



# CLONCAD

Electrical | Mechanical | Automation | Maintenance

## METHOD STATEMENT



<b>Method Statement Title:</b>	P853- TUH RDU Electrical Installation Works
<b>Method Statement No.</b>	009
<b>Client:</b>	Clancy Construction
<b>Location:</b>	TUH – RDU

Rev.	Description of Revision	Date
D	Initial Submission	2020.05.07

Cloncad			
<b>Prepared By:</b>	Stephen Flynn	<b>Signature:</b>	<i>STEPHEN FLYNN</i>
<b>Date:</b>	2020.05.07		
Site Supervisor/EHS (Cloncad)			
<b>Approved By:</b>	Eoin Metcalfe	<b>Signature:</b>	<i>EOM METCALFE</i>
<b>Date:</b>	2020.05.07		

Client Approval:			
<b>Approved By:</b>		<b>Signature:</b>	
<b>Date:</b>			
<b>Approved By:</b>		<b>Signature:</b>	
<b>Date:</b>			

<b>Planned Commencement Date:</b>	2019/07/22
<b>Planned Completion Date:</b>	2020/06/12

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<b>Company Details</b>
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Name:		Address:		Contact Details:	
Cloncad Limited		Moyvalley, Kildare, Ireland		<b>Telephone:</b> +353 46 9551571  <b>Email:</b> info@cloncad.ie	
Site Details:		TUH - RDU		<b>Start Date:</b>	2019/07/22
Main Contractor:		Clancy Construction		<b>Finish Date:</b>	2020/06/12
SCOPE OF WORK					
Supply, installation and certification of the electrical works as per the drawings and specification etc at TUH RDU.					
No. of Personnel Required on Site:		2 – 20			
Names and Contact Details of Employees who will Supervise the Work					
ROLE	NAME	NAME	CONTACT DETAILS		
<b>Site Supervisors:</b>	Stephen Flynn		<b>086 0446483</b>		
<b>Contracts Manager:</b>	Eoin Metcalfe		<b>087 6186185</b>		
<b>Safety Manager:</b>	Derek Molloy		<b>086 8091100</b>		
<b>Safety Rep if Required:</b>	N/A		N/A		
Description of Works					
<p><b>Before any works commencing a work permit will be obtained and all employees will have read, and understood and signed this method statement. We will liaise with any other contractors working in the area.</b></p> <p>(Step By Step Methodology)</p> <ul style="list-style-type: none"> <li>• Remote Induction to be completed for Clancy and TUH Induction</li> <li>• Attend Cloncad for their Induction.</li> <li>• Cloncad Covid-19 containment measures to be implemented.</li> <li>• Complete Convid-19 questionnaire on arrival to site and weekly.</li> <li>• Works are being completed in a safe area.</li> <li>• Always maintain 2mtrs between personnel inside, outside site &amp; entry/exits points.</li> <li>• If it is not possible to keep 2mtrs a risk assessment is to be carried out.</li> <li>• Tea breaks to be held in open areas 2mtrs apart or in own transport.</li> <li>• The works area will be cordoned off prior to works commencing and signage will be put in place where required.</li> <li>• All personnel to read and sign the method statement</li> <li>• There will be a walk through the work locations, to identify local hazards with installation crew.</li> <li>• All leads are to be laid out in a safe manner.</li> </ul>					

- Works vehicle will be parked in the visitor's car park only.
- A CLEAN AS YOU GO policy will be employed on this site at all times.
- All waste material will be removed from site.
- Client and employees on site will be notified of the works on site prior to commencing.
- All involved in the works will be trained in manual handling and wear the correct PPE at all times.
- Alteration to work plan MUST BE AMENDED ON SPA and approved by site contact prior to work restart.

#### **COVID-19 CONTAINMENT MEASURES FOR PERSONNEL ON SITE**

- ***Any individual who has had greater than 15 minutes face-to-face (<2 metres distance) contact with a laboratory confirmed case, in any setting.***
- ***Household contacts defined as living or sleeping in the same home, individuals in shared accommodation sharing kitchen or bathroom facilities and sexual partners.***
- ***Healthcare workers, including laboratory workers, who have not worn appropriate PPE or had a breach in PPE during the following exposures to the confirmed case:***
  - ***Direct contact with the case their body fluids or their laboratory specimen***
  - ***Present in the same room when an aerosol generating procedure is undertaken on the case***
- ***For those contacts who have shared a closed space with a confirmed case for longer than two hours, a risk assessment should be undertaken taking into consideration the size of the room, ventilation and the distance from the case. This may include office and school settings and any sort of conveyance.***
- ***A contact in an aircraft sitting within two seats (in any direction) of the COVID-19 case, travel companions or persons providing care, and crew members serving in the section of the aircraft where the index case was seated (if severity of symptoms or movement of the case indicate more extensive exposure, passengers seated in the entire section or all passengers on the aircraft may be considered close contacts)***

***An assessment for other respiratory pathogens e.g. influenza, RSV and also for avian influenza risk factors should also be carried out for every individual that has travelled to China in the 10 days prior to onset of fever and lower respiratory tract symptoms. See avian influenza guidance.***

#### ***Notes***

***1. Fever may be subjective or confirmed by healthcare worker ( $\geq 38^{\circ}\text{C}$ )***

***2. A distance of 1 metre is generally regarded as sufficient to minimise direct exposure to droplets however, for Public Health purposes, a close contact definition of 2 metres has been specified (CDC).***

If any Cloncad direct staff are contacted by the HSE in relation to a potential contact you had with a confirmed case of Covid-19 you must contact your line manager immediately and commence your 14-day self-isolation period. All cases must be reported to Eoin Metcalfe and John Ryan immediately.

### **Containment installation**

- Installation of Unistrut brackets for carrying main containment routes,
- Installation of LV Trunking, LV Ladder, ELV tray and fire alarm tray,
- Installation of steel conduit for general service and ELV cabling
- All containment systems shall be installed by podium ladders and alloy towers.
- The correct size ladder should be used as task specific.

### **Cable installation**

- Cable jacks shall be set up in a suitable location to avoid causing disturbance to other trades
- Install cables on the newly installed containment along the corridor and into each room in the newly installed conduit.
- All cables on trays and racks are to be neatly dresses.

### **Second fixtures**

- Installation of all general service outlets on the walls to be agreed with the main contractor prior to installing.
- All light fitting locations to be agreed on site with the main contractor for final position. Cloncad will mark up the position on the ceiling and the main contractor shall cut the ope to the correct size.

### **Fire alarm system**

- The fire alarm system shall be wired on its own designated cable tray throughout the building.
- Metal cable ties will be installed every 1 meter and pvc ties in between.
- When a fire cable has to leave the main containment, route must either be clipped using a fire rated P clip or a metal conduit.
- Fire alarm specialist to coordinate fire alarm tie in with all parties.

### **Data Cable installation**

- Data cables shall be set up in the comms room area and pulled out to their proposed points
- Cable routes are down the main corridors and branch off into each room
- The cables will be pulled in teams of 2-3 men at any one time
- All high level works will be done off podium ladders
- Cables shall be neatly formed and coiled, ready for final termination
- All final terms shall be noted and addressed,
- Data specialists will terminate and commission system

### **Installation of sub main cables**

- All cable ducts are to be fully installed and roped prior to cables being pulled in.

- All cables to be set up on cable rollers suitable for the weight of each drum.
- Cable route to be planned.
- Barrier off area.
- If the cable drum is too heavy to be lifted by hand, the main contractor may have plant on site to put the drum into position.
- Never lift a load that may cause damage to yourself or others.
- When pulling cables through duct, you must always clean your hand straight after works are or task is complete.

**Installation of distribution boards**

- When installing a distribution board, check the weight before lifting.
- Measure the fixing holes on the board and pre drill the wall. This will make installation easier and decrease the length of time required to have it free standing or held up.
- All cables must be clearly identified before terminating into the board and logged.
- Build your panel charts as you are terminating.
- When connecting sub main cables, treat all cables as live and insure that the cable is dead by testing.
- LOTO system should be in place on all cables until they are tested and works are fully complete.
- Terminations are to be photo referenced and attached to test records.

**Photos (if Available)**

N/A

**Potential Hazards Identified**

- Covid-19
- Work at Heights
- Manual Handling
- Slip, Trips or Falls
- Housekeeping
- Assess and Egress
- Use of Hand Tools At Height
- Fire

**Safety Controls Applied to Eliminate or Minimize The Identified Hazards**

- A Clean as you go Housekeeping Policy is employed on Site.
- All waste will be segregated and disposed of to the relevant standards.
- All electrical equipment to be checked prior to use.
- All defects discovered will be reported immediately.
- Employees will be trained in correct Manual Handling Procedures.
- The use of 110 Volt equipment is the maximum permitted on site.
- When Working at Heights ensure that the precautions highlighted in the risk assessments and safety statement/method statements are observed.
- All leads will be PAT Tested
- Where harnesses are worn and they should be clipped on at all times.
- PPE to be worn by all employees working in Car park area.




**Hazards Associated With The Works**

							
Moving Machinery	Work at Height	Slips Trips & Falls	Manual handling	Fire or Explosion	Stored Energy	Electricity	Failure of Lifting Equipment
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**Mandatory Personal Protective Equipment Required:**

















					Other: (Please State)
Hi Vis Vest	Safety Boots	Hard Hats	Safety Glasses	Safety Gloves	

**Site Specific Personal Protective Equipment Required As Per Job Requirements:**

			Other: (Please State)
Hearing Protection	Fall Arrest Equipment	Face Shield	

**NOTE:** Close liaisons must be made on a daily basis between Clancy Construction and Cloncad Ltd. so that all parties are fully aware of the tasks ahead and no confusion arises.  
 Where appropriate, warning notices etc. must also be provided to prevent personnel from coming into contact with falling material/equipment and live electrical equipment.  
 All Distribution Boards to be isolated using a LOTO system and all trades made aware of any live services.  
 Toolbox talks are carried out along with Weekly stats/Inspection Report and are available to the Main Contractor /Client.

**METHOD STATEMENT**

Emergency Procedures:							
 <b>First Aid Facilities:</b>	<b>Name of On-Site First Aider:</b>	Stephen Flynn	<b>Contact Details:</b>	086 0446483			
	<b>First Aid Box Location:</b>	Cloncad Site Office					
	<b>Location of Nearest Hospital:</b>	Tallaght Hospital	<b>Contact Details:</b>	<b>01 41442000</b>			
<b>Welfare Facilities:</b>	Site facilities supplied by Clancy Construction						
Description of Training given to Employee(s) involved in the Work							
<b>Cloncad Training includes:</b> <ul style="list-style-type: none"> <li>• Manual Handling Training</li> <li>• Abrasive Wheel Training</li> <li>• First Aid Training</li> <li>• Work at Height Training</li> </ul>							
Identification of Plant & Equipment that will be used on site							
It would be envisaged that the following non-exhaustive list of equipment will be used during the installation of the above. <ul style="list-style-type: none"> <li>• Portable Electrical tools i.e. drills</li> <li>• Hand tools</li> <li>• Abrasive Wheels</li> <li>• Leads PAT Tested</li> </ul>							
<b>Method of Access and Egress to the Work Area:</b> (i.e. A Frame /Podium Ladders/ MEWPS/Scaffold/Mobile Towers/Trestles etc).		Mobile Towers, MEWPS and Podium ladder.					
Hazardous Substances							
							
Acute Toxicity	Harmful/Irritant	Corrosive	Dangerous to the environment	Oxidising	Highly Flammable	Explosive	
No	No	No	No	No	No	No	
							
Toxic	Explosive	Asbestos	Corrosive	Radioactive	Flammable	Pressurised Gas	Other
No	No	No	No	No	No	No	No

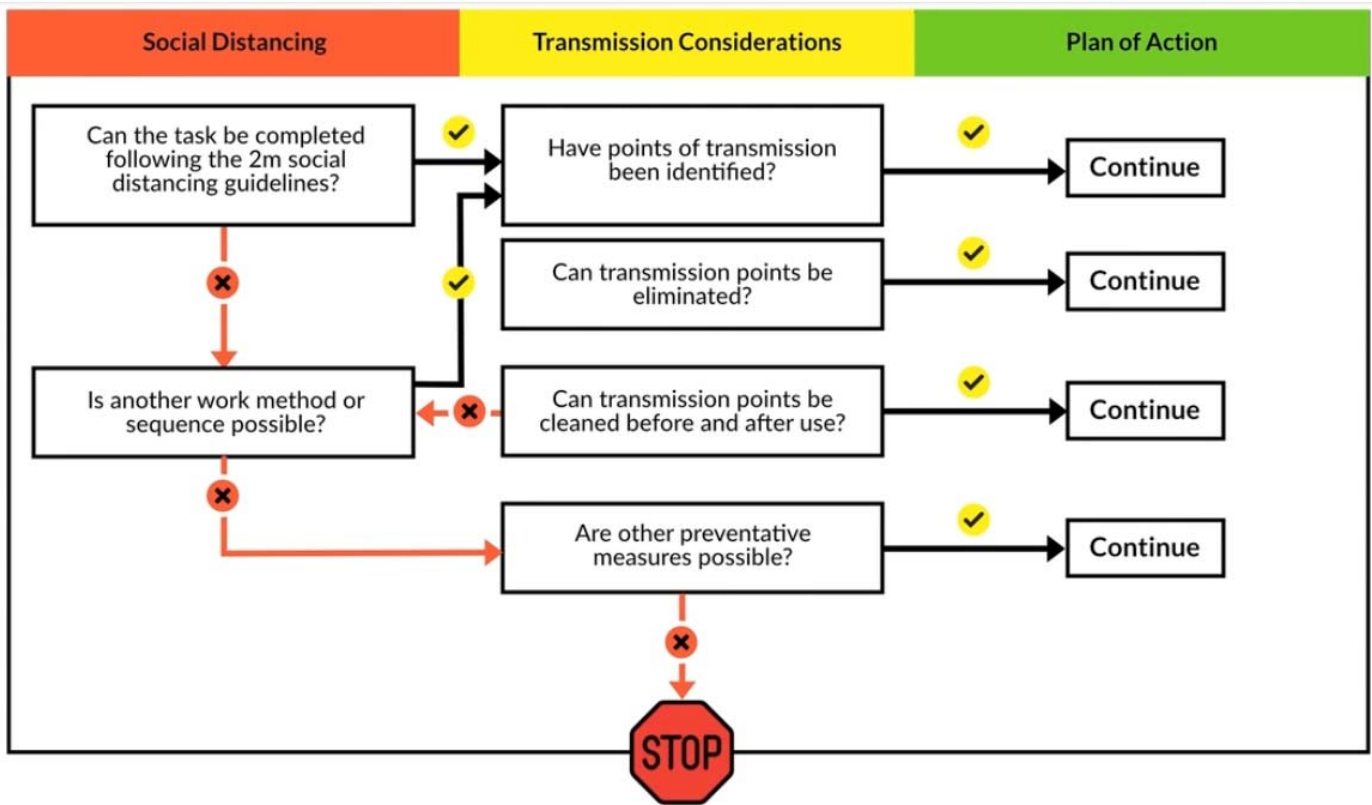
<b>List of Hazardous Substance on Site:</b>	N/A		
<b>Storage Arrangements:</b>	Cloncad Site Stores		
<b>Describe waste including material (pallets, crates, packaging, other) e.g. Wooden crate; plastic pallet</b>	<b>Outline disposal route (landfill/recycling /hazardous waste etc.)</b>	<b>Identify resources ( human and equipment) to move waste to relevant location</b>	<b>Confirm disposal onsite or off-site</b>
<b><u>Cardboard Boxes</u></b>	<b>Recycling</b>	<b>CLONCAD</b>	<b>TBC</b>
<b><u>Plastic</u></b>	<b>Recycling</b>	<b>CLONCAD</b>	<b>TBC</b>
<b><u>Pallets</u></b>	<b>Recycling</b>	<b>CLONCAD</b>	<b>TBC</b>
<b>Details of Permits to Work:</b>	Supplied by the Client – To be identified at induction stage for the specific task being performed.		
<b>SWL's:</b>	<b>(Details any limits on the loading applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place)</b>		
<b>Risk Assessments Attached:</b>	<p><b>Yes</b>  <b>Please State:</b></p> <p>Covid-19  Slip, Trips or Falls  Manual Handling  Work at Heights  Hand Tools  Platform Ladders  Electrical Works up to 400v  Abrasive Wheels  Access and Egress  MEWP's  Material Storage and Delivery's  Lifting Equipment  Power Tools</p>		
<b>FIRE AND EMERGENCY EVACUATION PROCEDURES</b>	<p><b><u>STEP 1</u></b>      <b>FIRE IS DISCOVERED</b></p> <ul style="list-style-type: none"> <li>ASSESS THE DANGER LEVEL PRESENT.</li> <li>DO NOT ENTER A ZONE WHERE THERE IS A HIGH LEVEL OF PERSONAL DANGER.</li> <li>PERSON WHO DISCOVERS FIRE MUST RAISE</li> </ul>		

**METHOD STATEMENT**









	<p>ALARM. <u>HOW TO RAISE ALARM</u></p> <p><b>A.</b> SHOUT FIRE AND ALERT ALL ON SITE.</p> <p><b>B.</b> CONTACT SITE MANAGER GIVING DETAILS O FIRE</p>
	<p><b><u>STEP 2</u></b>      <b>FIRE SUPPRESSION</b></p> <p>ATTEMPT TO PUT FIRE OUT ONLY IF IT IS A MINOR OUTBREAK.</p>
	<p><b><u>STEP 3</u></b>      <b>EVACUATION</b></p> <ul style="list-style-type: none"> <li>• IMMEDIATELY PROCEED TO EMERGENCY ASSEMBLY POINT.</li> <li>• SITE MANAGEMENT - BRING DAILY ATTENDANCE LIST (IF THERE IS ONE) TO ASSEMBLY POINT. OTHERWISE EACH GROUP WILL PERFORM A SELF' CHECK TALLY.</li> </ul>
	<p><b><u>STEP 4</u></b>      <b>LIAISON</b></p> <p>SITE MANAGER – CONTACT TUH AND INFORM THEM OF FIRE/EMERGENCY OUTBREAK &amp; LOCATION INVOLVED.</p> <p>SITE MANAGER OR DEPUTY WILL LIAISE (IF REQUIRED) WITH FIRE/ EMERGENCY SERVICES.</p>
	<p><b><u>STEP 5</u></b>      <b>ASSEMBLY POINT</b></p> <p>ALL WILL REMAIN AT ASSEMBLY POINT UNTIL ALL CLEAR OR OTHER INSTRUCTION IS GIVEN BY EMERGENCY SERVICES.</p> <p style="text-align: center;"><b>EMERGENCY ASSEMBLY POINT: LOCATED BESIDE MAIN SITE ENTRANCE GATE.</b></p>

RA-00 Covid-19 Pandemic											Residual Risk: <b>L</b>				
<b>Task: Operations including tools, equipment and working in proximity of others:</b> COVID-19 is a new illness that can affect your lungs and airways. It's caused by a new (novel) Coronavirus virus called CoronavirusSARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. COVID-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection.											Date: 07.05.2020				
											Revision No. xx				
WHO MAY BE HARMED															
Employees		X	Sub-Contractors			X	General Public								
Contractors		X	Official Visitors			X	Plant Operators				X				
HAZARDS											Risk Ratings				
											Without Controls		With Controls		
<ul style="list-style-type: none"> <li>Respiratory problems</li> <li>Contracting COVID-19</li> <li>Death</li> </ul>											Med		Low		
											Med		Low		
											Med		Low		
TRAINING:		Safe Pass	X	CLONCAD Induction	X	Manual Handling Training	X	Site Induction	X	Tool Box Talks	X	CSCS		Other	X
CONTROL MEASURES															
<ul style="list-style-type: none"> <li>Prior to starting work on site, the remote CIF online induction must be completed.</li> <li>No person displaying symptoms should attend site, symptoms include temperature, cough, shortness of breath and breathing difficulties. Persons displaying symptoms should self isolate and not attend work for a period of 14days.</li> <li>All individuals to take personal responsibility to advise their employer of any symptoms immediately.</li> <li>Any person living with someone who is self-isolating or waiting a COVID-19 test must restrict their movements for 14 days. It should be noted that recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.</li> <li>All operatives to practice regular thorough hand washing and hand sanitizing. Sufficient on site facilities will be provided to enable this.</li> <li>Social distancing is key limiting the spread of the virus. All operatives to maintain a 2m separation while on site.</li> <li>Correct cough etiquette and respiratory hygiene to be practiced. This means coughing/sneezing into ones elbow, always cover up and dispose of tissues.</li> <li>Site C-19 Officer to ensure regular cleaning of all frequently touched tools, objects, surfaces to reduce contamination.</li> <li>All operatives to be mindful of travelling to and from work. Wherever possible workers should travel alone to site.</li> </ul>															

METHOD STATEMENT











**METHOD STATEMENT**

RA-1.3 Slips, Trips and Falls										Residual Risk: <b>L</b>			
<b>Task: Operations including tools and equipment:</b>										Date:19.04.18			
All locations including sites, offices, stores, workshops, canteens, dry rooms, toilets etc. For all type of work activities at the same level within the working environment including platforms.										Revision No. 14			
WHO MAY BE HARMED													
Employees		X		Sub-Contractors		X		General Public		X			
Contractors		X		Official Visitors		X		Plant Operators		X			
HAZARDS						Risk Ratings							
						Without Controls			With Controls				
<ul style="list-style-type: none"> <li>Cuts and Abrasions</li> <li>Laceration</li> <li>Serious bodily injury</li> <li>Amputation</li> <li>Death</li> </ul>						Med			Low				
						Med			Low				
						High			Low				
						High			Low				
						High			Low				
TRAINING:		Safe Pass	X	CLONCAD Induction	X	Manual Handling Training	X	Site Induction	X	Tool Box Talks	X	CSCS	Other
CONTROL MEASURES													
<ul style="list-style-type: none"> <li>Ensure routes are kept clean and clear. Remove rubble, waste and other materials from access/task routes.</li> <li>Use designated routes to and from workplace.</li> <li>Site tidiness maintained by cleaning up during work, at end of day (major) weekly to avoid slips and trips.</li> <li>Assess areas to ensure safe access e.g. those false doors are secured, work machinery for oil leaks etc.</li> <li>Avoid walking through areas where surface isn't fully visible e.g. Covered in floor protection, pooling of water- risk of opes being covered.</li> <li>Vigilance from employees as to the risks from slips trips and falls.</li> <li>No protruding nails allowed: all such nails must be clawed out or hammered flat.</li> <li>All extension leads / electric cables must be suspended safely in areas and/or laid as not to obstruct access/egress paths etc.</li> <li>Method of working clearly outlined including scope, routes and housekeeping.</li> <li>Ensure boots are kept clean and free of mud, oil, grease, use anti static, oil resistance safety boots. Keep footwear as clean as possible.</li> <li>Ensure ladders are set on solid ground, away from other obstructions.</li> <li>Consider weather conditions when working/assessing roofs, scaffolding and roadways.</li> <li>Tidy up area after each task.</li> <li>Never block access/egress routes with materials equipment.</li> <li>Inform all employees of access/egress routes and any changes to these throughout the course of the project.</li> <li>Appropriate PPE equipment to be worn.</li> </ul>													
PERSONAL PROTECTIVE EQUIPMENT REQUIRED													
								Other	Permits				
Hi Vis Vest	Safety Boots	Hard Hats	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Face Shield/Masks						
Mandatory on all Sites						As per job Requirements							
Legislative Reference:		General Application Regs S.I. 36 2007 to 2016 Part 4 SHAWW Act 2005											









	Construction Regulations 2013 SI 291
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**METHOD STATEMENT**

RA-1.7 Manual Handling										Residual Risk: <b>L</b>				
<b>Task: Operations including tools and equipment:</b> All persons involved in transporting or supporting of a load by 1 or more employees and include lifting, putting down, pulling, pushing, carrying or moving a load, which, by reason of its characteristics or of unfavorable ergonomic conditions, involves risks, particularly of back injuries to employees. All locations- sites, offices, stores etc. Safety Boots, Gloves, Overalls, Lifting aids, Training.										Date:19.04.18				
										Revision No. 14				
WHO MAY BE HARMED														
Employees		X	Sub-Contractors		X	General Public								
Contractors		X	Official Visitors		X	Plant Operators			X					
HAZARDS						Risk Ratings								
<ul style="list-style-type: none"> <li>Back Injury- Ligament strains, muscle strains, Fatigue, Abdominal hernia, Prolapsed/herniated discs, Paralysis</li> <li>Hand- trap/ Cut injuries</li> </ul>						Without Controls			With Controls					
						High			Low					
						High			Low					
<b>TRAINING:</b>		Safe Pass	X	CLONCAD Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	CSCS		Other
CONTROL MEASURES														
<ul style="list-style-type: none"> <li><b>Controls:</b></li> <li>Avoid Manual Handling- design</li> <li>Substitute loads for lighter loads</li> <li>Use of certified mechanical lifting equipment and mechanical aids by competent personnel e.g. Cranes, Telescopic handlers, winches barrows etc.</li> <li>Supply special mechanical aids for handling specific items e.g. For manhole covers (keys)</li> <li>Administrative controls- SOPs, Method Statements</li> <li>Full training and instruction provided in both induction and refresher safety training.</li> <li><b>8 Principles of Safe Lifting</b></li> <li>Access the load</li> <li>Broad stable base ( foot placement)</li> <li>Bend the knees</li> <li>Keep the back straight. Though not necessarily vertical.</li> <li>Take a firm grip</li> <li>Keeping the arms in line with the trunk</li> <li>Lift with the legs and keep the weight close to the centre of gravity</li> <li>Turn the feet in the direction of the movement.</li> </ul>														
PERSONAL PROTECTIVE EQUIPMENT REQUIRED														
								Other	Permits					
Hi Vis Vest	Safety Boots	Hard Hats	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Face Shield/Masks							
Mandatory on all Sites						As per job Requirements								
<b>Legislative Reference:</b>		General Application Regs S.I. 36 2007 to 2016 Chap 4 Part 2 Regs 68, 69 & Schedule 3. RA Cable Pulling												

RA-1.18 Work at Height											Residual Risk: <b>L</b>			
<b>Task: Operations including tools and equipment:</b> Work in any place including at or below ground level and/or obtaining access to a place of work where an employee could fall a distance liable to cause injury. <b>(THERE IS NO SAFE HEIGHT TO WORK)</b>											Date:19.04.18			
<ul style="list-style-type: none"> <li>- Includes work at or below ground level – roofs, open edges, opes, risers, shafts, excavations, false floors</li> <li>- Excludes permanent staircases</li> </ul>											Revision No. 14			
WHO MAY BE HARMED														
Employees	X	Sub-Contractors	X	General Public	X									
Contractors	X	Official Visitors	X	Plant Operators	X									
HAZARDS											Risk Ratings			
											Without Controls		With Controls	
<ul style="list-style-type: none"> <li>• Persons falling from height</li> <li>• Materials falling from height</li> <li>• Failure of access equipment</li> </ul>											High		Low	
											High		Low	
											High		Low	
TRAINING:	Safe Pass	X	CLONCAD Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	CSCS	X	Other	X
CONTROL MEASURES														
<ul style="list-style-type: none"> <li>• Work will be assessed before commencement, and hazards associated with work at height, identified – where possible collective measures of fall prevention will be used. Where not feasible, safe systems of work will be implemented.</li> <li>• Avoid work at height- design, carry out work from the ground.</li> <li>• Reduce work ay heights- design, carry out work from the ground.</li> <li>• Safe means of access and egress will be provided to the area of work.</li> <li>• Minimize distance of fall. Design, safety nets, bean bags.</li> <li>• Use Approved and certified equipment only.</li> <li>• Choose a work platform that is reasonably practical to carry out the work. For work equipment adopt a hierarchy of selection               <ul style="list-style-type: none"> <li>o System Scaffold (see Scaffold RA)</li> <li>o MEWP (see MEWP RA)</li> <li>o Aluminium/Mobile Scaffold (see Aluminium/Mobile Tower RA)</li> <li>o Ladder (see Ladder RA)</li> </ul> </li> <li>• Where required, signs and barriers will be erected directly below works to warn of overhead operations.</li> <li>• Edge protection will be provided at all openings or edges, where a fall is possible.</li> <li>• Where edge protection is not practicable an alternative means of fall prevention / fall arrest will be identified.</li> <li>• Where there is likely to be debris falling, fans, chutes or full enclosures will be used to protect 3<sup>rd</sup> parties.</li> <li>• All operatives/subcontractors/visitors, working/passing below overhead operations to wear a safety helmet.</li> <li>• All equipment used will be checked to ensure it is in good working order, to correct specification and in date for inspection.</li> <li>• All inspections to be recorded on GA3 form and kept in the safety file.</li> <li>• Work will be monitored to ensure that additional precautions and equipment is taken into use if edge protection is removed.</li> <li>• All work at heights is to be supervised and carried out by a competent person.</li> <li>• Ensure emergency procedures are implemented, communicated and adequate resources for rescue training and equipment are allocated.</li> </ul>														

PERSONAL PROTECTIVE EQUIPMENT REQUIRED									
								Other	Permits
Hi Vis Vest	Safety Boots	Hard Hats	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Face Shield/Masks		
Mandatory on all Sites					As per job Requirements				
<b>Legislative Reference:</b>		General Application Regs S.I. 36 2007 to 2016 Part 4, Regs 94-119 SHAWW Act 2005 Construction Regulations 2013 SI 291 Codes of Practice- Scaffolding, Roof Work, Confined Space, Overhead Lines Instructors Manuals Aluminum/Mobile Scaffolds, Ladders							

RA-1.31 Hand Tools											Residual Risk:			
<b>Task: Operations including tools and equipment:</b> Includes all locations and all disciplines. Use of hammer, screw drivers, knives, hammers, snips, tape measure etc.											Date: 19.04.18			
											Revision No. 14			
WHO MAY BE HARMED														
Employees		X	Sub-Contractors		X	General Public								
Contractors		X	Official Visitors			Plant Operators								
HAZARDS											Risk Ratings			
<ul style="list-style-type: none"> <li>Hand Injury</li> <li>Face/Eye Injury</li> <li>Foot Injury</li> <li>Injury to other parts of the body.</li> </ul>											Without Controls		With Controls	
											Med		Low	
											Med		Low	
											Med		Low	
TRAINING:		Safe Pass	X	CLONCAD Induction	X	Manual Handling Training	X	Site Induction	X	Tool Box Talks	X	CSCS	Other	
CONTROL MEASURES														
<ul style="list-style-type: none"> <li>Select the right tool for the job. Substitutes the increase of having an accident.</li> <li>Avoid using hand tools with your wrist bent. Select tools that allow the wrist to stay straight.</li> <li>Ensure you understand how to use the tool.</li> <li>Keep tools in good condition. Use good quality tools and inspect each tool before commencing work.</li> <li>Insulated tools to be used when working with electricity.</li> <li>Keep cutting tools sharp and cover sharp edges when not in use.</li> <li>Craft knives must have a retractable blade.</li> <li>Do not cut towards yourself when using cutting tools. Always cut away.</li> <li>Replace cracked, broken handles on files, hammers, screwdrivers etc. Replace worn jaws on pliers, pipe tools.</li> <li>Carry tools in a sturdy tool box to and from the site.</li> <li>Do not carry a sharp tool in your pocket.</li> <li>Do not carry tools in a way that interferes with using both hands on a ladder or when doing any hazardous work. If working on a ladder or scaffold tools should be raised and lowered using a bucket and hand line.</li> <li>Wear the appropriate PPE, tight fitted cut resistant gloves, safety glasses or goggles.</li> <li>Clean as you go to avoid the build up of materials which may lead to accidents.</li> <li>Do not use tools that are not right for the job e.g. do not use screwdrivers as chisels.</li> <li>Do not apply excessive force on any hand tool.</li> <li>Do not throw tools. Hand them directly to other workers.</li> </ul>														
PERSONAL PROTECTIVE EQUIPMENT REQUIRED														
								Other	Permits					
Hi Vis Vest	Safety Boots	Hard Hats	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Face Shield/Masks							
Mandatory on all Sites						As per job Requirements								

<b>Legislative Reference:</b>	SHAWW Act 2005 General Application Regulations SI 36 2007 to 2016
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RA-1.22 Podium Ladders										Residual Risk: <b>L</b>													
<b>Task: Operations including tools and equipment:</b> Where work at height cannot be avoided and a system scaffold, mewp or aluminum /mobile tower are not feasible due to existing features on site that cannot be altered and the work is of short duration a ladder may be used- <b>LADDERS ARE FOR SHORT DURATION WORK ONLY- TYPICALLY 15-30 MINUTES.</b>										Date:19.04.18													
										Revision No. 14													
WHO MAY BE HARMED																							
Employees	X	Sub-Contractors	X	General Public																			
Contractors	X	Official Visitors	X	Plant Operators			X																
HAZARDS										Risk Ratings													
<ul style="list-style-type: none"> <li>Persons falling from a ladder</li> <li>Materials falling from a ladder</li> <li>Death, Bodily Injuries</li> <li>Equipment failure</li> <li>Overturning of the Podium Ladder</li> <li>Overloading Access Equipment</li> </ul>										Without Controls			With Controls										
										High			Low										
										High			Low										
										High			Low										
										Med			Low										
										Med			Low										
<b>TRAINING:</b>										Safe Pass	X	CLONCAD Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	CSCS		Other	
										<b>CONTROL MEASURES</b>													
<ul style="list-style-type: none"> <li>Ladders to be used only for low risk work and short duration (less than 30 min)</li> <li>Ladders should not be used when more suitable means of accessing work at height is available e.g. Scaffolds, Alloy tower, M.E. W. P.</li> <li>Ensure employees are physically capable and trained in the proper safe use and inspection of ladders.</li> <li>Existing features of the building may prevent use of more suitable work equipment.</li> <li>Only 1 person allowed on a ladder at a time.</li> <li>Always face the ladder when moving or working.</li> <li>Do not carry loads up or down ladders- pass loads hand to hand or use rope-maintain 3 points of contact at all times.</li> <li>Ladders should not be painted or treated in such a way as to conceal defects.</li> <li>Never lean ladders against fragile surfaces e.g. windows, and protect surfaces from damage.</li> <li>Ladders should be inspected before use, on a weekly basis and recorded on GA3 forms. They should be free from splits cracks or other defects. Any defects should be reported immediately.</li> <li>Footwear worn by persons using a ladder must be clean and of the type to provide satisfactory grip- overshoes must have grips on the soles. Metallic ladders must not be used near electricity or certain chemicals- check SDS</li> <li>An Exclusion Zone may be required around the work area if there is a risk of falling objects on personnel underneath</li> <li>Overreaching/Overloading should be avoided</li> <li>The ground conditions should be considered. Ensure the ground is level and solid.</li> <li>Ladders should be stored securely after use</li> <li>Damaged ladders will be broken up or removed immediately.</li> <li>Alert others visitors, public to risks associated with the work carried on – signage, barriers.</li> </ul>																							



### Podium Ladders

- Podium ladders should not be moved whilst persons are mounted on them and may not be climbed unless the wheels are locked.
- Podiums must be wheeled in preference to manually handled and where this is not possible, any detachable parts should be removed to lighten the load.
- Ensure that the gates are closed on the podium ladder before any work commences

### PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits
Hi Vis Vest	Safety Boots	Hard Hats	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Face Shield/Masks		
Mandatory on all Sites					As per job Requirements				
Legislative Reference:		General Application Regs S.I. 36 2007 to 2016 Part 4, Regs 94-119 Code of Practice for Roof Work, Overhead Lines, Scaffolding SHAWW Act 2005							

<b>RA-1.36 Electrical Work Up To 415 Volts</b>											<b>Residual Risk: M</b>			
<b>Task: Operations including tools and equipment:</b> All Operations- Electrical LV, MV, Inspection and Testing.											Date:19.04.18			
											Revision No. 14			
<b>WHO MAY BE HARMED</b>														
<b>Employees</b>		X		<b>Sub-Contractors</b>		X		<b>General Public</b>		X				
<b>Contractors</b>		X		<b>Official Visitors</b>		X		<b>Plant Operators</b>		X				
<b>HAZARDS</b>							<b>Risk Ratings</b>							
							<b>Without Controls</b>				<b>With Controls</b>			
<ul style="list-style-type: none"> <li>• Electrocution</li> <li>• Electric Burn</li> <li>• Fire</li> <li>• Explosion</li> </ul>							High				Medium			
							High				Medium			
							High				Medium			
							High				Medium			
<b>TRAINING:</b>		Safe Pass	X	CLONCAD Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	CSCS	Other	X
<b>CONTROL MEASURES</b>														
<b>5 Golden Rules</b>														
<b>1. Disconnect completely ( the apparatus on which you are to work)</b>														
<ul style="list-style-type: none"> <li>• Live work is too avoided at all times (as far as reasonably practical.)</li> <li>• Request isolation of power source from owner/occupier, isolate power source outside normal hours of premises and provide protection from/isolate sections of equipment and/or phases being worked on e.g. Distribution boards, Form 4 boards. "Request for Isolation" – Form</li> </ul>														
<b>2. Secure against re-connection (the apparatus by LOTO).</b>														
<ul style="list-style-type: none"> <li>• Isolated circuits must be locked off and tagged out. Client/PSCS procedures may be used where they are equivalent to procedures.</li> <li>• Where live work is unavoidable a written method statement must be produced and a permit to work must be obtained. Power On, Lock Out Tag Out and Electrical Permit To Work Procedures to be used and followed.</li> </ul>														
<b>3. Verify that the disconnected apparatus is dead (check for the absence of voltage with a voltmeter)</b>														
<ul style="list-style-type: none"> <li>• Always prove isolation with voltmeter</li> </ul>														
<b>4. Carry out earthing and short circuiting (Stored energy in capacitors). Verify again with voltmeter.</b>														
<ul style="list-style-type: none"> <li>• Dissipate potentially charged equipment to earth.</li> <li>• Always prove isolation with voltmeter.</li> </ul>														
<b>5. Provide protection against adjacent live parts.</b>														
<ul style="list-style-type: none"> <li>• Access to live conductors is to be strictly controlled and limited to authorized competent electricians.</li> <li>• Equipment covers and doors are to be closed at secondary side of equipment under test. Keys are to be kept in Key Box in office.</li> <li>• Tester/Electrician to remain at live end of circuit under test.</li> <li>• All unauthorized persons will be restricted from switch rooms, test zones and warned of hazards appropriate. Access to switch rooms must be limited to authorize persons only.</li> <li>• Circuit routes will be walked down prior to test to ensure that no work is ongoing on the circuit under test.</li> <li>• Equipment covers and doors are to be closed and guards refitted to machinery prior to this type of work commencing.</li> <li>• Erect signage warning people of presence of electricity- greatest voltage present.</li> </ul>														
<b>6. Testing and Commissioning:</b>														
<ul style="list-style-type: none"> <li>• Live work to be carried out by authorized competent electricians. Typical PPE may include Full Face Visor, Helmet, Live Work Gloves, Insulated Mat, Insulated Safety Boots and Arc Protective Overalls.</li> <li>• Electricians not permitted to work on live circuits unaccompanied. Buddy system and radio contact to be maintained at all times,</li> </ul>														



- Electrical test equipment will be insulated, fused and have valid calibration.
- Electricity Supply Authority seals will not be broken and final connections will not be made without written authority.
- All circuits being worked on will be treated as live until verified using voltmeter
- Supervisors/Foreman will ensure that all field wiring is terminated before cables are terminated at their power source. Otherwise power supplies must be isolated.
- Distribution boards are controlled by testers until testing successfully complete. No unauthorized person is allowed access to DB until cert is issued to supervisor. No other person is authorized to power up circuits under test.
- Commissioning electricians will be provided with all necessary information prior to starting testing and commissioning e.g. Schematic drawings, scope of work, restrictions, hazards and residual risks.

### PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits
Hi Vis Vest	Safety Boots	Hard Hats	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Face Shield/Masks		

Mandatory on all Sites

As per job Requirements

#### Legislative Reference:

- General Application Regs S.I. 36 2007 to 2016 Part 3 & 8
- National Rules for Electrical Installations (ETCI Regs) Fourth Edition and Amendments
- SI 258 Explosives Atmospheres 2003 (ATEX)
- Electrical installation to the code of practice of the Electro Technical Council of Ireland
- Code of Practice for Avoiding Danger from Overhead electricity Lines

RA-1.32 Abrasive Wheels											Residual Risk: L				
<b>Task: Operations including tools and equipment:</b> Includes Chop Saws, Angle Grinders, Bench Grinders, cutting and grinding tasks in Mech and Elec disciplines. Fabrication of Metalwork.											Date:19.04.18				
											Revision No. 14				
WHO MAY BE HARMED															
Employees		X	Sub-Contractors			X	General Public			X					
Contractors		X	Official Visitors			X	Plant Operators			X					
HAZARDS							Risk Ratings								
<ul style="list-style-type: none"> <li>• Fire/explosion through ignition of sparks</li> <li>• Bursting of abrasive wheel or disc at high speed</li> <li>• Contact with wheel or disc resulting in laceration or amputation</li> <li>• Losing control of the Equipment</li> <li>• Clothing entanglement with moving parts</li> <li>• Personnel injury- Eye injuries/blindness from flying parts</li> <li>• Injury to bystanders</li> <li>• Inhalation of dust/fumes</li> <li>• Exposure to excessive noise levels</li> </ul>							Without Controls				With Controls				
							Med				Low				
							High				Low				
							High				Low				
							High				Low				
							High				Low				
							High				Low				
							Med				Low				
							Med				Low				
Med				Low											
TRAINING:		Safe Pass	X	CLONCAD Induction	X	Manual Handling Training	X	Site Induction	X	Tool Box Talks	X	CSCS		Other	
CONTROL MEASURES															
<ul style="list-style-type: none"> <li>• Operate all tools as per manufacturer's instructions.</li> <li>• Only trained and competent personnel should change discs.</li> <li>• Ensure there are trained and competent personnel on site to do this work. Only those trained in conjunction with the Abrasive Wheel Regulations 2016 as allowed changing a disc.</li> <li>• PPE provided and its use mandatory especially full visors (full face visor) Safety Glasses under the face shield/visor.</li> <li>• Agree Hot Works Area with Duggan Brothers before any Hot Works commences.</li> <li>• Duggan Brother's hot work permit system must be in place before starting work.</li> <li>• Fire prevention equipment must also be in place i.e. Fire blankets, fire extinguishers.</li> <li>• Area around grinding should be cleared from all combustible materials.</li> <li>• The area should be adequately screened and signs posted to inform and protect other trades/ visitors of flying particles.</li> <li>• Always unplug the grinder before altering guards or changing discs.</li> <li>• Use the correct disc for the job, cutting discs for cutting and grinding discs for grinding.</li> <li>• Power rating, spindle speeds and identification number to be clearly identified on all grinders including bench mounted grinders.</li> <li>• A visual inspection is required by the operator before use of all machines and discs for damage.</li> <li>• Ensure all switches and safety devices are operating correctly before using. "Dead Man" switch fitted (angle grinders)</li> <li>• Guards always correctly positioned, properly adjusted and cleaned before use.</li> <li>• Always secure working item in a vice or clamp.</li> <li>• Always stand on firm level ground while grinding.</li> </ul>															



- Ensure that bench mounted grinders are dressed on a regular basis (levelled out).
- Loose clothing, long hair should be rolled/tied up. Jewellery should also be removed.
- Appropriate PPE must be worn and in good condition, gloves. Full face shield, ear defenders and breathing apparatus if necessary,



- 110 volt equipment only to be used with easily accessible on/off switch.
- Provide adequate ventilation working in a confined space and control cutting activities.
- Ensure abrasive wheels are stored correctly in dry containers, in manufacturers packaging.
- Abrasive wheels should be checked pre use and on a monthly basis
- Any defects to abrasive wheels should be reported to a supervisor immediately.
- Do not cut overhead if possible.
- When cutting concrete/tarmac/pavement slabs, use water to safeguard against dust, where possible.
- Do not adjust a grinder when it is running.
- Blotter and wheel flanges used to mount the grinding wheels on the shaft of the grinder, must be in place.
- Tool rests must be adjusted and tightened to ensure that there is less than 1/8 inch gap from the wheel.
- Wheels should be inspected prior to turning on the power.
- Wheel with cracks or chips, or that are badly ruttled, should not be used.
- They may require dressing or permanent removal from service.
- Do not grind on the side of the abrasive wheel.
- Check that the speed rating of the grinding wheel is equal or exceeds the speed rating of the grinder.
- The maximum approved speed stamped on the wheel blotter should be checked against the arbour speed of the machine to ensure that the safe peripheral speed is not exceeded.

### Operation:

- Before commencing grinding, allow the grinding wheel to run at operating speed for at least one minute.
- When commencing a grinding operation, bring object into contact with the grinding wheel slowly and smoothly avoid impact or bumping motions.
- Move the object being ground, back and forth across the face of the wheel, as this prevents ruts or grooves from forming.
- Dress the wheel on the face only.
- Dressing the sides may cause it to become too thin for safe use.
- Use the face of the wheel when grinding.
- Do not press too hard on the wheel.
- Vibrating wheels should not be used.
- They must be dressed
- And replaced if the bearings of the shaft are worn.
- Do not touch the ground portion of the work piece until you are sure it is cool.
- Shut off the power and do not leave until the wheel has come to a complete stop.
- Clean the work area when finished using the grinder.
- Disconnect angle grinders from the power source when making repairs or changing discs.

### PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits
Hi Vis Vest	Safety Boots	Hard Hats	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Face Shield/Masks		

Mandatory on all Sites

As per job Requirements

Legislative Reference:

- General Application Regs S.I. 36 2007 to 2016 Part 3
- SHAWW Act 2005
- Reference HSE Guidance HS(G) 17, "Safe Use in Abrasive Wheels".
- Safety In Industry (Abrasive Wheel Regs 2007 to 2016) S.I. No.36 of 2016.



<b>RA-1.1 Access and Egress</b>	<b>Residual Risk:</b> <b>L</b>
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<b>Task: Operations including tools and equipment:</b> All locations- sites, offices, stores, workshops, canteens, dry rooms, toilets etc. For all types of work activities within the working environment.	Date:19.04.18 Revision No .14
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**WHO MAY BE HARMED**

<b>Employees</b>	<b>X</b>	<b>Sub-Contractors</b>	<b>X</b>	<b>General Public</b>	<b>X</b>
<b>Contractors</b>	<b>X</b>	<b>Official Visitors</b>	<b>X</b>	<b>Plant Operators</b>	<b>X</b>

<b>HAZARDS</b>	<b>Risk Ratings</b>	
	<b>Without Controls</b>	<b>With Controls</b>

<ul style="list-style-type: none"> <li>Vehicle Movement</li> <li>Trips</li> <li>Falls</li> <li>Collisions</li> <li>Injuries including cuts to feet etc.</li> </ul>	High	Low
	High	Low
	High	Low
	High	Low
	High	Low

<b>TRAINING:</b>	<b>Safe Pass</b>	<b>X</b>	<b>CLONCAD Induction</b>	<b>X</b>	<b>Manual Handling Training</b>	<b>X</b>	<b>Site Inductions</b>	<b>X</b>	<b>Tool Box Talks</b>	<b>X</b>		<b>CSCS</b>	<b>X</b>	<b>Other</b>	
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**CONTROL MEASURES**

- Provide clearly marked and safe routes for pedestrians on site.
- Inform all employees of access routes and any changes to these throughout the course of the project.
- Securely barrier, sign, plate or backfill excavations.
- Position unloading areas to avoid reversing.
- Provide separate pedestrian and vehicle access where possible.
- Plan all lifting operations to avoid lifting over others.
- Keep emergency routes clear.
- Provide large warning signs and suitable lighting.
- Adequate night protection: site lighting, plant immobilized.
- Ensure emergency services have suitable access.
- Immobilise site transport when not in use.
- Accompany authorized visitors.
- Prohibit unauthorized people and children from entering the site.
- Erect suitable hoarding/fencing and warning signs to keep public and children out.
- Have controlled entry onto site. Security man at gates if necessary.
- Keep walkways clean.
- Provide vehicle reversing alarms and banksman.
- It is vital that all fire escape doors are not obstructed at any time.
- Ensure that temporary roads are a sufficient standard to support emergency vehicle access, including clear definition of the road edges.
- All personnel to wear site standard PPE at all times.

**PERSONAL PROTECTIVE EQUIPMENT REQUIRED**

								<b>Other</b>	<b>Permits</b>
<b>Hi Vis Vest</b>	<b>Safety Boots</b>	<b>Hard Hats</b>	<b>Safety Gloves</b>	<b>Eye Protection</b>	<b>Hearing Protection</b>	<b>Harness Protection</b>	<b>Face Shield/Masks</b>		

<b>Mandatory on all Sites</b>	<b>As per job Requirements</b>
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<b>Legislative Reference:</b>	General Application Regs S.I. 36 2007 to 2016 Part 4
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	SHAWW Act 2005 Construction Regulations 2013 SI 291
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RA-1.20 Mobile Elevated Work Platform (MEWP)											Residual Risk: <b>L</b>					
<b>Task: Operations including tools and equipment:</b> Where work at height cannot be avoided and a system scaffold cannot be used a MEWP may be used where reasonably practical-MEWP's include SCISSORS LIFT, ARTICULATED BOOM& TELESCOPIC BOOM.											Date:19.04.18					
											Revision No. 14					
WHO MAY BE HARMED																
Employees		X	Sub-Contractors			X	General Public									
Contractors		X	Official Visitors			X	Plant Operators				X					
HAZARDS											Risk Ratings					
											Without Controls			With Controls		
<ul style="list-style-type: none"> <li>Persons falling from MEWP</li> <li>Materials falling from MEWP</li> <li>Death, Bodily injuries</li> <li>MEWP collapse and overturning</li> <li>Crush injuries</li> <li>Contact with power lines</li> </ul>											High			Low		
											High			Low		
											High			Low		
											High			Low		
											High			Low		
											High			Low		
TRAINING:		Safe Pass	X	CLONCAD Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	CSCS		Other	X	
CONTROL MEASURES																
<ul style="list-style-type: none"> <li>Used only by trained and certified personnel.</li> <li>Inspections to be carried out before using MEWP, on a weekly basis and recorded and a thorough six month examination by a competent fitter.</li> <li>Inform operators of hazards before use.</li> <li>Safe working load not to be exceeded.</li> <li>Access bar/ gate must be locked while operating MEWP.</li> <li>Operators trained regarding wind/gales (Beaufort Scale).</li> <li>Operators to be medically fit with good eyesight and hearing, and display good head for heights.</li> <li>Ground operator always present to operate emergency controls.</li> <li>Suitability of ground conditions always considered, especially frozen ground.</li> <li>Checked well before use, especially guard rails, operating controls, Devices and equipment never interfered with.</li> <li>Balance light always checked when lifting. Hydraulic jacks always lowered for stability.</li> <li>Safe working load observed for personnel and materials.</li> <li>Coned off to prevent a collision.</li> <li>Check all routes and work area before starting work.</li> <li>Platform is not to be left unattended while in the raised position.</li> <li>Return to ground level if the wind speed or weather deteriorates to unacceptable level- check limits on decal plate.</li> <li>Minimum safe distance for electric cables observed.</li> <li>Harness always worn and tied off on platform anchorage point.</li> <li>If required in a busy compact site a spotter should be placed in the ground to guide the operator and inform other trades.</li> <li>MEWP platforms should be cleared of debris on a regular basis.</li> <li>P.P.E. always used.</li> <li>Any defects to be reported immediately to site supervisor.</li> <li>Ensure emergency procedures are implemented, communicated and adequate resources for rescue training and equipment are allocated.</li> </ul>																

- Alert others visitors, public to risks associated with the work carried on- signage, barriers.
- Pulling or pushing not allowed. Handrails never climbed.
- Travel only when lowered. Materials never to reach outside platform.
- Never used as an electric earth. Personnel to stay within the platform.
- All cables kept well away from controls. Potholes/rough ground avoided

**PERSONAL PROTECTIVE EQUIPMENT REQUIRED**

								Other	Permits
Hi Vis Vest	Safety Boots	Hard Hats	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Face Shield/Masks		
Mandatory on all Sites					As per job Requirements				
<b>Legislative Reference:</b>		General Application Regs S.I. 36 2007 to 2016 Part 4 Regs 94-119 SHAWW Act 2005 Instructors Manuals- (must accompany MEWP)							

RA-1.21 Mobile Towers											Residual Risk: <b>L</b>					
<b>Task: Operations including tools and equipment:</b> Where work at height cannot be avoided and a system scaffold or MEWP cannot be used and it is reasonably practical to use an aluminum mobile tower.											Date:19.04.18					
											Revision No. 14					
WHO MAY BE HARMED																
Employees		X	Sub-Contractors		X	General Public										
Contractors		X	Official Visitors		X	Plant Operators			X							
HAZARDS											Risk Ratings					
<ul style="list-style-type: none"> <li>Persons falling from tower</li> <li>Materials falling from tower</li> <li>Death, bodily injuries</li> <li>Tower collapse</li> <li>Contact with power lines- electrocution</li> </ul>											Without Controls			With Controls		
											High			Low		
											High			Low		
											High			Low		
											Med			Low		
High			Low													
TRAINING:		Safe Pass	X	CLONCAD Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	CSCS		Other		
CONTROL MEASURES																
<ul style="list-style-type: none"> <li>Work will be assessed before commencement, and hazards associated with work at height, identified – where possible collective measures of fall prevention will be used. Where not feasible, safe systems of work will be implemented.</li> <li>Ensure all employees are trained in safe procedures through induction training/ ongoing training. Only CSCS trained personnel to assemble towers.</li> <li>All equipment used will be checked to ensure it is in good working order, to correct specification and in date for inspection.</li> <li>Only Trained competent operatives will erect, modify or dismantle scaffolding towers in accordance with relevant standards and manufacturer’s instructions.</li> <li>Towers should not be used in the vicinity of overhead power lines.</li> <li>Specification for use of tower scaffolds will take into account the site ground conditions expected, height restrictions and obstructions. Ensure the surface is stable and of sufficient strength to support the structure.</li> <li>Ladder access should be internal and fixed to the narrowest side.</li> <li>Maximum height to base will not exceed 3.5 inside use and 3 external use without ties.</li> <li>All tower platforms will be fully boarded at the same level and fitted with toeboards and guardrails and outriggers.</li> <li>Personnel and materials to be removed before the tower is moved.</li> <li>Check the routes before moving.</li> <li>Move the base by manual methods not by vehicle.</li> <li>All tower scaffolding shall be inspected on erection, and on handover to or from contractors. After alteration or adverse weather conditions, towers must be inspected by a competent person.</li> <li>Towers must be inspected every seven days if they remain in place and the result recorded (From GA3).</li> <li>All wheels must be locked before use.</li> <li>Never exceed the recommended loading levels as this may cause the tower to become unstable. Loading levels will be in the manufactures instructions.</li> <li>Towers should be tied to a rigid structure if wind speeds reach 40 kph (25mph). If there is a possibility of the wind reaching speeds approaching or in excess of 65kph (40mph), the tower should be safely dismantled before hand.</li> <li>Care to be taken when carrying materials up a tower. Where possible, raise materials within the tower.</li> <li>Do not block essential services such as access manholes, fire hydrants, emergency exits etc.</li> </ul>																



- Incomplete towers are to be identified by suitable warning signs and that access points have barriers around them.
- Employees to report any defects to towers immediately to site supervisor.
- All platforms to be kept clean and free from rubbish or obstructions.
- Ensure adequate emergency and rescue arrangements are in place.
- Alert others visitors, public to risks with the work carried on- signage, barriers.

### PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits
Hi Vis Vest	Safety Boots	Hard Hats	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Face Shield/Masks		

Mandatory on all Sites

As per job Requirements

**Legislative Reference:**

General Application Regs S.I. 36 2007 to 2016 Part 4, Regs 94-119









SHAWW Act 2005

Codes of practice- Scaffolding, Roof work, Overhead lines

Instructors Manuals- Aluminium/Mobile Tower











RA-1.6 Material Storage and Delivery's											Residual Risk: <b>L</b>					
<b>Task: Operations including tools and equipment:</b> All locations- sites, offices, workshops, canteens, drying rooms, toilets etc. For all types of work activities within the working environment. Stores and lay down areas. Containers, shelving, mechanical lifting aids, bunds, signage, SDS, cages, locks.											Date:19.04.18					
Revision No. 14																
WHO MAY BE HARMED																
Employees		X		Sub-Contractors		X		General Public		X						
Contractors		X		Official Visitors		X		Plant Operators		X						
HAZARDS											Risk Ratings					
<ul style="list-style-type: none"> <li>Injury from falling materials</li> <li>Injury to trespassers, especially children</li> <li>Environmental contamination</li> <li>Manual Handling injuries from lifting materials</li> <li>Injury from mechanical lifting/delivery equipment</li> </ul>											Without Controls			With Controls		
											High			Low		
											High			Low		
											High			Low		
											High			Low		
Med			Low													
TRAINING:		Safe Pass	X	CLONCAD Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	CSCS	Other			
CONTROL MEASURES																
<ul style="list-style-type: none"> <li>Ensure that minimum quantities of materials supplied to the site in line with the programmed works, thus reducing quantities of materials stored which prevent unnecessary damage.</li> <li>All material will be stored in Cloncad's Site Stores.</li> <li>Ensure delivered material is correctly packaged e.g. Drums in good condition, bales uni-strut, pipes, containment etc are correctly bound. Return or make safe any materials incorrectly packaged.</li> <li>Deliveries will be scheduled at agreed times during normal working hours with Duggan Brothers. Delivery drivers must be accompanied by inducted personnel.</li> <li>Ensure that all material storage areas are level and stable.</li> <li>Follow manufacturer's recommendations with respect to stacking requirements.</li> <li>For hazardous materials, Safety Data Sheets must be available.</li> <li>Palletized loads should not exceed two pallets in height.</li> <li>Loads must be lifted correctly, manual handling information and training to be provided to employees. Store heavy/awkward loads on bottom/middle shelf. Only store light manageable loads at height.</li> <li>Whenever practicable mechanical lifting/ delivery equipment to be provided minimizing manual handling.</li> <li>Stacks of cylindrical objects such as pipes, cable drums to be stabilized using chocks etc.</li> <li>Material stacks should be limited in height to ensure stability, no more than 2m.</li> <li>Drums and containers must be clearly marked to indicate contents.</li> <li>Secured storage provided for all hazardous materials to prevent unauthorized access.</li> <li>Trays or bunds provided where necessary beneath containers to prevent ground contamination.</li> <li>Guardrails will be fitted to storage areas where persons could fall</li> <li>Hazardous materials e.g. highly flammable liquids, explosives should be stored separately and their issue controlled.</li> <li>Deliveries by HIAB should be monitored and controlled and all lifting operations should not pass over personnel, plant and equipment or accommodation.</li> <li>Access routes must be kept clean and clear.</li> <li>Ensure good housekeeping practices are maintained. Clean as you go policy.</li> </ul>																

PERSONAL PROTECTIVE EQUIPMENT REQUIRED									
								Other	Permits
Hi Vis Vest	Safety Boots	Hard Hats	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Face Shield/Masks		
Mandatory on all Sites					As per job Requirements				
<b>Legislative Reference:</b>	General Application Regs S.I. 36 2007 to 2016 Part 4 SHAWW Act 2005 Construction Regulations 2013 SI 291 Code of Practice for Avoiding Danger from Overhead Electricity Lines								

RA-1.26 Lifting Equipment											Residual Risk: <b>M</b>					
<b>Task: Operations including tools and equipment:</b> Includes winches, pulley blocks, gin wheels, slings, hooks, plate clamps, shackles, swivels, eye bolts and other similar lifting gear.											Date:19.04.18					
											Revision No. 14					
WHO MAY BE HARMED																
Employees		X	Sub-Contractors			X	General Public									
Contractors		X	Official Visitors			X	Plant Operators				X					
HAZARDS											Risk Ratings					
<ul style="list-style-type: none"> <li>Unplanned release or dropping of load</li> <li>Striking by falling objects</li> <li>Trapping between fixture and load.</li> <li>Damage to equipment or property</li> <li>Striking/arcing of overhead lines</li> </ul>											Without Controls			With Controls		
											High			Med		
											High			Med		
											High			Low		
											High			Med		
High			Med/Low													
TRAINING:		Safe Pass	X	CLONCAD Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	CSCS	X	Other		
CONTROL MEASURES																
<ul style="list-style-type: none"> <li>Arrangements must be made for the carrying out and recording of statutory and through examinations.</li> <li>A trained slinger/banksman must be made available to co-ordinate all lifting activities.</li> <li>Before selection of lifting equipment, consideration should be given to the weight, size, shape and center of the gravity load.</li> <li>Lifting equipment is subject to a planned maintenance programme.</li> <li>All items of lifting equipment should be identified individually and stored so as to prevent physical damage or deterioration.</li> <li>Safe working loads of lifting equipment must be established before use.</li> <li>Sufficient numbers of trained personnel to be available on site before lifting begins.</li> <li>No persons to stand or work within the lifting appliance operating radius without the operator's permission.</li> <li>Loads must not be slewed over personnel, plant, site huts or property.</li> <li>The lifting appliance must be on firm, level base.</li> <li>Tail ropes will be used on large ropes to steady and guide them.</li> <li>Work will stop when weather conditions prevent safe operations.</li> <li>Packing to be used to protect slings from sharp edges on the load.</li> <li>All items of lifting equipment must be visually examined for signs of damage before use.</li> <li>Swinging of the load to be checked by ensuring the eyes of straps are directly below, the appliance hook, and that tail ropes are fitted to larger loads.</li> <li>Evidence of last thorough examination and inspection must be provided with the equipment.</li> <li>Manufacturer's instructions to be checked to ensure that methods of sling attachment and slinging arrangements generally are correct.</li> <li>All certs and reports will be kept in the site safety file and log of all equipment centrally at the Office.</li> </ul>																



### PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits
Hi Vis Vest	Safety Boots	Hard Hats	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Face Shield/Masks		
Mandatory on all Sites					As per job Requirements				
Legislative Reference:		General Application Regs S.I. 36 2007 to 2016 Schedule 1 ,Part A-E SHAWW ACT 2005 NSAI Code of Practice: Safe use of Cranes In the Construction Industry SI 178/56, Chains, Ropes and lifting Tackle (register) Regulations 1956, Code of Practice for Avoiding Danger from Overhead Electricity Lines							



### RA-1.33 Power Tools

Residual Risk:

L

**Task: Procedures and Equipment:**

Includes electric powered Drills, Chop Saws, kango hammers.

Date:19.04.18

Revision No. 14

#### WHO MAY BE HARMED

Employees	X	Sub-Contractors	X	General Public	
Contractors	X	Official Visitors	X	Plant Operators	X









HAZARDS	Risk Ratings	
	Without Controls	With Controls
Flying Particles or debris (Eye Injuries)	Med	Low
Failing tools.	High	Low
Sudden snatching or unexpected movement of tools.	High	Low
Compressed air.	High	Low
Manual handling heavy, bulky tools and power supplies.	High	Low
Inhalation of Oil Mists/Dust	Med	Low
Noise	Med	Low
Vibration	Med	Low
Electric shock	Med	Low
	High	Low

<b>TRAINING:</b>	Safe Pass	X	CLONCAD Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	CSCS		Other	
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#### CONTROL MEASURES

- Managers and operators should be aware of the risks and the rules for safe use of tools.
- Operators should report any defects immediately, repair or remove defective equipment.
- A nominated person should be made responsible for the issue and return of hydraulic and pneumatic-powered tools.
- The right kind of tools should be provided for the job and used properly; operating instructions and safety notes are issued with tools.
- Only trained operators over the age of 18 should use hydraulic and pneumatic- powered tools.
- Tools should be stored properly and securely.
- Whilst in use tools should not be left for unauthorized persons to take or use them.
- Noise should be reduced at source and hearing protection worn if necessary.
- Anti-vibration tools should be used if possible. Tools to be properly maintained to reduce vibration..
- Cutting tools should be kept sharp. Damaged Tool bits should be disposed of appropriately.
- Pneumatic tools should always be inspected before and after use.



PERSONAL PROTECTIVE EQUIPMENT REQUIRED								Other	Permits
									
Hi Vis Vest	Safety Boots	Hard Hats	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Face Shield/Masks		
Mandatory on all Sites					As per job Requirements				
Legislative Reference:		SHAWW Act 2005 S.I. 291 Construction Regulations 2013 General Application Regulations SI 36 2007 to 2016							



RA-1.63 Lock Out Tag Out

Residual Risk:

L

Date:19.04.18

Revision No. 14

WHO MAY BE HARMED

Employees	X	Sub-Contractors	X	General Public	
Contractors	X	Official Visitors	X	Plant Operators	X

HAZARDS	Risk Ratings	
	Without Controls	With Controls
• Manual handling	Med	Low
• Electric shock	High	Low
• Live Services	High	Low

<b>TRAINING:</b>	Safe Pass	X	CLONCAD Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	CSCS		Other	
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CONTROL MEASURES

- It is the responsibility of the authorized person applying LOTO to perform & complete a Safe plan of action (SPA) and identify the hazards and control measures in place at the isolation points and select an appropriate LOTO device that does not introduce or create a hazard.
- Apply the LOTO device so that it locks the energy isolating device in the off position. Fix the tag directly to each lock
- Affected employees or clients reps shall be notified by the Cloncad lead or authorized employee of the application and removal of lockout devices or tag out devices
- Dissipate, drain, or safely release any stored or residual energy in the system after lockout
- Verify that all sources of hazardous energies have been isolated.
- Inspect the work area to ensure that all nonessential items, tools, etc., have been removed from the danger zone.
- Check that all the guarding and safety controls have been properly replaced.

LOTO Preparation for Re-energizing.

- Notify "Affected Employees and Client Reps" and ensure that all personnel are in a safe location before re-energizing.

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- Inspect the work area to ensure that all nonessential items, tools, etc., have been removed from the danger zone.
- Check the tags before removal, and then remove the LOTO locks and tags.
- Re-energize the equipment/system according to start up procedures.

### LOTO Lock and Tag Temporary Removal

- Clear equipment or area of tools and materials
- Remove "Affected Employees and Client Reps" from equipment area.
- Remove LOTO devices.
- Energize and proceed with testing or positioning.
- De-energize all systems and reapply energy control measures in accordance with procedures.

### LOTO Tags:









- Durable tags, which will not deteriorate under work conditions, shall be used whenever a lock is placed.
- The tags must contain at a minimum, the following information: Employee's name and phone number  
Legend such as the following: Do Not start, Do Not Open, Do Not Close, Do Not energize, Do Not Operate
- If an energy source cannot accept a lock (tag out only), the tag must contain a warning against hazardous conditions if the Cable, machine or equipment is energized.
- Wires, tie wraps, or cords shall be used for securing the tags to the energy control point and must be able to withstand 50-lb of force.

### Supervisors/Managers

- Ensure that only authorized employees, who are qualified and trained, apply and remove locks and tags. Ensure that employees who are found to have insufficient skills or understanding of LOTO requirements do not perform LOTO and are retrained.
- Implement, manage, and audit personnel for conformance with the Control of Hazardous Energies task.
- Ensure that all safety equipment is stocked, stored and maintained in a state of readiness and is available for employee use. Ensure that any deficiencies or deviations found in the working procedures/specs are corrected.



### PERSONAL PROTECTIVE EQUIPMENT REQUIRED









								Other	Permits
Hi Vis Vest	Safety Boots	Hard Hats	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Face Shield/Masks		
Mandatory on all Sites					As per job Requirements				
Legislative Reference:		SHAWW Act 2005 S.I. 291 Construction Regulations 2013 General Application Regulations SI 36 2007 to 2016							



RA-1.21 Mobile Towers											Residual Risk: <b>L</b>			
<b>Task: Operations including tools and equipment:</b> Where work at height cannot be avoided and a system scaffold or MEWP cannot be used and it is reasonably practical to use an aluminum mobile tower.											Date:26.04.2018			
Revision No. 16														
WHO MAY BE HARMED														
Employees		X	Sub-Contractors			X	General Public							
Contractors		X	Official Visitors			X	Plant Operators			X				
HAZARDS											Risk Ratings			
											Without Controls		With Controls	
<ul style="list-style-type: none"> <li>Persons falling from tower</li> <li>Materials falling from tower</li> <li>Death, bodily injuries</li> <li>Tower collapse</li> <li>Contact with power lines- electrocution</li> </ul>											High		Low	
											High		Low	
											High		Low	
											Med		Low	
											High		Low	
TRAINING:		Safe Pass	X	CLONCAD Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	CSCS		Other
CONTROL MEASURES														
<ul style="list-style-type: none"> <li>Work will be assessed before commencement, and hazards associated with work at height, identified – where possible collective measures of fall prevention will be used. Where not feasible, safe systems of work will be implemented.</li> <li>Ensure all employees are trained in safe procedures through induction training/ ongoing training. Only CSCS trained personnel to assemble towers.</li> <li>All equipment used will be checked to ensure it is in good working order, to correct specification and in date for inspection.</li> <li>Only Trained competent operatives will erect, modify or dismantle scaffolding towers in accordance with relevant standards and manufacturer’s instructions.</li> <li>Towers should not be used in the vicinity of overhead power lines.</li> <li>Specification for use of tower scaffolds will take into account the site ground conditions expected, height restrictions and obstructions. Ensure the surface is stable and of sufficient strength to support the structure.</li> <li>Ladder access should be internal and fixed to the narrowest side.</li> <li>Maximum height to base will not exceed 3.5 inside use and 3 external use without ties.</li> <li>All tower platforms will be fully boarded at the same level and fitted with toeboards and guardrails and outriggers.</li> <li>Personnel and materials to be removed before the tower is moved.</li> <li>Check the routes before moving.</li> <li>Move the base by manual methods not by vehicle.</li> <li>All tower scaffolding shall be inspected on erection, and on handover to or from contractors. After alteration or adverse weather conditions, towers must be inspected by a competent person.</li> <li>Towers must be inspected every seven days if they remain in place and the result recorded (From GA3)and Scaff Tag attached and updated.</li> <li>All wheels must be locked before use.</li> <li>Never exceed the recommended loading levels as this may cause the tower to become unstable. Loading levels will be in the manufactures instructions.</li> <li>Towers should be tied to a rigid structure if wind speeds reach 40 kph (25mph). If there is a possibility of the wind reaching speeds approaching or in excess of 65kph (40mph), the tower should be safely dismantled before hand.</li> </ul>														

**METHOD STATEMENT**

- Care to be taken when carrying materials up a tower. Where possible, raise materials within the tower.
- Do not block essential services such as access manholes, fire hydrants, emergency exits etc.
- Incomplete towers are to be identified by suitable warning signs and that access points have barriers around them.
- Employees to report any defects to towers immediately to site supervisor.
- All platforms to be kept clean and free from rubbish or obstructions.
- Ensure adequate emergency and rescue arrangements are in place.
- Alert others visitors, public to risks with the work carried on- signage, barriers.

<b>PERSONAL PROTECTIVE EQUIPMENT REQUIRED</b>									
								Other	Permits
Hi Vis Vest	Safety Boots	Hard Hats	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Face Shield/Masks		
Mandatory on all Sites					As per job Requirements				
<b>Legislative Reference:</b>		General Application Regs S.I. 36 2007 to 2016 Part 4, Regs 94-119 SHAWW Act 2005 Codes of practice- Scaffolding, Roof work, Overhead lines Instructors Manuals- Aluminum/Mobile Tower							

**Emergency Procedures**

On hearing the alarm the contractor / visitor should:

- Proceed promptly in an orderly manner to the nearest suitable exit and report to the assigned **Assembly Point**.
- Any exit door may be used, whether **alarmed or not**.
- Do not stop to remove protective clothing.
- Do not attempt to gather any personal belongings, carry any personal items or smoke at any time during the emergency
- At the Assembly Point identify yourself to the person taking the roll call
- Under no circumstances should you leave the Safe Area or attempt to re-enter the building until the "ALL CLEAR" has been given by the Safe Area Coordinator

**Emergency Telephone Numbers**

Service	Name/Location	Contact Details
Hospital	Tallaght Hospital	01 4142000
Ambulance	Ambulance Control	999/112
Fire brigade	Fire Brigade Control	999/112
Gardaí	Garda Control	999/112
Health & Safety Authority	Nationwide	1890 289 389
EPA	Kilkenny	056 779 6700
Security	On Site	TBC

In Case of Emergency state:

- Your name, the service you require and where you are calling from
- Where you require attendance and clear directions how to get there
- If emergency services call have somebody at entrance to direct to scene
- Make sure access is clear.

