Mamo Building Services Ltd.

Health and Safety Policy Organisation and Arrangements

Amendment List

Date	Amendment No	Description of Amendment	By Whom (Print Name)	Remarks
08/12/2016	First Issue	n/a	P Davidson	
22/11/2017	Second Issue	n/a	P Davidson	
23/11/2018	Third Issue	Change of wording regards CDM	P Davidson	
24/04/2019	Fourth Issue	Addition of information	B Mallon	Abrasive wheels Concrete saws, Silica Dust P36
25/06/2020	Fifth Issue	Addition of information	B Mallon	Covid 19 Infor
06/03/2024	Sixth Issue	Change of duties	J Hagan	Revised organogram
07.03.2023	Seventh issue	Safe T Cert recommendations added	Jarlath Hagan	HSG65 – harness lanyard clarification
07/01/2025	Eighth Issue	Procedure for completing and reviewing risk assessments	Jarlath Hagan	Procedure for reviewing RAMS added
24/04/25	Ninth Issue	Include PDAC Cycle	Tracy Victor	In relation to Occupational Health & Wellbeing

Date Reviewed: 05/01/2026

Signed Mr J Mallon

Contents

COMPANY STATEMENT FOR HEALTH & SAFETY AT WORK	4
ORGANISATION – DUTIES, ROLES AND RESPONSIBILITIES	5
LEGAL DUTIES FOR EMPLOYEES	5
MANAGING DIRECTOR	6
OFFICE MANAGER	6
COMPANY HEALTH AND SAFETY REPRESENTATIVE	7
WORKSHOP/YARD SUPERVISOR	8
PURCHASING MANAGER	9
OPERATIONS MANAGER	9
QUANTITY SURVEYOR	10
SITE SUPERVISORS	10
SMALL PLANT AND EQUIPMENT SUPERVISOR	11
GENERAL OFFICE STAFF	12
SITE OPERATIVES	12
MACHINE, PLANT OPERATORS AND VEHICLE DRIVERS	13
USE OF PRIVATE CARS ON COMPANY BUSINESS	14
TRAFFIC VIOLATIONS/OFFENCES	15
FOREIGN WORKERS	15
SUB-CONTRACTORS	15
ARRANGEMENTS AND PROCEDURES	16
SPECIFIC OPERATIONAL POLICIES AND PROCEDURES	16
SAFETY SIGNS	16
RISK ASSESSMENTS	17
METHOD STATEMENTS	17
PERMIT TO WORK	17
REPORTING AND INVESTIGATING OF ACCIDENTS, DANGEROUS OCCURRENCES AND NEAR MISSES	18
FIRST AIDERS	18
TRAINING	18
MONITORING, REVIEW AND RESPONSIBILITIES	18
SAFETY INSPECTIONS	19
SITE/WORKSHOPS/OFFICE TIDINESS	19
MACHINERY AND EQUIPMENT – PROTECTION	19
NEW OR HIRED EQUIPMENT	20
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)	20
INDUSTRIAL DERMATITIS	20
ASBESTOS	20
WELDING HOT WORKS	20
VISITORS TO COMPANY PREMISES AND VISITING OTHER SITES/OFFICES	21
SPECIALIST OPERATIONS	21
WELFARE	22
GOOD HOUSEKEEPING AND PERSONAL CLEANLINESS	22
SMOKING AT WORK	22
FIRE PREVENTION AND DRILLS	23
MANUAL HANDLING	23
DISPLAY SCREEN EQUIPMENT (DSE)	23
CONTROL OF CONTRACTORS	23
YOUNG PERSONS AT WORK AND INEXPERIENCED WORKERS	24
STRESS	24
VIOLENCE, VERBAL ABUSE AND RACIAL ABUSE	24
ALCOHOL AND SUBSTANCE ABUSE	25

PREGNANCY 25
PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT 25
WORKING AT HEIGHT 26
SAFETY HARNESSES AND ACCESSORIES 27
SCAFFOLDING 27
MOBILE SCAFFOLDS 28
SAFETY NETTING 28
AIR BAGS 28
TRESTLES 29
OPEN JOISTS 29
STAIRS 29
ROOFS 29
FRAGILE ROOFS 30
EXCAVATIONS 30
LADDERS/STEPLADDERS 30
ELECTRICITY 31
OVERHEAD POWER LINES 31
UNDERGROUND CABLES 31
PLANT AND TRANSPORT ON SITE 32
HOISTS 32
LIFTING OPERATIONS 32
OPERATION OF CRANES 33
LIFTING ACCESSORIES 33
CARTRIDGE TOOLS 33
HAND TOOLS 34
CYLINDERS 34
HAND ARM VIBRATION 35
NOISE 35
DUST AND FUME HAZARDS 36
HEALTH & WELLBEING 36

COMPANY STATEMENT FOR HEALTH & SAFETY AT WORK

Outlined is a statement of the Health and Safety Policy of MAMO building services Ltd.

The company is fully committed to meeting its responsibility under the Health and Safety at Work Order (Northern Ireland) 1978, the Management of Health and Safety at Work Regulations (Northern Ireland) 2000 (as amended), and associated protective legislation, both as an employer and as a company. To achieve those objectives the company has appointed designated member(s) of staff to be responsible for company health and safety; to keep workplace health, safety and welfare procedures under review; to liaise with the Health and Safety Executive whenever necessary; and to keep the company and its management aware of new legislation, regulations and relevant British Standards, to ensure ongoing compliance with the law.

The main responsibility for health and safety lies with the Director and the HSE Representative and MAMO building services shall comply with its statutory and common law duties. The company has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the company.

Company employees have a duty to comply with their individual responsibilities under both the Health and Safety at Work Order (Northern Ireland) 1978 and the Management of Health and Safety at Work Regulations (Northern Ireland) 2000 and will cooperate with their employer to enable him to carry out his health and safety duties under these orders. Failure to comply with health and safety duties, regulations, work rules, and procedures regarding health and safety, on the part of any employee, may lead to dismissal in the cases of serious breaches or repeated breaches. Such dismissal may be instant and without prior warning.

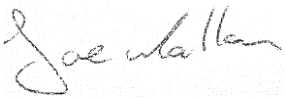
In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997, the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive, in addition to its statutory duty to provide an accident book. The company will comply with its duties towards employees under the Health and Safety at Work Order (Northern Ireland) 1978 (http://www.legislation.gov.uk/nisi/1978/1039/contents)

- Ensure as far as is reasonably practicable the health, safety and welfare at work of all his/her employees.
- Make arrangements for ensuring so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling storage and transport of articles and substances.
- Provide information, instruction, training and supervision as necessary to ensure so far as is reasonably practicable the health and safety at work with its employees.
- Provide and maintain plant and systems of work that are as far as is reasonably practicable safe and without risk to health.

- As far, as is reasonably practicable maintain any place of work in his control in a safe and without risk condition and maintain access and egress from it in a safe and without risk condition.
- Provide and maintain as far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of his/her employees.
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

In order to meet its obligations towards the general public and all lawful visitors to the company's premises and construction sites, the company will pay strict attention to its duties under the Health and Safety at Work Order (Northern Ireland) 1978 and the Employers' Liability (Compulsory Insurance) Act 1969.

The policy has been prepared in compliance with Section 4(3) of the Health and Safety Order (Northern Ireland) 1978 and is binding to any director, manager and employee, in the interest of employees and customers. We respect that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Signed:  Dated: 7th January 2025

(Managing Director)

Please note that the original copy is signed and dated by the Managing Director

ORGANISATION – DUTIES, ROLES AND RESPONSIBILITIES

Legal Duties for Employees

In addition to the previously described general responsibilities, the Health and Safety at Work Order (Northern Ireland) 1978 places legal duties on all employees.

Section 7 'Health and Safety at Work Order (Northern Ireland) 1978'

To take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work.

To cooperate with the management to enable the employer to carry out legal duties or any requirement as may be imposed.

Section 8 'Health and Safety at Work Order (Northern Ireland) 1978'

All employees also have a responsibility:

To foster a safe working place making themselves and others aware of any emergency procedures present in the offices/workshops or construction sites.

To report to his/her Supervisor any defects in equipment or undue risk in systems of work, which might endanger themselves or others?

To use machinery/equipment for the purpose it was intended and to avoid the misuse of and interference of any equipment or PPE.

To utilise PPE as provided by the employer for securing their safety, health and welfare.

Report to your Supervisor/Health and Safety Manager, without any unreasonable delay, any defects they become aware of in the office, workshops or construction sites which might endanger safe, health and welfare of employees or others.

Do not report to work under the influence of an intoxicant (legal or illegal).

Keep tools in a safe condition.

No person shall intentionally or purposely interfere with or misuse any appliance, protective clothing, equipment or any other item provided to secure the safety, health and welfare of employees or others.

If suffering from a disease or illness that may add to risk, inform your employer.

You should bear in mind that a breach of health and safety legislation by an employee constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual, which can result in penalties, i.e. fines and/or imprisonment.

Individual responsibilities for health and safety are allocated by management positions and by designated posts within the organisation.

Managing Director

The Managing Director has ultimate responsibility for ensuring that the company fulfils its legal responsibilities, that policy objectives are achieved, and that effective machinery is in place for achievement of the policies concerned with health, safety, welfare, construction safety and environmental protection. The Managing Director will also ensure that the company polices are reviewed as appropriate to secure continuing compliance with existing policies, current legislation any changes in the law. To these ends, the Managing Director will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

Determine the company's policy and allocate individual responsibilities to each grade of management.

- Ensure that adequate resources in terms of manpower and equipment are provided,
- To enable the company safety policy to be applied
- To ensure that the requirements of the company health and safety plan can be complied with.
- Ensure that the company health and safety policy is reviewed annually and amended as and when necessary to include new statutory requirements or job roles.
- Ensure that periodic audits are carried out to satisfy themselves that all procedures are being adhered to.
- Ensure that all levels of management receive adequate training to enable them to keep abreast of all new legislation.
- Set a personal example by wearing appropriate protective clothing when visiting sites.
- Ensure that systems are in force with respect to the maintenance of all plant, equipment and company vehicles.
- To liaise regularly with the company health and safety advisor in order to assess the effectiveness of the company health and safety systems.
- Ensure all necessary insurances are in place and a copy of the employer's liability certificate is displayed at all work sites.
- Ensure that all employees are encouraged to make suggestions for health and safety improvements and that safety queries raised by employees are properly answered.

Office Manager

The Office manager will arrange for all insurable risk to the company to be evaluated in relation to safety and health at work, loss or damage to company property, and risks to the public through company activities.

The Office Manager must be familiar with relevant legislation, approved code of practices and company health and safety policy, safe systems and risk assessments and demonstrate a personnel commitment to the development of a positive safety culture.

The Office Manager will ensure that all projects undertaken by the company are carried out correctly and all building regulations and standards are adhered too.

The Office Manager is to act as the Deputy to the Managing Director, in the absence of the managing director for any period, he will undertake the full health and safety and environmental responsibilities for that post.

The Office Manager must be familiar with relevant legislation, approved code of practices and company health and safety policy, safe systems and risk assessments and demonstrate a personnel commitment to the development of a positive safety culture.

The Office Manager shall organise and supervise all of the administrative activities to facilitate the smooth running of the company office.

An office manager will be expected to carry out a range of administrative and IT-related tasks.

The Office Manger shall ensure that all DSE equipment and office equipment is suitable and sufficient for the task being undertaken by office personnel. Good housekeeping shall be maintained throughout the working day.

The Office Manager shall ensure the security of all personal documentation and shall ensure it is kept in a locked office or filing cabinet and that the Data Protection Act is adhered to.

All employees and visitors shall be treated with respect and dignity, regardless of status, colour, greed, sex, religion and disabilities.

Training

The Office Manager in association with the HSE responsible person shall ensure that the company has the appropriate trained personnel for the activities being undertaken and assistance shall be given by the Health and Safety Officer and site supervisors in identifying those persons who require specific training to enable them to carry out their task safety.

The Office Manager must make himself/herself familiar with relevant legislation, approved code of practices and company health and safety policy, safe systems and risk assessments and must demonstrate a personnel commitment to the development of a positive safety culture.

Company Health and Safety Representative

The Company Health and Safety representative is responsible for the provision and dissemination of advice and information to the managing director and staff. He will maintain close contact with the HSE, and any health and safety consultants appointed and other organisations from which information may be obtained regarding health and safety matters.

He will be responsible for the effectiveness of the safety policy, safety procedures and practices in relation to company premises, carrying out regular inspections and monitoring activities as necessary. He will arrange for any auditing of health and safety performance on company premises. The results of such monitoring will be recorded and corrective action, if required, will be undertaken. The HSG65 Plan Do Check Act (Managing for health and safety) is to be embraced and used as guidance on how our HSMS is to be managed.

In fulfilling these general responsibilities, the company Health and Safety Officer has specific responsibility for:

- Ensuring the company is aware of statutory obligations and recommended code of practices by interpreting and keeping management and employees informed of new and developing legislation and other standards.
- Advising management, site supervisors of their responsibilities for accident prevention and avoidance of health hazards.
- Through line management and supervision, advising where improvements in health, safety and environmental standards or practices are appropriate.
- Ensuring that regular health, safety, housekeeping and environmental inspections are carried out, covering buildings, construction sites, plant, equipment, services, and fire arrangements, to ensure conformity with regulations and company policies.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes in existing ones.
- Ensuring that all risk assessments required by legislation are carried out.
- Arranging for the provision of written safe systems of work, including where necessary, arranging for the development and use of permit to work procedures.
- Ensuring that raw materials used in manufacture of the company's products conform to statutory health and safety arrangements.
- Arranging for the provision of appropriate PPE based on risk assessments.
- Arranging for the provision of written procedure for contractors.
- Ensuring the provision of first aid, fire safety and emergency procedures.

- Ensuring the appointment of competent persons in accordance with legislative requirements.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining health and safety records required by the company.
- Overseeing and reviewing all accidents investigations and preparing statistics to assist in monitoring health and safety performance.
- Ensure that employees within the company receive a copy of this policy statement, including new entrants receiving it as part of their induction programme.
- Liaising will all mangers recruiting new employees or changing the job descriptions of existing employees in respect of their capability with regard to health and safety.
- Identifying health and safety training needs and advising on suitable training programmes.
- To liaise with contract managers to ensure that Health and Safety Plans are in accordance with CDM 2015.Regulations

In addition, where company employees are given access to, and work within the premises of other organisations or domestic premises, the company health and safety advisor will liaise with relevant managers, if required, to ensure that none of the activities performed by employees or contractors will put the health and safety of the employees of those organisations and/or members of the public. Likewise, through close liaison with the users and landlords of any shared premises, he will ensure that company employees are not put at risk by any activities being undertaken within or on the shared premises.

Yard Activities

At Mamo Building Services it is important to provide a safe environment in the yard and to provide safe storage areas for all plant and equipment and also building materials.
When building materials have to be stored at a height there will be the necessary guard rails in place so this would stop people falling when stacking or collecting the materials, there is also a safe loading calculation done as well for materials being stored at a height. It is also important to keep the storage area clean and tidy to prevent any accidents occurring while picking up or leaving back building materials.
The yard is to be kept in a tidy condition so that no incidents or accidents can occur from debris lying around. Pedestrians and workers who are walking in the yard are to wear a high visibility vest so that drivers can identify them. Care should be taken when loading and unloading vehicles to make sure no serious incidents occurs.

Workshop/Yard supervisor

The Yard supervisor must be familiar with relevant legislation, approved code of practices and company health and safety policy, safe systems and risk assessments and if required to carry out a site-specific risk assessment as required for any diversions from the norm, and demonstrate a personnel commitment to the development of a positive safety culture.

Responsibilities:

- Ensure that only trained and competent persons are employed in the workshops.
- Ensure that all tools and machinery used in the workshops is good working order and defects are reported.
- To ensure that scheduled maintenance is carried out on all static workshop machinery.
- Ensure that the workshops and welfare facilities are kept in a clean and tidy state and regular cleaning takes place.
- That all fire fighting equipment is maintained and free from obstructions.
- That exit and emergency routes are kept clear.

- That all persons in the workshops are wearing the appropriate PPE for the task being undertaken, as per risk assessment, COSHH assessment etc.
- That any new hazardous substances brought a safety data sheet is obtained and forwarded to the Health and Safety Officer.
- Ensure that all safety devices are used on work equipment, i.e. guards, push sticks.
- To ensure that working surfaces in the workshops are free from any unwanted items and surfaces are kept clean to a reasonable standard.
- To ensure that workshop floors are to be kept clean and tidy and cleaned on a regular basis to prevent slips, trips and fall hazards
- That no machines are to be left running or with keys left in when not being used.
- To ensure that electrical extension leads are not placed in such a position as to cause a trip hazards and placed a way after use.
- To ensure that compressed air equipment is checked before use, under no circumstances is compressed air equipment to be used to clean down personnel or work areas.
- Ensure that the yard area is kept in a clean and tidy state.
- Racking is stacked correctly and checked on a regular basis.

Purchasing Manager

The Purchasing Managers role is to plan, direct, or coordinate the purchasing of materials, products, and services and to appoint sub-contractors to carry out the task to enable a project to run smoothly.

A Purchasing Manager must make themselves familiar with relevant legislation, approved code of practices, company health and safety policy, safe systems and risk assessments and if required to carry out a site-specific risk assessment as required for any diversions from the norm and demonstrate a personnel commitment to the development of a positive safety culture.

Before any sub-contractor is given a formal contract a Health and Safety Competence questionnaire is to be sent out to the proposed sub-contractor, to ensure that they are sufficiently knowledgeable and competent regarding health and safety requirements so as to fulfil their contracts with due regard to all relevant statutory provisions

The equipment and materials purchased conform to current health and safety standards.

Whilst workings in the office ensure that due diligence is given to general office safety, DSE and other office equipment that may be used.

Operations Manager

They must make themselves familiar with relevant legislation, approved code of practices and company health and safety policy, safe systems and demonstrate a personnel commitment to the development of a positive safety culture.

Manager's responsibilities:

- To ensure that where required, construction health and safety plans are completed and in place for each contract under his control before the start of each project.
- Ensure that the, NI10 is received from the client and placed on site before the project starts.
- To ensure that all CDM documents is provided by all sub-contractors.
- To maintain liaison with the CDM coordinator.
- To ensure that regular site health and safety meetings are held and attended by all sub-contractors.

- To liaise with the Company Health and Safety Officer where applicable.
- To exercise a professional duty of care whilst on site and report any hazardous situations/activities to the site supervisor.
- To ensure that risk assessments, method statements, permits to work are completed for the task being undertaken and all persons are working in a safe manner and not to create an unsafe working environment.

Determine at the planning stage:

- The most appropriate order and method of working.
- Provision of adequate lighting.
- Allocation of responsibilities with sub-contractors and others.
- Hazards which might arise from power lines and other situations which might lead to necessary improvisation on site.
- Facilities for welfare and sanitation.
- Basic fire precautions.
- The plant and equipment requirements for safe working.
- Assessments necessary in respect of substances which could be hazardous to health and the appropriate control systems necessary for their use.
- Whilst workings in the office ensure that due diligence is given to general office safety, DSE and other office equipment that may be used.
- To co-ordinate health and safety activities with other contractors on the same site.
- To check over working methods and precautions with site management before work commences

Quantity Surveyor

A Quantity Surveyor manages all costs relating to building projects, from the initial calculations to the final figures. Surveyors seek to minimise the costs of a project and enhance value for money, while still achieving the required standards and quality. Many of these are specified by statutory building regulations, which the surveyor needs to understand and adhere to.

Quantity Surveyors must make themselves familiar with relevant legislation, approved code of practices, company health and safety policy, safe systems, and risk assessments and if required to carry out a site-specific risk assessment as required for any diversions from the norm. They must also demonstrate a personnel commitment to the development of a positive safety culture.

Before any sub-contractor is given a formal contract the Contractors Health and Safety Competence questionnaire is to be sent out to the proposed sub-contractor, to ensure that they are sufficiently knowledgeable and competent regarding health and safety requirements so as to fulfil their contracts with due regard to all relevant statutory provisions.

Whilst on site, the quantity surveyor is to exercise a professional duty of care and report any hazardous situations/activities to the site supervisor/health and safety officer. They are also to familiarise themselves with the site rules and emergency procedures.

Whilst workings in the office ensure that due diligence is given to general office safety, DSE and other office equipment that may be used.

Site Supervisors

They must make themselves familiar with relevant legislation, approved code of practices and company health and safety policy, safe systems and risk assessments and if required to carry out a site specific risk assessment as required for any diversions from the norm. They must also demonstrate a personnel commitment to the development of a positive safety culture.

The site supervisors roles on a construction site are as follows:

- To organise the site, so that work is carried out to the appropriate standard with minimum risk to men, equipment and materials, and to ensure that all hazard warning notices are clearly and effectively displayed.
- To be responsible for the effective implementation of company health and safety policy within his area of control.
- To instruct those under his control precisely and clearly of their duties with regard to health and safety of themselves and all others.
- To inform employees of any hazards to health and safety encountered in the course of their work, precautions taken and of their duties to safeguard their health and safety.
- To make themselves readily available to receive and discuss health and safety queries raised by employees under his control.
- To carry out site inductions for each and every site operative, sub-contractor, delivery persons, and visitors entering their site.
- To carry out toolbox talks on a regular basis, to remind site operatives and sub-contractors of certain safety issues.
- To arrange safe unloading, storage and distribution of materials on site.
- To ensure that all plant and equipment on site meet acceptable health and safety standards.
- Plan and maintain their site to a reasonable standard.
- To control the hazards from harmful substances in accordance with Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003.
- To ensure that all sub-contractors are conversant with company health and safety procedures and safe methods of work.
- To ensure that all safety devices, guards and barriers are in position, properly maintained and used.
- To ensure that all health and safety rules are complied with and that personal protective equipment is used as appropriate.
- To ensure that equipment and methods specified in the Construction Phase Health and Safety Plan are complied with.
- Accompany Health and Safety Executive Inspectors, Compliance Officers and Company Health and safety Officer on site visits and act on their recommendations and advice.
- To ensure proper provision of storage and unloading areas for each sub-contractor.
- To ensure that sub-contractors keep their working areas in an orderly condition and that all scrap material and debris is removed from site.
- To ensure that all emergency fire fighting equipment and alarms are regularly inspected in accordance with all statutory requirements.
- To ensure that all plant, access equipment and lifting appliances are inspected in accordance with all statutory requirements.
- To ensure that only trained and experienced personnel are employed.
- To report promptly all defects in plant or equipment to the Plant Coordinator.
- To take prompt and corrective action of any findings that are noted by the Company Health and Safety Officers inspection.
- To ensure that procedures for the purchase, storage and use of substances hazardous to health are properly followed at all times and that operatives are properly instructed in the procedures laid down.
- When hazardous substances are purchased send the safety data sheet to the health and safety Officer so a COSHH assessment can be completed.
- To adopt correct working methods and to ensure that employees do not take unnecessary risks.
- To ensure that site security procedures are adhered to and that site is secure at the end of the working day.
- To make an assessment of the risks (risk assessments, method statements, permit to work) at their individual construction sites and put in hand effective measures to control them and inform all persons concern of the controls.
- Create a file of all risk assessments for retention on site.
- Ensure that company site diary is completed each day the site is open.

- Ensure that all accidents, dangerous occurrences and near misses are immediately reported and appropriate paperwork completed (F2508, internal accident report form, near miss reports) and sent to the health and safety officer.
- Ensure that devices are in place to prevent persons falling from height.
- Ensure that suitable and sufficient access equipment is made available and is maintained to a high standard

Small Plant and Equipment Supervisor

They must make themselves familiar with company health and safety policy and safe systems of work and risk assessments and if required to carry out a site specific risk assessment as required for any diversions from the norm. They must also demonstrate a personnel commitment to the development of a positive safety culture.

The Company Plant, Fleet and Equipment Coordinator shall ensure the following:

- That company vehicles and plant are maintained in a condition that will not produce a risk to health and safety.
- That all company owned plant sent to site shall be safe and fully efficient; is guarded and equipped with safety devices and is tested in accordance with the current legislation.
- To check that periodic tests, inspections and maintenance are carried out on all site equipment and company plant.
- To attend promptly to all plant defects notified or call the attention of site management to the need for hazardous plant to be put out of service until it can be properly repaired.
- That supplier of hired plant is aware of their obligation to supply plant which is safe and fully efficient and statutory information where required
- That procedures for the purchase, storage and use of substances hazardous to health are properly followed at all times and that operatives are properly instructed in the procedures laid down.
- To liaise with company health and safety officer in relation to the assessment of the safe use of hazardous substances.
- Where necessary planned preventive maintenance programmes are developed and implemented using competent maintenance contractors.

General Office Staff

They must make themselves familiar with company health and safety policy and safe systems of work and risk assessments and if required to carry out a site specific risk assessment as required for any diversions from the norm. They must also demonstrate a personnel commitment to the development of a positive safety culture.

General office staff responsibilities:

- Ensure that their display screen equipment and other office equipment are fit for purpose and is in a safe manner.
- Ensure that they have good posture whilst working on display screen equipment and the equipment is laid out as not in such away as to prevent over stretching.
- Ensure that they have a good ample space in and around the working area to enable to carry out other task.
- Display screen equipment is situated in a safe location on the working area and the leads will not cause a trip hazard.
- That programmes used are suitable and sufficient for the task being undertaken.
- Ensure that suitable and sufficient breaks are taken away from DSE.
- All waste is clear away from the work area on a regular basis.
- Office furniture and fittings area checked on a regular basis and defects reported.
- COSHH assessments are read for any substances used.

- Ensure that they are familiar with the emergency procedure.

Site Operatives

They must make themselves familiar with company health and safety policy and safe systems of work and risk assessments, method statement or permits to work and if required to carry out a site specific risk assessment as required for any diversions from the norm. They must also demonstrate a personnel commitment to the development of a positive safety culture.

Site Operatives Responsibilities:

- Ensure that they have received a site induction for the particular site they are working on.
- Before any task is undertaken ensure that risk assessments (risk, COSHH, manual handling) method statements and if required permits to work, are read, understood and adhered to.
- All accidents, dangerous occurrences and near misses are immediately reported to the site supervisor.
- They are fully conversant with, site rules, emergency arrangements applicable to the area in which they are working.
- On construction sites the following PPE is mandatory; safety helmet, safety footwear and high visibility clothing and any other PPE as indicated on the assessment, method statements.
- All equipment provided for personal safety shall be used and maintained in a condition fit for that use, and any defects reported immediately to management.
- Where an employee identifies any condition, which in their opinion is hazardous, the situation will be immediately reported to their site supervisor.
- Where site manager, supervisor cannot resolve a hazardous situation they must get in touch with the company health and safety officer.
- All work equipment or tools used, shall only be used for its intended purpose, no modifications shall be made or added and all safety devices are to be in place.
- In selecting the work equipment or tools, the operative shall consider the working environment, conditions and the risk to health and safety of themselves and other persons in the working area.
- Under no circumstances are defective tools or equipment to be used. Any defects are to be reported to the site supervisor immediately.
- After using work equipment or tools they are to be returned to the site supervisor in a clean and working order and any defects are to be reported.
- If you have any concerns about the activity you are undertaking or you feel you are not competent or do not have sufficient training or experience to carry out the activity you should bring it to the attention of the site supervisor.
- You are under no obligation to perform any task which you feel may be putting yourself or others at risk.
- If you see any activity or practice on the site which you deem hazardous to yourself or others, you must report it immediately to the site supervisor.
- When working on any form of scaffolding structure ensure, that the structure is checked for safety and all safety devices etc are in place, any defects are to be reported.
- Ensure that any access equipment (ladders) are used to gain access to working platforms. Under no circumstances are persons allowed to climb the scaffolding to gain access.
- Ensure that devices are in place to prevent persons falling from height.
- Ensure that welfare facilities on site are used at all times and kept in a clean and tidy state.
- Suggest ways of eliminating hazards.
- Refrain from horseplay and no initiations are to take place on site.
- Mobile phones are not to be used whilst working on site and/or operating any type of plant. If a call is received and it is deemed important then leave the work area with permission and go to a safe location and receive the call.
- If an important call has to be made leave your work area with permission and make the call in a safe location.

Machine, Plant Operators and Vehicle Drivers

They must make themselves familiar with company health and safety policy and safe systems of work and risk assessments and if required to carry out a site specific risk assessment as required for any diversions from the norm. They must also demonstrate a personnel commitment to the development of a positive safety culture.

Machine/plant operators, crane operators and vehicle drivers etc must follow the procedures as above for operatives and the also the following below:

- Use plant and vehicles only for the purpose for which they were designed and only use them in the correct manner.
- Ensure that the appropriate personal safety devices are worn and in place (seat belts, roll bars etc) whilst the vehicle is in motion or the plant in operation.
- Ensure that flashing lights are in place as required and are in working order.
- Keep machines, plant and vehicles clean inside and out and capable of carrying out routine maintenance.
- Check with site management for the position of all overhead and underground cables before commencing work.
- Not to use any item of plant or any vehicle which is known to have a defect this could cause injury or accident.
- Ensure that lifting gear is adequate for the loads imposed and that SWL is known of all items to be lifted.
- Operatives should only operate plant which they are competent, trained and authorised to use safely.
- Follow the control procedures laid down for the use of substances hazardous to health and read the COSHH Assessment
- Ensure that daily checks are carried out on the appropriate maintenance card and returned to the main office as stipulated.
- Ensure that all defects to plant, equipment or vehicles are promptly reported to site management.
- Ensure that appropriate personal equipment is worn when exiting the vehicles.
- Use of mobile phones whilst operating/driving any type of plant/vehicles is prohibited..
- All drivers , plant operators must comply with road traffic legislation at all times whilst travelling on the public highway.
- Drivers are urged to exercise care, courtesy and consideration when driving company vehicles.

Company vehicles, plant are not to be used whilst under the influence of alcohol or drugs.

- It is prohibited to smoke in any company vehicles or plant; this means the driver, and/or any passengers that are carried. Every company vehicles, plant shall have 'No Smoking' sign displayed in a prominent place inside the vehicle.
- When driving/operating company vehicles/plant hand free kits are to be used.

Mamo employees will adopt one of the following two options if drivers of company vehicles wish to make or receive a call from a mobile phone whilst operating a vehicle.

- *Stop and Pullover:* If a driver of a vehicle receives or wishes to make a call on their mobile phone then the driver is to find a safe place to park the vehicle and then proceed to make a call from the mobile phone. *Under no circumstances is any employee to answer or make phone calls whilst the vehicle is in motion.*
- *Answering Service:* Most modern mobile phones have now incorporated this device. This enables the driver to drive the vehicle safely without the phone ringing and distracting the driver.
- The driver leaves a pre-recorded message on the mobile phone and then rings the person back when the vehicle is stationary.
- These are the only options that Mamo Building Services Ltd will adopt for travelling with

mobile phones whilst on company business.

When leaving the vehicle the mobile phone is never to be left in the vehicle.

Use of Private vehicles on Company Business

If you are driving your own private vehicle on company business, they are required to be maintained in a roadworthy condition.

In addition, the driver is to ensure that the vehicle has in date tax and insurance and roadworthiness documentation. The insurance should at least be business insurance.

Traffic Violations/Offences

If you are driving any company vehicle, plant, our your own personnel vehicle on behalf of the company business and are found to be committing any road traffic violation/offence, i.e. using a mobile phone or found to be smoking in a company vehicle, plant, etc then the guilty party shall pay the fixed penalty notice.

Foreign Workers

It is the company's intension to provide, all non-English speaking operatives to receive a standard induction in their native language. This can be undertaken by a translator or via a "buddy" (buddies must have a high standard of spoken English and the first language of the person they are translating for).

Non English speaking operatives shall be accompanied by a buddy at all times, so far as is reasonably practicable.

Non English speaking operatives will not be permitted to undertake any task where clear communication in English is necessary for the safety of all persons.

Sub-Contractors

- All sub-contractors and all persons in their employment are required to observe this health and safety policy and site rules applicable to the site they are working on and to co-operate with management and the company health and safety officer in its implementation. Failure to do so may result in expulsion from the site. This is a condition of the sub-contract.
- All sub-contractors will be required to complete a Contractors Competence Health and Safety Questionnaire, and provide Mamo with a health and safety policy, insurances, risk assessments and/or method statements in respect of all the activities with which they are concerned on site.
- The plant and machinery owned by or under the company's control is not to be used by persons other that company employees except where express permission has been given by the Operations manager or site supervisor.
- The persons permitted to use the said plant and machinery must be competent and trained in its safe operation.
- All plant, lifting equipment, lifting accessories and tools brought on site are to be fit for purpose and safe from any risk.
- On construction sites the following PPE is mandatory; **safety helmet, safety footwear and high visibility clothing** and any other PPE as indicated on a risk assessment, method statement.
- If working at height and wearing a safety harness, a suitable and sufficient rescue plan is to be implemented and no sub-contractor should work alone when a safety harness is worn.

- All sub-contractors will be required to provide risk assessments, method statements and MS/DS data in respect of all substances hazardous to health used by them and to ensure adoption of the appropriate control measures.
- All sub-contractors will be required to provide training certificates in relation to their employees on site if required.
- Labour only sub-contractors are obliged to follow Mamo`s health and safety policy, procedures and risk and method statements. However they still have to produce their insurance details to the company.
- All sub-contractors entering our construction sites shall report to the site supervisor to receive a site briefing.

ARRANGEMENTS AND PROCEDURES

The following arrangements and procedures shall be put in place to ensure the health and safety of all employees, and others, whilst at work and as affected by working activities.

Specific Operational Policies and Procedures

- COSHH assessments.
- DSE assessments.
- Noise assessments
- Dust Assessments
- Asbestos Assessments
- Fire Safety Assessments
- Provision of PPE.
- Construction/workplace risk assessments.
- Written safe systems of work/procedures.
- Fire safety, prevention and emergency evacuation procedures.
- Other relevant polices.
- Control of contractors on site and use of permits to work.

The above Specific procedures will be maintained for ensuring that the following requirements are met.

- That all buildings, workshops, construction sites, plant and equipment meet statutory requirements that any remedial action required is carried out without delay and that unsafe equipment is safely immobilised.
- That all new equipment introduced into any location conforms to statutory requirements.
- That all sub-contractors who are at work on or in any of the company's premises are made aware of all the safety procedures and any hazards applicable in the areas in which they are to work.
- That all fire fighting appliances, detection systems and alarms are regularly inspected and tested.
- That the fire procedures are displayed and reviewed at frequent intervals with regards to tests of the procedure.
- That no chemicals/substances will be purchased or brought into the premises until the hazards have been assessed in accordance with the Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003.
- That inspections are made under the Electricity at Work Regulations (Northern Ireland) 1991 of all activities, which use electricity and that, so far is reasonably practicable, any risk to those who may be affected is removed or reduced.

- That only authorised employees who have completed the necessary abrasive wheels safely course training or have been assessed by the company as competent may mount or adjust abrasive wheels.

Safety Signs

All employees must pay heed to safety signs that are displayed in and around the main office complex and construction sites for health and safety purposes:

Blue: Mandatory - must do
Green: Safe condition - information
Yellow: Caution - warning
Red: Prohibition – must not do

Risk Assessments

The Management of Health and Safety at Work Regulations (Northern Ireland) 2000 (as amended) Regulation 3 requires an employers must make a suitable and sufficient assessment of risk to the health and safety of his employees and those not in his employ to which they are exposed whilst at work or any arise from the contact with or connection with his undertaking. Before embarking on this take, we need to have an understanding of the following.

- A hazard is something with potential to cause harm
- The risk is a measure of the likelihood that harm will be caused.

All premises and activities subject to risk assessments must be assessed in accordance with the relevant legislation using the company documentation provided.

Such assessments will be repeated whenever when any of the following factors occur:
- Changes in legislation.
- Changes in control measures.
- Significant change in work carried out.
- Transfer of new technology.
- An original assessment is no longer valid.

Procedure for completing and reviewing risk assessments

Risk assessments should be reviewed regularly to ensure that risks are being managed effectively. Reviews can be triggered by changes in the workplace, accidents, or new legislation.

When to review a risk assessment
After an accident, incident, or near-miss
When there are changes to the workplace, such as new staff, equipment, or processes
When new legislation is introduced
When there are changes to tasks
When there are reports or complaints
When there are staff problems
On an annual basis

Assessments will be recorded maintained by the company health and safety officer. The results of all such assessments will be communicated to and be available for inspection by employees.

All assessments will identify necessary protective and preventive measures.

Where any known hazards are identified within the company premises or construction sites, whether electrical, chemical etc, the company health and safety officer or site supervisor is to be informed immediately.
The company shall make appropriate arrangements for the effective planning, implementation, monitoring and review of any preventive or protective measures identified as a result of risk assessments.

Method Statements

A method statement is a document prepared by an individual that describes in logical sequences exactly how a work activity is to be carried out in a manner which is safe and without risk to health. They will be attached to the risk assessment for the particular task being undertaken.
Method statements should be written clearly to enable those doing the work to fully understand the details of the job, and its health and safety requirements.
Method statements should be prepared by the site supervisor and assessed by the HSE representative for their suitability.

Permit to Work

A permit to work is a formal document specifying the work to be done and the precautions to be taken. Work can only start when safe procedures have been identified and put into place. The permit provides a clear written record; signed by a responsible person that all foreseeable hazards have been considered and all necessary actions have been taken. It must be in the possession of the person in charge of the operation before the works commences.
Note, a permit of work should not be mistaken for a safe system of work rather a safe system of work may require a permit to work system to be adopted as part of the overall systematic control of risk.
The following activities shall require a Permit to Work to be implemented.

- Confined Spaces
- Working at a Height exceeding 10 meters
- Working in Excavations exceeding 1.2 meters deep
- Or other activities with a very high residual risk of injury.

Reporting and Investigating of Accidents, Dangerous Occurrences and Near Misses

All accident, no matter how minor, will be reported in an accident report book and the company internal report and sent to the company health and safety officer.

- All Reportable accidents, dangerous occurrences and near misses will be reported immediately to the HSE representative as soon as possible after the event (within 1/2 Hour) and a subsequent copy sent to the health and safety officer.
- All accidents, dangerous occurrences and near misses will be investigated within 24 hours by the relevant site supervisor/health and safety advisor, as required.
- The company health and safety advisor will at periodic intervals analyse the accident statistics and issue a report to all mangers identifying trends and common causations.

Where an employee of another company or organisation is involved in an accident, a copy of the accident report will be sent to their employer.

First Aiders

First aiders will be appointed or approved for all company premises/construction sites in accordance with the Health and Safety (First Aid) Regulations (Northern Ireland) 1982. They will be responsible for the taking of prompt and appropriate action following any accident, whether to an employee or not.
Their names will be displayed at strategic places in the company premises and construction sites.

First aiders are not allowed to administer oral medication to any person.

First aiders will be responsible for the maintenance of the contents of all first aid kits and ensure that only items specified will be retained in the kits.

Training

To comply with the general duty to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, health and safety training will be provided as follows:

- At inductions.
- On transfer or promotion to new duties.
- On induction to new technology.
- On changes in systems of work.
- When training needs are identified during a risk assessment.

Managers at all levels will be included in the safety-training programme.

Records of all health and safety training will be maintained by the company personnel officer.

Monitoring, Review and Responsibilities

Notwithstanding the above, the policy will be continually monitored for effectiveness. It shall be reviewed in light of any incident that may have implications for the policy or on suggestion of managers, supervisors or employees.

The Health and Safety Manager is responsible for reviewing the Health and safety Policy.

Specific Procedures

Safety Inspections

Regular and systematic safety inspections will be carried out by the company health and safety officer and reports sent to those concerned. It shall be the responsibility of site supervisors to ensure that the items reported as needing attention are dealt with immediately and the inspection reports are signed and dated to indicate that the findings have been completed.

Sites/Workshops/Office -Tidiness

The company shall always promote tidiness to prevent slip, trip and falls. It is the responsibility of all persons to ensure that that workplace is in a clean and tidy state, so has not to cause a hazard or risk to other persons.

Machinery and Equipment – Protection

Statute law prescribes a standard of protection – our company will regard this as the minimum level acceptable. The company will ensure that a programme exists to cover the systematic maintenance and proper functioning of all equipment. It will also ensure that the necessary tests, examinations and inspections required by law will be carried out.

Guards are fixed to protect from dangerous moving parts.

It is illegal for you to remove guards especially whilst a machine is running or to operate a machine whilst guards are out of position.

- On all machinery, portable or fixed etc shall have suitable guards fitted and the guards adjusted as required.
- Machinery, portable or fixed means – Any machinery that is used in the work place that can stop, start, changing direction, reverse, move, cut, saw, pull etc.
- Every machine, portable or fixed etc must be provided with an efficient stopping and starting appliance which can be easily operated by the person in charge of the machine.
- Suitable and sufficient protection safety devices shall be used with machinery, such as jigs, holders, push-sticks etc.
- Every machine, portable or fixed must be maintained in good and level condition, free from chips or other loose material etc.
- Sufficient clear and unobstructed space must be maintained at every machine area, portable or fixed whilst in motion to enable the work to be carried out without unnecessary risk.
- No person shall be employed to operate machinery, portable or fixed unless they have been sufficiently trained to work that machine or unless they are working under the adequate supervision of a person who has a thorough knowledge of the working of the machine.
- Wear appropriate PPE as indicated by the machine or the risk assessment for joinery workshops ear and dust mask are mandatory.
- Machinery, portable or fixed used on sites shall be inspected and placed in 'Work Equipment Register' to indicate that the item is safe to use.

New or Hired Equipment

For new and hired equipment the manufacturer's instructions or guidance on safe operation must be available and understood by employees concerned.

As part of the purchasing specification the supplier must be asked to provide:

- Certificate of conformity (if new)
- Statutory Inspection Certificate (if hired or used equipment is purchased)
- Information on the safe use
- Maintenance requirements
- Noise, vibration levels expected (if appropriate)

Control of Substances Hazardous To Health (COSHH)

Work which is liable to expose anyone to substances hazardous to health shall not be carried out unless an assessment of these substances has been made.

Following assessment, the company is required to have in force systems which will effectively control the purchase, storage and use of any substances which are hazardous to health.

As part of the purchasing of substances a safety data sheet will be asked for from the supplier and forwarded on the health and safety officer.

We use many chemicals and substances on site, workshops and offices, they are safe to use, provide that:

- You abide by the instructions on the containers.

- You wear protective clothing as required by the COSHH assessment.
- You carry out the control measures as indicated in the COSHH assessments
- You wash your hands carefully after use.
- You avoid inhaling fumes.
- Do not decanter into unmarked containers.
- You dispose of the containers carefully.

Industrial Dermatitis

Dermatitis is an inflammatory condition of the skin. It is caused by a wide variety of substances used in industry. To prevent it, wash thoroughly when you stop work and wear gloves provided. If you contract a skin rash, report it to your supervisor and seek medical advice.

Asbestos

On occasions it is likely that you will come into contact with materials that contain asbestos or you suspect they contain asbestos. Mamo have personnel trained to identify asbestos and should any doubt exist they are to be called to deal with the situation in the most effective manner. **Work should be ceased and the area cordoned off** until they give the all clear to resume operations.
In all cases where asbestos is found or you suspect that it is present you must contact your immediate line manager/site supervisor, so that suitable controls can be put in place.
Under no circumstances should employees work in areas containing asbestos or suspected of containing asbestos.

Welding Hot works

Some of the most important hazards arising from welding are fumes, radiation and fire. The company will endeavour to reduce fumes to source, where this is impracticable, adequate protection will be provided. Radiation cannot be reduced at source and persons involved in welding processes shall be required to wear protective clothing and equipment to prevent radiation burns. A permit to work will be required for hot works and/or works involving the use of naked flame.

Visitors to Company Premises and Sites/

Visitors to any of our locations may not be aware of the risk associated with their visiting location, therefore all visitors must:

- Make themselves known to the reception or site supervisors/ (notices to be displayed).
- Be given an appropriate safety brief.
- Be given any appropriate personal protective equipment to wear and informed on how to use/wear it correctly
- Be accompanied by the person they are visiting, who is in turn responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situations they may be exposed to.
- On leaving the premises, sign out or inform the reception/site office.

A substantial proportion of the company's activities are carried out on occupied premises. All personnel should acquaint themselves with the specific procedures identified for working in occupied premises. In the case of an accident or incident (no matter how minor) they are to report it immediately and make a record of the incident.

Specialist Operations

Certain jobs have particular dangers, and specialist knowledge is required before they are attempted. In some cases, e.g. abrasive wheel mounting and working at woodwork machinery, the law required operatives to be specially trained.

The following is a list of jobs which require specialist training, it is by no means exhaustive.

- Mounting an abrasive wheel
- Driving a dumper
- Slinging/Signalling.
- Working at woodworking machinery
- Driving a forklift truck
- Operating a crane or self-erecting crane
- Operating mechanical shovel/excavator
- Operating a cartridge fired fixing tool
- Operating a platform hoist
- Slinging or loading
- Scaffolding
- Trench shoring
- This list is not exhaustive

Under no circumstances must a person carry out any activity unless they have been instructed and competent to do so.

Welfare

In accordance with current regulations, first aid, toilets, and eating facilities will be provided and in place before projects begin. Please look after these facilities, and to prevent unhealthy conditions, eat only in designated areas.

Good Housekeeping and Personal Cleanliness

An untidy office, site or workshop can be dangerous. Simple attention to tidiness can prevent injury to you or your workmates. The following advice should be followed:

- At intervals during the day, clear up waste, into bins if provided, otherwise into tidy heaps for disposal later. Work targets allow for clearing up after the job is finished.
- Keep materials and equipment clear of access and egress points and roads. In particular, public access should always be kept clear, and holes, ramps etc be well sign posted and protected.
- Never obstruct or misuse fire-fighting equipment, also never move it from allocated positions.
- Stack goods and materials safely, on level ground, and ensure that there is no danger of them toppling over. Never obstruct entrances and exits with stores materials.

Your health may be affected if you do not keep yourself, workplace and welfare facilities clean.

- Always wash your hands before handling food and before and after using the toilet.
- Use gloves whenever possible.
- Never use solvents or abrasives to clean your hands.

Smoking at Work

Under the Smoking (Northern Ireland) Order 2006 to enable employees to work in a smoke-free environment and to comply with the legal requirement to create a smoke-free workplace, the company's business premises are designated "No Smoking". Smoking is prohibited in all areas of the company's premises, including the area immediately outside the entrances to the premises.
The Company's prohibition on smoking applies not only to employees but also to visitors to the workplace, including clients and customers.

We understand that people still wish to smoke, therefore smoking will only be allowed outside the company premises, but not in the immediate areas of access or egress, or any location where hazardous substances are located or stored.
No smoking will take place when hazardous substances are being used, or in hazardous activities are undertaken whilst at work.

Smoking on Construction Sites

There will be No Smoking in the site offices, canteens, toilets and stores or any other enclosed or substantially enclosed workplace either temporary or permanent. There will be no smoking in the vicinity of the above, or where a person can be affected by passive smoking.

Smoking in Company Vehicles/Plant

It is prohibited to smoke in any company vehicles or plant; this means the driver, operator and/or any passengers that are carried. Every company vehicle, plant shall have 'No Smoking' sign displayed in a prominent place inside the vehicle, plant.

Fire Prevention and Drills

Read the operating instructions on the fire extinguishers. Obey NO SMOKING notices where necessary and dispose of cigarette ends carefully.

- Do not hang clothing on or near heaters.
- Do not use flammable liquids near naked flame.
- Do not use open containers e.g. bucket for storing flammable liquids.
- Do not place combustible materials near electrical equipment.
- Ensure that combustible materials are disposed of safely.
- Always store gas bottles, fuel containers etc (empty of full), in a safe compound.
- Always check hoists and connections to all appliances.
- Keep fire exits routes and doorways clear
- Don't wedge or tie fire resisting doors open or obstruct automatic fire doors and shutters.
- Ensure you are familiar with an alternative fire exit route from your work area.
- Do not obstruct firefighting equipment and alarm call points.
- Fire drills will be held annually and records kept of drills.

IF YOU SEE A FIRE – SHOUT FIRE, FIRE, FIRE
Extinguish the fire, but only if you decide it is safe to do so. If the fire cannot be controlled, leave the area and tell the site supervisor or manager in charge of your work area. Remember the Fire Authority advice **–** *Get out, get the fire brigade out, and stay out.*

Manual Handling

The Manual Handling Operations Regulations (Northern Ireland) 1992 require that all manual handling tasks must be avoided where reasonably practicable; where this is not so then an assessment of the risk to the employees must be carried out.

- Read the manual handling risk assessment before carrying out any manual handling activity.
- Ensure gloves are worn when material handling, if reasonably practicable.
- Do not try to lift weights obviously too heavy for you.
- Ensure that the correct method of lifting, carrying, putting down pushing, and pulling are adhered too at all times.
- Ensure that any indications of injury are reported.

Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations (Northern Ireland) 1992 require that an assessment of all Display Screen Equipment (DSE) and the workstation be carried out to identify any risk present.
Prior to carrying out the assessment a checklist will be completed so as to identify the presence of any significant risk. The assessments will be reviewed annually or when any significant changes occur.

Control of Contractors

The Health and Safety at Work Order (Northern Ireland) 1978 and the Construction Design and Management Regulations (Northern Ireland) 2015 impose a duty on those placing contracts to make reasonable inquiries regarding the suitability of contractors whom they employ.

To help us do this prior to any contractors carrying out any work at our premises or construction site, the contractor must complete a Contractor Health and Safety Competence Questionnaire and produce the following:

- Their current Health and Safety Policy document.
- Evidence of your Employers and Public Liability Insurances
- Specific site risk assessments/method statements for the proposed work.
- Copies of current CSR/CSCS registration cards and copies of attendance certificates etc, of all health and safety training.
- Copies of registration with appropriate bodies, i.e. Membership of Health and Safety Groups, Receipt of Safety Awards etc. where applicable (Corgi, NICEIC, STC etc).
- Statutory test certificates for equipment for any plant that you propose to use on our sites.
- Evidence of their tax status.
- If employed as labour only then they must adhere to New Quay Developments health and safety policies, procedures and risk assessments. However, New Quay Developments must still be in possession of their insurances

Young Persons at Work and Inexperienced Workers

Young person's mean people under 18 years of age, or who may be on training schemes and with our customary intake of apprentices, more and more young people are being employed on our sites. Legislation is in operation governing the hours of work for young people.
Inexperienced workers mean a person who as no experience in their trade and is unaware of the hazards.

A young person's, inexperienced person's risk assessments is to be completed and given a copy and any other parties concerned will be given a copy.

But as well as this is our duty to ensure their safety at work.

- NEVER assume that any young persons or inexperienced workers will automatically be able to carry out tasks assigned to them – instruct them carefully.
- NEVER instruct any young, person and inexperienced workers to do a task without telling them of any potential hazards.
- NEVER allow any young person and inexperienced workers to work with machinery unless they are strictly supervised.
- NEVER engage in "practical jokes" on young people and inexperienced workers – they have a habit of going wrong.
- NEVER leave young people and inexperienced workers unsupervised at any time.

Stress

We recognise that work related stress can cause ill health and will put controls in place to help prevent stress. However, we cannot be held responsible for stress caused outside sources such as financial or domestic problems.
Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all employees. Therefore, employees must ensure that they report any undue stress that they may feel from different work activities.

Violence, Verbal Abuse and Racial Abuse

Violence, verbal and racial abuse in the workplace is unacceptable but is recognised hazard; therefore, to reduce the risk to any of our employees a risk assessment will be carried out and reviewed as and when required.

The assessment will:
- Recognise the risk from violence, verbal abuse and racial abuse.
- Give commitment to reducing the risks.
- State who is responsible for doing what.
- Provide an explanation of what is expected from individuals' employees.
- Provide support for people who may have been assaulted or suffered verbal, racial abuse.
- Carry out an investigation in to verbal abuse and racial abuse.

Alcohol and Substance Abuse

Substance abuse, the use of illegal drugs, the misuse of prescribed drugs, the abuse of alcohol, solvents or similar, that can impair a user's judgement and the ability to work safely can lead to unacceptable levels of risk to themselves, or others and the environment.

Employees reporting for work in an unfit state due to any of the above will be suspended until such time that they are fit to work again. Disciplinary action may be taken.

Pregnancy

It is important that the health, safety and welfare of all our employees are safeguarded. We recognise our responsibilities under the Management of Health and Safety Regulations (Northern Ireland) 2000 and realise that if any of our female employees become pregnant they must inform management/supervisor immediately. This can be verbally but must be followed up by a written confirmation from their doctor.
The management will carry out an individual specific risk assessment, if required of the work that the employee does to determine any risk to her unborn baby that may arise from the work activities.
When the risks are significant then assistance or alternative employment will be provided.

Pregnant employees must not:
- Carryout manual handling task (lifting and carrying) if part of their employment.
- Use or come into contact with any hazardous chemicals.
- Work at heights (stand on stepladders, ladders, step ups etc)

Pregnant employees must:
- Work to the controls put into place by the risk assessment.
- They must inform their manger/supervisor of any problems or changes that may occur during the pregnancy so that the risk assessment can be reviewed.
- Use seating provided for the employees to carry out their work.

Personal Protective Clothing and Equipment

There are areas of risk where the provision of protective clothing and equipment is a statutory requirement. Employees and sub-contractors shall wear any protective clothing or equipment provided for their safety.

However, sub-contractors and labourer only personnel shall purchase and wear their own PPE on site.

Study the following list and ensure that all persons on site, employees and sub-contractors abide by it.

Protective clothing is provided by the company and you will be expected to sign for it and agree to use it.

Shorts, half trousers etc of any kind shall not to be worn on construction site is warm weather etc

Safety Helmets
It is Company Policy that ALL persons working on a construction site shall wear safety helmets at all times. The safety helmets shall be worn correctly at all times and no alteration of modification shall be made to them.

Eye Protection (*Goggles or Glasses) shall be worn for all work carrying a risk of eye injury*
e.g.
Joinery
Burning or cutting
Use of cartridge tools
Use of grinding wheels or cutting discs
Breaking out concrete, rock or brick etc
Handling chemicals
Drilling or boring
Cutting tracks or boxes
Alternatively, any other activity not indicated above

Ear Protection (*Ear Muffs) shall be worn for all work carrying a risk of ear injury:*
Joinery
Plant driving
Use of mechanical hammers or breakers
Use of cartridge tool
Alternatively, any other activity not indicated above

Dust Masks *shall be worn for all work carrying a risk of lung or bronchial injury.*
Joinery
Grinding or cutting
Work in dusty confined areas

Alternatively, any other activity not indicated above

Gloves shall be worn for:
Protection against heat, dermatitis, cuts and bruising
Alternatively, any other activity not indicated above carrying a risk of hand injury.

Safety Footwear
It is Company Policy that ALL persons working on a construction site and yard workshops shall wear safety footwear at all times. These shall be fitted with protective toe-caps and mid-steel sole (or none metal substitute) to give protection against damage by crushing or penetration. Safety footwear also means safety boots, shoes, and wellington boots.

High Visibility Clothing
It is Company Policy that ALL persons working on a construction site shall wear high visibility clothing at all times. Employees and sub-contractors shall wear high visibility clothing whilst working on any construction site. The high visibility jackets shall be kept in a clean and tidy state at all times. Slingers/signallers and crane operators shall wear an orange high visibility vest.

Working at Height

FALLS FROM HEIGHT are one of the largest causes of deaths in our industry. All work at height must be properly controlled and the supervisor must ensure adequate arrangements are in place to prevent falls of persons or materials.Taking the following precautions will ensure your safety while working above ground.
Ensure that broken bricks, blocks, hardened mortar etc are removed promptly from any working platform. Never throw rubbish or equipment out of windows, platforms. Check that lighting, particularly on stairs is adequate.

Safety Harnesses and Accessories

Fall protection equipment is not an alternative to the use of physical engineering safeguards.
A safety harness and accessories shall be inspected before each use and defects reported. On no circumstances shall a harness or accessories be used if damaged or if the equipment has been subject to a fall, or any form of stress. Safety harnesses shall be inspected before each use and undergo recertification every 12 months.
Absorbing lanyards shall only be used where the total fall allows full deployment of the harness and a 1 metre safe zone from any obstruction of hard surface.

A safety harness shall not be worn by operatives who are suffering from:
- Cardiovascular disease
- Respiratory disease
- A pre-existing injury

They shall be worn in such places as:

- Mobile Elevated Working Platforms (MEWPs) Fixed lanyard not exceeding 1.5 metres.
- Gantries
- Roofs
- Erection, alteration, modification and dismantling of scaffolding
- Hard to reach places
- This list is not exhaustive

Under no circumstances is anybody allowed to work alone when wearing a safety harness.

All persons who must wear safety harnesses are to be trained in their use.

Scaffolding

All scaffolding erection, alteration, modification, and dismantling must be carried out by competent and PASMA trained personnel. Never interfere with the scaffolding, especially ties.

- Ensure that current Working at Height Regulations N.I.(2005 is adhered to.
- All scaffolding that is erected, altered, modified or dismantled shall be done by competent and trained persons.
- Before allowing persons on the scaffold for the first time the scaffolding contractors etc shall ensure that a handover certificate is given to the site supervisors.
- Scaffolding remaining in place for long periods should be inspected every seven (7) days and the findings placed in the 'Working Platform Register'. In addition, scaffolds should be inspected after adverse weather, after significant modification, any event that is likely to cause disturbance to the structure.
- Scaffolds must be tied into a building. Where this is impossible, raking supports, and braced.
- Base plates shall be used to support scaffold standards (uprights). No other form of support is acceptable.
- Sole boards must be used when the ground underneath is not liable to support the weight of the base plate.
- Scaffolding must be securely braced at the correct intervals.
- Ensure that suitable tiers are in place; these are only to be removed by scaffolding contractors.
- Working platforms must be fully boarded with sound boards, free from defects and secured at each end.
- Toe boards, guardrails, intermediate guard rails and stop ends must be in place. The height of guardrails, intermediate guardrails, etc shall be in accordance with The Working at Heights Regulations (Northern Ireland) 2005.
- Partially erected or dismantled scaffolds must not be used. Signs prohibiting use should be in place stating 'Scaffolding Incomplete Do Not Use'.
- Ensure that scaffolds are not overloaded, or cluttered with debris.
- Landing platforms will be erected within the scaffolding.
- Loading platforms will be erected and the weight to be imposed on the loading platform is to be placed in the handover certificate or a sign placed on the platform to indicate the weight.
- Ensure that suitable access equipment is used to gain access. NEVER climb scaffolding to gain access.
- Ensure that adequate protection is given to the general public

Mobile Scaffolds

There are specific limitations as to the heights of mobile scaffolds:

- Complete a Permit to Work at Height *if required*
- Internal use – *height must not exceed 3.5 times the minimum base dimension.*
- External use – *height must not exceed 3.5 times the minimum base dimension.*
- In excess of 9.8m high, scaffold must be tied to the building and have outriggers extended and guyed to a secure place.
- Maximum height permissible is 12m.
- When using inside this will be reduced by 3.
- Ensure that operatives do not climb on the guardrails etc or any other devices to gain etc height.
- Ensure that a 'Working Platform log' is completed after it has been erected by a competent person and every seven (7) days after that.

- Ensure that the working platform is fully boarded and guarded, including intermediate guard rails and toeboards.
- Only use mobile scaffolds on a firm and level base.
- Move mobile scaffolds towers by pushing along from the bottom part of the tower, if required reduce the tower.
- No person or equipment must be on the scaffold while it is being moved.
- Only specified, lockable wheels must be used, and the wheels must be locked while the scaffold is stationary.

Safety Netting

Nets are intended to save lives and prevent injury; they are not a substitute for the effective prevention of falls

- Before allowing persons to work under netting for the first time the netting erectors etc shall ensure that a handover certificate is given to the site supervisors.
- Safety netting is to be inspected before for signs of damage or of subject to a load or person falling into the net, under no circumstances is damaged netting to be used.
- They should be erected as close as possible below the working level and attached to a secure anchorage point.
- Periodic testing is to take place of netting to ensure it is still safe to use. However, they should be inspected weekly and the finding placed in the “Working Platforms Inspection Register”.
- Debris should not be allowed to cumulate in the netting it should be cleared out as soon as possible.
- All persons who must work near safety netting are to make themselves aware of the “Working at Height Rescue Procedure”.

Air Bags

- Air bags provide a safety zone under the floor/stair laying operation. They are a collective protection system.
- Air bags modules required to be inspected before use for any signs of rips or punctures etc.
- Air bag modules must be maintained in front of the moving leading edge and one behind whenever possible, in this instance, bumpers must be used.
- Ensure that there is a suitable and sufficient working platform is provided, with edge protection on the sides that require it.
- Remember, when placing concrete units, three leading edges can be created and, if this is the case, then all three edges must be similarly protected.
- When fitting out ensure that the room etc is clear of any item that may cause the air bag system to become damaged. In addition ensure that the bags are clipped together.
- Ensure that the air pump is adequate for the task. The pump must be on when the air bag system are in use.
- In the event of materials falling onto the airbag system (and if recovery is essential), access onto the airbags must always be from the ground, **not** from above.
- The airbags will deflate in the event of an air pump failure/malfunction. In such circumstances, work must cease and the incident reported to the installation site supervisor.
- In the event of damage to the airbags being caused by bulk materials or components falling onto or impacting with the system, any damaged modules must be replaced immediately and the event reported to the Health and Safety Officer and Contracts Manager for investigation.
- Should an individual fall onto the airbag safety system, the incident must always be reported to the Health and Safety Officer and Contracts Manager. If applicable, an incident investigation will be completed.
- All persons who have to work near safety netting are to make themselves aware of the “Working at Height Rescue Procedure”.

Trestles

Ensure that trestles are sound, well-placed, with correct pins inserted and adequate width and depth to work from safety, boards must not extend over the ends of trestles.
If there is a possibility of a falls from height, then guardrails and intermediate guardrails and toeboards should be considered.

Open Joists

When required to work over open joists, provide temporary cover of boards or sheets of plywood etc for good footing and/or put in place scaffolding underneath the workplace

Complete a Permit to Work at Height *if required.*

Stairs

Open stairwells are a potential hazard. Always ensure that the following points are complied with:

- Never leave stairs cluttered with rubbish or materials.
- Always ensure that there is adequate lighting.
- Always ensure that handrails and guard rails, whether temporary or permanent, are in position if reasonably practicable.

Roofs

Whenever practicable, scaffolding and roof edge protection will be provided. However, in all instances, use sound roof ladders on sloping roofs, prevent tools and equipment from falling, and cover all openings.

- On flat roofs, make sure that guard rails are provided at the edges, and that the roof is sound and safe to walk on.
- Complete a Permit to Work at Height *if required.*

Fragile Roofs

When working on fragile roofs all measures are to be taken to prevent persons falling through the fragile roof.

- If it is necessary to cross over a fragile roof, then appropriate roof board complete with guardrails should be used to spread the load weight and provided a good handhold.
- Appropriate warning signs are too erected where fragile roofs exist. If any opening, skylights etc exist then these are to be covered over, and appropriate warning signs placed over them.
- Complete a Permit to Work at Height *if required.*

Excavations

In nearly all construction work involves come form of excavation, for foundations, drains, sewers etc. These can vary in depth and may only be a few centimetres deep or be very deep and dangerous. To help use prevent accidents in excavations we except all employees to follow these simple rules:

- Ensure that the excavation is adequately guarded by barriers etc and light at night if required and appropriate hazard warning signs are placed up to warn persons.
- Complete a Permit to Dig –Excavations (*if required) (Over 1.2 deep or unstable ground of any depth)*
- Never jump over excavations. Go round or use the gangway.
- Do not climb up the wailings or struts. Use appropriate access equipment
- Never interfere with supports, struts or barriers.

- Always keep areas around excavations clear of soil heaps and rubbish.
- Wear a safety helmet, objects falling into a trench can be a hazard.
- Never enter a live sewer or drain without first consulting your site supervisor.
- ALWAYS CHECK FOR SAFETY before each entry especially after heavy rain etc.
- Ensure that the 'Excavation Register' is completed on **each day** the excavation is open and on each day after that. However, if a possibility of flooding, then more frequent checks are to be carried out.

Ladders/Stepladders

Ladders are not banned on site; however, they are causes of many accidents on site. Ladders should only be considered for short duration work of 30minutes or less.

Check that ladders/stepladders are in good condition, free from broken rungs, stiles etc, rubber anti-slip devises fitted and not covered in mud or grease, or iced over and not painted.
Check that the ladder is long enough i.e. that it extends at least 1.0m or 5 rungs above the landing place and securely ties on the stiles
Check that the pitch of the ladder is adequate i.e. 1ft out for every 4ft (4:1) of height and at an angle of $75^{0.}$
Check that the ladder is firmly based, not liable to slip and that it is firmly lashed at the top or choked at the bottom.
If the ladder extends more than 9m, ensure that a suitable rest area is provided
If the ladder is above 5m ensure that a suitable devices is used to prevent sagging.

- NEVER tie two short ladders together to make a longer one.
- NEVER carry heavy of large loads on a ladder always have three points of contact.
- NEVER lean sideways or overreach from a ladder – always move it.
- Ensure that the ties on the step ladders are taught.
- Always ensure that the stepladder is facing the work area and not from the side.
- The operative using the ladder/stepladder ensure that the last few steps are not used.
- Ensure that the 'Ladder Register' is completed at least every (7) seven days if the ladder is not part of the scaffolding.

Electricity

All circuits to be worked on will be treated as live until verified dead. There are no exceptions to this requirement; experience of employees is irrelevant ASSUPTIONS KILL!!

Before using any electrical equipment, check for damage, e.g. damaged or defective plugs, or cables, damage to the equipment itself such as loose screws cracked casings etc.
Complete a Electrical Permit to Work if *required*

- NEVER use makeshift connections, or incorrect fuses.
- NEVER stand on a wet surface when using electrical equipment.
- NEVER connect electrical tools to lighting poles.
- Ensure that only 110v are used outside and on construction sites.

Always ensure that trailing leads are not causing a hazard e.g. not liable to damage by other operations, or liable to trip other people.
If you see any defects or damage, do not use the equipment report it to your site supervisor.
All employees are prohibited from interfering with electrical equipment, only trained, competent and authorised persons are allowed to fix electrical equipment etc.
Ensure generators are adequately for the task and that inspections are carried out at regular intervals.
At regular intervals all portable electrical equipment, anything with a plug on it shall be PATs tested to ensure that it is safe to use. The item shall have a sticker placed on it indicate if the appliance

as passed. If the appliance has failed under no circumstances should or be used until the fault is ratified etc.

Overhead Power Lines

Accidents frequently occur on sites through plant making contact or approaching too close to overhead power lines, often with fatal results.

- While the danger is greatest from high voltage transmission lines, where flashover can occur without actual contact, fatal accidents have resulted from contact with 440 volt and 250 volt service lines.
- It is a legal requirement to take precautions against this hazard and Regulation 14 of the Electricity at Work Regulations (Northern Ireland) 1991 requires:
- *"Either the power lines are made DEAD or suitable precautions taken to prevent danger."*
- Arrangements must therefore be made through contacting the Northern Ireland Electricity Service to have the power either diverted or closed down.
- Plant, mobile scaffolding towers etc must not be permitted to approach or work within the following distances of overhead cables:
  - ✓ Electrical cables on wooden or metal poles - 9 metres.
  - ✓ Electrical pylons - 15 metres.

Underground Cables

Before any work is carried out on any site the following should happen:

- Complete a Permit to Dig – Excavations if required
- Consult the local electricity company/council.
- Obtain maps of the area showing directions etc of cables etc.
- Dig trail holes if unsure of direction.
- If unsure - hand dig - do not use plant.
- If a cable found by plant STOP inform and support the cable.

Plant and Transport on Site

When site transport is being moved on our sites strict safety procedures must be followed:

- Operatives must have a clear view along the path on which they are travelling.
- If fitted ensure that the flashing beacon is switched on and working.
- Keep to the speed limits applicable to the site.
- Slow down when approaching blind corners, crossings sound horn if required.
- Always apply parking brakes when leaving the any piece of plant, never park on an incline.
- When driving downhill in unavoidable, the truck must always be reversed down the slope.
- When leaving any vehicle ensure that attachments etc are fully lowered and the ignition keys or operating controls are removed.
- Ensure that the site traffic routes are always adhered too.
- Do not use mobile phones whilst operating or driving or operating any vehicles or plant
- Always wear a safety helmet and high visibility jacket when on site.
- Ensure that the ground is capable of taking the plant/vehicle.
- Smoking is prohibited in any company vehicles and plant.
- Only operate and maintain vehicles and plant as manufacturers and training instructions.
- Ensure that daily maintenance checks are carried out and defects reported.
- Never walk under or close to loads being moved by a machines or plant.
- Never ride as a passenger on plant (one seat one person).
- Keep clear of vehicles and plant when they are working.

- Ensure that loads are stable and cannot obstruct the operator's vision.
- Ensure safety restraints are worn (seat belts) and flashing beacons are switch on and roll bars are fitted or in the upright position.
- Safety pins shall be inserted in excavator buckets when attached to the excavator arm.
- Dumper trucks operators are to ensure that they leave the vehicle and stand away, whilst loading takes place.
- Do not operate any machines unless you are authorised to do so and have in your possession your card to indicate you can operate the piece of plant you are operating.
- Plant used on sites shall be inspected and placed in the appropriate register to indicate that the item is safe to use.
- Do not use any plant for lifting operations unless it specially designated for that particular task.
- No climbing is allowed on any part of the plant unless suitable and sufficient devices are used.

Hoists

- All operators must be properly trained in hoist operation and be over 18 years old.
- No person is allowed to ride on a goods hoist.
- It is the responsibility of all personnel to ensure that the Lifting Operations and Lifting Equipment Regulations (Northern Ireland) 1999 are strictly obeyed when hoist are used.
- Hoist used on sites shall be inspected and placed in the appropriate register to indicate that the item is safe to use.

Lifting Operations

All lifting equipment used in lifting operations shall be inspected by a competent person at regular intervals in conjunction with Lifting Operations and Lifting Equipment Regulations (Northern Ireland) 1999 and the Provision and the Use of Work Equipment Regulations (Northern Ireland) 1999.

- Lifting operations shall be under the control of a crane appointed person or a crane supervisor.
- Ensure that the lifting equipment carrying out the lift is stable.
- Ensure that the weather conditions are check before, during any lifting operations.
- Only trained and competent persons shall carryout lifting operations.

Operation of Cranes

All cranes shall be inspected by a competent person at regular intervals in conjunction with Lifting Operations and Lifting Equipment Regulations (Northern Ireland) 1999 and the Provision and the Use of Work Equipment Regulations (Northern Ireland) 1999.

- Operators must be properly trained in crane operations.
- Be familiar with the contents of the Method Plan (Lift Plan) for the operation being undertaken.
- That daily, weekly, monthly maintenance checks are carried out by a competent person and recorded.
- Cranes are to be statutory inspected before and after erection by a competent person.
- The crane operator is to be fit for the task being undertaken in regards to eyesight, hearing, and reflexes and be physically capable of operating the crane.
- All lifting operations are to be planned to ensure that they are carried out safely and all foreseeable risk have been taken into account.
- Do not work out of the cranes capabilities causing it to become a hazard.
- For self-erecting cranes or tower adapted cranes ensure the control transmitter is kept in their position whilst working on the cranes. When not working remove the safety device to enable the control transmitter.
- Crane operators are to be fully conversant with slinging methods.
- As the authority to stop lifting operations if in their opinion the lift is dangerous to continue.

Lifting Accessories

All lifting accessories that are used as part of lifting operations shall be inspected by a competent person at regular intervals in conjunction with Lifting Operations and Lifting Equipment Regulations (Northern Ireland) 1999 and the Provision and the Use of Work Equipment Regulations (Northern Ireland) 1999.

- All chains shall have a identify disc placed on the chain indicating safe working load (SWL), date tested, serial number etc.
- All chains shall be fitted with a safety catch to prevent the sling eye or load coming off the hook, except if 'C' type hook is used.
- All chains shall be mechanically sound and free from defects affecting its safe operation.
- Canvas slings shall be adequate for the task and regular checks shall be made for the material and if inadequate they shall not be used.
- Inspected weekly and finding placed in the 'Lifting Equipment Register'.
- Thoroughly examined at regular intervals by a competent person and after exceptional circumstances likely to affect the safety of the lifting equipment.
- Tested and thoroughly examined following any repairs or alterations which may affect the strength or suitability of the lifting equipment.

Any defects with any lifting equipment are too reported to the site supervisors and the lifting equipment taken out of use.

Cartridge Tools

Accidents with these tools will be kept to a minimum provided that:

- The manufacturer's instructions area rigidly followed.
- Not to be used by any person under 18 years old.
- The tools are used only by those trained to do so.
- The tools and cartridges are kept under lock and key between jobs and separated.

The following additional rules are also to be followed:

- Loaded cartridge guns must never be carried around the site. The gun should always be left unloaded until ready for actual use.
- The gun should never be pointed at anyone, whether loaded or not. Hands must be kept clear of the nozzle end.
- Cartridge guns should never be stored or used in explosive atmospheres or in the vicinity of highly flammable materials.
- The gun should be held perpendicular to and firmly against the surface being driven into.
- Eye and ear protection should be worn by the operator.
- In order to prevent flying hazards, no pin or attachment should be driven without first making sure that it will not pass completely through the material being driven into.
- Pins should not be driven through pre-drilled or pre-punched holes without using a special guard designed for this purpose.
- In the event of a misfire, the gun should not be removed from the working surface ensure manufacturer's instructions are read on misfires.
- In the event of jamming or obstruction in the bore, follow the manufacturer's instructions carefully.
- An obstructed bore should never be cleaned by firing another cartridge or pin and cartridge assembly.
- Any cartridge gun owned by the company must only be used by company employees or labour only personnel.
- Never leave cartridges lying about.
- Maintenance is most important. Tools should be checked before use to ensure that safety devices are in proper working condition, that the gun is clean, that all moving parts operate freely and that the barrel is free from obstruction.

- Any gun not in operating order or developing a defect is use must immediately be removed from service and returned for repairs.

Hand Tools

Accidents involving hand tools are rarely fatal but can result in nasty injuries.

- Make sure that handles are properly and firmly fitted, and not split.
- Do not use chisels with chipped points or mushroomed heads.
- Only use spanners, which are the correct size for the job.
- Wear eye protection when working on hard or brittle materials.
- Wear appropriate PPE as indicated on the risk assessment or the hand tool.
- Never use homemade or modified tools.
- Report any defects to any tools.
- Carry hand tools in a safe manner not to put yourself or others at risk.

Cylinders

All persons concerned with the handling and use of liquefied petroleum gas (LPG) or other gas cylinders should be familiar with the properties of gas:
- The gas is carried in cylinder as a liquid under pressure.
- A small proportion of gas in air can give rise to an inflammable mixture.
- The gas is heavier than air, and any leakage will collect at low level.

Because of these properties, strict care must be ensured in the handling and operation of all gas appliances.
- Each cylinder is to be checked before use for any signs of damage or corrosion.
- Ensure correct tools are used when connect/disconnecting etc and are spark free.
- Never use or store a gas cylinder on its side. Always use in an upright position.
- If laid down for any reason cylinders shall not be used for a minimum of 1 hour to allow the contents to settle.
- If cylinders are transported in vehicles (i.e. welding equipment) then hazard warning labels shall be placed on the rear of the vehicle to warn other persons of the hazard within the vehicle.
- Always store cylinders full or empty in a cool well ventilated, secure place away from inflammable materials.
- Ensure that full and empty containers are placed in different stores area.

Hand Arm Vibration

The Control of Vibration at Work Regulations (Northern Ireland) 2005 require that we take measures to protect our employees and other from the effects of vibration produced by the use of work equipment and work processes.

To enable use to carry out our duties under these regulations we will:

- Carry out risk assessments to identify where our employees are being exposed to vibration.
- Prolonged activity where the potential for HAVs injury leading to Work-related upper limb disorders (WRULDs) shall be assessed and where a risk of injury is identified, controls put in place and training carried out to reduce the risk of injury ALARP.
- Where a risk assessment identifies an unacceptable level of risk a vibration survey will be carried out by a competent person to determine if our employees are being exposed to vibration above the Exposure Action Levels. If so, immediate action will be taken.
- The HSE guidance on HAVS should be followed https://www.hse.gov.uk/vibration/hav/calculator-guide.htm

- The Control risk from vibration will be as low far as is reasonably practicable.

- Equipment that is vibration suppressed with low vibration thresholds. Ensure that the equipment is well maintained or replaced as required to reduce the effects of vibration.
- Reduce the time that employees are exposed to vibration by eliminating the need to use the equipment or job rotation.
- Provide employees with information and instruction on how to recognise the effects of vibration and reduce the risk of Vibration White Finger and report any of the following symptoms:
  - ✓ Tingling of the hands and fingers.
  - ✓ Joint pain.
  - ✓ Whitening of the fingers during cold weather.
  - ✓ Numbness of the finger tips
  - ✓ Provide employees with any personal protective equipment (PPE) to reduce the effects

Noise

The Control of Noise at Work Regulations (Northern Ireland) 2006, require that noise levels be monitored in the workplace to ensure that all our employees and any visitors are not exposed to high levels of noise.

The noise exposure levels are as follows:

Lower Exposure Limits
- A daily or weekly exposure level of 80dB(A)
- A peak sound pressure level of 135dB(A)
- Hearing protection will be provided for all employees and visitors who wish to use them.

Upper Exposure Action Level
- A daily or weekly exposure level of 85dB(A)
- Peak sound pressure level of 140dB(A)

Where the exposure of an employee to noise varies day to day then a weekly exposure level will be used these are:
- A daily or weekly exposure level of 87dB(A)
- Peak sound pressure level of 140dB(A)
- Hearing protection will be provided for all employees and visitors; at these levels it is mandatory for all employees and visitors to wear hearing protection, there will be sign indicating 'Ear Protection to be worn', refusal to wear the protection will warrant disciplinary action, visitors will be refused entry to the workplace.

Dust and Fume Hazards

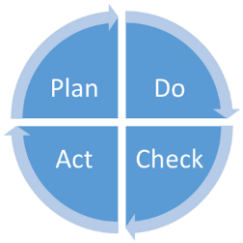
Dust and fumes can come in many forms and can be hazardous if not controlled and may cause serious health problems. When completing task, that create or produce dust or fume hazards, then appropriate PPE shall be worn for example dust mask.
In addition, ensure that the appropriate COSHH assessment and risk assessment are read.
Where there is known to be a high level of dust or fumes generated then, dust or fumes sampling assessment will take place by a competent person and report given and local ventilation systems (LEV) will be used. The LEV system will be checked every 14 months to ensure still suitable and sufficient. All operatives will check the LEV before use and report all defects.

Health & Wellbeing – NEEDS DEVELOPMENT

This objective will encompass all aspects of the company's operations and demonstrates further commitment to improve our management of occupational health and safety and reduce the incidence of workplace accidents and ill health.

Emphasis is placed on the following:

- Plan
- Do
- Check
- Act



Mamo Building Services Ltd
Organisation Chart

Roles and Responsibilities

Health And Safety Area	Assigned Officer
Company HSE Manager	Jarlath Hagan
Nominated person for ensuring assessment & competence of contractors engaged by the company regarding H&S and environmental work practices	Joe Mallon