aiders** (TBC)  
All first aiders are required to perform their duties when and where required. They must secure the scene, attend to the patient, making sure not to cause any further harm to the injured party. They must remain at the scene until professional assistance arrives.

**Evacuation / Emergency**

The personnel listed above will ensure that all employees are safely removed from the building in the case of an evacuation or emergency incident. Regular drills must be carried out and all staff must be clear and well trained in relation to what is expected of them.

**COVID 19 Officer(s)** (TBC)

The COVID 19 Officer will be responsible along with management for the management of all COVID 19 protocols across site. The COVID 19 Officer will also be responsible for the carrying out of regular daily checks across site to ensure all protocols are being adhered to accordingly.

## Employer Responsibilities

As stipulated in Section 8 of the Safety, Health and Welfare at Work Act 2005, the employer's responsibilities are as follows:

- All work activities must be managed and carried out safely in order to protect all employees
- All work activities must be carried out in such a way as to prevent the occurrence of misadventure or improper conduct
- The place of work must be designed and maintained with the consideration of the employee's safety in mind. Safe access and egress from the building must also be ensured
- All plant and machinery must be maintained to ensure safe operation and safe use for all employees
- Provision of safe systems of work in a planned and organised manner and without risk to health
- Provision of information, training and instruction for all employees
- Carrying out of site specific risk assessments as stipulated in Section 19 of the Safety, Health and Welfare at Work Act 2005 in order to highlight risks at the place of work and the generation of a site-specific safety statement as stipulated in Section 20 of the Safety, Health and Welfare at Work Act 2005.
- Have in place plans to be adhered to by all employees in the case of an emergency or serious danger
- Ensuring that all accidents and dangerous occurrences are reported to the designated person and also to the Health and Safety Authority
- Where necessary, the services of a competent person be adopted to ensure the safety, health and welfare of all employees

A copy of the notice must also be given to the safety officer on site.

- The notice must be displayed near the place of work affected
- persons within the workplace they specifically effect
- If and when notices are served they must be brought to the attention of those

Section 69 of the Safety, Health and Welfare at Work Act 2005 clearly states that:

### **Notices to be Displayed**

- Persons found to be liable on a summary conviction are liable for fines not exceeding €3,000 or a term of imprisonment not exceeding 6 months
- If convicted on indictment, the fine may not exceed €3,000,000 per offence or a term of imprisonment not exceeding 2 years or both
- Where a conviction is placed upon a person, the monies due to the prescribed persons/will be measured in light of an examination of their financial standing

system should an offence be committed:

In direct connection with Section 80, Section 78 of the new Safety, Health and Welfare at Work Act 2005 states clearly the new penalties eligible to be handed down by the judicial

### **Penalties**

- If a Director or officer authorises an activity which results in a non compliance, both himself/herself and the undertaking are and shall be guilty of an offence and liable for prosecution
- Where a person is prosecuted, until it is proven otherwise, it shall be the case that they are responsible for their actions and decision making process
- It shall also be, that members managing the functioning of a corporate body will be seen in a legal frame as Managing Director of the undertaking

officers in relation to offences:

The introduction of the Safety, Health and Welfare at Work Act 2005, brought Section 80 as above into being. This section of the Act focuses on the liability of Directors and

### **Liability of Directors and Officers of Undertaking**

**Publication of Names**

Section 85 of the Safety, Health and Welfare at Work Act 2005 then looks at the area of the publication of names, address and a description of workplaces found to be non compliant with legislation when:

- A fine or penalty is imposed on an undertaking
- A prohibition notice is served
- The Health and Safety Authority may publish the names and addresses in such a manner as they consider fitting

## Employee's Responsibilities

As stipulated in Section 13 of the Safety, Health and Welfare at Work Act 2005, the employee's responsibilities are as follows:

- All employees must comply with all relevant safety and health legislation
- All employees must ensure that their acts or omissions do not cause harm to themselves or those who may be affected by them
- All employees must not under any circumstances report for duty under the influence of an intoxicant/s.
- In order to ensure the safety of all employees and others, employees must not engage in improper behaviour likely to cause harm
- All employees must cooperate fully with their employer with regards to legal compliance
- Training must be attended and examinations undertaken in order to ensure the employees competence in carrying out the required task/s
- All employees must report to their employer or supervisor/manager any defects in work equipment or systems of work
- All employees must report to their employer or supervisor/manager any tasks being carried out in an unsafe manner that may cause harm to others
- When entering the contract of employment, employees must not misrepresent themselves in relation to their level of training or experience

## Definitions

Competent Person: A person is seen to be competent when he or she has sufficient knowledge, training and experience applicable to the task being undertaken.

Reasonably Practicable: In the context of the employer's responsibilities, an employer must ensure that all hazards and risk have been identified in relation to the place of work that may result in injury, accidents or ill health. As a result of this preventative and protective measures must be introduced and incorporated into the day to day activities.

Manager/Director: A person whose instructions or directions are acted upon.

Hazard: Any substance, article or material with the potential to cause harm to the person, premises or plant.

Physical Hazards:  
Manual handling  
Working at a height  
Slips, trips and falls  
Fire  
Machinery  
Collision between moving equipment, vehicles and workers

Chemical Hazards: According to their properties, usage ect:  
Fire  
Explosion  
Skin irritation/sensitisation  
Respiratory irritation/sensitisation

Biological Hazards: Tuberculosis  
HIV/Aids  
COVID 19



1. Avoid
2. Elimination
3. Substitution
4. Enclosure
5. Guarding
6. Safe Systems of Work
7. Supervision
8. Training/Information
9. Personal Protective Equipment

Risk Control: When deciding on risk control measures, the 9 Principals of Prevention must be taken into account. A hierarchy as listed below can be adopted, taking into account the relevant legal requirements and industrial codes of practice:

Risk Assessment: Is a detailed assessment of the workplace with the intention of identifying hazards and associated risks. Depending on the level of the risk, the appropriate risk control measures and arrangements can then be put in place.

Risk: Is the potential of the hazard to cause harm. It also summarises the severity of the harm inflicted as a result of the hazard.

Human Hazards:

- Young workers
- Pregnant employees
- Older workers
- Inexperienced workers
- Anxiety
- Stress

### General Code of Conduct

Management have prepared this Code of Conduct in order to achieve a high standard of safety performance from all employees both on and off site. As far as is reasonably practicable, management must ensure (can be amended by management where needed):

- All visitors / contractors arriving onsite must be made aware of site safety rules before leaving the agreed meeting area.
- All employees must be fully inducted before commencing work on and off site.
- All site-specific safety rules to be followed by all concerned both on and off site.
- All speed limits to be adhered to at all times.
- Workplace machinery to be operated by trained personnel only.
- All SOP's to be followed at all times.
- All employees to be suitably trained and experienced for the task(s) required of them.
- All employees to be fully informed about their legal and operational obligations.
- All employees to be properly supervised during the carrying out of their duties.
- All employees use and make use of their PPE as prescribed by the employer.
- All accidents, incidents and nears misses must be reported to the site contact.

- The fire alarm must sound throughout the buildings
- All fire safety personnel and the fire officer will begin evacuation of employees, visitors, contractors, clients and all other personnel immediately
- Each person must ensure their designated search area is clear of personnel. This must then be reported to the fire officer for the record
- All disabled personnel will be accompanied by two helpers to ensure their safe evacuation
- The nominated person will contact the emergency services and ensure the fire register and sign in log is removed from the premises for presentation to the fire chief on arrival
- All doors must be closed by the last person to leave where safe to do so
- Once out of the premises NO ONE can re-enter until instructed by the fire chief that it is safe to do so
- A roll call must be actioned immediately and all persons are accounted for
- Only trained fire personnel shall tackle the fire in a practical and safe manner
- On arrival all relevant information and documentation must be handed directly to the fire chief for inspection
- Re-entry onto the premises must only take place when deemed safe to do so by the emergency services after an extensive investigation

#### *In the event of a fire:*

Where needed, all fire detection and fire fighting equipment is to be tested yearly inclusive of all emergency lighting. Records must be kept to reflect this. Fire drills are to be carried out at least twice a year in compliance with legislation and all fire drills off site to be co-operated with in full. All drills are recorded and a meeting attended afterwards for review of the organisation's overall performance. Means of escape are checked regularly and obstructions removed. The fire assembly areas are to be clearly marked and know by all. All locations are to be well situated and out of the danger zone should a fire take place. The location of the assembly points must not interfere in any way with the path of the emergency vehicles.

#### **Fire Safety**

A high standard of overall housekeeping will be observed by all concerned. Cleanup procedures will be followed and any defects in plant and equipment reported immediately. Maintenance of the work area(s) will be monitored on an ongoing basis. Warning signs must be used where necessary. The nature of the business in particular in the main plant area will lead to the accumulation of debris etc. This as a result must be monitored and all staff aware of their surroundings at all times.

### **Slips, Trips and Falls**

In collaboration with Section 8 of the Safety, Health and Welfare at Work Act 2005, access and egress for all employees and others must be safe and accessible at all times. Footpaths, entrance doors, carpark entrances, yard areas, plant areas, passages, work areas, toilets, etc will be kept clear, in good condition and free from obstruction. Lighting, safety signage, the storage of materials and maintenance of these areas must be an ongoing endeavour. A maintenance logbook will be established. Members of staff must record daily any maintenance, equipment and fault requirements in this book

### **Access and Egress**

Management recognise the importance of first aid facilities. The locations of all first aid boxes are to be clearly marked and communicated to all employees via safety signage. Each first aider is responsible for checking the contents of the first aid kit on a regular basis and restocking when necessary. Records of all checking and restocking activities are kept and updated accordingly.

The provision of first aid treatment within the workplace setting is crucial in an attempt to:

- preserve life
- reduce further injury
- provide assistance to and for the emergency response services

### **First Aid**

- Manual Handling Training / Fire Safety Training / First Aid Training
- Loading and Unloading Training
- Task specific Training / SOP's / Machinery specific Training
- Safe Pass Training / Industry Specific Training as Required

High priority training areas have been identified as follows:

Management recognise the importance of training and instruction in relation to overall health and safety compliance. As a result, all employees will receive clearly defined instruction and safety procedure protocol. Training for all employees will be provided as part of their induction, if their duties are changed or transferred, on the introduction of new systems of work or new equipment and as a result of the introduction of new or advanced technology. Refresher training will be provided both in-house and externally. Where training is provided, all employees must cooperate fully and follow all instruction and guidelines given. All training records and certificates of achievement are kept on each employee's file for reference.

### **Training and Instruction**

Information in relation to the results of risk assessments is also made available to employees and all those directly affected by the associated hazards and risks. All employees are entitled to make representations to their safety officer / representative or employer in relation to their safety, health and welfare at work. All suggestions and representations are taken into consideration by management and addressed when updating the risk assessments and this safety statement.

As stipulated in Section 9 and 26 of the new Safety, Health and Welfare at Work Act 2005, all employees are entitled to the provision of information in relation to their safety, health and welfare at work. This information must be in a manner and form understood by all employees. Employees are also encouraged to participate in consultation and can make representations with regard to their safety and health within the workplace.

### **Information / Consultation**

**Accident Investigation**

All accidents both on site and off site must be reported and investigated as soon as possible after the incident. The factors leading up to the accident must be identified as must the root cause. The safety officer / representative will where possible attend the scene making it safe and restricting access to unauthorised personnel. The administration of first aid must be performed by trained and experienced persons only. If there is a risk of further injury, the injured person must be moved with the assistance of the onsite first aider. In the case of a serious or fatal incident, the scene must be preserved and left untouched until the relevant authorities arrive on site, i.e., Gardaí, Health and Safety Authority or similar statutory body.

Reports from the victim and witnesses must be obtained as well as photographs, measurements and the gathering of evidence. All involved must cooperate fully during the

**Accident Reporting**

In the event of an accident or dangerous occurrence both on or off site, all incidents must be reported immediately to management / supervisor and logged in the accident log. All details must be investigated in full as below. If the injured party (employee) is absent for more than 3 days (not including the day of the accident) as a result of the accident, a full report must be submitted to the Health and Safety Authority. This can be undertaken manually on an R1 form or online at [www.hsa.ie](http://www.hsa.ie). Copies of all reports sent to the Authority must be kept on file for further reference.

Blank accident report forms must be kept at office and in all vehicles at all times. In the absence of the safety officer / representative, the next in line must be available to take charge.

A full report must be compiled and forwarded to the insurance company. On an annual basis, a full review of all accidents both on and off site must be undertaken by the safety manager. All findings as well as a statistical breakdown must be forwarded to management for analysis.

- Plan the Route
- Assess the load
- Correct position of feet
- Straight back
- Correct grip
- Lift smoothly

Lifting Safety:

- § T: Task
- § I: Individual's capabilities
- § L: Load
- § E: Environment

Risk Assessment:

As required by the General Application Regulations 2007, full training must be provided to and displayed by all employees. A manual handling risk assessment must be carried out in accordance with Safety, Health and Welfare at Work Act 2005 and the General Application Regulations 2007. This incorporates an analysis of workers when carrying out their day to day duties. The report must consist of findings as a result of direct consultation with employees on a one to one basis as well as group discussions.

**Manual Handling**

accident investigation as required by the regulations. All activities must be logged and documented in order to prevent such an incident from happening again. The assistance of the emergency services must be called upon if needed and a designated person documented to contact them. During the updating of this safety statement, all previous accidents and dangerous occurrences will be considered.

The hazards and risks associated with the daily activities allow for no deviation from such rules and regulations. All employees are encouraged to be vigilant in relation to awareness of drug and alcohol abuse. Any employees receiving prescribed medication must inform

Management have strict rules in place with regards to the abuse of drugs and alcohol in accordance with Section 13 of the Safety, Health and Welfare at Work Act 2005. Any employee found to be intoxicated on presentation for work or during working hours will face disciplinary procedures in accordance with company policy.

### **Drug and Alcohol Abuse**

All of the above procedures and policies are collaborated in accordance with the requirements of the Maternity Protections Acts.

A risk assessment must be carried out in order to analyse potential risks taking into account the employee's location and task allocation. Working conditions must be adjusted and the allocation of suitable duties and work loads also addressed. All employees concerned must be made aware of the risk assessment findings and all corrective measures must be communicated in full. Rest periods will be allocated.

Management are committed to providing a safe environment for both the expectant mother and the unborn child. All pregnant employees must make their manager / supervisor aware of their condition as soon as possible. This then must be presented by means of medical certification which is retained on file for reference.

### **Pregnant Employees / Nursing Mothers**

The provision and use of safety signage both within and outside the premises will be in accordance with the General Application Regulations 2007. The locations of recommended signs will be in direct association to the areas potential hazards and risks.

Additional signage will be provided and updated as required.

### **Safety Signage**



their manager / supervisor immediately. Should there be any doubt about an employee's condition, professional assistance will be called upon to clarify this situation.

## **Bullying and Harassment**

The dignity of employees and all within the business setting is a necessity, recognised and accommodated by management. Management wish to make it very clear to all employees, contractors, visitors and others that bullying and harassment in any form will not be tolerated. Employees are encouraged to report bullying and harassment immediately to the manager / supervisor / safety officer / representative. Support and backup for all effected employees will be made available when required.

As bullying and harassment can take many forms, all employees are encouraged to remain vigilant of their own situation and also that of their fellow employees. The company policy on bullying will work along the guidelines of the Code of Practice in The Prevention and Resolution of Bullying which came into effect on 20<sup>th</sup> January 2021.

Bullying as noted in this Code of Practice can be simplified as follows:

Repeated or inappropriate behavior, towards a person/s which directly or indirectly undermines their dignity within the workplace setting. This behavior can be in the form of verbal or physical abuse, threats or even aggravated aggression. Where it is proven that an employee has violated the anti-bullying and harassment policy, disciplinary action will follow. Instant dismissal will take effect in very serious cases.

In accordance with the Code of Practice on the Prevention of Workplace Bullying and in line with Organisational policy the following steps shall be taken:

### Identification of the Hazard of Workplace Bullying

All employees will be encouraged to recognise the signs of bullying. Bullying can take on many forms such as exclusion, humiliation, isolation, allocation of impossible deadlines or even verbal abuse.

## Assessment of the Risk

At this stage some considerations need to be addressed in the form of the size of the workplace, the structure and change within the workplace and also the age and gender imbalance. Relationships between management and associated work colleagues also need to be monitored carefully.

## Controls

The introduction and implementation of a workplace anti-bullying policy with clear and precise procedures is a good place to start. All employees must be aware of this policy and as a result, each employee must make sure they safeguard their own safety as well as that of others.

Information on bullying and harassment can be obtained from the safety officer / representative on request. It is the aim of management to make this organisation a Bully Free Zone.

## **Disciplinary Procedures**

Breaches of health and safety legislation as well as non compliance with documented safe systems will be dealt with immediately and taken very seriously by management. If found to be non compliant, an employee will be issued with verbal warning(s) and an explanation as to why such measures have been taken discussed in person. If further warning(s) are required they will be issued in a written format. All employees are within their rights to have a representative present during the disciplinary process. A presentation of the required improvements will also be recognised and the employee informed accordingly. Continual gross negligence and non compliance of safety regulations may well result in the penalty of instant dismissal in accordance with all HR policies and procedures.

## **Welfare Facilities**

All welfare facilities are to be maintained regularly and faults and breakages dealt with immediately.

## Waste Management

Every effort must be made to recycle packaging, paper, cans, bottles and plastic.

RECI, CSCS, Master Craftsman certification.

must be competent and have the relevant documentation to hand to back same up, i.e., communication must exist between the business and contractors at all times. All contractors completed and signed off by competent persons for filing. Good and effective lines of Copies of these must also be kept on file for reference. All permits to work must be obtained from all contractors including: Safe Pass, Driver CPC, CSCS, MEWP tickets etc. Method Statement (where necessary) Copies of all training certificates must also be be kept on file along with a copy of the contractors most recent Safety Statement and registration book then and when leaving the site. A copy of the contractor's insurance must As above, all contractors must report to their site contact upon arrival. They must sign the

## Contractors

All contractors must check to make sure that the scope of their insurance cover is sufficient and also appropriate for the type of work being carried out. Contractors must also present a copy of their safety statement for inspection along with a detailed method statement and work permits where necessary. When finished on site, all visitors, contractors and others must announce their departure and sign the registration book to reflect this.

All visitors, contractors and others on arrival must report directly to their main point of contact. It is at this point that they will be required to sign the registration book, receive induction advice and receive further instruction from a member of staff. All must comply fully with the site safety policies, wear personal protective equipment where required and take instruction from the safety personnel. All visitors, contractors and others must be accompanied by a member of staff at all times unless permission is granted otherwise.

## Visitors

BTI Engineering Services is committed to supporting all employee's Health and Wellbeing and enabling employees to better understand, engage with and take control of their health, wealth, and benefit needs. The organisation will continue to empower employee's to make

## **Workplace Stress and Wellbeing**

parties.

At times it may be necessary to work from home and this will be dependent on your role within the business. Management thus understands the importance of ensuring this process is managed and addressed in a proactive and methodical manner. Employees involved will be engaged with and all necessary information and training provided. All necessary risk assessments will be actioned and all necessary control measures put in place. Follow up on a regular basis will also be part of the process as to ensure a proactive approach by both

## **Working from Home**

- Adjusting the angle of the screen to avoid glare from windows / overhead lighting. to see the screen
- Checking the height of their monitor to avoid slouching or over stretching in order
- The regular use of a footrest and document holder where needed
- Adjusting the back of the chair to accommodate the natural curve in their back
- Checking the height of their seat and its alignment with their workstation

encouraged to partake in the following check list:  
 A percentage of working hours incorporating the use of visual display units has been recorded as part of the overall risk assessment. Management as a result must encourage regular breaks and a change in activities where possible for all users. All employees are

## **Visual Display Units**

All materials and equipment acquired by the business or by individuals for use at work must comply with the standards, codes and regulations in place.

## **Purchasing Policy**

personalised choices and prompting employees to take appropriate actions over time that will help them to manage their health, wealth and future.

### **Smoke / Vape Free Environment**

All staff, contractors, visitors and others have the right to a smoke free environment. Second-hand smoke is a cause of diseases such as lung cancer and heart disease. Smoking as a result is strictly prohibited throughout the workplace without exception. All visitors, contractors and others must also be advised of this policy and abide by the policy

guidelines at all times. Non compliance in relation to the smoking ban will be dealt with in accordance with disciplinary procedures. Persons found to be non compliant are also liable for prosecution. For help on quitting the smoking habit, the National Smokers Quitline can be accessed at 1850 201203.

### **Leptospirosis**

Leptospirosis is a rare but serious disease in humans usually picked up in Ireland from rat's urine. If in contact with rat's urine, the bacteria can enter the body via cuts and scratches as well as through the lining of the mouth, throat and eyes. All concerned must as a result be vigilant when sorting debris and waste, cleaning up, carrying out maintenance work etc. Infected urine can be found in ditches, sewers, ponds, canals and slow moving rivers. It can also be found on items located in plant rooms, warehouses, stores and yards.

**Symptoms:** Flu-like illness with a severe headache. If not treated, this disease can be fatal in a small portion of cases.

**Precautions:** All crew members must wear gloves where possible. Hands must be washed and checked frequently especially when working in high risk areas. Maintain good hygiene practices and avoid putting hands in eyes or mouth. Cover cuts and scratches.

**Coronavirus (COVID 19)**

The Coronavirus (COVID 19) is a serious and potentially fatal illness. The virus if contracted results in respiratory difficulties. The symptoms of COVID 19 are very similar to flu and cold like symptoms and include:

Fever (38 °C or higher)
New cough (this can be any kind of cough not just dry)
Shortness of breath or breathing difficulties
Loss or change of smell or taste
Runny or blocked nose
Nausea, vomiting or diarrhoea
Aches and pains or tiredness
Sore throat and headache

The HSE guidance to follow if you are presenting with any of these symptoms is to stay at home, contact your GP immediately isolate for the recommended period of time. You may need to arrange a PCR test also but your GP will advise. If you feel unwell at work, let your supervisor, manager, COVID 19 officer or nominated person know immediately. Further information can be accessed at [www.hse.ie](http://www.hse.ie), [www.hsa.ie](http://www.hsa.ie), [www.who.int](http://www.who.int)

## Risk Assessment Methodology

As outlined in our site specific risk assessment, quantification of a risk should be looked at from the perspective of who is going to be harmed or exposed and for how long. Risk levels can be measured by the use of indication tables. Within the context of a risk assessment, this would be classed as one's use of methodology. Methodology is a system consisting of a structured format for recording and displaying data once an agreed level of detail has been chosen, agreed on and fully explained.

Risk Level Indicator

Likelihood		Severity	
Very Unlikely (1)	Very Low (1)	Very Low (2)	Medium (3)
Unlikely (2)	Very Low (2)	Medium (4)	High (6)
Likely (3)	Low (3)	High (6)	Very High (9)
Very Likely (4)	Low (4)	Very High (8)	Very High(12)

Table terminology explained:

**Severity**  
 Slight: Possible cuts and bruises  
 Moderate: Sprain, large cut. May need medical attention  
 Extreme: Serious injury or death

**Controls required**  
 Very Low: No controls required  
 Low: No controls required  
 Medium: Controls required. Competence and training.  
 High: Eliminate or reduce. Controls required. Competence and training  
 Very High: Eliminate or reduce (substitution)

This particular methodology has been chosen because it is clear, descriptive and uses the facility of quantifying risk levels for ease of understanding i.e.:

Unlikely (2) X Moderate (2) = Risk Level (4) Medium  
 Very likely (4) X Extreme (3) = Risk Level (12) Very High  
 Amputation