ABC CONSTRUCTION COMPANY LIMITED

HIGH STREET, KILKENNY, IRELAND

5th October 2023

CONSTRUCTION SAFETY STATEMENT - SAMPLE

Including Risk Assessment

CONTENTS

PART A – SAFETY STATEMENT & APPENDICES

SECTION 1 – HEALTH & SAFETY POLICY

I / WE WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION. I / WE WILL MAKE SURE THE RELEVANT PARTS OF THIS SAFETY STATEMENT, INCLUDING RISK ASSESSMENTS, ARE BROUGHT TO THE ATTENTION OF EMPLOYEES.

1.0 – HEALTH & SAFETY POLICY

KEY ACTIONS

As an employer we have the ultimate responsibility for the workplace and a direct influence on health and safety in our business. The health and safety policy below outlines our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.

HEALTH AND SAFETY POLICY

I / We of **XXXXXXX** am / are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. I / we am / are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring so as far as is reasonably practicable that:

- Work activities are managed so as to ensure the safety, health and welfare of my / our employees
- The Safety Statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually
- Identified protective and preventive measures are implemented and maintained
- Improper conduct likely to put an employee's safety and health at risk is prevented
- A safe place of work is provided, which is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment is provided
- Safe systems of work are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel to advise and assist in securing the safety, health and welfare of my / our employees are employed when required.

Signed: _____ Date: _____

Position: _____

Managing Director / Owner

1.1 – COMPANY INFORMATION

KEY ACTIONS

Input relevant details relating to the company name, address and any relevant contact details.

COMPANY INFORMATION	
Company Name	
Company Address	
CRO Number	
Managing Director / Owner	
Phone Number	
Email	
Website	
Other Contact / Social Media Channels	

SECTION 2 – SAFETY ARRANGEMENTS

THIS SECTION PROVIDES A BRIEF SUMMARY OF KEY REQUIREMENTS THAT WILL BE CONSIDERED WHEN CARRYING OUT WORK. THE KEY REQUIREMENTS INCLUDE:

- ROLES & RESPONSIBILITIES
- COMPETENCE & TRAINING REQUIREMENTS
- SAFETY REPRESENTATIVE
- ACCIDENT REPORTING & INVESTIGATION
- EMERGENCY PROCEDURES, INCLUDING FIRST AID & FIRE
- WELFARE FACILITIES
- PERMIT TO WORK
- PERSONAL PROTECTIVE EQUIPMENT
- PREGNANCY AT WORK
- YOUNG PERSONS
- WORK-RELATED STRESS & DIGNITY AT WORK

2.0 – ROLES & RESPONSIBILITIES

KEY ACTIONS

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

EMPLOYER'S RESPONSIBILITIES INCLUDE:

- Manage and conduct work activities so as to ensure the safety and health of employees and others affected
- Prevent improper conduct likely to put an employee's safety and health at risk
- Provide a safe place of work, which is adequately designed and maintained
- Provide safe means of access and egress
- Provide safe plant, equipment and machinery
- Provide safe systems of work, e.g. operating procedures
- Prevent risk to health from any article or substance (including plant, tools, machinery, chemical substances and equipment)
- Provide appropriate information, instruction, training and supervision, taking into account the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced
- Provide suitable protective clothing and equipment where hazards cannot be eliminated
- Prepare and revise emergency plans
- Designate staff to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken).

EMPLOYEE'S RESPONSIBILITIES INCLUDE:

- Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment
- Comply with safety policies and procedures to ensure your own personal safety and that of others
- Co-operate with your employer in relation to safety, health and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures
- Use any protective clothing and equipment that has been provided for your safety
- Attend any training as required by your employer
- Co-operate with your employer to enable your employer to comply with relevant health and safety legislation
- Do not engage in improper conduct or behaviour that is likely to endanger your own or others' safety, health and welfare while at work
- Do not be under the influence of intoxicants as they may endanger your own or others' safety, health and welfare
- Do not interfere with, misuse or damage anything provided for securing safety, health and welfare.

2.0.1 – DUTIES OF CONTRACTORS

KEY ACTIONS

A contractor is an employer whose employees carry out or manage construction work. This includes self-employed contractors, sole traders, etc. The following are some of my / our duties:

- Identify and eliminate hazards, and reduce risks during construction
- Work in a safe manner and take measures to protect workers, members of the public, the homeowner and their family from the potential dangers of construction work
- Ensure that relevant employees have a Safe Pass card and a construction skills card where required
- Provide employees with site-specific induction
- Monitor compliance and take corrective action
- Co-operate with the Project Supervisor for the Construction Stage (PSCS)
- Provide the relevant extract of my / our Safety Statement and relevant information to the PSCS
- Promptly provide the PSCS with information required for the safety file
- Comply with directions of project supervisors
- Report accidents to the Health & Safety Authority and to the PSCS where an employee cannot perform their normal work for more than three days as the result of an injury
- Comply with site rules and the safety and health plan, and ensure that my / our employees comply with same
- Facilitate the Site Safety Representative
- Appoint a Safety Officer where there are more than 20 employees on site or 30 employees engaged in construction work
- Consult employees and Safety Representatives on safety related issues.

FURTHER INFORMATION

Refer to Section 3.4 for Site Appointments and Duties

2.0.2 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

KEY ACTIONS

I / We, as the employer, are legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them:

- I / We shall identify responsible persons on site (where required) who will take responsibility for various tasks, e.g. site induction, statutory inspections and training
- I / We shall brief them on these tasks and their responsibilities
- I / We shall record the names of such nominated persons in Form 2.5 – Responsible Persons Task Register in Appendix 2.

2.1 – COMPETENCE & TRAINING REQUIREMENTS

KEY ACTIONS

Competence of employers, managers and employees is critical to the effective safe management and operation of business activities.

Competence is determined by knowledge, training and experience, and as an employer we will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, my / our employees will be capable of completing a job safely, efficiently and to a high standard.

In relation to training, there are mandatory requirements which must be complied with, as per Schedules 4 and 5 of the Safety, Health and Welfare at Work (Construction Regulations) 2013, such as:

- Safe Pass / Construction Skills Certification Scheme (CSCS).

2.1.1 – SAFE PASS

KEY ACTIONS

General construction workers, craft workers and on-site security personnel must be in possession of a valid Safe Pass card or approved equivalent when working on a construction site.

- Safe Pass cards are valid for a period of four years.

I / We shall record details of Safe Pass cards in the **Induction & Safe Pass Register Form 2.1** in **Appendix 2**.

FURTHER INFORMATION

Further information in relation to Safe Pass can be found at www.solas.ie or by telephoning SOLÁS at +353 (1) 533 2500.

2.1.2 – CONSTRUCTION SKILLS CERTIFICATION SCHEME (CSCS)

KEY ACTIONS

There are specific training requirements for carrying out certain work activities on site. If any of the activities listed below are being carried out by any of our employees on a construction site then a valid CSCS card or equivalent is required.

- For those carrying out any of the tasks listed below, we will keep a copy of the card on file and / or fill in the details in **Form 2.2 CSCS Register** in **Appendix 2**
- CSCS cards are valid for a period of five years

CONSTRUCTION SKILLS CERTIFICATION CARDS (CSCS)			
1.	Scaffolding – Basic	**12.**	Site Dumper Operation
2.	Scaffolding – Advanced	**13.**	180˚ Excavator Operation
3.	Mobile Tower Scaffold	**14.**	360˚ Excavator Operation
4.	Tower Crane Operation	**15.**	Mini-Digger Operation (Less than 6000kg)
5.	Self-Erecting Tower Crane	**16.**	Roof and Wall Cladding / Sheeting
6.	Slinging / Signalling	**17.**	Built-Up Roof Felting
7.	Telescopic Handler Operation	**18.**	Signing, Lighting & Guarding on Roads
8.	Tractor / Dozer Operation	**19.**	Health & Safety at Roadwork's
9.	Mobile Crane Operation	**20.**	Shotfiring (Explosives in Construction)
10.	Crawler Crane Operation	**21.**	Locating of Underground Services
11.	Articulated Dumper Operation		

FURTHER INFORMATION

Further information in relation to CSCS can be found at www.solas.ie or by telephoning SOLÁS at +353 (1) 533 2500 if you have any queries in relation to:

- The status or authenticity of a CSCS card
- Criteria for eligibility to undertake CSCS Training / Assessment
- Renewal & replacement of CSCS cards
- Recognition / equivalency of training cards from other jurisdictions

2.1.3 – INDUCTION TRAINING

KEY ACTIONS

Induction training is very important in communicating site-specific health and safety information to employees, contractors and other relevant persons when they first arrive on site.

Our Induction training will include the following information:

- Specific hazards associated with the workplace and the controls that are in place
- Site Rules
- Roles and responsibilities
- Emergency procedures and first aid arrangements

When inductions have been completed and Safe Pass details received then I / we shall complete **Form 2.1 Induction / Safe Pass Register** in **Appendix 2.**

FURTHER INFORMATION

Typical topics which are discussed at induction are covered in **Form 2.1A Typical Induction Topics** in **Appendix 2**.

2.1.4 – OTHER TRAINING

KEY ACTIONS

Where CSCS training is not required for specific tasks or activities, there is still a requirement that those carrying out tasks have received adequate information, instruction and training and are competent to carry out the work activities assigned to them. I / We shall identify when this training is required and what form of training is needed, e.g. specific training on equipment or toolbox talks.

I / We shall record details of training in relation to specific tasks, such as those listed below, in **Form 2.3 Training Register** in **Appendix 2**.

Other Examples of Training Requirements:

- Mobile Elevating Work Platform
- Placing & Removal of Fall Arrest Netting
- Manual Handling
- Abrasive Wheels
- Fall Arrest Equipment
- Toolbox Talk – Chemicals
- Occupational First Aid

FURTHER INFORMATION

Further information in relation to training can be obtained at www.solas.ie or by telephoning SOLÁS at +353 (1) 533 2500 or by contacting a local training provider.

2.2 – CONSULTATION & PARTICIPATION

KEY ACTIONS

I / we recognise that employee participation in health and safety is an integral part of my / our safety management system. I am / we are committed to providing adequate and appropriate consultation and welcome the views of all employees on issues relating to health and safety.

TOP TIPS

I / we will consult with all relevant employees:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process
- When new machines or processes are introduced
- When new substances or materials are introduced.

Furthermore, should any of my / our employees raise any matters relating to their health and safety that are connected in any way to our work activities, I / we will consider such matters and will endeavour to take any action that I / we consider necessary or appropriate to deal with the matters raised.

2.3 – THE SAFETY REPRESENTATIVE

KEY ACTIONS

My / our employees may select and appoint a Safety Representative. The appointed Safety Representative may consult with, and make representations to, me / us on safety, health and welfare matters at the place of work.

I / We shall consider these representations, and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, highlight problems, and identify means of overcoming them.

- On any site where there are more than 20 employees, I/ we will arrange to have a Safety Representative selected, and, where one is not selected by the employees, I / we will appoint one
- Arrangements for consultation, such as fortnightly safety meetings/audits specific to each site, will also be put in place
- Facilitate the training of the Safety Representative so that they have the necessary competence to carry out the task.

FURTHER INFORMATION

Further information on the role of Safety Representatives can be found in ‘Safety Representatives and Safety Consultation Guidelines’ which is available in the ‘Learn More’ section of BeSMART.ie.

2.4 – ACCIDENT REPORTING & INVESTIGATION

KEY ACTIONS

If an accident or incident occurs in my / our place of work or in the course of my / our work activities which has affected employees or a third party, I / we will:

- Ensure that all accidents and dangerous occurrences are recorded.
- Promptly investigate the accident or dangerous occurrence so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.
- Ensure that where a fatal accident has occurred the HSA are notified as quickly as possible (Tel: 1890 289 389) and **Form of Notice of Accident (IR1)** sent within 5 working days.
- Ensure that other accidents are reported to the Health & Safety Authority on Form **IR1** within 10 working days where:
    - Employees are out of work or not able to perform their normal work for more than 3 consecutive days (excluding the day of the accident but including any days which would not have been working days)
    - Members of the public injured due to a work activity and who are taken from the location of the accident to receive treatment in a hospital or medical facility
- Ensure that dangerous occurrences are reported to the Health & Safety Authority on the **Form of Notice of Dangerous Occurrence (IR3)** within 10 working days

FURTHER INFORMATION

An **Internal Accident/Incident Investigation Form 5.0** is included in **Appendix 5**. I / we will add photographs, witness statements or extra pages / information if required.

The employer of the injured party is responsible for the reporting of accidents on Form IR1 when required.

A record of any accident or dangerous occurrence reported to the HSA must be kept for a minimum of 10 years.

Any report to the Health & Safety Authority can be made online at **www.hsa.ie**, or by completing the relevant **Form (IR1 or IR3)** and posting it to:

Workplace Contact Unit,
Health & Safety Authority,
Metropolitan Building,
James Joyce Street,
Dublin 1.

2.5 – EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE

KEY ACTIONS

I / We shall ensure appropriate procedures are in place on each site to deal with a fire or a serious accident, including:

- Emergency procedures which shall be included in the site induction training:
    - Location of firefighting equipment and first-aid kit / equipment
    - Location of assembly point
    - Name and contact details for the site first aider, where available
    - If there is no first aider on site, contact details and directions to the nearest doctor or hospital
- At least 1 adequately stocked and accessible first-aid kit
- Ensure that employees are trained in the specific plans and procedures we have in place to deal with emergencies at our workplace
- Designate where employees are needed to implement our emergency plans and procedures
- Provide the equipment and training needed
- Completing **Form 1.1 Emergency Contact Information** in **Appendix 1**.

Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the site. The person who becomes aware (or is made aware) of a potential emergency should follow the emergency procedures. On hearing the alarm, all employees and visitors must:

- GO IMMEDIATELY TO THE NEAREST EXIT
- NOT WAIT TO FIND OUT WHAT IS HAPPENING
- NOT STOP TO COLLECT PERSONAL ITEMS
- GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION
- NOT RE-ENTER THE BUILDING SITE UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

FURTHER INFORMATION

Refer to **Section 3.2.2** for site-specific information.

2.6 WELFARE FACILITIES

KEY ACTIONS

I / We will ensure that suitable arrangements are in place for use by my / our employees and are kept clean.

Welfare facilities include;

- Toilets
- Washing
- Drying facilities
- Canteen facilities.

Refer to **Section 3.2.4** for site-specific details.

2.7 – PERSONAL PROTECTIVE EQUIPMENT

KEY ACTIONS

Appropriate personal protective equipment (PPE), as identified in my / our risk assessments, is provided and must be worn by my / our employees. Where required, typical construction site PPE includes:

- Safety helmet
- Safety footwear
- Eye, ear and respiratory protection
- High-visibility clothing
- Fall arrest / restraint equipment
- Gloves.

I / We will ensure that:

- Adequate and suitable PPE is provided
- The suitability of the PPE for the job is assessed
- PPE is maintained, used and replaced as recommended by the manufacturer's instructions
- Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate/reduce the risk
- Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task / work environment, as identified in my / our risk assessments, will be used
- I/We record details of the supply and training in the use of PPE as required using **Form 2.4 PPE Register** provided in **Appendix 2.**

I / We expect our employees to:

- Use PPE properly whenever it is required
- Report any defects or damage to PPE immediately
- Participate in any training or instruction provided on PPE
- Inform me / us of any medical conditions they have that might be affected by the use of the PPE provided to them.

FURTHER INFORMATION

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. See Chapter 3 of Part 2: Personal Protective Equipment.

2.8 – PREGNANCY AT WORK

KEY ACTIONS

As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, I / we will assess the specific risks arising from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, I / we will carry out the following;

- Make sure that a specific risk assessment for that employee is undertaken*****, taking account of any medical advice that the employee has received
- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities
- If a risk cannot be eliminated or reduced to an acceptable level, then:
    - Adjust the working conditions or hours of work or both; or
    - If this is not possible, provide alternative work; or
    - If this is not possible, grant the employee health and safety leave
- I / we will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed.

FURTHER INFORMATION

***A Pregnancy Risk Assessment Template form is available in the Learn More section of BeSMART.ie**

Form 2.5 Responsible Persons Register in **Appendix 2** can be used to identify the person responsible for carrying out pregnancy at work risk assessments.

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. See Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.

2.9 – YOUNG PERSONS

KEY ACTIONS

I / We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. I / we will undertake the following:

- Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity
- Put in place all required control measures identified by the risk assessment, taking account of:
    - Their lack of experience, maturity or awareness of risk
    - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
    - The physical and psychological capacity of the young person
- Make sure the recommended working hours are not exceeded for young persons.

FURTHER INFORMATION

The Health & Safety Authority has produced a guidance document 'Protection of Children and Young Persons', which is available in the 'Learn More' section of BeSMART.ie

2.10 – WORK-RELATED STRESS & DIGNITY AT WORK

KEY ACTIONS

As an employer I / we will, so far as is reasonably practicable, ensure that:

- No employee's workload is so great that he or she will have to consistently work overtime
- No employee will be subjected to harassment from, or degrading behaviour by, colleagues or managers, and that everyone in the workplace treats others with respect and courtesy even if they do not 'get along'
- No employee has to work in an environment which is unsafe and in which there are risks of accidents
- Employees are trained so they can do their jobs effectively and safely
- Everyone knows what his or her core job is
- That a 'Dignity at Work Policy' is in place, outlining procedures with regard to addressing bullying and harassment at work.

FURTHER INFORMATION

The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the 'Learn More' section of BeSMART.ie.

SECTION 3 – SITE-SPECIFIC INFORMATION

THIS SECTION WILL HELP IN IDENTIFYING HAZARDS AND CO-ORDINATING WORK ACTIVITIES ON INDIVIDUAL CONSTRUCTION SITES. SUB-CONTRACTORS NEED TO GATHER INFORMATION ON THE SITE SET UP, SITE RULES, DUTY HOLDERS AND SPECIFIC HAZARDS. TO HELP PLAN FOR ON-SITE WORK ACTIVITIES THE FOLLOWING SHOULD BE CARRIED OUT;

- FILL OUT THE CONTRACTOR INFORMATION SHEET
- CHECK COMPLIANCE WITH MANDATORY SITE REQUIREMENTS
- IDENTIFY FORESEEABLE HAZARDS AND CARRY OUT RISK ASSESSMENTS
- IF YOU SUB-CONTRACT WORK OR ARE GOING TO ACT AS A PSCS, YOU SHOULD REFER TO 'OTHER CONTRACTOR REQUIREMENTS' IN SECTION 3
- EMERGENCY PROCEDURES / FIRST AID.

3.0 – PROJECT / JOB INFORMATION

KEY ACTIONS

A project / job information sheet, using Form 1.0 – Project Information Sheet in Appendix 1, will be completed for each new construction site (unless the work is of very short duration), which will help identify safety critical items which need to be in place before starting work. This form will detail key information in relation to the construction site, such as:

- Project name and address
- Supervisors on site
- Type of work
- Duration of work
- Daily operating hours
- Numbers working on site
- Other contractor details

In addition, I / we shall complete **Form 1.1 – Emergency Contact Information** in **Appendix 1** for each construction site that we are contracted to work on.

3.1 – MANDATORY SITE REQUIREMENTS

KEY ACTIONS

Before starting construction work on any site, I / we shall review the following checklist and confirm that the requirements that are applicable have been satisfied. Welfare facilities may be provided by the PSCS/Main Contractor. Where this is the case, I / we shall ensure that they are satisfactory and suitable for use by my / our employees.

ACTIVITY	SITE REQUIREMENT	DETAIL	ACTION
	Supervision	Competent site supervisor is appointed	Y / N
	Safe Pass	All my/our workers have a valid, in-date Safe Pass Card or equivalent as required	Y / N
	Plant / Equipment Certification	Certification and testing is done as required on equipment	Y / N
	CSCS	Where necessary, employees hold relevant CSCS training cards	Y / N
	Induction	All my/our workers on site have received a site-specific induction	Y / N
	Communication	Communication systems are in place on site to ensure that tasks are understood and completed in a safe manner	Y / N
	Welfare	Adequate welfare arrangements are in place	Y / N
	Smoking Control	Enclosed places of work are smoke-free	Y / N
	PPE	Adequate and appropriate PPE has been provided (such as helmets, safety footwear, high-visibility clothing, eye, ear and respiratory protection, and training in its use where required)	Y / N
	First Aid / Emergency Procedures	First-aid facilities and planned emergency procedures are provided	Y / N
	Signage	Appropriate safety signs are in place, particularly at site entrances (e.g. traffic routes, speed limits, authorised personnel, PPE)	Y / N

3.2 – SITE-SPECIFIC REQUIREMENTS

KEY ACTIONS

When setting up on site, I / we shall look at the following requirements and put suitable arrangements in place to manage and reduce the risk:

- Site security arrangements and protection of the public/visitors
- Emergency procedures, including first aid and fire
- Traffic management
- Welfare facilities

3.2.1 – SITE SECURITY ARRANGEMENTS

KEY ACTIONS

I / we will ensure arrangements are / have been put in place to prevent unauthorised access to the site by members of the public, and in particular access by children. Persons visiting the construction site must report to the site office and must not walk unaccompanied through the construction site. Construction works must be planned to ensure that they do not pose a risk to members of the public. When setting up on site, the following will be assessed:

- Site boundary security, e.g. Heras fencing, hoarding
- Site compound, e.g. pedestrian routes, separating people from moving vehicles, adequate lighting, storage and delivery arrangements
- Offices
- Signage
- Works area – secured to prevent access
- Plant and equipment secured and keys removed
- Access routes unobstructed and kept clean, and access by members of the public prevented to works area.

3.2.2 – EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE

KEY ACTIONS

I / We will ensure that appropriate site-specific procedures are in place on site to deal with any fire or serious accident. These procedures will be covered in the site induction training and will include:

- The location of firefighting equipment and first-aid box
- The location of the assembly point
- Name and contact details for any first aider on site
- Contact details and directions to the nearest doctor or hospital where there is no first aider on site
- Details on how to raise the alarm on site
- Evacuation procedure for the site.

These procedures will be adapted to the specifics of each site and will include a copy of the site plan with fire points, alarm points and assembly point clearly marked where applicable.
I / we shall also ensure the first-aid box is adequately stocked and accessible and that **Form 1.1 Emergency Contact Information** in **Appendix 1** is completed and displayed on site.

3.2.3 – TRAFFIC MANAGEMENT

KEY ACTIONS

Before any construction activities involving vehicles commence, a site traffic management plan will be developed to take into account planned activities and this will be kept up to date. Where the traffic management plan is developed and updated by the PSCS, I / we will ensure our employees are aware of and comply with the requirements of the plan. The traffic management plan will take into account:

- Site entrance, site lines, signage, lighting and pedestrian footways
- Delivery, collections and set-down areas
- Parking
- On-site traffic and pedestrian routes
- Safe procedures for reversing on site.

3.2.4 – WELFARE FACILITIES REQUIREMENTS

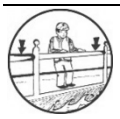
KEY ACTIONS

Adequate and suitable welfare arrangements must be in place on site. Welfare facilities may be provided by the PSCS / main contractor on a site. However I / we will ensure that appropriate facilities, such as those listed below, are provided and maintained.

WELFARE FACILITIES (minimum requirements)
• At least one suitable toilet for up to 20 persons
• Shelter from the elements
• Means to dry clothing
• Accommodation to take meals
• Drinking water
• Washing facilities
• Arrangements so that facilities are maintained and kept clean

FURTHER INFORMATION

See Safety, Health & Welfare at Work (Construction) Regulations 2013 – Part 14: Construction Site Welfare Facilities.



3.3 – WEEKLY INSPECTION

KEY ACTIONS

I / We will ensure that there is always adequate monitoring and supervision on site.
A weekly inspection checklist can be used to help monitor health and safety compliance on site. This checklist, which I / we can adapt to suit each site and our specific works, will help me / us identify potential hazards that may need remedial action. Form 1.2 Weekly Checklist is provided in Appendix 1. To use this form, I / we will:

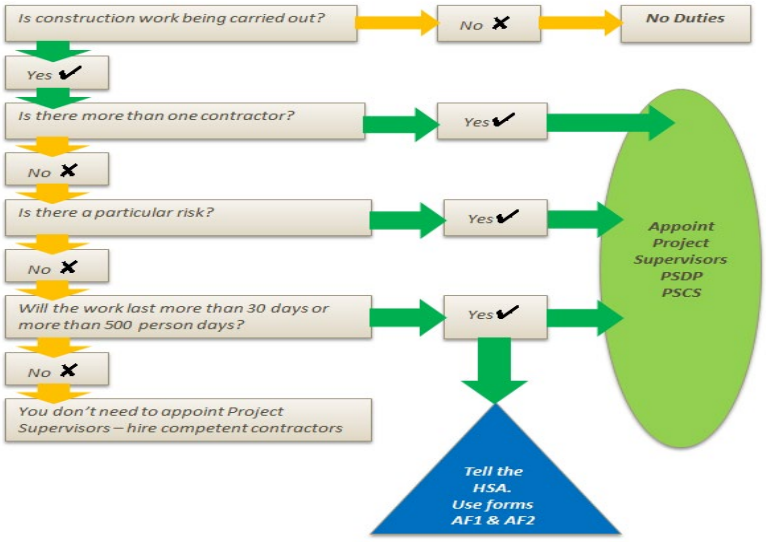
- Tick 'Yes' or 'No' if items on the checklist are applicable to the work being done
- For questions answered 'No', the relevant section of the Safety Statement or risk assessments will be checked and the appropriate control measures put in place.

3.4 – SITE APPOINTMENTS AND DUTIES

KEY ACTIONS

Depending on the type and duration of construction work that has to be undertaken, there may be additional requirements that I / we as a contractor may have to undertake. Below is a summary of these duties that will be undertaken if I / we are carrying out any of these roles:

- Duties of Contractors (Refer to Section 2.0.1)
- Project Supervisor Design Process (PSDP)
- Project Supervisor Construction Stage (PSCS)



FURTHER INFORMATION

'Guide for Contractors and Project Supervisors – Carrying out work on Private Domestic Dwellings' is available for download in 'Learn More' which also includes a 'Construction Safety & Health Plan (Template for Domestic Project)' and Form AF2 – Project Notification Form, which is available in Appendix 3.

3.4.1 – PROJECT SUPERVISOR DESIGN PROCESS (PSDP)

KEY ACTIONS

A Project Supervisor Design Process (PSDP) is a person or company appointed by a client that has various duties relating to the design of the project. The following are some of the key duties of the project supervisor design process:

- Identify hazards arising from the design or from the technical, organisational, planning or time-related aspects of the project
- Where possible, eliminate the hazards or reduce the risks
- Communicate necessary control measures, design assumptions or remaining risks to the PSCS so that these can be dealt with in the Safety and Health Plan
- Ensure that the work of designers is co-ordinated to ensure safety
- Organise co-operation between designers
- Prepare a written Safety and Health Plan on a preliminary basis for any project where construction will take more than 500 person days or 30 working days, or where there is a particular risk, and deliver it to the client
- Prepare a safety file for the completed structure and give it to the client.

3.4.2 – PROJECT SUPERVISOR CONSTRUCTION STAGE (PSCS)

KEY ACTIONS

A Project Supervisor Construction Stage (PSCS) is a person or company appointed by a client that has various duties under the regulations relating to co-ordinating health and safety on site, including the following:

- Prior to commencing construction work, develop the Preliminary Safety and Health Plan provided by the PSDP into the Construction Stage, Safety and Health Plan
- Co-ordinate the implementation of the Construction Regulations by contractors
- Organise co-operation between contractors and the exchange of health and safety information
- Co-ordinate the reporting of accidents to the Health & Safety Authority
- Notify the Authority before construction commences where construction is planned to take more than 500 person days or 30 working days using form AF2 (which can be completed online at www.hsa.ie or by registered post to Health & Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1)
- When there is more than 20 workers on site, facilitate the appointment of a Safety Representative and provide the necessary information to the Site Safety Representative so they can fulfil their role
- Co-ordinate the checking of safe working procedures
- Co-ordinate measures to restrict entry on to the site
- Co-ordinate the provision and maintenance of welfare facilities
- Co-ordinate arrangements to ensure that craft, general construction workers and security workers have a Safe Pass card and a construction skills card where required
- Provide all necessary safety file information to the PSDP
- Monitor the compliance of contractors and others and take corrective action where necessary
- Issue directions to designers or contractors where they feel safety is being compromised
- Ensure that traffic and pedestrian routes are in place to prevent injury from moving vehicles.

3.5 – SAFE SYSTEMS OF WORK

KEY ACTIONS

Safe Systems of Work are known by various names, e.g. method statements, safe system of work plans (SSWP), standard operating procedures (SOPs), permits to work, etc. They document how a particular work activity should be carried out safely.

Method Statements

Detailed method statements which set out the step-by-step description of the safe system of work for high-risk activities may be required so that such activities are suitably planned, organised and controlled.

The method statement will be in writing and be clearly communicated to all persons involved in the activity, using a language that is understood by all. The method statement will include the following information:

- Job details (location, main contractor, description of the works, start date, estimated completion date, etc.)
- The schedule of responsibilities
- Details of selected work methods
- Details of plant/ equipment, hazardous materials to be used
- Details of ancillary equipment
- The name of appointed duty holders
- Emergency arrangements and details
- A complete plan setting out the sequence of the operation, taking account of relevant site hazards and control measures (i.e. from site preparation, arrival of the equipment on site, any necessary erection, positioning of the equipment, lifting and placing of load(s), and dismantling of equipment, to moving off site)
- Author of method statement, signature and date.

FURTHER INFORMATION

Form 4.0 Method Statement can be found in **Appendix 4**.

Safe System of Work Plans (SSWPs)

Safe System of Work Plans (SSWPs) is a user-friendly, pictogram-based resource that will assist in planning and completing construction work activities in a safe manner. The plans are site activity based and assist in identifying hazards and putting in place appropriate controls before work starts. They are also communication tools that help in providing information so that all persons involved in the work activity are fully informed and can work safely.

The following SSWP forms are available:

- House Building
- Civil Engineering
- Demolition
- Ground Works
- Commercial Building
- Roadworks
- Building & Monument Maintenance

FURTHER INFORMATION

SSWP forms can be purchased or downloaded directly from the Health & Safety Authority.

Permit to Work
Depending on my / our work activities, permits to work may form a part of my / our safe systems of work. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been identified. Typical types of work activity where permits to work is used are, for example:

- Permit to Dig
- Lifting Operations
- Hot Work
- Electrical Works (Temporary/Commissioning Works)
- Out-of-hours Works / Lone Working
- Confined Spaces
- Roofwork

APPENDICES

APPENDIX 1 – SITE-SPECIFIC INFORMATION

APPENDIX 2 – RECORDS

APPENDIX 3 – STATUTORY FORMS & REGISTERS

APPENDIX 4 – METHOD STATEMENTS & SSWPs

APPENDIX 5 – ACCIDENT REPORTING & INVESTIGATION

APPENDIX 6 – SAFETY DATA SHEETS

FORM 1.0 – PROJECT INFORMATION SHEET

PROJECT INFORMATION SHEET

PROJECT NAME			
PROJECT ADDRESS			
MANAGER /SUPERVISOR	**NAME:**	**PHONE:**	
DESCRIPTION OF WORK			
PROJECT START DATE & DURATION	**START DATE:**	**FINISH DATE:**	**DURATION:**
HOURS OF OPERATION (Ref Planning Conditions)			
PLANNED NUMBER OF EMPLOYEES ON SITE			
PSCS / MAIN CONTRACTOR DETAILS			
PSCS /MAIN CONTRACTOR CONTACT			
SIGN & DATE	**NAME:**	**SIGNATURE:**	**DATE:**

FORM 1.1 – EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT INFORMATION

PROJECT NAME				
PROJECT ADDRESS				
SITE CO-ORDINATES		**N**		**W**

SITE CONTACT DETAILS

NAME	ROLE	PHONE NUMBER

EMERGENCY SERVICES CONTACT DETAILS

SERVICE	ADDRESS	PHONE NUMBER
DOCTOR		
FIRE/GARDAÍ/AMBULANCE		**999 OR 112**

UTILITY & SERVICE PROVIDERS

ELECTRICITY (ESB NETWORKS)	**1850 372 999 (24HR)**
GAS NETWORKS IRELAND	**1850 20 50 50 (24HR)**
IRISH WATER	**1890 278 278**
HEALTH & SAFETY AUTHORITY	**1890 289 389**
ASSEMBLY AREA	

EMERGENCY CO-ORDINATOR(S)	NAME	PHONE

FORM 1.2 – WEEKLY INSPECTION CHECKLIST

(Can be used if relevant and adapted to suit the work activities)

WEEKLY INSPECTION CHECKLIST

COMPLETED BY:		**DATE:**		
COMPANY:		**REF NO:**		
ITEM NO:	**ITEM**	**YES**	**NO**	**N/A**
1.	WORKERS CAN GET TO THEIR PLACE OF WORK SAFELY			
2.	THE SITE IS FENCED & SECURED SO THAT THE PUBLIC CANNOT GET IN			
3.	MEASURES ARE IN PLACE TO PROTECT MEMBERS OF THE PUBLIC (SUCH AS PEOPLE PASSING BY THE SITE)			
4.	TRAFFIC ROUTES ARE KEPT CLEAR AND ARE WELL LIT			
5.	VEHICLES ARE EQUIPPED WITH AUXILIARY REVERSING DEVICES WHERE REQUIRED			
6.	THE SITE IS TIDY AND WELL LAID OUT			
7.	APPROPRIATE SAFETY SIGNS ARE IN PLACE (E.G. TRAFFIC ROUTES AND AUTHORISED PERSONNEL)			
8.	WELFARE FACILITIES ARE SUFFICIENT (CHANGING ROOMS, WASHROOMS, CANTEEN, ETC.)			
9.	FIRST-AID FACILITIES ARE IN PLACE			
10.	WORKERS HAVE BEEN INSTRUCTED AND TRAINED ON SAFE MANUAL HANDLING			
11.	APPROPRIATE LIFTING EQUIPMENT IS PROVIDED FOR HANDLING HEAVY LOADS, THE EQUIPMENT IS SUITABLE FOR THE JOB AND IS CERTIFIED AND INSPECTED ON A REGULAR BASIS			
12.	EXISTING SERVICES (POWER/GAS LINES BURIED OR OVERHEAD) HAVE BEEN IDENTIFIED & PROTECTED			
13.	ELECTRICAL SYSTEMS AND EQUIPMENT ARE MAINTAINED AND FREQUENTLY INSPECTED BY A COMPETENT PERSON			
14.	110V ELECTRICAL POWER SUPPLY IS BEING USED AND THERE IS ADEQUATE TRANSFORMER POINTS ON SITE			
15.	COLLECTIVE MEASURES ARE IN PLACE TO STOP WORKERS AND OBJECTS FROM FALLING (E.G. NETTING, SCAFFOLDING)			
16.	SCAFFOLDS ARE ERECTED, ALTERED AND DISMANTLED BY COMPETENT CSCS SCAFFOLDERS			
17.	SCAFFOLDS ARE INSPECTED AND RESULTS RECORDED ON FORM GA3 IN APPENDIX 3 AT REGULAR INTERVALS BY A COMPETENT PERSON AND ANY REMEDIAL WORKS IDENTIFIED DURING INSPECTION(S) ARE COMPLETED			
18.	WHERE COLLECTIVE FALL PROTECTION MEASURES ARE NOT POSSIBLE, PERSONS WORKING AT HEIGHT USE APPROPRIATE FALL ARREST / RESTRAINT EQUIPMENT			
19.	LADDERS/STEPLADDERS ARE ONLY USED FOR LIGHT WORK OF SHORT DURATION AND WHEN THERE IS NO OTHER CHOICE			
20.	LIFTS AND HOISTS HAVE BEEN PROPERLY INSTALLED AND CHECKED BY COMPETENT PEOPLE			

21.	ALL PEOPLE ON SITE WEAR CORRECT PROTECTIVE EQUIPMENT (E.G. FOOTWEAR, HARD HAT)			
22.	SUITABLE PROTECTIVE MEASURES ARE USED TO PREVENT OR TO REDUCE EXPOSURE TO DUST (E.G. WOOD, CEMENT, SILICA)			
23.	SUITABLE PROTECTIVE MEASURES ARE USED TO PREVENT OR TO REDUCE EXPOSURE TO NOISE AND VIBRATION			
24.	WORK EQUIPMENT AND MACHINERY IS MAINTAINED IN A SAFE CONDITION			
25.	PLANT AND MACHINERY SAFETY DEVICES ARE KEPT IN GOOD WORKING ORDER (E.G. SOUND SIGNALS, GUARDS)			
26.	EXCAVATIONS ARE ADEQUATELY SUPPORTED TO REDUCE THE RISK OF COLLAPSE, ARE INSPECTED WEEKLY AND RECORDS MAINTAINED ON FORM AF3 IN APPENDIX 3			
27.	PERSONS WORKING ON SITE ARE IN POSSESSION OF A VALID SAFE PASS CARD AND HAVE BEEN INDUCTED			
28.	WORKERS ARE SUITABLY TRAINED AND IN POSSESSION OF A VALID CSCS CARD WHERE APPLICABLE			
29.	ALL EMPLOYEES GET INFORMATION ABOUT POTENTIAL RISKS AND CONTROL MEASURES IN A LANGUAGE AND AT A LEVEL THAT THEY UNDERSTAND			
SIGNED:		**DATE:**		

FORM 1.3 – SITE RULES (Amend as required)

SITE RULES

I / WE EXPECT ALL PERSONNEL TO COMPLY WITH THE FOLLOWING SITE RULES:	
1.	HAVE A VALID SAFE PASS AND ATTEND SITE INDUCTION BEFORE STARTING WORK ON SITE
2.	SEEK PERMISSION/SIGN-IN BEFORE ACCESSING THE SITE
3.	OBSERVE AND OBEY SITE RULES AND SIGNAGE
4.	REPORT ANY UNSAFE WORK PRACTICES AND DAMAGE TO EQUIPMENT
5.	HAVE THE NECESSARY TRAINING FOR THE JOB/ACTIVITY THAT THEY ARE DOING
6.	WEAR THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT AT ALL TIMES DURING WORK
7.	WORK IN A SAFE MANNER
8.	RESPECT FELLOW WORKERS AND THE ENVIRONMENT
9.	FAMILIARISE THEMSELVES WITH EMERGENCY / FIRST-AID PROCEDURES
10.	RESPECT THE NEIGHBOURING ENVIRONMENT AND MINIMISE NOISE, DUST AND VIBRATION
11.	RESPECT THE LOCAL AREA TRAFFIC REQUIREMENTS / RESTRICTIONS AND BE PARTICULARLY MINDFUL OF THE HAZARDS TO CHILDREN
12.	'WATCH OUT' FOR FELLOW WORKERS AND ATTEND ANY SAFETY TRAINING / TOOLBOX TALKS / MEETINGS AS REQUESTED
13.	AVOID WORKING ALONE 'OUT OF HOURS' UNLESS SAFETY PROCEDURES ARE IN PLACE
NOTE: THESE RULES APPLY TO ALL, INCLUDING MANAGERS, SUPERVISORS AND WORKERS	
PERSON RESPONSIBLE FOR UPDATING 'SITE RULES' AND ENSURING THEY ARE DISPLAYED IN A PUBLIC PLACE, E.G. CANTEEN:	

FORM 2.1 – INDUCTION & SAFE PASS REGISTER

INDUCTION & SAFE PASS REGISTER

NO.	NAME	SAFE PASS NUMBER	EXPIRY DATE	DATE INDUCTED	SIGNATURE

FORM 2.1A – TYPICAL INDUCTION TOPICS

TYPICAL INDUCTION TOPICS				
PURPOSE	TO FAMILIARISE EMPLOYEES WITH THE HEALTH & SAFETY RULES AND PROCEDURES BEFORE THEY START WORK ON SITE. TO BE USED IN CONJUNCTION WITH FORM 2.1 – INDUCTION AND SAFE PASS REGISTER IN APPENDIX 2			
NO.	RECOMMENDED TOPICS TO BE DISCUSSED	YES	NO	N/A
1.	The competencies and qualifications (e.g. Safe Pass, CSCS) of workers to be inducted have been checked			
2.	Employees have been briefed on method statements / SSWPs where relevant			
3.	PPE is available and worn as required:			
	• Hard hat			
	• Safety glasses			
	• Safety footwear			
	• High-visibility clothing			
	• Ear protection			
	Other (specify)_____			
4.	Emergency procedures and location of:			
	• Assembly point and evacuation route			
	• Closest medical facility			
	• Contact details of emergency services			
	• Provisions for emergency communications			
	• Firefighting equipment, e.g. fire extinguishers and hose reels			
5.	First Aid:			
	• Names of the first aiders and where to obtain treatment			
	• The location of the first-aid facilities / kits			
6.	Names and contact details of the Health and Safety Representative(s)			
7.	Location of welfare facilities (including toilets and drinking water)			
8.	Accident reporting procedures			
9.	Site security procedures and site rules			
10.	Question and answer session			
NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS APPROPRIATE AND IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE EMPLOYEE				
PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING:				

FORM 2.2 – CONSTRUCTION SKILLS CERTIFICATION RECORDS REGISTER (CSCS)

CONSTRUCTION SKILLS CERTIFICATION REGISTER (CSCS)

NO.	NAME	CONSTRUCTION SKILLS CARD TYPE, E.G. CRANE	CARD NUMBER	TRAINEE Y/N	EXPIRY DATE

FORM 2.3 TRAINING REGISTER

TRAINING REGISTER

NO.	NAME	TRAINING TYPE	TRAINER	SIGNATURE	DATE

FORM 2.4 – PERSONAL PROTECTIVE EQUIPMENT REGISTER

PERSONAL PROTECTIVE EQUIPMENT REGISTER

NAME	COMPANY	TYPE OF PPE RECIEVED	TRAINING RECIEVED	SIGNATURE	DATE

FORM 2.5 – RESPONSIBLE PERSONS TASK REGISTER

RESPONSIBLE PERSONS TASK REGISTER			
NO.	**TASKS (NON-EXHAUSTIVE)**	**RESPONSIBLE PERSON (WHERE REQUIRED)**	**SIGNATURE**
	Ensuring the site-specific Safety Statement is at the place of work		
	Person responsible for managing & coordinating work activities		
11.	Ensuring records are maintained, such as induction, Safe Pass, CSCS & provision of PPE (Appendix 3).		
12.	Ensuring forms & registers are collected and filled out as required (Appendix 3)		
13.	Ensuring Safety Data Sheets are filed and appropriate control measures are in place (Appendix 6)		
14.	Ensuring accidents are investigated, reported (where required) and remedial measures are in place to prevent re-occurrence		
15.	Ensuring risk assessments are carried out and updated as necessary		
16.	Ensuring method statements and SSWP forms are completed when required		
17.	Where acting as PSCS persons responsible for ensuring co-ordination, communication and co-operation between contractors on site		
18.	Ensuring 'Young Persons' & 'Pregnancy at Work' risk assessments are carried out when necessary		

APPENDIX 3 – FORMS & REGISTERS

INSERT APPROPRIATE STATUTORY FORMS AS REQUIRED (THESE CAN BE OBTAINED IN LEARN MORE (CONSTRUCTION) AT BeSMART.ie OR AT HSA.ie

- GA1 – THOROUGH EXAMINATION OF LIFTING APPLIANCES
- GA2 – WEEKLY INSPECTION OF LIFTING APPLIANCES
- GA3 – WORK AT HEIGHT INSPECTIONS
- AF1 – PARTICULARS TO BE NOTIFIED BY THE CLIENT TO THE HEALTH & SAFETY AUTHORITY BEFORE THE DESIGN PROCESS BEGINS
- AF2 – PARTICULARS TO BE NOTIFIED BY THE PROJECT SUPERVISOR FOR THE CONSTRUCTION STAGE TO THE HEALTH & SAFETY AUTHORITY BEFORE THE CONSTRUCTION WORK BEGINS
- AF3 – THOROUGH EXAMINATION OF EXCAVATIONS
- AF4 – INSPECTION / EXAMINATION OF PERSONAL FLOTATION DEVICES
- OTHER RELEVANT FORMS AS APPLICABLE

APPENDIX 4 – METHOD STATEMENTS & SSWPs

FORM 4.0 – METHOD STATEMENT REVISION:

PART A – CONTRACTOR DETAILS

COMPANY NAME	CONTACT NAME
ADDRESS	PHONE
	EMAIL

PART B – PROJECT DETAILS

PROJECT TITLE	SITE ADDRESS	
DESCRIPTION OF TASK / ACTIVITY		
PSCS ADDRESS	START DATE:	END DATE:
	START TIME:	END TIME:

PART C – PERSONNEL INVOLVED

NAME	ROLE / TRADE

SITE SUPERVISOR	PHONE:	EMAIL:
SAFETY OFFICER / ADVISOR	PHONE:	EMAIL:

PART D – EQUIPMENT REQUIRED

KEY PLANT & TOOLS (ATTACH CERTIFICATION IF APPLICABLE)
KEY MATERIALS
OTHER ESSENTIAL EQUIPMENT

PART E – SAFETY

SPECIFIC RESIDUAL IDENTIFIED HAZARDS (OR REFER TO THE TASK SPECIFIC RISK ASSESSMENTS)

SPECIFIC STAFF TRAINING (E.G. CSCS)

SEQUENCE OF OPERATIONS (INCLUDE SKETCHES IF REQUIRED)

DETAILS OF COORDINATION / INTERACTION REQUIRED WITH PROJECT SUPERVISORS, CONTRACTORS AND OTHERS

TEMPORARY WORKS NEEDED TO FACILITATE THE PERMANENT WORKS (IF NONE, STATE NONE)

FALL PROTECTION MEASURES (WHERE WORK AT HEIGHT CANNOT BE ELIMINATED – CONSIDER BOTH PERSONNEL AND MATERIALS)

SAFE WORKING LOADS (SWLs) – DETAIL ANY LIMITS ON THE LOADING APPLICABLE TO TEMPORARY PLANT/EQUIPMENT OR FIXED ELEMENTS OF THE STRUCTURE WHERE THE WORK IS TAKING PLACE

DETAIL PERMITS TO WORK (IF APPLICABLE)

UTILITY / POWER SHUT DOWN REQUIRED?

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE)

 SAFETY BOOTS	 HARD HATS	 SAFETY GLOVES	 HEARING PROTECTION	 EYE PROTECTION	 RESPIRATORY PROTECTION	 HI-VIZ
YES ○ ○ NO	YES ○ ○ NO	YES ○ ○ NO	YES ○ ○ NO	YES ○ ○ NO	YES ○ ○ NO	YES ○ ○ NO

OTHER PPE REQUIRED (PLEASE STATE)

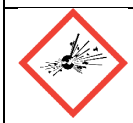
SERVICES TO BE SUPPLIED BY OTHERS

OTHER INFORMATION AND COMMENTS

PART F – HAZARDOUS SUBSTANCES

ATTACH CHEMICAL RISK ASSESSMENTS IF REQUIRED

LIST HAZARDOUS SUBSTANCES & IDENTIFY RISKS BELOW

 EXPLOSIVES	 FLAMMABLE LIQUIDS	 OXIDISING LIQUIDS	 COMPRESSD GASES	 CORROSIVE	 ACUTE TOXICITY	 SKIN IRRITATION	 ASPIRATION HAZARD	 HAZARDOUS TO THE AQUATIC ENVIRONMENT
YES ○ ○ NO	YES ○ ○ NO	YES ○ ○ NO	YES ○ ○ NO	YES ○ ○ NO	YES ○ ○ NO	YES ○ ○ NO	YES ○ ○ NO	YES ○ NO ○

STORAGE ARRANGEMENTS

PART G – EMERGENCY PROCEDURES & WELFARE REQUIREMENTS

FIRST-AID FACILITIES

NAME OF FIRST AIDER	PHONE

FIRST-AID BOX LOCATION

LOCATION OF NEAREST HOSPITAL

WELFARE REQUIREMENTS

DECLARATION

ALL WORK WILL BE UNDERTAKEN BY QUALIFIED, COMPETENT PERSONS WITH EXPERIENCE OF THE TYPE OF WORK DESCRIBED ABOVE AND, IN ALL CASES, IN FULL ACCORDANCE WITH SAFETY PROCEDURES SPECIFIED IN THE COMPANY'S HEALTH AND SAFETY POLICY

PREPARED BY

NAME	SIGNATURE	DATE

REVIEWED BY

NAME	SIGNATURE	DATE

PART H – ITEMS ATTACHED

SKETCHES	CERTIFICATION OF PLANT, ETC.	PROGRAMME OF WORK	RISK ASSESSMENTS	TRAINING RECORDS
YES ○ ○ NO	YES ○ ○ NO	YES ○ ○ NO	YES ○ ○ NO	YES ○ ○ NO

INFORMATION SUPPLIED PREVIOUSLY

PART J – METHOD STATEMENT BRIEFING RECORD

BRIEFING DELIVERED BY

NAME	SIGNATURE	DATE

WE (THE UNDERSIGNED) HAVE READ AND UNDERSTOOD THE ATTACHED METHOD STATEMENT AND WILL COMPLY WITH THE SPECIFIED REQUIREMENTS AND CONTROL MEASURES. IF THE WORK ACTIVITY CHANGES OR DEVIATES FROM THAT ORIGINALLY ENVISAGED, WE WILL SEEK FURTHER ADVICE AND REQUEST AN AMENDED METHOD STATEMENT.

NAME	SIGNATURE	DATE

APPENDIX 5 – ACCIDENT/INCIDENT INVESTIGATION FORM

FORM 5.0 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

INTERNAL ACCIDENT / INCIDENT INVESTIGATION FORM

PART A – DETAILS OF INJURED PERSON

NAME		**PHONE**			
ADDRESS		**EMAIL**			
		PPS NUMBER			
		DATE OF BIRTH			
		AGE			
		POSITION			
SAFE PASS NUMBER & EXPIRY DATE		**CSCS DETAILS**			
EMPLOYMENT TYPE		**FULL TIME** ○	**PART TIME** ○	**OTHER** ○	
OCCUPATION	**EMPLOYEE** ○	**CONTRACTOR** ○	**MEMBER OF THE PUBLIC** ○	**OTHER** ○	
OUTCOME	**INJURY** ○	**NEAR MISS** ○	**FATALITY** ○	**OTHER** ○	

PART B – DETAILS OF INJURY & TREATMENT

TYPE OF INJURY (E.G. BURN, CUT, SPRAIN)				
CAUSE OF INJURY (E.G. FALL, MACHINE)				
PART OF BODY INJURED				
AGENT (E.G. POOR LIGHT)				
FIRST AID	YES ○	NO ○	**FIRST AIDER**	
TREATED BY DOCTOR?	**DOCTOR'S NAME**		**ADDRESS**	
HOSPITALISED?	**HOSPITAL NAME**		**ADDRESS**	
TREATMENT RECEIVED?				

PART C – DETAILS OF ACCIDENT OR INCIDENT

DATE		**TIME**		
LOCATION				
DESCRIPTION OF ACCIDENT / INCIDENT				
OTHER INFORMATION AVAILABLE?	**WITNESS** ○	**CCTV** ○	**PHOTO/VIDEO** ○	**OTHER** ○ **E.G. PHYSICAL EVIDENCE**

PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT/INCIDENT?)

NAME		**PHONE**	
ADDRESS		**EMAIL**	
		PPS NUMBER	
		DATE OF BIRTH	
		AGE	
		POSITION	
SAFE PASS NUMBER & EXPIRY DATE		**CSCS DETAILS**	
WITNESS STATEMENT TAKEN?		**YES** ○	**NO** ○

PART E – KEY FINDINGS OF INVESTIGATION

1._____

2._____

3._____

PART F – ACTIONS TO PREVENT REOCCURRENCE

ACTION	BY WHOM	DATE

PART G – ITEMS ATTACHED

SKETCHES	CERTIFICATION OF PLANT, ETC.	PHOTOGRAPHS/VIDEO	RISK ASSESSMENTS	TRAINING RECORDS
YES ○ ○ **NO**	**YES** ○ ○ **NO**	**YES** ○ ○ **NO**	**YES** ○ ○ **NO**	**YES** ○ ○ **NO**

DETAIL OTHER ITEMS / USEFUL INFORMATION

PART H – OTHER INFORMATION

ACCIDENT INVESTIGATED BY		**POSITION**	
PHONE		**EMAIL**	
SIGNED		**DATE**	

APPENDIX 6 – SAFETY DATA SHEETS / REPORTS FOR HAZARDOUS SUBSTANCES

INSERT SAFETY DATA SHEETS OR REPORTS FOR HAZARDOUS SUBSTANCES, E.G. TYPE ASBESTOS SURVEY, CEMENT SAFETY DATA SHEET

SAMPLE SAFETY DATA SHEET INFORMATION BRIEF

The Safety Data Sheet (SDS) is provided to inform you of the hazards of the chemical you are using and the measures you need to take to protect your health and that of your employees. It consists of 16 obligatory sections. Each section contains specific information relating to the chemical for which the SDS is prepared. You must have an SDS for each hazardous chemical you receive from a supplier. The following serves as an aid in helping you to understand what information you should be aware of and what information you need to take into account when completing the risk assessment for the chemicals you use.

Section 1 contains contact details of the person / company responsible for supplying the chemical as well as the emergency telephone number to contact in case of an emergency.

Section 2 gives details on the hazards of the chemical. This will help you assess the risk and what harm it can do to your health, the health of your employees and the environment.

Section 3 gives information on the hazards of each of the individual substances in the preparation where the chemical you are using is a preparation (mixture).

Section 4 details the first-aid measures you need to take in case of an accident while using the chemical.

Section 5 gives specific information on fighting a fire caused by the chemical.

Section 6 details what actions need to be taken if there is an accidental release of the chemical, such as what protective equipment to wear and how to clean up the spill.

Section 7 contains details on how to handle and store the chemical safely. The information in this section should be used to help you put in place safe procedures for working with chemicals.

Section 8 gives you details of the steps you need to take to reduce exposure and of the personal protective equipment you need to wear when working with the chemical to protect yourself.

Sections 9, 11 and **12** provide detailed information on the physical/chemical, toxicological and ecological properties of the chemical.

Section 10 contains details of any hazardous reactions that may occur if the chemical is used under certain conditions.

Section 13 explains how the chemical should be disposed of correctly.

Section 14 contains information relating to the transportation of the chemical.

Section 15 contains the details of the classification of the chemical as given on the label.

Section 16 gives any other information relevant to the chemical, e.g. training advice

PART B – RISK ASSESSMENT & ACTION LIST

RISK ASSESSMENT

RISK ASSESSMENTS WILL BE CARRIED OUT IN CONSULTATION WITH EMPLOYEES, HAVING REVIEWED THE WORKPLACE AND WORK PRACTICES, BOTH IDENTIFYING THE HAZARDS THAT EXIST AND ASSESSING THE RISKS ARISING FROM THE HAZARDS.

- WHERE ADDITIONAL CONTROLS ARE REQUIRED TO AVOID OR REDUCE THE RISK, THEY WILL BE IDENTIFIED ON THE RISK ASSESSMENT ACTION LIST AND WILL BE IMPLEMENTED BY THE RESPONSIBLE PERSON
- EVERY REASONABLE EFFORT WILL BE MADE TO GIVE PRIORITY TO THE IMPLEMENTATION OF CONTROLS FOR THOSE HAZARDS OF MOST CONCERN
- WHERE THE NECESSARY COMPETENCE TO CARRY OUT PARTICULAR RISK ASSESSMENTS IS NOT AVAILABLE IN-HOUSE, ADDITIONAL EXPERTISE WILL BE OBTAINED
- WHEN A PROCESS, TASK OR ACTIVITY SIGNIFICANTLY CHANGES OR A NEW ONE IS INTRODUCED:
    - THE EXISTING RISK ASSESSMENT WILL BE REVIEWED AND AMENDED AS REQUIRED; OR
    - A NEW RISK ASSESSMENT WILL BE CARRIED OUT
    - THIS WILL BE DONE IN CONSULTATION WITH EMPLOYEES.

ACTION LIST

FOLLOWING THE COMPLETION OF THE RISK ASSESSMENT, AN ACTION LIST WAS GENERATED. THIS IS A LIST OF CONTROLS IDENTIFIED DURING THE RISK ASSESSMENT PROCESS THAT ARE REQUIRED TO BE IMPLEMENTED IN ORDER TO REDUCE THE RISK OF ACCIDENT/ILL-HEALTH IN MY/OUR WORKPLACE. YOU SHOULD:

- ASSIGN A RESPONSIBLE PERSON TO COMPLETE EACH TASK?
- ASSIGN A REALISTIC GOAL DATE AND THE RESOURCES REQUIRED TO CARRY OUT EACH ACTION
- FOLLOW UP TO ENSURE SATISFACTORY COMPLETION.

YOU CAN COMPLETE THIS ACTION LIST BY PRINTING AND FILLING IT OUT BY HAND OR YOU CAN RETURN TO THE ‘MANAGE ACTION LIST’ AND COMPLETE IT ONLINE.

Completed Risk Assessments

1. Angle Grinder
2. Building Surveying
3. Concrete Poker / Vibrator
4. Concrete Pump (Boom/Static)
5. Demolition (Non-Explosive)
6. Flat / Sloped Roofs
7. Fragile Roofs
8. Hot Works
9. Knapsack Sprayer
10. Lock Out / Tag Out
11. Metal Chop Saw
12. Mitre / Chop Saw
13. Mobile Elevating Work Platform (MEWP)
14. Mobile Tower Scaffold
15. Podium Steps
16. Roof Ladders / Crawling Boards
17. Safety Nets & Soft Landing Systems
18. Scaffold Erection, Modification & Dismantling
19. Skid Steer
20. Stepladders (A-Frame)
21. Structural Steelwork
22. Trailer
23. Van Loading / Unloading
24. Visiting Customer Premises

Hazard: Angle Grinder Contact with an angle grinder or ejected materials can cause burns, entanglement, fractures, lacerations, amputation and serious injuries to you, your employees and / or visitors
Current Controls
Angle grinder is used and maintained in accordance with the manufacturer's manual and safety guards are in place
Employees are trained in the use of the angle grinder and the operator's manual is available *Employees undergoing training must be supervised until they are competent*
Abrasive wheel is mounted by a trained, competent and authorised person, is suitable for the work and is inspected before use *The maximum speed of the spindle must be clearly marked on the machine. Wheel speed must be compatible with the spindle speed and the maximum operating speed of the wheel is never exceeded. Store blades as per manufacturer's instructions*
Name(s) of employees trained and authorised to mount abrasive wheels have been recorded in the safety statement
Sufficient clear work space is provided and area is inspected (e.g. for flammable substances, other persons) before cutting or grinding *Screens should be used to control debris and sparks*
Clamps are used to secure work pieces where necessary
Adjustments are not made when wheel is in motion
Angle grinder with a voltage greater than 110 volts is not used on a construction site or in a damp location

Angle grinder is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use
Vibration dampening is provided where appropriate *Make sure you complete the 'vibration' risk assessment*
Loose clothing, dangling jewellery and unsecured long hair are avoided when using the angle grinder
Dust levels are kept as low as possible and RPE (Respiratory Protective Equipment i.e. FFP3 Respirator Mask / P3 Filter Half Mask) is provided and worn *RPE must be suitable for the dust and must fit properly (face fit) and be worn correctly every time. Refer to 'A Guide on Respiratory Protective Equipment' in Learn More*
Eye / face and hearing protection are provided and worn
Additional Controls or Information You Added

Hazard: Building Surveying Building surveying could result in slips, trips or falls, falls from height or contact with animals or hazardous substances which may cause cuts, bruises, fractures or other serious injuries or ill-health to you, your employees and / or visitors
Current Controls
Employees are provided with information (e.g. overall condition, access, structural integrity, asbestos, hazardous substances etc) about the building to be surveyed, the location of the premises and any known risks *Speak to the landowner, site manager or property owner, review site maps, safety file etc. to determine if there are any known hazards*
Employer or other relevant person is aware of the employee's planned work (Approximate durations and locations) *Make sure you carry out the 'Lone Working' risk assessment*
Equipment (e.g. ladders, steps, torches, drone etc) used for carrying out the survey is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use
Adequate lighting (fixed / portable) is available for survey work *If using a portable generator make sure it is located outside*
Suitable equipment (e.g. edge protection, ladders, mobile towers, crawling boards, fall protection) is used for working at height *Make sure you carry out the 'Work at Height' risk assessment*
Lifting tools and keys for manhole / drain covers are available and openings are protected (e.g. manhole guard rail barriers) *Make sure you carry out the 'Manual Handling' risk assessment*
Confined space risk assessment is carried out before accessing manholes, chambers, ducts
Employees are trained to avoid and to report to their manager, any dangerous situations / issues that may affect them and reported matters are dealt with promptly

Where threats or aggression occur employees must break away immediately and report the incident to their immediate supervisor
A relevant vaccination (e.g. tetanus, hepatitis) programme is in place and is offered to employees *Diseases can develop from contact with sewage, soil, stagnant water etc, so where there is a risk and a vaccine exists it should be offered*
Building is secured on survey completion
PPE (Personal Protective Equipment e.g. high visibility clothing, safety helmet, safety boots, respiratory protective equipment, gloves) is provided and worn
Additional Controls or Information You Added

Hazard: Concrete Poker / Vibrator The use of a concrete poker /concrete vibrator may result in exposure to noise and vibration which may cause hearing or nerve damage or other injuries to you or your employees and/or visitors
Current Controls
Concrete poker / vibrator is used and maintained in accordance with the manufacturer's instructions
Employees are trained in the safe use of the concrete poker / vibrator and the risks (e.g. burns, dermatitis) of working with wet concrete *Skin should not be exposed to wet concrete and washing facilities must be provided*
Vibration exposure levels from the use of the concrete poker / vibrator are available *Where this information is not available vibration exposure measurements should be undertaken by a competent person*
Petrol or diesel powered equipment is not used in enclosed or poorly ventilated areas *Adequate ventilation is needed to prevent a build up of hazardous fumes (carbon monoxide)*
PPE (Personal Protective Equipment e.g. eye and ear protection, gloves, overalls, safety helmet, safety boots) is provided and worn
Additional Controls or Information You Added

Hazard: Concrete Pump (Boom/Static)

Use of concrete pump equipment may result in overturning/collapse, people falling or collisions which can cause damage, crush injuries, amputation, electrocution and other serious injuries to you, your employees and/or visitors

Current Controls

Concrete pumping is planned to ensure safe siting, rigging, pouring and de-rigging

Information should be available on the maximum reach of the boom, the boom configuration, the footprint of the machine, the weights of the pipeline delivery hoses etc., and the maximum safe operating wind speed

Concrete pump is used and maintained in accordance with the manufacturer's instructions

Check that the concrete pump is CE marked (has an EC Declaration of Conformity). Safety placards, labels and instructions should be in place and be readable

Only trained and authorised employees operate the concrete pump, and the operator's manual is available

Operators should be competent, authorised, experienced and familiar with the vehicle and equipment

Concrete pump equipment and components (e.g. boom, hopper, pump lines, clamps, pipes, cab, lights, tyres etc.) are inspected before use, defects are dealt with promptly and unsafe equipment is taken out of use

Concrete pump is not operated near live overhead electricity lines and the work area is suitable (Nearby hazards have been identified and removed or protected e.g. cranes, electricity lines, high reach equipment, ground conditions, pedestrians, vehicles)

Refer to the 'Code of Practice for Avoiding Danger from Overhead Electricity Lines' in Learn More or contact the relevant utility provider for further information

Suitable visual and/or warning (e.g. beacon, reversing alarm, cameras, convex mirrors, lights) devices are in place and maintained in good working order

Suitable devices should be installed to improve visibility where the driver's direct field of vision is inadequate

Outriggers and sole plates are used in accordance with manufacturer's instructions and ground conditions are suitable (Check ground bearing conditions, set-up away from excavations, traffic routes etc.)

If a lorry-mounted concrete pump has to be moved on site, the boom should always be folded to the travel position
The maximum length of hose to be suspended from the boom is marked on the boom and is never exceeded
Pump lines are routed away from pedestrian and vehicle routes, and are secured or supported to prevent movement *Cranes, scaffolding or formwork etc. are not to be used to secure pump lines*
Blanking device (To prevent concrete falling from the delivery hose) is fitted as per the manufacturer's instructions and used when the boom is being moved over personnel or property
Pedestrians and vehicles are kept clear (e.g. the use of exclusion zone, fencing, pedestrian routes, signage, high visibility clothing) of the concrete pump when it is in use
Securing pins (To prevent them from opening accidentally) are fitted to all pipe couplings and the tip hose is fitted with safety straps or chains to prevent the hose falling in the event of pin failure
Concrete mixer lorries are guided (Use a competent banksman to guide concrete deliveries reversing to the hopper) to the concrete pump hopper and an exclusion zone is in place
The pump hopper is guarded and the grille is closed during operation
Adequate means of communication (e.g. approved hand signals or two-way radio) is provided and the use of hand held phones or electronic devices is not allowed *Two-way radio systems may be needed to communicate with the pump operator*
Pump line blockages are cleared as per the manufacturer's instructions

Concrete placing gang are trained in the safe handling and use of the pump line and placing of concrete
Concrete pump lines are cleaned as per the manufacturer's instructions in a designated area (Keep people clear of the area while line cleaning) *Ejected material should be directed away from work areas and a ball cage used to collect cleaning balls. Compressed air should only be used to clean out a pipeline where there is no practical alternative & under the close supervision of a trained person*
Concrete hopper is cleaned as per the manufacturer's instructions *The concrete pump should always be switched off and the keys removed. Vent the hydraulic pressure and ensure that the agitator control lever is in the neutral position*
Fire extinguisher is in place in the cab
PPE (Personal Protective Equipment e.g. eye and ear protection, gloves, overalls, safety helmet, safety boots etc.) is provided and worn *Concrete causes dermatitis therefore there should be a procedure in place for dermatitis prevention / monitoring*
Additional Controls or Information You Added

Hazard: Demolition (Non-Explosive)

Carrying out demolition work may result in collapse of a structure, falling materials or exposure to hazardous substances which could cause serious injury or ill-health to you, your employees or others

Current Controls

Demolition plan is prepared by a competent person (e.g. structural engineer) before starting work

The demolition plan should detail the demolition method to be used and the safe systems of work and should be specific for the site / structure and communicated to all relevant persons

Hazardous substances (e.g. Asbestos, PCB's (Polychlorinated Biphenyls), biological and hazardous waste) have been removed and disposed of correctly, prior to demolition, by competent persons

Licensed competent contractors will be required for the removal and disposal of hazardous substances

All demolition work is supervised by a competent person

Utilities including underground and overhead services are identified, protected and/or made safe (e.g. isolation, diversion)

Make sure you contact the relevant service provider

Restricted areas including exclusion zones are set up, maintained and enforced

Personnel must not work underneath or within a structure being demolished and members of the public must not be put at risk

The site is secured (e.g. security fencing / hoarding) to prevent unauthorised access

Make sure you complete the 'Site Security' risk assessment

Temporary works (e.g. shoring, bracing, propping) designed by a competent person are in place and are suitable for the planned work

The structure to be demolished and its components must remain in a stable and safe condition during demolition

Demolition and temporary works are inspected by a competent person on a regular basis and records maintained

Appropriate prominent signage should be displayed as to the status of the work area
Falls from height are prevented *Make sure all openings and edges are protected*
Floors are not overloaded (debris is cleared on a regular basis to prevent overloading)
Dust control measures (e.g. by dampening down with water) are in place *Water used for dust suppression should be mains fed as legionella may form in water stored for long periods in tanks / hoses during hot weather*
Plant and equipment is suitable (i.e. fitted with Falling Object Protection System (FOPS)) for demolition work
PPE (Personal Protective Equipment e.g. safety helmet, high-visibility vest/jacket, safety boots) is provided and worn
Additional Controls or Information You Added

Hazard: Flat / Sloped Roofs Working on flat or sloped roofs may result in persons or materials falling which may cause fractures, head injuries and other serious injuries to you, your employees and /or visitors
Current Controls
The roof type and condition (e.g. the structure and strength) is known before work starts *If the roof has asbestos containing materials, refer to Practical Guidelines on ACM Management and Abatement in 'Learn More'*
Suitable measures (e.g. scaffolding, edge protection, MEWP, crawling boards, staging, safety netting, fall arrest or restraint etc.) and a safe system of work are put in place to prevent falls before work starts *A method statement should be in place to identify safe systems of work and dealing with emergencies / rescue. Refer to the 'Code of Practice for Safety in Roofwork' in Learn More for more detailed information*
Edge / fall protection / scaffolding is inspected (Form GA3 must be completed and signage should be displayed as to the status of the work area) by a competent person before first use, at least once a week and after any alteration or bad weather *Form GA3 - Report of Results of Inspections of: Work Equipment for Work at Height is available in Learn More*
Safe means of access (e.g. scaffold access tower, MEWP, Mobile Tower Scaffold, properly secured ladder) is provided *Access routes and work areas should be marked out*
Only trained and authorised employees work on roofs and employees have a valid CSCS (Construction Skill Certification Scheme) card when carrying out Built-Up Roof Felting
Roof openings (e.g. roof lights, service shafts)are securely covered or suitably guarded
Roof is not overloaded and materials / equipment are secured (to prevent them from moving or being blown around)
Properly designed roof ladders and crawling boards are used for working on sloped roofs

Make sure you complete the 'Roof Ladder and Crawling Boards' risk assessment
Materials or equipment are not thrown or dropped from the work area *Waste material should be disposed through debris chutes or use of suitable skips, bins and loading bays*
Unauthorised access to the roof area is prevented (e.g. removing means of access at the end of the day, warning signs displayed)
Work at height is only carried out when weather conditions do not pose a risk (e.g. high winds, slippy surfaces due to ice etc.)
Emergency and rescue plan from work at height are in place *The method of rescue should be proportionate to the risk and you should not rely on the emergency services to perform a rescue*
Personal fall-protection (e.g. safety harness, fall restraint, fall arrest) equipment is worn where needed and employees are trained in its use *Make sure you carry out the 'Personal Fall-Protection Equipment' risk assessment*
Suitable PPE (Personal Protective Equipment e.g. safety footwear, hi-visibility clothing, hard hat, gloves, eye protection)is provided and worn
Additional Controls or Information You Added

Hazard: Fragile Roofs

Working on fragile roofs may result in persons or materials falling or exposure to hazardous substances, which may cause fractures, head injuries, ill-health and other serious injuries to you, your employees and/or visitors

Current Controls

The roof type and condition (e.g. the structure and strength) is known before work starts

If the roof has asbestos containing materials, refer to Practical Guidelines on ACM Management and Abatement in 'Learn More'

Work to a fragile roof is carried out from underneath where practicable

Suitable measures (e.g. use of edge protection, MEWP, crawling boards, staging, safety netting, fall arrest or restraint etc.) are put in place to prevent falls before work starts

A method should be in place to identify safe systems of work. Refer to the 'Code of Practice for Safety in Roofwork' in Learn More for more detailed information.

Edge/fall protection is inspected (Form GA3 must be completed and signage should be displayed as to the status of the work area) by a competent person before first use, at least once a week and after any alteration or bad weather

Form GA3 - Report of Results of Inspections of: Work Equipment for Work at Height is available in Learn More and the Safety Statement

Safe means of access (e.g. scaffold access tower, MEWP, Mobile Tower Scaffold, properly secured ladder) is provided

Access routes and work areas should be marked out

Only trained and authorised employees carry out work and employees have a valid CSCS (Construction Skill Certification Scheme Roof and Wall Cladding/Sheeting card or Built-Up Roof Felting card) card when carrying out construction work

A safe system of work (e.g. permit-to-work / method statement etc.) is used and monitored by a competent person

A safe system of work should be used to ensure that works do not begin until all the safety controls are in place and signed off e.g. exclusion zones, access and egress, authorised personnel etc

Unauthorised access to the fragile roof and areas below is prevented (e.g. removing means of access, exclusion zones, warning signs are displayed) *Covered walkways, debris netting and fans can help prevent injuries*
Suitable equipment (e.g. roof ladders, crawling boards, staging platforms etc.)is available for moving across the roof *Staging and work platforms must be long enough to span across roof members / rafters and must not be overloaded*
Materials or equipment are not thrown or dropped from the work area
PPE (Personal protective equipment e.g. safety harness, fall restraint, fall arrest) is provided and employees are trained in its use *Make sure you complete the Personal Fall Protection risk assessment*
Additional Controls or Information You Added

Hazard: Hot Works Carrying out hot works can result in fires, which may cause smoke inhalation, burns and other serious injuries to you, your employees and/or visitors
Current Controls
Where possible hot works are carried out away from any materials which could catch fire
A safe system of work (e.g. permit-to-work/method statement) is used and monitored by a competent person *A safe system of work should be used to ensure that works do not begin until all the safety controls are in place, and signed off*
All employees involved in hot work have received appropriate information, instruction and training
Hot work area is kept clean and tidy, and materials which could catch fire are removed
Screens are in place when carrying out welding, grinding or cutting
Hot work area is checked (e.g. voids, adjacent rooms, floor below, wall cavities etc.) at regular intervals and at least one hour after work has stopped
Suitable fire extinguishers/blankets are available
Additional Controls or Information You Added

Hazard: Knapsack Sprayer Using a knapsack sprayer can result in contact with chemicals which may cause skin conditions, allergies or illness to you, your employees and/or visitors
Current Controls
Knapsack sprayer is used and maintained in accordance with the manufacturer's instructions
Employees are trained in the use of the knapsack sprayer and the chemicals they will be using *Make sure to complete the Chemicals risk assessment. Plant Protection Products labelled for professional use must be applied by trained users registered with the Dept of Agriculture, Food & the Marine. For more info see www.pcs.agriculture.gov.ie*
The shoulder straps are adjusted for comfort before the sprayer is filled
The maximum fill level is not exceeded
Spraying is not undertaken in windy conditions when close to other people
The pressure is released on the sprayer and it is washed out before storage
Suitable PPE (Personal Protective Equipment) is provided and worn *e.g. gloves, suitable mask, safety glasses/goggles, appropriate clothing*
Additional Controls or Information You Added

Hazard: Lock Out / Tag Out Not isolating machinery or equipment prior to carrying out maintenance work can cause electocution, lacerations, eye injuries, amputations and other serious injuries to you, your employees and / or visitors
Current Controls
Employees are informed that maintenance work involving lock out / tag out is planned (Where, when and by whom)
Equipment / Machinery is assessed (e.g. identify switches, valves or devices that control energy and need to be locked off) before carrying out maintenance work
Equipment is shut down normally and stored energy (e.g. hydraulic, mechanical, pneumatic)is released
Switches and energy controls / sources (e.g. electricity, gas) are locked off with individual locks and tagged *Lock out - 1 worker, 1 padlock, 1 key per energy isolation. Make sure no duplicate keys or locks are available. A tag is a mean of communicating to other workers what work is being carried out, who is doing the work and when they expect to complete it*
Following lock out equipment / machinery controls are checked (To make sure they cannot be started) *After equipment / machinery is checked all controls are returned to the 'Off' or 'Safe Position'*
Lock Out / Tag Out is only removed by the person who put it on when work is completed
Additional Controls or Information You Added

Hazard: Metal Chop Saw Contact with a chop saw or with ejected materials can cause cuts, lacerations, amputation and other serious injuries to you, your employees and / or visitors
Current Controls
Chop saw is used and maintained in accordance with the manufacturer's instructions and safety guards are in place *The saw must only be used for tasks for which it is suited, as recommended by the manufacturer*
Employees are trained in the use of the chop saw and the operator's manual is available *Employees undergoing training must be supervised until they are competent*
Abrasive wheel is mounted by a trained, competent and authorised person, is suitable for the work and is inspected before use *The maximum speed of the spindle must be clearly marked on the machine. Wheel speed must be compatible with the spindle speed and the maximum operating speed of the wheel is never exceeded. Store blades as per manufacturer's instructions*
Name(s) of employees trained and authorised to mount abrasive wheels have been recorded in the safety statement
Chop saw is checked (e.g. check that all guards are in place, wheel is suitable and in good condition; no visible faults) before use, reported defects are dealt with promptly and unsafe equipment is taken out of use
Chop saw is turned off and disconnected from its electricity supply before changing the wheel and any other maintenance / repair work *Maintenance must only be carried out by those who are competent*
Machine adjustments or removal of waste are not done while wheel is in motion
Workpiece is adequately supported and care is taken so that hands and body parts are kept clear of the moving blade at all times *Use clamps, jigs, roller stand to secure workpieces as appropriate*

Chop saw is set up and secured (e.g. legstand, workstation or base station)in a suitable location and at an appropriate height for the work being carried out *Plan where materials need to be placed and stored*
Sufficient clear work space is provided and area is inspected (e.g. for flammable substances, other persons) before cutting *Screens should be used to control debris and sparks*
Loose clothing and jewellery are not worn and long hair is tied back when using the saw
PPE (Personal Protective Equipment e.g. eye / face protection, safety boots, gloves, flame retardant clothing, hearing protection. Refer to the manufacturer's instructions) is provided and worn *Off cuts of material may be hot and have jagged edges and should be handled with care*
Additional Controls or Information You Added

Hazard: Mitre / Chop Saw Contact with a chop saw or with ejected materials, can cause cuts, lacerations, amputation and other serious injuries to you, your employees and / or visitors
Current Controls
Mitre / chop saw is used and maintained in accordance with the manufacturer's instructions *The saw must only be used for tasks for which it is suited, as recommended by the manufacturer*
Safety guards and devices (e.g. fixed guard for non-cutting part of blade; progressively opening self-closing guard for cutting part of blade; adjustable fence; emergency stop) are in place and working *There should be no access to the saw blade when the machine is in the rest position*
Mitre / chop saw is only used by trained and authorised employees and the operator's manual is available *When undergoing training an employee must be instructed and supervised by a competent person. Employees should be monitored to make sure that they are using the machine guards and safety devices correctly*
Mitre / chop saw is turned off and disconnected from its electricity supply before changing the blade and any other maintenance / repair work *Maintenance must only be carried out by those who are competent. Wear suitable gloves and follow manufacturer's guidelines for cleaning / handling blades*
Machine adjustments or removal of waste are not done while machine parts are in motion
Mitre / chop saw is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use *e.g. check that all guards are in place, the retractable guard is moving freely, adjustable fences are in correct position for the job; blade is suitable, sharp and in good condition; no visible faults*
Push stick is provided and used (e.g. to remove small components and / or off-cuts) where needed

Workpiece is adequately supported and care is taken so that hands and body parts are kept clear of the moving blade at all times *Use clamps, jigs, roller stand to secure workpieces as appropriate*
Mitre / chop saw is set up and secured (e.g. legstand, workstation or base station)in a suitable location and at an appropriate height for the work being carried out *There must be enough clear space around the saw to work safely and it must not be allowed to become slippery. Materials must be placed and stored safely*
Dust extraction (e.g. dust collection bag, vacuum assisted, local exhaust ventilation) is correctly fitted, used during operation and kept in good working order *Make sure you carry out the 'Wood Dust' risk assessment*
Loose clothing and jewellery are not worn and long hair is tied back when using the mitre saw
PPE (Personal Protective Equipment e.g. eye / face protection, hearing protection, respiratory protection. Refer to the manufacturer's instructions) is provided and worn
Additional Controls or Information You Added

Hazard: Mobile Elevating Work Platform (MEWP)

Working with a MEWP may result in entrapment, overturning, persons or materials falling, or collision with vehicles, which may cause fractures, head injuries and other serious injuries to you, your employees and / or visitors

Current Controls

MEWP is used and maintained in accordance with the manufacturer's instructions

Check that the mobile elevating work platform is CE marked (has an EC Declaration of Conformity). Safety placards, labels and instructions should be in place and be readable

MEWP is only used by trained (in the use of the actual machine type being used) and authorised employees and the operator's manual is available

Make sure the operator knows limits of use such as safe working load, maximum wind speed, wheel and outrigger loadings, set up requirements, maximum slope etc

Ground conditions and overhead obstacles are checked (e.g. the presence of overhead electricity wires, obstacles, level firm surface) and work area is suitable for the safe operation of the machine

MEWP has received a thorough inspection by a competent person within the last 6 months and is inspected weekly and records kept

Form GA1 - Report of Thorough Examination and Form GA2 - Report of Weekly Examination are available in Learn More

MEWP is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use

Where there is a risk of falling, a harness with a short restraint lanyard (to stop the wearer from getting into a position where they could fall or be thrown from the carrier) is secured to a suitable anchor point within the MEWP

Always refer to the manufacturer's instructions as to the requirements for harnesses, lanyards and location of attachment points. Restraint lanyard must be worn at all times when using boom lifts

MEWP Scissor Lift is fitted with safety devices (e.g. fixed guarding around base of machine; controlled descent with automatic stop point; audible alarm) to prevent crushing during descent

Flashing beacon and warning alarm(s) where fitted to the MEWP are kept in good working order *Always refer to the manufacturer's instructions*
MEWP is kept apart (e.g. barriers, banksmen) from moving vehicles and pedestrians
Rescue procedures are in place *Employees should be competent to lower the MEWP in an emergency and be familiar with the emergency and ground controls*
Additional Controls or Information You Added

Hazard: Mobile Tower Scaffold

Using a mobile tower scaffold may result in the tower overturning, persons or materials falling or collision with vehicles which may cause fractures, head injuries and other serious injuries to you, your employees and/or visitors

Current Controls

Mobile tower scaffold is erected, used, dismantled and maintained in accordance with the manufacturers instructions (Make sure the manufacturers instructions are available)

Mobile tower scaffold must be erected on firm level ground, with outriggers in place and the castors locked when in use

Mobile tower scaffold over 2m high is only erected, modified or dismantled by employees who have a valid CSCS (Construction Skills Certification Scheme Mobile Tower Scaffold or Scaffolding (Basic or Advanced) card) card when carrying out construction work

Mobile tower scaffold components (e.g. platforms, brakes, castor wheels, bracing, outriggers, frames) are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use

Mobile tower scaffold is erected, modified and dismantled using a safe method of work (e.g. Advanced guardrail system or 3T 'Through the Trap')

Mobile tower scaffold is not erected or used close to overhead electricity lines

Refer to the 'Code of Practice for Avoiding Danger from Overhead Electricity Lines' in Learn More for further information

Manufacturer's base to height (Refer to manufacturer's instructions on stabiliser and outrigger requirements) ratio is always followed

Mobile tower scaffold is inspected (Form GA3 must be completed and signage should be displayed as to the status of the equipment) by a competent person before first use, at least once a week and after any alteration or bad weather

Form GA3 - Report of Results of Inspections of: Work Equipment for Work at Height is available in Learn More

Mobile tower scaffolds are not used in high winds and are not overloaded (Refer to manufacturer's instructions as to the recommended safe working load (SWL) and wind speed limits)
Mobile tower scaffold is kept apart (e.g. barriers, banksmen) from moving vehicles and pedestrians
Mobile tower scaffold is not moved with employees or materials anywhere on the tower
Additional Controls or Information You Added

Hazard: Podium Steps Using podium steps could result in falls from height which may cause fractures, head injuries and other serious injuries to you, your employees and/or visitors
Current Controls
Podium steps are used and maintained in accordance with the manufacturer's instructions *Make sure the manufacturer's instructions are available*
Podium steps are suitable for the work to be carried out and the safe working load is never exceeded *Podium steps must be marked by the manufacturer with the relevant standard and the maximum working load*
Podium steps are checked before use (e.g. check for splits, cracks, damaged rungs, stiles, feet, platform, steps, and locking devices), kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use *Ladders / steps should never be painted*
Podium steps is regularly inspected by a competent person and records are kept *Equipment should be inspected at suitable intervals when it is exposed to conditions likely to cause damage and deterioration. Form GA3 available in Learn More can be used to record inspections of work at height equipment*
Podium steps are used on firm level ground with the guardrail(s) closed and the castors locked *Do not over-reach when using podium steps*
Podium steps are not moved with employees or materials on the platforms and climbing up the outside of the podium steps is not permitted
Podium steps are kept apart from moving vehicles and pedestrians
Additional Controls or Information You Added

Hazard: Roof Ladders / Crawling Boards Use of a roof ladder / crawling board could result in falls from height which may cause fractures, head injuries and other serious injuries to you, your employees and/or visitors
Current Controls
Only roof ladders and crawling boards of the correct classification (Standards EN131; Class 1 Heavy Duty & Industrial Use, Class 2 Light Trade Use. Class 3 Domestic Use must not be used for construction work) are used for roof work *Manufacturers / suppliers must always provide information about the specification and the safe working load of the equipment*
Roof ladders and crawling boards are checked before use (e.g. check for splits, cracks, damaged rungs, stiles, feet, platform, steps, and locking devices), kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use *Ladders should never be painted*
Roof ladder / crawling boards are regularly inspected by a competent person and records are kept *Equipment should be inspected at suitable intervals when it is exposed to conditions likely to cause damage and deterioration. Form GA3 available in Learn More can be used to record inspections of work at height equipment*
Measures (e.g. edge protection, scaffolding, MEWP's) are in place to prevent falls from roofs *Where work is of short duration the roof should be assessed as to the measures needed. Refer to the Code of Practice for Safety in Roofwork in 'Learn More'*
Crawling boards are long enough to span across roof supports and are secured or placed to prevent movement
Eaves / gutters are not used for footing or to support a roof ladder
Work at height is only carried out when weather conditions (e.g. high winds, slippy surfaces due to ice) do not pose a risk

Suitable PPE (Personal Protective Equipment e.g. safety footwear, hi-visibility clothing, hard hat, gloves, eye protection) is provided and worn
Additional Controls or Information You Added

Hazard: Safety Nets & Soft Landing Systems

Incorrect setup and use of safety nets and soft landing systems could result in falls from height which may cause fractures, head injuries and other serious injuries to you, your employees and / or visitors

Current Controls

Safety nets and soft landing systems are installed, altered, maintained and removed in accordance with the manufacturer's instructions by trained, competent persons (training should be given on the specific equipment to be used)

Refer to the manufacturer's instructions, Code of Practice for Safety in Roofwork and I.S. EN 1263:2002 Part 1 & 2

Safety nets and soft landing systems are checked before use, defective components (e.g. air bags, polystyrene filled bags, nets etc.) are dealt with promptly and unsafe equipment is taken out of use

After any incident which could affect the strength of a safety net e.g. after a person falling into a net, the net should be taken out of use and examined by a competent person

Safety nets and soft landing system are inspected by a competent person before first use, at least once a week, after alteration or bad weather and the form GA3 completed (Form GA3 - Report of Results of Inspections of Work Equipment for Work at Height is available in Learn More)

Test chords should be tested annually or at periods specified by the manufacturer, records kept and current tags attached to the nets

Safety nets are placed as close to the working level as possible

Safety nets are securely attached and without gaps through which a person could fall

Make sure the attachment points can take the weight of a person falling into the net and that there is enough clearance below the net

Soft landing systems have no gap through which a person could fall and air fed systems are kept adequately inflated

A written emergency / rescue plan (e.g. how to retrieve persons who may have fallen into safety netting / landing system) is in place and employees are trained

Material is not allowed to fall or be thrown into safety nets / landing system
Additional Controls or Information You Added

Hazard: Scaffold Erection, Modification & Dismantling Working with scaffolding may result in scaffold collapse, persons or materials falling which could cause fractures, head injuries, death or other serious injuries to you, your employees and / or visitors
Current Controls
Scaffolding is planned to make sure it is suitable for its intended use (a scaffolding brief should be prepared)
Competent person is appointed in writing with responsibility for scaffolding
Scaffolding is erected, modified and dismantled by a competent CSCS scaffolder (CSCS 'Basic' or 'Advanced' ticketed scaffolders) in accordance with the manufacturer's instructions
Where scaffolding is to be erected outside the manufacturer's standard configuration then a design (e.g. sheeted system scaffolds, high wind areas, cantilever scaffolds, truss-out scaffolds etc.) is prepared by a competent engineer *Refer to the manufacturer's instructions, Code of Practice for Access & Working Scaffolds, I.S. EN 12810 & 12811 and scaffolding brief. Use flame retardant sheeting on scaffolding near other buildings, public areas and if "Hot Works" will be carried out*
Exclusion zones (to keep members of the public and other workers away) are in place before scaffolding is erected, modified or dismantled
Scaffolding components (e.g. scaffold boards, couplers, ledgers, stage brackets, ladders etc.) are inspected before use, defective components are dealt with promptly and unsafe equipment is taken out of use *Make sure every scaffold and every part of it is of good design and construction, composed of suitable and sound materials of adequate strength*
Scaffolding is erected on a firm, level foundation which is capable of supporting planned working weight *Scaffolding should be based using base plates centred on sole boards*
Scaffolding is not erected / used in locations close to overhead electricity lines

Refer to the 'Code of Practice for Avoiding Danger from Overhead Electricity Lines' in Learn More or contact the relevant utility provider for further information
Scaffolding is adequately tied and braced *Refer to design and manufacturer's instructions / standards. Scaffolding fitted with debris netting or sheeting requires additional ties. Drilled ties should be pull tested and records kept*
Scaffold is erected as close to the structure as possible (The gap between a scaffold and a structure should not be greater than 300mm)
Scaffold is not overloaded, loading bays are used and signs displaying the SWL (Safe Working Load) are in place *Refer to manufacturer's instructions and / or design brief*
Designated scaffold access points and routes (e.g. ladder access bays, stair access towers) are put in place
Working platforms are sufficiently boarded out to allow safe erection, modification and dismantling
All working platforms including loading bays have guardrails / gates and toe boards *Working platforms should have double guardrails, the top rail at a minimum height of 950mm with the lower guardrail 470mm below it*
Scaffolding is inspected by a competent person before first use, at least once a week, after alteration or bad weather and form GA3 is completed, and appropriate signs displayed as to the status of the scaffolding *Form GA3 - Report of Results of Inspections of Work Equipment for Work at Height is available in Learn More. Handover certificate is given to the client on completion of work*
Where relevant (depending on the complexity / location of the scaffold) a scaffolding dismantling plan is drawn up by a competent person

Work at height is only carried out when weather conditions (e.g. high winds, slippy surfaces due to ice) do not pose a risk
Personal fall-protection equipment (e.g. safety harness, fall restraint, fall arrest) is worn and employees are trained in its use *Ensure you carry out the 'Personal Fall-Protection Equipment' risk assessment*
Suitable PPE (Personal Protective Equipment e.g. safety footwear, hi-visibility clothing, hard hat, gloves, eye protection) is provided and worn
Additional Controls or Information You Added

Hazard: Skid Steer

Use of a skid steer can result in collisions with people / vehicles or roll over which may cause cuts, bruising, crush or other serious injuries to you, your employees and / or visitors

Current Controls

Only trained and authorised employees operate the skid steer and the operator's manual is available

The skid steer is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use

Check safety equipment e.g. seatbelt/bar, Roll-Over/Falling Object protection and control interlock system. Interlocked control systems keep workers from unintentionally activating controls e.g. seat belt/bar must be secured before the machine can be used

Operator only enters / exits the skid steer when it has been turned off, the attachment is in its lowest position and the operator maintains 3-points of contact (2 feet and 1 hand or 1 foot and 2 hands on steps and handholds)

Always lower attachment so that it is flat to the ground before any person approaches the skid steer

Skid steer is not used unless the operator is properly seated with the seatbelt fastened and the seat bar (if equipped) lowered

Never operate the skid steer from outside the cab. Operator should ensure machine is turned off, foot pedals are returned to neutral before seat belt/seat bar is released and that pedal interlock has engaged before allowing anybody to approach the machine

Skid steer is operated at speeds suitable to the ground conditions

Skid steer should not be driven across slopes but directly up and down slopes and high speed turns should be avoided

Operator keeps their body within the cab, and arms and feet are not extended outside of the cab during operation

Only approved attachments are used, coupler pins are fully engaged and the safe working load of the machine is not exceeded

Excessive loads can cause tipping or loss of control of the machine. When using attachments, they should be carried low for maximum visibility and stability

Passengers are not carried on the skid steer at any time
Loader lift arm is secured during maintenance (use the lift arm brace provided with the machine when working under the raised lift arm) *Maintenance should always be carried out in accordance with the manufacturer's instructions*
Equipment used for lifting is certified (e.g. attachments such as forks, skip loader) *Lifting equipment must be examined every 12 mths and lifting accessories, e.g. hooks, chains, hydraulic cylinders every 6 months. Keep certificates for 5 years. Defects must be dealt with promptly and equipment taken out of use if defects affect safe use*
Additional Controls or Information You Added

Hazard: Stepladders (A-Frame) Use of a stepladder may result in falls from height which may cause fractures, head injuries and other serious injuries to you, your employees and/or visitors
Current Controls
Work is only carried out from a stepladder when the job is of short duration and low risk *The work must be light and should not take longer than 30 minutes. Consider the use of other safer equipment e.g. podium steps, mobile scaffold towers, MEWPs*
Ladder is suitable (Standards EN131; Class 1 Heavy Duty & Industrial Use, Class 2 Light Trade Use. Class 3 Domestic Use must not be used for construction work) for the work to be carried out *Ladders must be marked by the manufacturer with the relevant standard and the maximum working load*
Stepladders are used as per the manufacturer's instructions *Stepladders should not be used to support planks as part of a work platform*
Employees are trained in the correct and safe use of stepladders
Stepladders are checked (e.g. check for splits, cracks, damaged rungs, stiles, feet, platform, steps, restraint cords / threads and locking mechanisms) before use, reported defects are dealt with promptly and unsafe equipment is taken out of use *Ladders / steps should never be painted*
Stepladder is regularly inspected by a competent person and records are kept *Equipment should be inspected at suitable intervals when it is exposed to conditions likely to cause damage and deterioration. Form GA3 available in Learn More can be used to record inspections of work at height equipment*
Non-conductive (e.g. timber or fibre-glass) stepladders are used for electrical work
Stepladders are set up (Avoid side on work and over-reaching. Reasses the location and move the stepladder as necessary) on a firm level base facing the work activity
Stepladders are never straddled and the top three steps are not used for standing

Moving vehicles and pedestrians are kept away from stepladders when in use
3-points of contact (e.g. two hands and a foot, or two feet and a hand)are maintained at all times when using a stepladder *Tools or equipment should not be carried when going up or down a ladder. Use a tool belt or raise tools up using a hand line*
Additional Controls or Information You Added

Hazard: Structural Steelwork Assembly of steelwork may result in collapse of a structure or falling materials which could cause crush or serious injuries to you, your employees, contractors or others
Current Controls
Site-specific steelwork erection plan has been developed by a competent person *The plan should consider the design drawings, specifications and planned procedures, in particular the sequence of erection to ensure stability*
Employees are trained in the erection of steelwork and the site specific plan, and adequate supervision is available
Suitable access equipment, hard standings and cranes are available *The plan should identify the number of cranes and MEWP's needed and their reach and lift capabilities*
Access routes, work area and unloading and storage areas have been prepared (ground surface is suitable for supporting plant and equipment e.g. cranes, MEWP's etc.) *Know the lifting points and unit weights of steel sections and use correct lifting accessories. Make sure you carry out the 'Lifting Operations' risk assessment*
Steelwork is stacked so that there is no risk of collapse or sliding, and in the order of erection *Use adequate timbers, battens and wedges when stacking. Make sure slings, chains and lifting accessories can be positioned easily around the steelwork*
Exclusion zones (e.g. fixed barriers and signs) are in place before steelwork is erected
Overhead obstructions including overhead electricity lines have been identified and protected before work starts *Make sure you carry out the 'Overhead Electricity Lines' risk assessment*
Holding down bolts, column footings and concrete strength are within agreed tolerances
Steelwork erection is only carried out in suitable weather conditions (e.g. avoid high winds, slippery surfaces due to ice)

Steelwork is signed off by a competent person on completion of work and before the structure is loaded
Suitable personal fall-protection equipment (e.g. safety harness, fall restraint, fall arrest) is worn and employees are trained in its use *Make sure you carry out the 'Personal Fall-Protection Equipment' risk assessment. Give preference to the use of MEWP's over the use of personal fall-protection equipment*
Emergency plan and rescue procedures are in place *Rescue procedures should be specific to the work. You should not rely solely on the emergency services. Training should be provided in rescuing persons that have fallen and / or become suspended*
PPE (Personal Protective Equipment e.g. Helmet, Safety Boots, Eye and Ear Protection, High Visibility Clothing) is provided and worn
Additional Controls or Information You Added

Hazard: Trailer

Unsafe coupling or uncoupling and loading or unloading of a trailer can lead to trailer rollaway and shifting and falling of loads, which may cause damage, crush injuries or other serious injuries to you, your employees or others

Current Controls

Trailer is kept in good working order and is checked (All connections are made and working correctly; no defects) before use

Use and maintain the trailer according to the manufacturer's instructions. Check brakes, lights / reflectors, attachment / hitching points, tyre condition and pressures, safety chain, jockey wheel / stand, hydraulic attachments / hoses etc

Vehicle used is capable of towing the trailer and its load, and the correct (Strong enough for the weight and speed) braking system is fitted and working

See www.RSA.ie for information on weight limits and braking requirements for towing trailers on public roads. Where fitted, make sure trailer brakes are working evenly and are synchronised with the vehicle brakes before moving off

Trailer is only used by those who are trained (e.g. in hitching, connections, maximum travel speeds, towing on slopes, tipping where relevant, driving licence for the vehicle-trailer combination)

See www.RSA.ie for information on driving licence requirements for towed equipment on public roads. Have the operator's handbook available

The vehicle is safely stopped on level ground during hitching and unhitching, the correct hitch system is used and the controls are only operated from the correct position

Do not stand between the vehicle and trailer unless the engine is off and brake is on. When using an automatic hitch, check that the coupling has been properly made before moving off

Trailer is loaded safely and is not overloaded

Do not exceed the trailer maximum safe working load. Distribute the load evenly across axles. Trailers should not be loaded above their headboard

Loads are adequately secured (Prevent from moving e.g. restrain using straps) for transport and are checked regularly

Inspect restraint equipment for wear and damage before use. Prevent loads shifting, falling, being dislodged or blown off during the journey or when being unloaded. Check load and restraints, especially after heavy braking or sudden changes of direction

Working at a height is avoided where possible or measures are taken to protect against the risk of falling *Avoid climbing on to a trailer by working at ground level where possible e.g. use of mechanical loading equipment, vehicles with gauges and controls at ground level; automatic sheeting systems*
A raised trailer or trailer part is always supported with a suitable prop (e.g. hinged support bar provided on the trailer, rated axel stand) when reaching in or working underneath it *The prop must be suitable to support the weight and prevent the raised part from falling. Make sure you complete the 'Vehicle / Plant Maintenance & Repairs' risk assessment*
People stand clear when opening tail gates / boards and trailer is only unloaded or tipped when on stable, level ground with nobody in the tipping zone *Unfasten the locking bar before tipping. Follow the manufacturer's instructions*
Trailer is not tipped or high loads moved under or close to overhead electricity lines unless there is adequate clearance distance *Avoid moving the trailer when in the raised position*
Reversing is avoided or minimised *Driver must be able to see behind the trailer or be safely guided. Reverse only in a safe place, using safe practices and suitable aids e.g. well positioned mirrors. Keep aids in good working order. Consider fitting a reversing camera on long trailers*
Passengers are never carried on the drawbar or trailer
Trailer is not parked on severe gradients and is chocked when needed (e.g. on slopes, when parked if no handbrake fitted, during maintenance, when tipping) *Refer to the manufacturer's instructions. Take care when fitting and removing chocks and stand to the side of the wheels*
Additional Controls or Information You Added

Hazard: Van Loading / Unloading Loading or unloading a van can cause crush, back, head and other serious injuries to you, your employees and/or visitors
Current Controls
Van is always parked safely and legally for loading/unloading
Hand brake is applied, ignition turned off and key removed before loading/unloading
Loads are always adequately secured (e.g. restraining equipment, straps and racking) to prevent movement or shifting while in transit and bulkhead protection is fitted *Bulkheads prevent load shifting to drivers cabin in event of sudden braking or impact. Loads and restraints should be checked regularly by the driver during all journeys*
Van is loaded within manufacturer's limits and evenly across all axles
Roadside loading or unloading is carried out in a safe manner with suitable precautions (e.g. choose safest location, use hazard warning lights, exit vehicle from the side away from the flow of traffic, do not block footpaths)to protect pedestrians and other vehicles
Suitable mechanical aids (e.g. tail lifts, pallet trucks, stair-climbing trolleys, height adjustable trolleys, powered mobile equipment or other manually operated lifting equipment) are available to help lift and move loads
Suitable PPE (Personal protective equipment e.g. high visibility clothing, gloves, safety footwear, outerwear) is provided and worn where relevant
Additional Controls or Information You Added

Hazard: Visiting Customer Premises Visiting customers premises may result in slips, trips, falls, crush injuries or threatening behaviour which may cause cuts, bruises, head injuries or other serious injuries to you and/or your employees
Current Controls
Employees are provided with information about the purpose of the visit, the location of the premises and any particular risks
Employer or other relevant person is aware of the employee's planned visits (Approximate duration & locations)
Company identification is provided and shown to customer on first contact
Employees are trained not to enter any premises without prior permission from the owner/customer
On arrival at a customer's premises employees make their presence known at reception or make contact with a customer representative
Employees are trained to avoid, and to report to their manager, any dangerous situations/issues that may affect them and reported matters are dealt with promptly *Where threats or aggression occur employees must break away immediately and report the incident to their immediate supervisor/service provider*
Emergency contact numbers are provided and an incident reporting procedure is in place including follow up action *Telephone numbers for emergency services and key personnel should be provided and all threats of violence or harassment are to be investigated and a record kept*
The premises rules and safety signs are obeyed

Where relevant, employees familiarise themselves with the layout of the premises and emergency evacuation procedures
Additional Controls or Information You Added

PART B2 - ACTION LIST

Hazard	Control Required	Assigned To	Action By	Complete
Building Surveying Building surveying could result in slips, trips or falls, falls from height or contact with animals or hazardous substances which may cause cuts, bruises, fractures or other serious injuries or ill-health to you, your employees and / or visitors	Exposure to contaminated sharps and animal diseases is avoided			No
Concrete Poker / Vibrator The use of a concrete poker /concrete vibrator may result in exposure to noise and vibration which may cause hearing or nerve damage or other injuries to you or your employees and/or visitors	Task rotation is used to minimise exposure to vibration			No
Concrete Poker / Vibrator The use of a concrete poker /concrete vibrator may result in exposure to noise and vibration which may	Mounted shutter vibrators are used where possible			No

cause hearing or nerve damage or other injuries to you or your employees and/or visitors				
Concrete Poker / Vibrator The use of a concrete poker /concrete vibrator may result in exposure to noise and vibration which may cause hearing or nerve damage or other injuries to you or your employees and/or visitors	Electrical powered equipment is 110v and RCD is fitted			No
Structural Steelwork Assembly of steelwork may result in collapse of a structure or falling materials which could cause crush or serious injuries to you, your employees, contractors or others	The stability of the structural steelwork and components are checked and monitored by a competent person during the erection process			No
Structural Steelwork Assembly of steelwork may result in collapse of a structure or falling materials which could cause crush or	Steelwork is adequately connected and secured before releasing slings and chains			No

serious injuries to you, your employees, contractors or others				

CONSTRUCTION STAGE HEALTH AND SAFETY PLAN

PROJECT NAME: Riverside Court Housing Development

COMPANY NAME: ABC Builders Limited

NAME: John Smith

DATE: 5th October 2023

CONTENTS

STEP 2 – PROJECT MANAGEMENT 21

INTRODUCTION

(i) HOW TO USE THE PLAN

The Construction Stage Health and Safety Plan is the main document for management of health and safety on site. It should be prepared before construction work starts. However, it is a live and dynamic document that will change and grow during the project and should be reviewed and updated on a regular basis.

The Construction Stage Health and Safety Plan is developed from information that the Client and the Project Supervisor Design Process (PSDP) provide to you, the Project Supervisor Construction Stage (PSCS). This information may include:

- Preliminary Design Stage Health and Safety Plan from the PSDP
- Existing Health and Safety File, including as-built drawings, etc.
- Reports, e.g. Refurbishment/Demolition Asbestos Survey (RDAS).

This Construction Stage Health and Safety Plan a 4-step process:

Figure 1: Construction Stage Safety and Health Plan - 4 Step Process

STEP 1 – Project Information

In this step you input contact details for the various stakeholders, e.g. Client, Designer, PSCS and PSDP, along with other associated information, e.g. safety files, programmes and RDAS's.

STEP 2 – Project Management
This step will help you manage and run the day-to-day issues on site. Information is provided on particular risks, co-ordination of contractors, statutory inspections and training requirements.

STEP 3 – Records Management
This section provides a non-exhaustive index of records that need to be documented and managed on site, and a range of templates and registers to help you complete this work.

STEP 4 – Particular Risk Assessments, Checklists and Action Lists
Particular risk assessments, mandatory and site welfare checklists along with action lists will automatically populate in this section if you have used BeSMART.ie and the Project Supervisor Construction Stage (PSCS) business type. A competent person(s) must be appointed to ensure that all controls are in place and that checklists and action lists are closed out.

Notes for Completing the Plan and Managing the Construction Site

The person(s) responsible for developing and maintaining the Construction Stage Health and Safety Plan must ensure that:

- The plan is updated and reviewed so that it contains all relevant information for the work to be undertaken. Competent persons are appointed to oversee and carry out tasks such as:
    - Keeping the plan current
    - Co-ordinating contractors on site
    - Managing records
    - Investigating and reporting accidents
- Particular risks are identified and measures are put in place to reduce or eliminate the risk from these hazards
- If applicable, the construction site is notified to the Health and Safety Authority (see Step 1.3)
- The plan is made available to all contractors and persons working on or visiting the site
- Particular risk assessments are carried out
- Contractors and their sub-contractors have provided:
    - Site-specific safety statements and risk assessments
    - Insurances
    - Method statements where required
    - Relevant statutory forms and certification for plant and machinery
    - Training records
- Contractors and work activities are co-ordinated and managed
- The construction site is secure and access is monitored.

(ii) RESPONSIBLE PERSONS AND ADDITIONAL INFORMATION

Identify competent people on site who will take responsibility for completing the various elements of the Construction Stage Health and Safety Plan and other related duties. Decide on a suitable person to oversee and manage each role or activity and brief them on their responsibilities.

See Step 3 – Records Management, Section 3.5: Responsible Persons Task Register. You can add in additional tasks / information as needed.

(iii) APPOINTMENTS

To determine when a Project Supervisor Construction Stage (PSCS) is required to be appointed and when the Health and Safety Authority needs to be notified of the commencement of construction work, please refer to Figure 2.

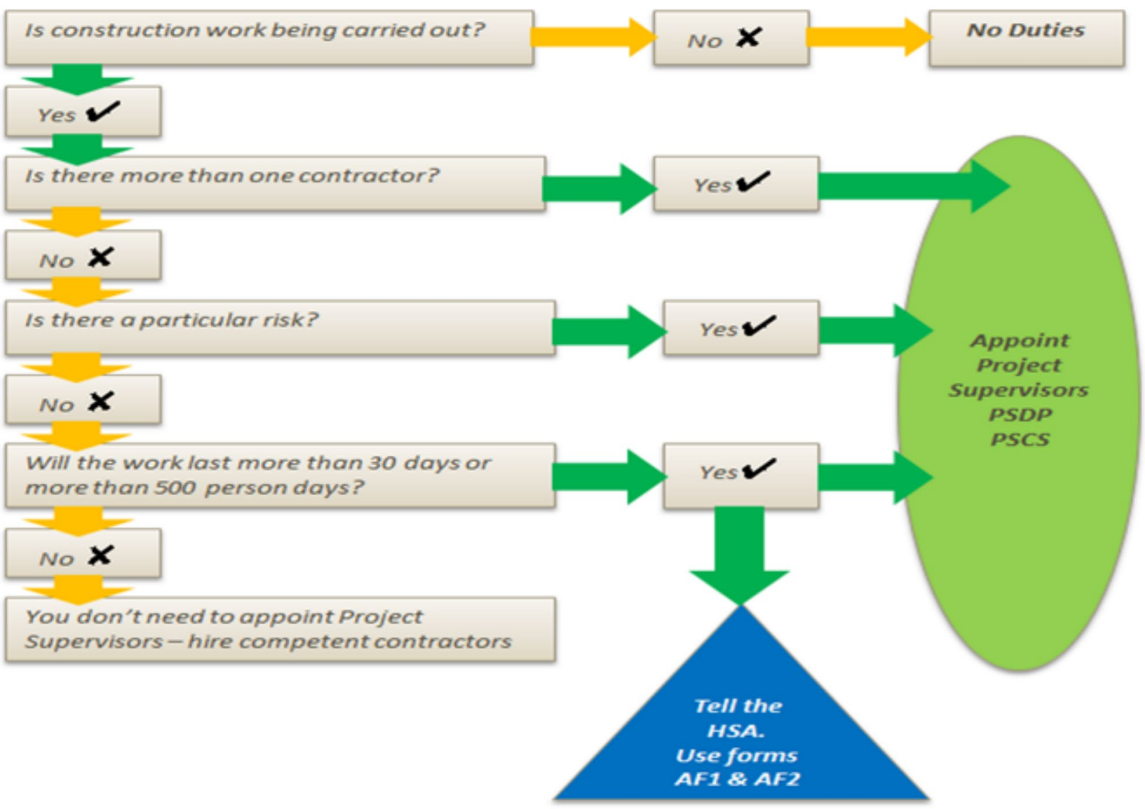


Figure 2: Flowchart showing the appointments and notification process for a construction site

The appointment of the PSCS, as with all competent persons, must be made in writing on headed paper detailing all legal requirements.

The PSCS must confirm acceptance of the appointment, in writing, to the Client. This written acknowledgement will form an agreement between the Client and the PSCS that confirms compliance with the legal requirements.

Note: The Client should appoint only one Project Supervisor Design Process (PSDP) and one PSCS for each project. Where the Client changes the PSDP and / or PSCS he / she must follow the same process of appointment and keep appointment letters on file.

Key Actions for the PSCS

File your written letter of appointment in Step 3 – Records Management, Section 3.2: Letters of Appointment; AF2 Notification.

(iv) DEFINITIONS AND ROLES

"Client" means a person for whom a project is carried out, in the course or furtherance of a trade, business or undertaking, or who undertakes a project directly in the course or furtherance of such trade, business or undertaking.

"Competent Person" means a person where, having regard to the job they are required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which they do work, possesses sufficient training, experience and knowledge suitable to the nature of the work to be completed.

"Construction Stage Health and Safety Plan" is a suitable safety and health plan for the project, which the PSCS must develop prior to the commencement of construction work. The plan must explain how the key safety and health issues will be managed. It must be relevant to the particular project and should be developed from the Preliminary Design Stage Health and Safety Plan prepared by the PSDP. The plan provided here is a blueprint for managing and co-ordinating safety and health during the construction phase of the project.

"Construction Work" has a very broad definition that includes a range of everyday activities. Among the work activities or tasks on a building or structure that are classified as construction work are: alterations, converting, fitting-out, commissioning, renovating, repairing, upkeep, decorating, maintaining, de-commissioning, demolishing, dismantling and assembling. As many maintenance activities are clearly classified as construction work, the term applies to most workplaces at some stage.

"Contractor" means a company or person who carries out or manages construction work for a fixed or other sum and who supplies the materials and labour (whether his / her own labour or that of others) to carry out such work or who supplies the labour only.

"Designer" means a company or person engaged in work related to a design of a project.

"Health and Safety File" is a record of information provided to the Client by the PSDP on completion of the construction work. The file will inform those who are responsible for the structure of any significant safety and health risks that may need to be addressed during subsequent maintenance, repair or other construction work. The Client should make the file available to the PSDP, PSCS,

designers and contractors of any planned or future work if it is going to impact on existing structures or systems.

During construction the PSCS must co-ordinate with other contractors on site to ensure that the information required to complete the file is collected and forwarded to the PSDP, who in turn will pass it on to the Client or end-user. Relevant information for the file may include:

- Construction drawings, as-built drawings, specifications and bills of quantities used and produced throughout the construction process
- General design criteria
- Details of equipment and maintenance facilities within the structure
- Maintenance procedures and requirements for the structure
- Manuals and, where appropriate, certificates, produced by contractors and suppliers that outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure, typically lifts, electrical and mechanical installations, etc.
- Details of the location and nature of utilities and services, including emergency and firefighting systems.

Note: Information for the Health and Safety File (including reports, sketches, drawings, letters, etc.) should be catalogued and filed for issue to the PSDP.

"Particular Risks" is a non-exhaustive list of risks given in Schedule 1 of the Safety, Health and Welfare at Work (Construction) Regulations. For example;

- works that put a person at risk of falling from a height, for example, roof work where access is restricted,
- burial under an earthfall, for example, deep excavations in poor soil conditions,
- works near high voltage power lines, for example, building a house on a site which has existing power lines crossing the site,
- works exposing a person to the risk of drowning, for example, construction of a wall beside or near a river,
- work involving the setting up or taking down of heavy parts, for example installation of precast or assembly of structural steel, or
- work involving asbestos

"Preliminary Design Stage Health and Safety Plan" is a written statement from the PSDP identifying health and safety issues for the project and listing specific risks. The PSDP must give this plan to the PSCS, who will then identify any remaining risks (residual risks) related to the project before developing the Construction Stage Safety and Health Plan. Throughout the construction stage, the PSDP and PSCS should communicate health and safety issues across both the design and the constructions teams and co-ordinate the safe working procedures on site.

Note: The Preliminary Design Stage Health and Safety Plan should be prepared in adequate time by the PSDP to allow it to be provided for anyone tendering or negotiating for the role of PSCS. This will allow the potential PSCS to consider the implications of any hazards or particular risks in the plan when preparing the Construction Stage Health and Safety Plan, the tender or proposal for the works.

"Project Supervisor Construction Stage (PSCS)" means a competent person or organisation (may be an individual or body corporate) appointed by the Client and responsible for carrying out the duties under the Safety, Health and Welfare at Work (Construction) Regulations, and enabling the Client to meet the requirements of the Safety, Health and Welfare at Work Act. Key aspects of the role are to:

- Co-ordinate the identification of hazards and the elimination of those hazards or the reduction of risks during construction
- Develop the safety and health plan initially prepared by the PSDP before construction commences
- Co-ordinate the implementation of the Construction Regulations by contractors
- Organise co-operation and the provision of information between contractors
- Co-ordinate the reporting of accidents to the Health and Safety Authority
- Notify the Health and Safety Authority before construction commences where construction is likely to take more than 500 person days or 30 working days
- Provide information to the site safety representative
- Co-ordinate the checking of safe working procedures
- Co-ordinate measures to restrict entry to the site
- Co-ordinate the provision and maintenance of welfare facilities
- Co-ordinate arrangements to ensure that craft, general construction workers and security workers have a safety awareness card, e.g. Safe Pass, and a Construction Skills Certification Scheme (CSCS) card where required
- Co-ordinate the appointment of a site safety representative where there are more than 20 persons on site
- Appoint a safety adviser where there are more than 100 persons on site
- Provide all necessary safety file information to the PSDP
- Monitor the compliance of contractors and others and take corrective action where necessary
- Notify the Health and Safety Authority and the Client of non-compliance with any written directions issued.

"Project Supervisor Design Process (PSDP)" may be an individual or body corporate, i.e. a limited company, such as a firm of architects, chartered surveyors, consulting engineers or project managers. It can also be the main contractor (e.g. in cases of design-and-build contracts or small projects with minimal design input). In all cases the person or company undertaking the role must

have the necessary competence to carry out the relevant duties. The PSDP must be appointed before design work commences to ensure effectiveness in addressing and co-ordinating safety and health matters from the earliest stages of a project. Key aspects of the role are to:

- Identify hazards arising from the design or from the technical, organisational, planning or time-related aspects of the project
- Where possible, eliminate the hazards or reduce the risks
- Communicate necessary control measures, design assumptions or remaining risks to the PSCS so that they can be dealt with in the Construction Stage Health and Safety Plan
- Co-ordinate the work of designers to ensure safety
- Organise co-operation between designers
- Prepare a written health and safety plan for any project where construction will take more than 500 person days or 30 working days or where there is a particular risk, and deliver it to the Client prior to tendering
- Prepare a safety file for the completed structure and give it to the Client
- Notify the Health and Safety Authority and the Client of non-compliance with any written directions issued.

(v) AMENDMENT LOG

Amendment Number	Date	Purpose of Amendment	Updated Sections / Documents

STEP 1 - PROJECT INFORMATION

Project Information needs to be completed for each new project.

Assign competent persons to ensure that all aspects of Step 1 are completed as necessary, including;

- Programme / duration of works
- Site management and responsibilities
- Contact details for Client, PSDP, PSCS, Designer and other contractors
- Appointments and AF2 notification
- Pre-existing issues identified through the Preliminary Design Stage Health and Safety Plan, Client's Health and Safety File or Refurbishment / Demolition Asbestos Survey (RDAS).

1.1 PROJECT INFORMATION AND PROGRAMME

1.1.1 PROJECT INFORMATION

Key Actions for the PSCS

Fill out all relevant sections in the tables below. Include all details duty holders associated with the project. Ensure that all project information is included. Some of the information required may already be part of the Preliminary Design Stage Safety and Health Plan provided by the PSDP or the Health and Safety File from the Client if it is an existing building or structure.

Note: The PSCS appointed may be either an individual or a body corporate.

Project Supervisor Construction Stage (PSCS)	
NAME: (individual or body corporate)	
REGISTERED / TRADING ADDRESS:	
CONTACT PERSON:	
PHONE:	
EMAIL:	

Client	
NAME: (individual or body corporate)	
REGISTERED / TRADING ADDRESS:	
CONTACT PERSON:	
PHONE:	
EMAIL:	

Project Supervisor Design Process (PSDP)	
NAME: (individual or body corporate)	
REGISTERED / TRADING ADDRESS:	
CONTACT PERSON:	
PHONE:	
EMAIL:	

Structural / Mechanical / Electrical Engineers; Quantity Surveyors; Designers **(Add as appropriate)**	
NAME: (individual or body corporate)	
REGISTERED / TRADING ADDRESS:	
CONTACT PERSON:	
PHONE:	
EMAIL:	

Project Information	
PROJECT NAME:	
PROJECT ADDRESS:	
DESCRIPTION OF WORKS:	
DURATION OF WORKS:	**Timescale of Project** *Enter planned start date and planned completion date* *Enter site hours of operation* e.g. 0730 to 1800hrs Mon–Fri 0730 to 1300hrs Sat Note: Work is not permitted outside these times unless agreed with site management. Is programme included in Step 3 – Records Management, Section 3.3: Programme? Yes No
SAFETY FILE:	Is there an existing safety file, site survey or other safety-related records? Yes No If yes, which part(s) affect design safety? If yes, which part(s) affect construction safety? If no records are in place, an assessment or site survey of on-site hazards may need to be undertaken.
EXISTING BUILDINGS:	*Input known information, e.g. Refurbishment / Demolition Asbestos Survey, Condition Report Survey, etc.*
EXISTING ENVIRONMENT:	*Input known information, e.g. presence of schools, housing estates, public services, traffic routes, etc.*
EXISTING SERVICES:	*Identify and detail all known underground and overground services*

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED
PERSON(S) RESPONSIBLE: SIGNATURE:

1.2 SITE MANAGEMENT INFORMATION AND RESPONSIBILITIES

Key Actions for the PSCS

Put in place a chain of command to make sure there are adequate resources and supervision to manage the co-ordination of work activities and contractors.

Site Management			
TITLE	**NAME**	**PHONE**	**EMAIL**
Managing Director			
Contracts Manager			
Project Manager			
Project Foreman			
Quantity Surveyor			
Health and Safety Co-ordinator			

1.2.1 ROLES AND RESPONSIBILITIES

While the responsibility for managing health and safety in your workplace rests mainly with you (the PSCS), the employer, employees and other contractors also have responsibilities.

The PSCS's responsibilities include to:

- Co-ordinate the implementation of the Construction Regulations by contractors
- Co-ordinate the identification of hazards, the elimination of the hazards or the reduction of risks during construction
- Organise co-operation and the provision of information between contractors
- Co-ordinate the reporting of accidents to the Health and Safety Authority
- Notify the Health and Safety Authority before construction commences where construction is likely to take more than 500 person days or 30 working days
- Co-ordinate the checking of safe working procedures
- Co-ordinate measures to restrict entry to the site
- Co-ordinate the provision and maintenance of welfare facilities
- Co-ordinate arrangements to ensure that craft, general construction and security workers have a safety awareness card, e.g. Safe Pass, and Construction Skills Certification Scheme (CSCS) card where required
- Co-ordinate the appointment of a site safety representative where there are more than 20 persons on site

- Provide information to the site safety representative
- Appoint a safety adviser where there are more than 100 persons on site
- Provide all necessary safety file information to the PSDP
- Monitor the compliance of contractors and others and take corrective action where necessary
- Notify the Health and Safety Authority and the Client of non-compliance with any written directions issued.
- The PSCS may issue directions to designers or contractors.

The Employer's responsibilities include to:

- Manage and conduct work activities so as to ensure the safety and health of employees and others affected
- Prevent improper conduct likely to put an employee's safety or health at risk
- Provide a safe place of work that is adequately designed and maintained
- Provide safe means of access and egress
- Provide safe plant, equipment and machinery
- Provide safe systems of work, e.g. operating procedures
- Prevent risk to health from any article or substance (including plant, tools, machinery, chemical substances and equipment)
- Provide appropriate information, instruction, training and supervision – taking into account the employee's capabilities – when an employee begins work or is transferred to new tasks, and when new technology is introduced
- Provide suitable protective clothing and equipment where hazards cannot be eliminated
- Prepare and review emergency plans
- Designate staff to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees. (A competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.)

The Employee's responsibilities include to:

- Comply with the relevant health and safety legislation, e.g. co-operating with the employer, reporting unsafe procedures or equipment
- Comply with safety policies and procedures to ensure his/her personal safety and that of others
- Co-operate with the employer in relation to safety, health and welfare at the place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to the employer
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures to the employer
- Use any protective clothing and equipment that has been provided for his/her safety
- Attend any training as required by the employer
- Co-operate with the employer to enable the employer to comply with relevant health and safety legislation
- Not engage in improper conduct or behaviour that is likely to endanger his/her or others' safety, health and welfare while at work
- Not be under the influence of intoxicants as they may endanger his/her or others' safety, health and welfare
- Not interfere with, misuse or damage anything provided for securing safety, health and welfare.

Other Contractor's responsibilities include to:

- Co-operate with the PSCS
- Provide promptly to the PSCS any site-specific information, including any relevant extract from their safety statement that (i) is likely to affect the safety, health or welfare of any person at work on the construction site, or (ii) might justify a review of the safety and health plan
- Provide information to the PSCS on any accident or dangerous occurrence on site
- Provide relevant information to the PSCS to develop the safety file
- Comply with directions from the PSCS
- Comply with the safety and health plan and any rules in the plan that are applicable to the contractor or to the contractor's employees
- Apply, where appropriate, the general principles of prevention in a consistent manner
- Facilitate the performance and functions of the safety representative.

1.2.2 PERSONS RESPONSIBLE FOR PERFORMING TASKS

Identify responsible persons on site who are competent, suitably trained and who will take responsibility for carrying out various tasks such as:

- Site inductions
- Statutory inspections
- Site safety audits
- Risk assessments, method statements
- Emergency procedures, First Aid.

When you have identified the persons responsible for carrying out these tasks, then:

- Brief them on the tasks and their responsibilities
- Enter their name against the relevant task(s) in the Responsible Persons Task Register (see below) and get the responsible person to add their signature.

Further Information

See Step 3 – Records Management, Section 3.5: Responsible Persons Task Register.

1.3 AF2 NOTIFICATION OF A CONSTRUCTION SITE

Key Actions for the PSCS

Any construction project lasting longer than 30 days or 500 person days must be notified to the Health and Safety Authority. This notification should be completed by or on behalf of the PSCS. It can be done online:

AF2 online notification: https://webapps.hsa.ie/Account/LoginConstruction

The AF2 notification form must be displayed prominently on site, e.g. in the site office and / or canteen and a record kept in Section 3.2: Letters of Appointment; AF2 Notification

Further Information

See Figure 3: Flowchart showing the appointments and notification process for a construction site in the introduction.

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED
PERSON(S) RESPONSIBLE: SIGNATURE:

1.4 PROGRAMME

Key Actions for the PSCS

Discuss the programme with the Client and agree a timeframe. Draw up a programme of work based on this timeframe and agree it with all duty holders. It must allow reasonable time to carry out activities in such a way that they will not pose a risk to contractors, visitors or neighbours.

The programme or timeline should be tailored, monitored and updated on a regular basis and filed in Step 3 – Records Management, Section 3.3: Programme.

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED
PERSON(S) RESPONSIBLE: SIGNATURE:

STEP 2 - PROJECT MANAGEMENT

You will need to identify, plan, co-ordinate and implement safe working procedures for all aspects of construction work from the start of the project right through to completion.

Assign competent persons to ensure that all aspects of Step 2 are completed and monitored as necessary.

Key elements of the management of the project include:

- Putting in place mandatory site requirements (welfare, induction, PPE, statutory inspections, etc.)
- Identifying responsible persons to carry out key tasks on site (site inductions, statutory inspections, toolbox talks, accident and incident reporting and investigation, etc.)
- Identifying particular risks, where applicable
- Ensuring that there are persons responsible for co-ordinating contractors on site and seeing that they comply with the site rules
- Having adequate emergency and First Aid procedures in place

2.1 MANDATORY SITE REQUIREMENTS

Key Actions for the PSCS

As PSCS, you have mandatory obligations to fulfil before work starts on site. Refer to the mandatory requirements checklist available in Part B1. This checklist must be reviewed at regular intervals.

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED	
PERSON(S) RESPONSIBLE:	SIGNATURE:

2.2 PARTICULAR RISKS

Key Actions for the PSCS

Schedule 1 of the Safety, Health and Welfare at Work (Construction) Regulations lists ten work activities that may create particular risks. The list of particular risks is not exhaustive and you may identify further work activities with particular risks. You will need to assess these and make sure appropriate controls are put in place and communicated to relevant parties e.g. employees, contractors and the Project Supervisor for the Design Process.

You should also refer to the Preliminary Design Stage Safety and Health Plan for information on identified particular risks and any remaining risks (residual risks) related to the project. The PSDP is required to identify these risks and to inform the PSCS if these risks exist.

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED	
PERSON(S) RESPONSIBLE:	SIGNATURE:

2.3 SITE-SPECIFIC RISKS

Key Actions for the PSCS

Identify the work activities and hazards on site:

1. Identify site-specific activities
2. Carry out risk assessments
3. Ensure risk assessments are communicated to workers.

Further Information

Conduct risk assessments relevant to the work by selecting your business type in BeSMART.ie and determine the control measures and resources required to minimise the risk from these activities.

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED
PERSON(S) RESPONSIBLE: SIGNATURE:

2.4 CO-ORDINATION OF CONTRACTORS

Key Actions for the PSCS

Adopt an integrated approach to safety and health on site so that all contractors involved with the project work together to ensure the safety of all workers on the site. Co-ordinating the activities of all contractors for the duration of the construction period will involve:

- Agreeing emergency arrangements and procedures (e.g. fire, means of escape, First Aid)
- Establishing arrangements for the provision and operation of plant and equipment that will be used by a number of contractors (e.g. cranes, hoists and scaffolding)
- Co-ordinating the work of contractors so as to minimise the effect of one activity on another
- Giving the contractors relevant safety and health information relating to the project (e.g. the Construction Stage Safety and Health Plan)
- Where required, appointing a competent health and safety co-ordinator.

Ensuring that co-ordination and co-operation between contractors is continually monitored and which is reviewed regularly at project or site meetings. Co-ordination meetings must be held on a regular basis, with minutes of these meetings recorded and any actions listed, assigned and signed off when completed.

Further Information

See Step 3 – Records Management, Section 3.8: Co-ordination Meeting Minutes and Section 3.21: Contractor Information Sheet.

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED
PERSON(S) RESPONSIBLE: SIGNATURE:

2.4.1 SELECTION OF CONTRACTORS

Key Actions for the PSCS

If you contract out work to other contractors you must ensure that:

- They are competent to carry out the work
- They have adequate resources to carry out the work
- They comply with all statutory requirements
- The Construction Stage Safety and Health Plan is brought to their attention
- They and their sub-contractors (including those who are self-employed) have a site-specific safety statement that includes risk assessments relevant to the work that they are carrying out.

- They inform you of any hazards that may be introduced to the site due to their work activities.

Further Information

See Step 3 – Records Management, Section 3.21: Contractor Information Sheet.

2.5 SITE SECURITY ARRANGEMENTS

Key Actions for the PSCS

Construction works must be planned to ensure that they do not pose a risk to members of the public. You must ensure that arrangements are put in place to prevent unauthorised access to the construction site by members of the public, and in particular by children. Persons visiting the construction site must report to the site office and must not walk unaccompanied through the construction site.

When setting up on site, the following areas may need to be assessed:

- Site boundary security (e.g. Heras fencing, hoarding)
- Site compound safety (e.g. separating people from moving vehicles, adequate lighting, storage and delivery arrangements)
- Offices
- Signage
- Works area, which must be secured to prevent access by members of the public
- Plant and equipment, which must be secured and keys removed
- Access routes, which must be kept unobstructed and clean.

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED
PERSON(S) RESPONSIBLE: SIGNATURE:

2.6 EMERGENCY PROCEDURES INCLUDING EVACUATION AND RESCUE

Key Actions for the PSCS

Details of the emergency procedures for the site must be covered during site induction, and copies must be posted in prominent locations on site. As part of the emergency procedures, you will carry out the following activities, where necessary:

- Appoint a suitably trained, competent and responsible person as emergency co-ordinator or fire warden
- Ensure emergency procedures, first aid and accident reporting are covered at site induction
- Establish Assembly Point(s) in a suitable location, with appropriate signage
- Provide suitable firefighting equipment in accessible locations
- Appoint a suitably trained First Aider, or make arrangements with a local General Practitioner where a risk assessment shows it is not necessary to a have a First Aider on site
- Provide a First Aid kit, which must be kept stocked and in an accessible location
- Mark the location of fire hydrants and ensure they are kept clear at all times.

Note: Additional plans for rescue from work at height (from scaffolding, roof areas, etc.) may need to be developed by a competent person. You should not rely on the emergency services to perform a rescue.

Further Information

See Step 3 – Records Management, Section 3.7: Emergency Contact Information. To use this template, fill in the emergency procedures, display on site and inform workers during induction.

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED
PERSON(S) RESPONSIBLE: SIGNATURE:

2.7 TRAFFIC / PEDESTRIAN MANAGEMENT

Key Actions for the PSCS

Before any construction activities involving vehicles commence, a site-specific traffic management plan must be developed. It will take into account:

- Site entrance, sight lines, signage, lighting and pedestrian footways
- Deliveries, collections and set-down areas
- Parking
- On-site traffic and pedestrian routes
- Safe procedures for reversing on site.

The traffic management plan should be monitored, reviewed on a regular basis and amended as required. It can be filed at Step 3 – Records Management, Section 3.17: Traffic Management Plans.

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED	
PERSON(S) RESPONSIBLE:	SIGNATURE:

2.8 WELFARE FACILITIES REQUIREMENTS

Key Actions for the PSCS

You must co-ordinate and ensure that adequate welfare facilities are provided for the construction site. Refer to the site welfare checklist available in Part B1 if you have completed the checklist included in the risk assessment page for the business type Project Supervisor Construction Stage (PSCS) in BeSMART.ie. All welfare facilities should be:

- Accessible and have adequate lighting, heating and ventilation
- Kept clean, tidy and adequately stocked.

Where female workers are on site, suitable arrangements (e.g. sanitary convenience(s) and sanitary waste disposal) must be in place.

Note: Chemical toilets should only be used for a short period of time until a mains or other suitable flushing toilet is provided.

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED
PERSON(S) RESPONSIBLE: SIGNATURE:

2.9 MONITORING OF HEALTH AND SAFETY

Active monitoring of health and safety on site will reduce the likelihood and chances of an accident occurring if the appropriate resources, staff and training are in place. Monitoring can include:

- Safety Audits
- Statutory Inspections

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED
PERSON(S) RESPONSIBLE: SIGNATURE:

2.9.1 SAFETY AUDITS

Key Actions for the PSCS

Carrying out a regular safety audit can help you to monitor health and safety compliance on site. A non-exhaustive weekly checklist is provided in Section 3.18 to help you identify potential hazards that may require remedial action. To use this form:

- Tick box if items on the checklist are applicable to the work you are doing
- If you answer any question 'No', check the relevant risk assessment.

Further Information

See Step 3 – Records Management, Section 3.18: Safety Audits. This weekly checklist can act as an aide-memoire to help you identify hazards that may be occurring on site.

2.9.2 STATUTORY INSPECTIONS

Key Actions for the PSCS

Statutory inspections of plant and equipment is a basic requirement on construction sites. The inspection will depend on the activity (e.g. excavations, work at height) and on the equipment used (e.g. mobile crane, telescopic handler, chains and slings). You must appoint a competent person to ensure that all inspections are carried out as required and that records are kept.

Statutory forms, where required, can be obtained in Learn More (Construction) at BeSMART.ie or at www.hsa.ie. Relevant forms may include:

- GA1 – Thorough Examination of Lifting Appliances
- GA2 – Weekly Inspection of Lifting Appliances
- GA3 – Work at Height Inspections
- AF3 – Thorough Examination of Excavations
- AF4 – Inspection / Examination of Personal Flotation Devices.

Records of statutory inspections should be included in Step 3 – Records Management at Section 3.13: Plant, Lifting Equipment Inspections and Lift Plans (GA1 and GA2 forms); Section 3.14: Excavations (Permits and AF3 forms); and Section 3.15: Work at Height (GA3 forms), AF4 forms.

2.10 COMPETENCE AND TRAINING REQUIREMENTS

Competence is determined by knowledge, training and experience. An employer must assess what training each employee needs to keep up to date with changes in legislation, work practices and technology.

Key Actions for the PSCS

The competence and training of you, your managers and your employees are key underpinning factors for the effective safe management and operation of your project. Competent, trained personnel, who are under supervision, are better able and more motivated to complete a job safely, efficiently and to a high standard.

There are mandatory training requirements that must be complied with, such as Safe Pass and the Construction Skills Certification Scheme (CSCS). However, further training may be required for you, your managers or employees to ensure competency.

Note: Safe Pass is only a basic safety awareness programme and needs to be supplemented by further training, e.g. CSCS, induction, toolbox talks or specific training such as manual handling.

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED
PERSON(S) RESPONSIBLE: SIGNATURE:

2.10.1 SITE INDUCTION AND SITE RULES

Induction training is very important in communicating key health and safety information to employees, contractors and other relevant persons when they first arrive on site.

Key Actions for the PSCS

When carrying out induction the following information should be communicated:

- Specific hazards associated with the workplace and the controls in place
- Roles and responsibilities
- Emergency procedures and First Aid arrangements
- Record of communication of information

Site rules.

Further Information

See Step 3 – Records Management, Section 3.11: Site Induction and Training Records for a site induction register template and typical induction topics. When inductions have been completed, then complete the training register.

2.10.2 SAFE PASS

General construction workers, craft workers and on-site security personnel must be in possession of a valid Safe Pass card or approved equivalent. Safe Pass cards are valid for a period of 4 years.

Further Information

Step 3 – Records Management, Section 3.11: Site Induction and Training Records can be used to record Safe Pass details. Contact SOLAS if you have any queries in relation to the status or authenticity of a Safe Pass card, or for further information on Safe Pass, see www.solas.ie.

2.10.3 CONSTRUCTION SKILLS CERTIFICATION SCHEME

There are specific training requirements for carrying out certain work activities on site. Any person carrying out the tasks listed below must be in possession of a valid Construction Skills Certification Scheme (CSCS) card or equivalent:

1. Scaffolding – basic
2. Scaffolding – advanced
3. Mobile tower scaffold
4. Tower crane operation
5. Self-erecting tower crane
6. Slinging/signalling
7. Telescopic handler operation
8. Tractor/dozer operation
9. Mobile crane operation
10. Crawler crane operation
11. Articulated dumper operation
12. Site dumper operation
13. 180˚ excavator operation
14. 360˚ excavator operation
15. Mini-digger operation (less than 6,000 kg)
16. Roof and wall cladding/sheeting
17. Built-up roof felting
18. Signing, lighting and guarding on roads
19. Health and safety at roadworks
20. Shotfiring (explosives in construction)
21. Locating of underground services.

Further Information

A training register is available in Step 3 – Records Management, Section 3.11: Site Induction and Training Records.

If you are not sure whether a training card is valid or if you want further information in relation to the Construction Skills Certification Scheme, see www.solas.ie or telephone (01) 533 2500.

2.10.4 OTHER TRAINING; TOOLBOX TALKS

The requirement to provide health and safety training applies to all workers on site. While Safe Pass and CSCS cards are a mandatory requirement for working on construction sites, other training may be required such as toolbox talks, manual handling training, First Aid courses, etc.

Toolbox talks provide a convenient and cost-effective method of communicating and involving employees and contractors in issues that are happening on site. Toolbox talks should be carried out on a regular basis and should last no longer than 10 to 15 minutes. Regular toolbox talks help to reinforce a positive safety message, which will lead to greater hazard awareness on site and safer work practices.

Key Actions for the PSCS

Ensure that all training provided is relevant and delivered in a form, manner and language that recipients are reasonably likely to understand. Follow up to make sure that the training objectives were met.

When carrying out toolbox talks remember to:

- Use a location that is conducive to learning
- Actively encourage discussion
- Relate the talk to upcoming work
- Use props and visual aids
- Ensure that attendees understand the content of the training
- Make the training meaningful
- Keep a record of the training.

Further Information

See Toolbox Talk Register at Step 3 – Records Management, Section 3.11: Site Induction and Training Records.

Toolbox talks for construction workers can be downloaded at BeSMART.ie (see Learn More – Construction – Training).

2.11 SAFE SYSTEMS OF WORK

Safe systems of work are known by various names: method statements, safe system of work plans (SSWPs), standard operating procedures (SOPs), permits to work, etc.

Key Actions for the PSCS

Use safe systems of work to help manage particular or site-specific risks and to document how a specific work activity should be carried out safely. See examples below.

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED
PERSON(S) RESPONSIBLE: SIGNATURE:

2.11.1 METHOD STATEMENTS

Method statements provide a step-by-step description of the safe system of work for high-risk activities. They allow such activities to be suitably planned, organised and controlled.

The method statement will be in writing and must be clearly communicated to all persons involved in the activity, using a language that is understood by all. It will include the following information:

- Job details (location, main contractor, description of the works, start date, estimated completion date, etc.)
- Schedule of responsibilities
- Details of selected work methods
- Details of plant/equipment, hazardous materials to be used
- Details of ancillary equipment
- Name of appointed duty holder(s)
- Emergency arrangements and details
- A complete plan setting out the sequence of the operation, taking account of relevant site hazards and control measures (i.e. from site preparation, through arrival of the equipment on site, any necessary erection, positioning of the equipment, lifting and placing of load(s), dismantling of equipment, to moving off site)
- Author of method statement, signature and date.

Further Information

See Step 3 – Records Management, Section 3.6: Method Statements and Safe Systems of Work.

2.11.2 SAFE SYSTEM OF WORK PLAN (SSWP)

SSWPs are user-friendly, pictogram-based resources that assist in planning and completing construction work activities in a safe manner. They are used to identify site-specific and activity-based hazards so that appropriate controls can be put in place before work starts. They are also communication tools that inform all persons involved in the work activity on how to work safely. SSWP forms are available for:

- House building
- Civil engineering
- Demolition
- Ground works
- Commercial building
- Roadworks
- Building and monument maintenance.

Further Information

SSWP forms can be downloaded from the Health and Safety Authority's website: www.hsa.ie.

2.11.3 PERMITS TO WORK

Depending on what work activities are being carried out, permits to work may form a part of the safe system of work. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been identified. Typical types of work activity where permits to work are used include:

- Permit to dig
- Work at height
- Hot work
- Electrical works (temporary/commissioning works)
- Out-of-hours works or lone working
- Confined spaces
- Roof access.

Further Information

See Step 3 – Records Management, Section 3.9: Permits to Work.

2.12 ACCIDENT AND INCIDENT REPORTING

KEY ACTIONS FOR THE PSCS

If an accident occurs on site that affect you, your employees or a third party it is very important that the following steps are carried out:

- Ensure that all accidents and dangerous occurrences are recorded.
- Promptly investigate the accident or dangerous occurrence so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.
- Ensure that where a fatal accident has occurred the HSA are notified as quickly as possible (Tel: 1890 289 389) and Form of Notice of Accident (IR1) sent within 5 working days.
- Ensure that other accidents are reported to the Health & Safety Authority on Form IR1 within 10 working days where:
    - Employees are out of work or not able to perform their normal work for more than 3 consecutive days (excluding the day of the accident but including any days which would not have been working days)
    - Members of the public injured due to a work activity and who are taken from the location of the accident to receive treatment in a hospital or medical facility
- Ensure that dangerous occurrences are reported to the Health & Safety Authority on the Form of Notice of Dangerous Occurrence (IR3) within 10 working days

Further Information

The employer of the injured party is responsible for reporting of accidents on Form IR1 when required. A record of any accident or dangerous occurrence reported to the HSA must be kept for a minimum of 10 years.

Any report of any accident or dangerous occurrence can be made online at www.hsa.ie.

See Step 3 – Records Management, Section 3.19: Accident and Incident Reports for an internal accident investigation template. You can append photographs, witness statements or extra pages / information to the investigation form if required.

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED
PERSON(S) RESPONSIBLE: SIGNATURE:

2.13 TEMPORARY WORKS DESIGN

Key Actions for the PSCS

The PSCS, contractors, specialist sub-contractors and equipment suppliers may carry out the design of temporary works structures. In some cases, consulting engineers and designers specialising in temporary works design provide design services for both contractors and equipment suppliers.

Examples of temporary works design include:

- Complex scaffolding design, falsework
- Facade retention
- Formwork design.

Note: There may be some crossover between permanent and temporary works designs so regular co-ordination meetings should be held between the PSDP, PSCS and other associated parties where relevant. The PSDP is responsible for ensuring that all permanent and temporary design work is co-ordinated.

Further Information

Permanent and temporary works design certificates can be found in Guidelines on the Procurement, Design and Management Requirements of the Safety, Health and Welfare at Work (Construction) Regulations, which can be downloaded from www.hsa.ie.

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED
PERSON(S) RESPONSIBLE: SIGNATURE:

2.14 SAFETY CONSULTATION; SITE SAFETY REPRESENTATIVE

Key Actions for the PSCS

Where more than 20 workers are employed at any one time on a construction site, you must, in co-operation with contractors and persons employed on the project, appoint a site safety representative from among the employees of the contractor(s) undertaking the project.

The site safety representative may consult with, and make representations to, the employer on safety, health and welfare matters relating to the employees in the place of work. The employer must consider these representations, and act on them if necessary. The intention of these safety consultations is to prevent accidents and ill-health, highlight problems and identify means of overcoming them.

Safety consultations are particularly important when changes are taking place, for example when a safety statement or safety and health plan is being drawn up, or new technology or work processes,

including new substances, are being introduced. They also have a part to play in dealing with long-established work practices and hazards.

Further Information

Further information on the role of site safety representatives can be found in *Safety Representatives and Safety Consultation Guidelines*, which can be downloaded from www.hsa.ie.

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED
PERSON(S) RESPONSIBLE: SIGNATURE:

2.15 VULNERABLE WORKERS

Vulnerable worker are categorised under four headings:

- Pregnancy at work
- Young persons
- Work-related stress and dignity at work
- Non-English speaking workers.

Each group has its own special requirements that must be complied with (see below).

Key Actions for the PSCS

It is important to identify and carry out the related actions for each vulnerable group to ensure their safety, health and welfare while at work.

PSCS CAN INCLUDE ADDITIONAL INFORMATION AS REQUIRED
PERSON(S) RESPONSIBLE: SIGNATURE:

2.15.1 – PREGNANCY AT WORK

Key Actions for the PSCS

On becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, you need to assess the specific risks arising from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child.

On receipt of an appropriate medical certificate, take the following actions:

- Make sure that a specific risk assessment for that employee is undertaken, taking account of any medical advice that the employee has received

- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure that the employee does not carry out these activities

- If a risk cannot be eliminated or reduced to an acceptable level, then:

    - Adjust the employee's working conditions or hours of work or both; or
    - If this is not possible, provide alternative work; or
    - If this is not possible, grant the employee health and safety leave

- Ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed.

Further Information

A Pregnancy Risk Assessment template form is available in the Learn More section of BeSMART.ie.

See Step 3 – Records Management, Section 3.5: Responsible Persons Task Register. This register can be used to identify the person responsible for carrying out pregnancy-at-work risk assessments.

Refer to the *Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007* available at www.hsa.ie. See Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.

2.15.2 – YOUNG PERSONS

Key Actions for the PSCS

Regarding young people at work, i.e. those less than 18 years of age, you need to:

- Carry out a risk assessment before employing a young person (over 16 years but under 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity

- Put in place all required control measures identified by the risk assessment, taking account of:

    - Their lack of experience, maturity or awareness of risk
    - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
    - The physical and psychological capacity of the young person

- Make sure the recommended working hours are not exceeded for young persons.

Further Information

See Step 3 – Records Management, Section 3.5: Responsible Persons Task Register. This register can be used to identify the person responsible for carrying out young-persons-at-work risk assessments.

Refer to the guidance document *Protection of Children and Young Persons*, which is available in the Learn More section of BeSMART.ie.

2.15.3 – WORK-RELATED STRESS AND DIGNITY AT WORK

Key Actions for the PSCS

You should make sure that:

- No employee's workload is so great that he or she will have to consistently work overtime
- No worker is subjected to harassment from, or degrading behaviour by, colleagues or managers
- Everyone in the workplace treats others with respect and courtesy
- No person has to work in an environment that is unsafe and in which there are risks of accidents
- Workers are trained so that they can do their jobs effectively and safely
- Everyone knows what his or her core job is
- A 'Dignity at Work Policy' is in place, outlining procedures to address bullying and harassment at work.

Further Information

Refer to the *Code of Practice on the Prevention and Resolution of Bullying at Work*, which is available in the Learn More section of BeSMART.ie.

2.15.4 – COMMUNICATION

Key Actions for the PSCS

You must ensure that workers know their roles and responsibilities and that they understand any health and safety implications associated with their job.

Employers have a duty to provide adequate information, training, instruction and supervision in a form, manner and language that employees are reasonably likely to understand. Timely and good communication is essential. Clear communication helps to ensure that tasks are understood and completed in a safe manner. Workers need to know how to do their work safely!

STEP 3 - RECORDS MANAGEMENT

Records Management is a key component and an essential requirement of any construction site.

The list of records and documentation that need to be kept and maintained on site can and will differ depending on the type of construction work that is planned to be carried out. It may include:

- Statutory certification of plant
- Induction and training records (Safe Pass, CSCS, etc.)
- Method statements
- Accident reports.

To help you as a PSCS, a records management structure has been laid out in this step. In each of the sections you will find pro-forma templates or further information to help you manage your records.

Ensure records and important information is stored in the appropriate section. Records should be maintained for a minimum period of 7 years.

Assign competent persons to ensure all aspects of Step 3 are completed and monitored as necessary.

STEP 3 – RECORDS MANAGEMENT

3.1 Preliminary Design Stage Health and Safety Plan

3.2 Letters of appointment; AF2 notification form

3.3 Programme

3.4 Health and Safety File (client); Refurbishment / Demolition Asbestos Survey (RDAS)

3.5 Responsible Persons Task Register

3.6 Method statements and safety systems of work

3.7 Emergency contact information

3.8 Co-ordination meeting minutes

3.9 Permits to work (e.g. roofwork, confined spaces)

3.10 Safety Data Sheets

3.11 Site induction and training records and templates

3.12 Personal protective equipment (PPE) register

3.13 Plant, lifting equipment inspections and lift plans (GA1 and GA2 forms)

3.14 Excavations (permits and AF3 forms)

3.15 Work at height (GA3 forms); AF4 forms

3.16 Statutory and utilities correspondence (e.g. HSA, ESB)

3.17 Traffic management plans

3.18 Safety audits

3.19 Accident and incident reports

3.20 Temporary works design certificates

3.21 Contractor information

3.22 Safety file information

3.1 PRELIMINARY DESIGN STAGE HEALTH AND SAFETY PLAN

Insert Preliminary Design Stage Health and Safety Plan from the PSDP.

3.2 LETTERS OF APPOINTMENT; AF2 NOTIFICATION

Insert appointment letters and AF2s (Notification of a Construction Site).

3.3 PROGRAMME OF WORK

Insert programme of work.

3.4 HEALTH AND SAFETY FILE (CLIENT); REFURBISHMENT / DEMOLITION ASBESTOS SURVEY (RDAS)

Insert the Client's Health and Safety File and RDAS.

3.5 RESPONSIBLE PERSONS TASK REGISTER

Identify competent persons on site who will take responsibility for specific tasks (where required). Ensure that they are briefed and that they acknowledge their responsibilities by signing the register.

Responsible Persons Task Register			
NO.	**TASKS (non-exhaustive list)**	**RESPONSIBLE PERSON (where required)**	**SIGNATURE**
1	Ensuring the Construction Stage Plan is kept up to date and adjustments are made		
2	Ensuring co-ordination, communication and co-operation between contractors on site		
3	Ensuring the Construction Stage Plan is brought to the attention of all contractors and relevant persons		
4	Managing and co-ordinating work activities		
5	Ensuring the site is secure and only authorised people are on site		
6	Carrying out inductions		
7	Ensuring records are maintained, e.g. induction, Safe Pass, CSCS and PPE provision		
8	Ensuring statutory forms and registers are collected and filled out as required		
9	Ensuring Safety Data Sheets are filed and appropriate control measures are in place		
10	Ensuring accidents are investigated, reported (where required) and remedial measures are in place to prevent re-occurrence		
11	Ensuring risk assessments are carried out and updated as necessary		
12	Ensuring method statements and SSWP forms are completed when required		
13	Co-ordinating the provision and upkeep of adequate welfare facilities		
14	Ensuring 'young persons' and 'pregnancy at work' risk assessments are carried out where required		

3.6 METHOD STATEMENTS AND SAFE SYSTEMS OF WORK

A method statement details the hazards involved in an activity and includes a step-by-step guide on how to perform that task safely and a description of the control measures to be used. It should also include any relevant risk assessments. The method statement should be brought to the attention of all persons involved in the activity.

Method Statement		
PART A – CONTRACTOR DETAILS		
COMPANY NAME:		CONTACT NAME:
ADDRESS:		PHONE:
		EMAIL:
PART B – PROJECT DETAILS		
PROJECT TITLE:	SITE ADDRESS:	
DESCRIPTION OF TASK/ACTIVITY:		
PSCS ADDRESS:	START DATE:	END DATE:
	START TIME:	END TIME:
PART C – PERSONNEL INVOLVED		
NAMES:		ROLE/TRADE:
SITE SUPERVISOR:	PHONE:	EMAIL:
SAFETY OFFICER/ADVISOR:	PHONE:	EMAIL:
PART D – EQUIPMENT REQUIRED		
KEY PLANT AND TOOLS (attach certification if applicable):		
KEY MATERIALS:		
OTHER ESSENTIAL EQUIPMENT:		

PART E – SAFETY

SPECIFIC RESIDUAL IDENTIFIED HAZARDS (or refer to the task-specific risk assessments):

SPECIFIC STAFF TRAINING (e.g. CSCS):

SEQUENCE OF OPERATIONS (include sketches if required):

CO-ORDINATION/INTERACTION REQUIRED WITH PROJECT SUPERVISORS, CONTRACTORS AND OTHERS:

TEMPORARY WORKS NEEDED TO FACILITATE THE PERMANENT WORKS (if none, state NONE):

FALL PROTECTION MEASURES, WHERE WORK AT HEIGHT CANNOT BE ELIMINATED (consider both personnel and materials):

SAFE WORKING LOADS (detail any limits on the loading applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place):

DETAIL PERMITS TO WORK (if applicable):

UTILITY/POWER SHUT DOWN REQUIRED:

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE):

 Safety boots	 Hard hats	 Safety gloves	 Hearing protection	 Eye protection	 Respiratory protection	 Hi-visibility clothing
Yes No	Yes No	Yes No	Yes ○ ○ No	Yes ○ ○ No	Yes ○ ○ No	Yes ○ ○No

STATE OTHER PPE REQUIRED:

SERVICES TO BE SUPPLIED BY OTHERS:

OTHER INFORMATION AND COMMENTS:

PART F – HAZARDOUS SUBSTANCES

ATTACH CHEMICAL RISK ASSESSMENTS IF REQUIRED

LIST HAZARDOUS SUBSTANCES AND IDENTIFY RISKS BELOW

 Explosives	 Flammable liquids	 Oxidising liquids	 Compressed gases	 Corrosive	 Acute toxicity	 Skin irritation	 Aspiration hazard	 H azardous to the aquatic environment
Yes ○ ○ No	Yes ○ ○ No	Yes ○ ○ No	Yes ○ ○ No	Yes ○ ○ No	Yes ○ ○ No	Yes ○ ○ No	Yes ○ ○ No	Yes ○ ○ No

STORAGE ARRANGEMENTS:

PART G – EMERGENCY PROCEDURES AND WELFARE REQUIREMENTS

FIRST AID FACILITIES:

NAME OF FIRST AIDER:	PHONE:

LOCATION OF FIRST-AID BOX:

LOCATION OF NEAREST HOSPITAL:

WELFARE REQUIREMENTS:

DECLARATION:

All work will be undertaken by qualified, competent persons with experience of the type of work described above and, in all cases, in full accordance with safety procedures specified in the company's health and safety policy.

PREPARED BY (NAME):	SIGNATURE:	DATE:
REVIEWED BY (NAME):	SIGNATURE:	DATE:

PART H – ITEMS ATTACHED

Sketches	Certification of plant, etc.	Programme of work	Risk assessments	Training records
Yes ○ ○ No	Yes ○ ○ No	Yes ○ ○ No	Yes ○ ○ No	Yes ○ ○ No

INFORMATION SUPPLIED PREVIOUSLY:

PART J – METHOD STATEMENT BRIEFING RECORD

BRIEFING DELIVERED BY (NAME):	SIGNATURE:	DATE:

We (the undersigned) have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.

NAME:	SIGNATURE:	DATE:

3.7 EMERGENCY CONTACT INFORMATION

A completed emergency contact information sheet should be displayed in prominent locations on site. More detailed emergency rescue plans may need to be developed, depending on the type of activities that are planned.

EMERGENCY CONTACT INFORMATION		
PROJECT NAME:		
PROJECT ADDRESS:		
EIRCODE:		
SITE CONTACT DETAILS		
NAME:	**ROLE:**	**PHONE:**
EMERGENCY SERVICES CONTACT DETAILS		
SERVICE:	**ADDRESS:**	**PHONE:**
Doctor		
Fire / Gardaí / Ambulance		**999 or 112**
UTILITY AND SERVICE PROVIDERS		**PHONE:**
Electricity (ESB Networks)		**1850 372 999 (24hr)**
Gas Networks Ireland		**1850 20 50 50 (24hr)**
Irish Water		**1890 278 278**
Health and Safety Authority		**1890 289 389**
FIRST AIDER	**NAME:**	**PHONE:**
EMERGENCY CO-ORDINATOR(S)	**NAME:**	**PHONE:**
ASSEMBLY AREA		

3.8 CO-ORDINATION MEETING MINUTES

This template can be used to record details of co-ordination meetings.

CO-ORDINATION MEETING MINUTES			
MEETING/PROJECT NAME:			
MEETING No:		**TIME:**	
DATE OF MEETING: (DD/MM/YYYY)		**VENUE:**	
MINUTES PREPARED BY:			
1. MEETING OBJECTIVE:			
2. ATTENDANCE AT MEETING:			
NAMES:	**COMPANY:**	**STATUS:**	**EMAIL:**
3. TOPIC (e.g. health and safety):		**ACTION BY:**	**TIME:**
4. TOPIC (e.g. temporary design):		**ACTION BY:**	**TIME:**
5. TOPIC:		**ACTION BY:**	**TIME:**

3.9 PERMITS TO WORK

PERMIT TO WORK / ACCESS FORM

RESPONSIBLE PERSON IN CHARGE:			**DATE OF WORKS:**			**PERMIT NUMBER:**		
COMPANY:			**PLANNED NUMBER OF WORKERS:**			**START TIME:**	**FINISH TIME:**	
PERMIT TYPE (tick as appropriate):	**Site access** ☐	**Roof access** ☐	**Electrical** ☐	**Work at height** ☐	**Hot work** ☐	**Access key(s) required** ☐	**Confined space** ☐	
SCOPE OF WORKS:								
WORK LOCATION:				**VALID PERIOD** (approximate time required)**:**				

SAFETY PRECAUTIONS (to be completed by person responsible for carrying out the work):

1 RISK ASSESSMENTS RECEIVED	Yes ☐	No ☐	n/a ☐	**7 PERSONAL PROTECTIVE EQUIPMENT**						
2 METHOD STATEMENT RECEIVED	Yes ☐	No ☐	n/a ☐	**Glasses**	Yes ☐	No ☐	**Hard hat**	Yes ☐	No ☐	
3 WORKERS ARE EXPERIENCED TO CARRY OUT THE WORK (Safe Pass, CSCS, induction, other specific training)	Yes ☐	No ☐	n/a ☐	**Gloves**	Yes ☐	No ☐	**Dust mask/RPE**	Yes ☐	No ☐	
4 SAFETY FILE/INFORMATION AVAILABLE	Yes ☐	No ☐	n/a ☐	**Safety footwear**	Yes ☐	No ☐	**Fall protection**	Yes ☐	No ☐	
5 EMERGENCY/RESCUE PLAN IN PLACE	Yes ☐	No ☐	n/a ☐	**Hearing protection**	Yes ☐	No ☐	**High visibility clothing**	Yes ☐	No ☐	

6 SERVICES TO BE ISOLATED				**8 CHEMICAL SAFETY**			
Fire alarm/zone	Yes ☐	No ☐	n/a ☐	**Safety Data Sheets supplied for substances to be used**	Yes ☐	No ☐	n/a ☐
Electrics	Yes ☐	No ☐	n/a ☐	**Precautions provided and implemented**	Yes ☐	No ☐	n/a ☐
Water	Yes ☐	No ☐	n/a ☐	**Is monitoring required?**	Yes ☐	No ☐	n/a ☐
Gas	Yes ☐	No ☐	n/a ☐	**ADD ADDITIONAL INFORMATION AS REQUIRED**			
Compressed air	Yes ☐	No ☐	n/a ☐				
Steam	Yes ☐	No ☐	n/a ☐				
Other	Yes ☐	No ☐	n/a ☐				

ISSUING AUTHORITY/CONTRACTOR I authorise the work to be carried out and have notified the relevant personnel.	**SIGNED:** MOBILE TEL:	**Hand Back:** I certify that the work has been completed/partially completed* and left in a safe condition. This permit is now cancelled. (*delete as appropriate) *Person performing work to complete.*
	DATE: TIME:	**SIGNED:** DATE: TIME:
PERSON PERFORMING WORK/SUBCONTRACTOR I have read and understand the conditions of this permit.	**SIGNED:** MOBILE TEL:	**Hand Back:** I certify that the work has been completed/partially completed*, all guards and safety devices reinstated and the area is safe. (*delete as appropriate) *Issuing authority/contractor to complete.*
	DATE: TIME:	**SIGNED:** DATE: TIME:

3.10 SAFETY DATA SHEETS

Insert Safety Data Sheets in this section.

Sample Information Brief

Safety Data Sheets (SDS) provide useful information on chemicals, describing the hazards the chemical presents, and giving information on handling, storage and emergency measures in case of an accident. An SDS is not a risk assessment. You should use the information it contains to help make your own assessment as to how to manage the chemicals on site.

You can obtain an SDS from the manufacturer or supplier of the chemical(s)-containing materials that you have on site. For example:

- Hydraulic oils
- Cement
- Chemical fixings
- Glues and adhesives
- Concrete release agent
- Intumescent paint; mastics.

The SDS has 16 obligatory sections. Each section contains specific information relating to the chemical for which the SDS is prepared. The SDS should be brought to the attention of all people using the chemicals and all recommendations laid out in the SDS should be followed.

When carrying out your chemical risk assessment, always refer to the relevant SDSs for further information.

3.11 SITE INDUCTION AND TRAINING RECORDS

The following templates will help you to keep a record of all site induction, training and toolbox talks.

See below for typical induction topics and site rules that you may use as a foundation when preparing inductions and general rules on site.

Form 3.11.1: Induction and Safe Pass Register

INDUCTION AND SAFE PASS REGISTER					
NO.	**NAME** **COMPANY**	**CARD NO. (Safe Pass, CSCS, etc.)** **TRAINING TYPE (Induction, CSCS, Safe Pass)**	**EXPIRY DATE**	**TRAINING DATE**	**SIGNATURE**

Form 3.11.2: Training Register

TRAINING REGISTER					
NO.	**NAME**	**TRAINING TYPE** (CSCS, Manual handling, etc.)	**CARD NUMBER**	**TRAINING DATE**	**EXPIRY DATE**

Form 3.11.3: Toolbox Talk Register

TOOLBOX TALK REGISTER	
COMPANY:	
INSTRUCTOR:	
DATE:	
TOPIC(S) DISCUSSED:	
ATTENDEES:	
NAME (PRINT):	**SIGNATURE:**
FEEDBACK; COMMENTS FOR FOLLOW-UP:	

Tips for toolbox talks:

- Prepare for the talk
- Make the talk meaningful
- Check your employees know and understand the controls and procedures
- Engage and involve your employees.

Form 3.11.4: Typical Induction Topics

TYPICAL INDUCTION TOPICS (use in conjunction with Form 3.11.1: Induction and Safe Pass Register)				
PURPOSE:	To familiarise employees with the health and safety rules and procedures before they start work on site			
RECOMMENDED TOPICS:		YES	NO	N/A
1	The competencies and qualifications (e.g. Safe Pass, CSCS) of workers to be inducted have been checked			
2	Workers have been briefed on method statements and/or SSWPs where relevant			
3	PPE is available and must be worn as required:			
	• Hard hat			
	• Safety glasses			
	• Safety footwear			
	• High visibility clothing			
	• Ear protection			
	Other (specify)			
4	Emergency procedures:			
	• Location of Assembly point and evacuation route			
	• Location of Closest medical facility			
	• Location of Contact details of emergency services			
	• Provisions for emergency communications			
	• Location of Firefighting equipment, e.g. fire extinguishers and hose reels			
5	First Aid:			
	• Names of First Aiders and where to obtain treatment			
	• Location of First-Aid facilities/kits			
6	Name and contact details of the site safety representative			
7	Location of welfare facilities (including toilets and drinking water)			
8	Accident reporting procedures			
9	Site security procedures and site rules			
10	Question and answer session			
Note: Ensure training is provided in a form, manner and language that is appropriate and is reasonably likely to be understood by the employee				
Person Responsible for carrying out Induction Training:				

Form 3.11.5: Site Rules

SITE RULES	
ALL PERSONNEL ARE EXPECTED TO COMPLY WITH THE FOLLOWING SITE RULES:	
1	Have a valid Safe Pass and attend site induction before starting work on site
2	Seek permission/sign in before accessing the site
3	Observe and obey site rules and signage
4	Report any unsafe work practices and damage to equipment
5	Have the necessary training for the job/activity that they are doing
6	Wear the appropriate personal protective equipment at all times during work
7	Work in a safe manner
8	Respect fellow workers and the environment
9	Familiarise themselves with emergency and First-Aid procedures
10	Respect the neighbouring environment and minimise noise, dust and vibration
11	Respect the local area traffic requirements/restrictions and be particularly mindful of the hazards to children
12	'Watch out' for fellow workers and attend any safety training, toolbox talks or meetings as requested
13	Avoid working alone 'out of hours' unless safety procedures are in place
Note: These rules apply to all, including managers, supervisors and workers.	
Person responsible for updating 'Site Rules' and ensuring that they are displayed in a public place (e.g. canteen):	

3.12 PPE REGISTER

PERSONAL PROTECTIVE EQUIPMENT REGISTER					
NAME	**COMPANY**	**TYPE OF PPE RECEIVED**	**TRAINING RECEIVED**	**SIGNATURE** I have received the listed PPE with the appropriate instruction/training in its correct use.	**DATE OF ISSUE**

3.13 PLANT, LIFTING EQUIPMENT INSPECTIONS AND LIFT PLANS (GA1 AND GA2 FORMS)

Insert records of thorough examinations and weekly inspections, including any relevant lift plans. Forms GA1 – Report of Thorough Examination, and GA2 – Report of Weekly Examination should be used for recording examinations.

3.14 EXCAVATIONS (PERMITS AND AF3 FORMS)

Insert records of inspections and examinations, including relevant specific risk assessments outlining how excavations will be protected. Approved Form AF3 – Thorough Examination of: (a) Excavations, Shafts, Earthworks, Underground Works or Tunnels; (b) Cofferdams or Caissons should be used for recording examinations.

3.15 WORK AT HEIGHT (GA3 FORMS); PERSONAL FLOTATION DEVICES (AF4 FORMS)

Insert certification and records related to work at height (e.g. GA3, thorough examinations, weekly inspections, scaffold handovers, etc.) and results of inspection and thorough examination of personal flotation devices

3.16 STATUTORY AND UTILITIES CORRESPONDENCE

Insert correspondence and any other relevant information related to statutory authorities and utility organisations (e.g. Health and Safety Authority, ESB Networks, Gas Networks Ireland).

3.17 TRAFFIC MANAGEMENT PLANS

Insert any traffic management plans, correspondence with the An Garda Síochána and local authorities, etc.

3.18 SAFETY AUDITS

Safety audits should be carried out on a regular basis, determined by the type of work and numbers of workers on site. Issues identified should be actioned and closed out as soon as possible. The safety audit template below can be amended to suit the type of work being undertaken.

SAFETY AUDIT

COMPLETED BY:		**DATE:**	
COMPANY:		**REF. NO:**	

NO.	ITEM	YES	NO	N/A
1	Workers can get to their place of work safely			
2	Site is fenced and secured so that the public cannot gain access			
3	Measures are in place to protect members of the public (such as people passing by the site)			
4	Traffic routes are kept clear and are well lit			
5	Vehicles are equipped with auxiliary reversing devices, where required			
6	The site is tidy and well laid out			
7	Appropriate safety signs are in place (e.g. traffic routes and authorised personnel)			
8	Welfare facilities are sufficient (changing rooms, washrooms, canteen, etc.)			
9	First-Aid facilities are in place			
10	Workers have been instructed and trained on safe manual handling			
11	Appropriate lifting equipment is provided for handling heavy loads; it is suitable for the job, certified and inspected regularly			
12	Existing services (power/gas lines, buried or overhead) have been identified and protected			
13	Electrical systems and equipment are maintained and frequently inspected by a competent person			
14	110V electrical power supply is being used and there are adequate transformer points on site			
15	Collective measures are in place to stop workers and objects from falling (e.g. netting, scaffolding)			
16	Scaffolds are erected, altered and dismantled by competent CSCS scaffolders			
17	Scaffolds are inspected and results recorded on Form GA3 in Section 3.15 at regular intervals by a competent person and any remedial works identified during inspection(s) are completed			
18	Where collective fall protection measures are not possible, persons working at height use appropriate fall arrest/restraint equipment			
19	Ladders/stepladders are used for only light work of short duration and			

	when there is no other choice			
20	Lifts and hoists have been properly installed and checked by competent people			
21	All people on site wear the correct protective equipment (e.g. footwear, hard hat)			
22	Suitable protective measures are used to prevent or to reduce exposure to dust (e.g. wood, cement, silica)			
23	Suitable protective measures are used to prevent or to reduce exposure to noise and vibration			
24	Work equipment and machinery is maintained in a safe condition			
25	Plant and machinery safety devices are kept in good working order (e.g. sound signals, guards)			
26	Excavations are adequately supported to reduce the risk of collapse, are inspected weekly and records are maintained on Form AF3 in Section 3.14			
27	Persons working on site are in possession of a valid Safe Pass card and have been inducted			
28	Workers are suitably trained and in possession of a valid CSCS card, where applicable			
29	All employees get information about potential risks and control measures in a language and at a level that they understand			
NOTES:				
SIGNED:		DATE:		

3.19 ACCIDENT AND INCIDENT REPORTS

All accidents and incidents must be recorded and those records must be kept. The form provided below can be used for internal investigations. It should be completed as fully as possible.

INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

PART A – DETAILS OF INJURED PERSON

NAME:		PHONE:	
ADDRESS:		EMAIL:	
		PPS NUMBER:	
		DATE OF BIRTH:	
		AGE:	
		POSITION:	
		SAFE PASS NO:	
		CSCS DETAILS NO:	

EMPLOYMENT TYPE:	**Full time**		**Part time**	**Other**
OCCUPATION:	**Employee**	**Contractor**	**Member of the public**	**Other**
OUTCOME:	**Injury**	**Near miss**	**Fatality**	**Other**

PART B – DETAILS OF INJURY AND TREATMENT

TYPE OF INJURY: (e.g. burn, cut, sprain)		
CAUSE OF INJURY: (e.g. fall, machine)		
PART OF BODY INJURED:		
AGENT: (e.g. poor light)		
FIRST AID	YES/NO	FIRST AIDER:
TREATED BY DOCTOR?	YES/NO	DR'S NAME: ADDRESS:
HOSPITALISED?	YES/NO	HOSPITAL NAME: ADDRESS:

TREATMENT RECEIVED (if applicable):

PART C – DETAILS OF ACCIDENT OR INCIDENT

DATE:		TIME:	

LOCATION:

DESCRIPTION OF ACCIDENT/INCIDENT:

OTHER INFORMATION AVAILABLE?	**Witness**	**CCTV**	**Photo/video**	**Other**

PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT / INCIDENT?)			
NAME:		PHONE:	
ADDRESS:		EMAIL:	
		PPS NUMBER:	
		DATE OF BIRTH:	
		AGE:	
		POSITION:	
		SAFE PASS NO:	
WITNESS STATEMENT TAKEN?		**YES**	**NO**

PART E – KEY FINDINGS OF INVESTIGATION
(list)

PART F – ACTIONS TO PREVENT REOCCURRENCE		
ACTION	**BY WHOM**	**DATE**

PART G - ITEMS ATTACHED				
SKETCHES	CERTIFICATION OF PLANT ETC.	PHOTOGRAPHS/ VIDEO	RISK ASSESSMENTS	TRAINING RECORDS
YES **NO**	**YES** **NO**	**YES** **NO**	**YES** **NO**	**YES** **NO**
OTHER ITEMS/USEFUL INFORMATION:				

PART H – OTHER INFORMATION			
ACCIDENT INVESTIGATED BY:		**POSITION:**	
PHONE:		**EMAIL:**	
SIGNED:		**DATE:**	

3.20 TEMPORARY WORKS DESIGN CERTIFICATES

Insert relevant temporary works design certificates (e.g. scaffolding, excavation support, crane base, falsework, formwork and scaffolding support structures).

3.21 CONTRACTOR INFORMATION

SITE CONTRACTORS INFORMATION SHEET							
WORK ELEMENT	**CONTRACTOR**	**SITE SUPERVISOR**	**MOBILE PHONE**	**START DATE**	**FINISH DATE**	**SAFETY STATEMENT**	**METHOD STATEMENT**
Site set-up							
Groundworks							
Scaffolding							
Blockwork							
Carpentry							
Glazing/doors							
Electrical							
Roofing							
Plastering							
Structural steel							
Other							

3.22 SAFETY FILE INFORMATION

Insert information from contractors on site for inclusion in the safety file. This information will be forwarded to the PSDP on practical completion.

STEP 4 - PARTICULAR RISK ASSESSMENTS, CHECKLISTS AND ACTION LIST

Particular Risk Assessments, Checklists and Action Lists are another key component of managing health and safety on site.

Your particular risks and checklists associated with the PSCS business type are in Parts B1 and B2 of this document along with associated action lists.

Make sure that any other site specific risk assessments needed are carried out using BeSMART.ie and selecting the appropriate construction business type and completing the risk assessments. Then make sure that all appropriate controls are in place and action lists are completed.

4.1 PARTICULAR RISK ASSESSMENT(S)

Every effort must be made to implement the controls for the identified particular risks. When a particular risk significantly changes, or a new one is introduced, the existing risk assessment must be reviewed and amended as required, or a new risk assessment must be carried out. This must be done in consultation with employees and any other person that may be affected by the work.

4.2 CHECKLISTS

The following two checklists have been provided to help manage day to day requirements on a construction site;

- Mandatory Site Requirements
- Site Welfare Checklist

These checklists should be reviewed on a regular basis with any outstanding actions assigned to a responsible person and closed out within a reasonable timeframe.

4.2 ACTION LIST

As part of the risk assessment, an action list is generated. This is a list of controls identified during the risk assessment process that were not in place. These controls need to be put in place to reduce the risk of an accident or ill-health event occurring. You should:

- Assign a responsible person to complete each action
- Set a realistic goal date for completion
- Provide adequate resources to implement each action
- Follow up to ensure that they have been completed

You can complete the action list in Part B.2 below by printing and filling it out by hand or you can return to the 'Manage Action List' in BeSMART.ie and complete it online.

Part B1 – Particular Risk Assessments and Checklists

Completed Particular Risk Assessments

1. Work involving a risk of Falling from Height
2. Work near High Voltage Power Lines
3. Mandatory Site Requirements Checklist
4. Site Welfare Checklist

Hazard: Work involving a risk of Falling from Height Falling from height and falling objects can cause fractures, head injuries, death and other serious injuries to you, your employees, contractors or others
Current Controls
The Design Process Safety and Health Plan has been reviewed to identify if there is work at height *The Project Supervisor Design Process (PSDP) develops the safety and health plan and gives it to the Client to provide to the PSCS before construction work starts*
Work has been identified where there is an aggravated risk of falling from a height due to the type or nature of the work or by the environment *Refer to the design process safety and health plan, safety file, design drawings, programme, specifications, planning restrictions etc.*
Work involving the risk of falling from height is planned, monitored and coordinated
Appropriate work equipment is used to prevent falls where work at height cannot be avoided *Collective protective equipment that protects all persons who work at height should be used instead of equipment that only protects one person at a time*
All persons working at height have received appropriate information, instruction and training and adequate supervision is in place
Safe access is provided to work areas at height
Work areas at height are stable, strong and have suitable edge protection
Work and lifting equipment used for working at height is suitable, inspected regularly by a competent person and records are kept

Equipment used for work at height is inspected before first use, at least once a week, after altercation or bad weather and the form GA3 completed. Lifting equipment is inspected weekly (Form GA2) and thoroughly examined every 6 / 12 months (Form GA1)
Protection from falling objects is in place
Work at height is only done when weather conditions are suitable
Emergency plan and rescue procedures are in place for work at height *Do not rely solely on the emergency services. Rescue procedures should be specific to the work and training must be provided*
Personal Fall Protection Equipment is provided, and is used and maintained in accordance with the manufacturer's instructions *e.g. safety harness, fall arrest / restraint device, lanyard / shock absorber, anchor points and anchorage point connectors*
Additional Controls or Information You Added

Hazard: Work near High Voltage Power Lines Contact with or working close to high voltage power lines can cause burns, electrocution and other serious injuries to you, your employees, contractors or others
Current Controls
The Design Process Safety and Health Plan has been reviewed to identify if work near high voltage power lines is required *The Project Supervisor Design Process (PSDP) develops the safety and health plan and gives it to the Client to provide to the PSCS before construction work starts*
High voltage power lines have been identified, removed, diverted or protected before construction work starts *Refer to the design process safety and health plan, safety file, design drawings, programme, specifications, as built plans etc. and the 'Code of Practice for Avoiding Danger from Overhead Electricity Lines' in Learn More for further information*
Exclusion zones are set up and maintained along high voltage power line routes *Use non conducting materials, with barriers, bunting and warning signs for exclusion zones and No Dig zones. Do not store or stack plant, machinery or equipment underneath or near overhead power lines*
Crossing points for plant and machinery are set up and maintained *Use height restricting goal posts made from rigid non-conducting material which are*

clearly visible
Work underneath or close to high voltage power lines is only carried out in limited circumstances using a safe system of work agreed with the service provider *e.g. method statement, specified equipment, safety devices such as chain restrictors, limiting devices, proximity warning devices, insulating guards*
Additional Controls or Information You Added

Hazard: Mandatory Site Requirements Checklist As the Project Supervisor Construction Stage you must make sure the following are in place before work starts
Current Controls
A competent site supervisor has been appointed
The construction site is secured to prevent unauthorised entry
All workers on site have a valid Safe Pass Card
Relevant plant and equipment coming onto site has been certified and tested
Workers hold relevant CSCS training cards
Site-specific inductions are carried out for all workers on site *Inductions should cover site rules, specific risks, emergency and first aid procedures, communication and consultation arrangements etc.*
Contractors' activities are coordinated and suitable communication arrangements are in place
Enclosed places of work are smoke-free
Appropriate PPE has been provided and is being worn

First-aid facilities and emergency procedures are in place
Appropriate safety signs are in place
Additional Controls or Information You Added

Hazard: Site Welfare Checklist As the Project Supervisor Construction Stage you must make sure the following welfare arrangements are in place before work starts
Current Controls
One suitable toilet not being a urinal is provided for every 20 persons at work on site *Chemical toilets should only be used as a temporary measure. Provide separate toilets for men and women*
Suitable heated accommodation has been provided to take shelter from bad weather *Where there are less than 5 people working on site suitable alternative arrangements can be made*
Changing room(s) with the means for drying wet clothing have been provided *This should include the storage and drying where necessary of protective clothing. Where there are less than 5 people working on site suitable alternative arrangements can be made*
Suitable accommodation has been provided to take meals *Tables with impermeable surface and seats with backs*
Drinking water, and the facilities to boil water and heat food are available
Washing facilities, including hot and cold or warm running water, have been provided *Soap and a supply of clean towels or a hand dryer should be provided*
Arrangements are in place to make sure welfare facilities are ventilated, well lit and kept clean
Welfare accommodation is not used for storage of building materials
Additional Controls or Information You Added

Part B2 – Action List

Action List				
Hazard:	**Control Statement:**	**Assigned To:**	**Deadline:**	**Date Completed:**
Work involving a risk of Falling from Height Falling from height and falling objects can cause fractures, head injuries, death and other serious injuries to you, your employees, contractors or others	All persons working at height have received appropriate information, instruction and training and adequate supervision is in place			No
Work involving a risk of Falling from Height Falling from height and falling objects can cause fractures, head injuries, death and other serious injuries to you, your employees, contractors or others	Work areas at height are stable, strong and have suitable edge protection			No
Work involving a risk of Falling from Height	Emergency plan and rescue procedures are in place for work at height			No

Falling from height and falling objects can cause fractures, head injuries, death and other serious injuries to you, your employees, contractors or others				
Work near High Voltage Power Lines Contact with or working close to high voltage power lines can cause burns, electrocution and other serious injuries to you, your employees, contractors or others	Crossing points for plant and machinery are set up and maintained			No
Mandatory Site Requirements Checklist As the Project Supervisor Construction Stage you must make sure the following are in place before work starts	The construction site is secured to prevent unauthorised entry			No
Mandatory Site Requirements Checklist	Site-specific inductions are carried out for all workers on site			No

As the Project Supervisor Construction Stage you must make sure the following are in place before work starts				