

## **Baseline Surveys**

### **Company Safety Statement**

**Address: Mount Desert Lodge,  
Lee Road,  
Cork,  
Ireland.**

**Date: 13<sup>th</sup> Sept 2013**

**It is the responsibility of Mr. Paudie Barry, Managing Director to ensure through his staff that all changes to the organisation, personnel or the risk levels are entered into the Company Safety Statement and Risk Assessment through the use of the amendment procedure to ensure the document remains current to the activities of Baseline Surveys**  
**A dormant document sitting on the shelf will not assist Management in maintaining a safe and healthy place of work for all staff.**

# **Section 1**

## **Declaration of Intent & Introduction to the Safety Statement**

## **1.0 DECLARATION OF INTENT & INTRODUCTION TO THE COMPANY SAFETY STATEMENT.**

### **Declaration of Intent:**

It is the objective of Baseline Surveys to ensure the safety, health and welfare of all employees through the design, provision and maintenance of a safe place of work, safe system of work, safe access & egress, safe plant, machinery & equipment, in a planned, organised, and co-ordinated manner.

Baseline Surveys are committed to implementing the provisions of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations 1993 and all other relevant statutory legislation, including when these are amended and updated. The purpose of which is to make all work places safer and healthier. It shall discharge this duty through its management structure.

Baseline Surveys will comply with all its duties as an employer under Section's 8 & 9 of the 2005 Act and will also comply with the provision of the Hazard & Risk assessment and Safety Statements as defined in sections 19 & 20.

Baseline Surveys expects all employees to comply with sections 13 & 14 of the 2005 Act which outlines the duties of employees. Each employee will take care of his/her own safety and health and that of anyone affected by their actions and omissions. Employees will co-operate with the management by complying with all relevant sections of the Safety Statements, Regulations, Codes of Practice, Safe Working Practices and H.S.A. Guidelines as may be laid down from time to time.

Baseline Surveys will endeavour not to expose non-employees to risks of safety and health. Where a person is a visitor or is a contractor with an obligation to maintain the place of work, or the safety of the place of work or substance to be used, then such a person shall be deemed to be in control of the workplace and not Baseline Surveys.

Baseline Surveys shall consult with the employees in order to enable it and the employees to promote safety, health and welfare at work under a teamwork structure to prevent accidents.

Baseline Surveys' Safety Statement shall consist of a Parent Safety Manual, Ancillary Safety Documents and a Risk Assessment Manual. The Safety Manual shall set out the Baseline Surveys Policy, the allocation for the responsibility for safety and the arrangements made and the resources to be made available. The Risk Assessment document shall be specific to the work area or section and shall set down the more detailed arrangements and responsibilities at each workplace.

The copies of the Safety Manual and Risk Assessment documents will be made available to staff at the workplace and shall also be available to contractors and visitors. Employees are encouraged to put forward suggestions for any improvements of the Safety Statement.

The Safety Statement will be reviewed annually and when the need arises due to changes in legislation, operation, personnel, risk levels and new technology. In line with the 2005 Act the Company Safety Statement will be brought to the attention of all staff on an Annual basis.

The safety, health and welfare of the staff and others is an essential part of Baseline Surveys overall management programme and therefore let us all work together to aim for an accident free working environment and co-operate fully with one another in achieving this.

## Introduction to the Company Safety Statement & Ancillary Safety Documents:

A safety statement manual is both an on-going evolutionary process and an envelope for formulating and recording the safety management system of Baseline Surveys. Essentially Safety Statement Manual documents are a living progress of ongoing safety management which provides:

- A vehicle for implementing legislation and requires changes
- A facility for achieving and sustaining legislative compliance
- A structure for the integration of safety responsibilities into all levels of the management structure and all day to day operations.
- A method for recording initial and on-going hazard identification /risk assessment /risk elimination / controls.
- A method for the evaluation of new risks arising from new building, alterations to buildings, new equipment, new work practices and ensuring they comply with all current safety requirements.
- A structure for recording and managing essential maintenance operations relating to health and safety.
- Identification and records of on-going health and safety training.
- A method of recording, investigation and evaluation of accidents and dangerous occurrences on site also the reporting of loss time accidents to the Health & Safety Authority.
- A mechanism for providing information, instruction, training and consultation with all staff and elected safety representatives.
- Periodic evaluation and monitoring of the effectiveness of all the above.

Baseline Surveys revision "1" document has been written by Grainne Harding/Consultant with Phoenix Safety, Health and Safety Consultants & Trainers with the help and assistance of Mr. Liam Murray and staff at all levels within the facility. It has been written in compliance with the requirements of the all Irish and European Legislation and in particular the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 1993/2001 and all other relevant safety legislation applicable to its operations.

This Baseline Surveys document is distributed and made available to staff upon the express condition that it will not be used directly or indirectly in any way detrimental to the interests of the organisation or any related party. **This Safety Statement is specific to Baseline Surveys** and should not be reproduced or given to a third party with the exception of the Health and Safety Inspectorate or Insurance Company. Any copies, which may appear in other establishments, will not be recognized as factional control safety documents by Baseline Surveys and will not be supported or maintained.

This Baseline Surveys Safety Statement Manual is intended to assist managing all other Company safety documentation in reducing the possibility of accidents and ill health by bringing to the attention of the management and staff identified procedures and controls applicable to our operations. Within the constraints of the time and resources available, every effort has been made to identify all hazards and recommend remedies in the Safety Manual. This Baseline Surveys document is advisory and Baseline Surveys management must make the final decisions on acceptance of its contents and implementation of its control measures.

The aim of Baseline Surveys is to ensure a safe working environment at all times for both staff and Contractors and to improve our safety standards, where possible. This can only be accomplished by the persistent efforts of all of us.

Responsibility for health and safety rests with **all** employees **at all levels** within the organisation. The Baseline Surveys Safety Statement Manual will be revised on an ongoing basis by the Safety Advisor, Management and Safety Co-ordinator on behalf of the Managing Director in order to achieve our overall objective, improve safety awareness and reduce accidents and ill health within the organisation. Safety and health within the organisation must be dynamic and must not become routine.

## **Section 2**

# **Management Document Control Procedure**

**2.0 Document Control:**

Baseline Surveys Safety Statement like all other important control documents must be managed in such a way as to allow a number of copies to be circulated where necessary, but ensure that only approved copies and the correct revision number are always in use.

The control of this document and all approved copies will be controlled in Baseline Surveys by the Safety Co-ordinator Paudie Barry, supported by all his staff.

The objective of document control is to ensure that all safety related documents are available, utilised, controlled, effectively updated and revised. In order to control the issue and approval of all safety documentation, the following document controls will be put in place.

- Each safety document will be approved for adequacy and accuracy prior to issue by the Safety Co-ordinator.
- Each document will be uniquely identified numerically and revised separately.
- Documents are only issued to approved personnel on the circulation list, any other copies will be marked as "Unapproved Copy".
- Changes to safety documentation can only be made using the approved amendment sheet, which will be recorded and approved by the Safety Co-ordinator and Approved Manager.
- One copy of all obsolete documents are retained by the Safety Co-ordinator for reference purposes and stamped obsolete. All other obsolete safety documents are removed and shredded.

**The controls applicable to this copy are as follows:**

Document No. ....  
 Document Title: .....  
 Issued to: .....  
 Date: .....  
 Approved Copy: Yes ..... No .....

**The document controller for Baseline Surveys is Paudie Barry.**

**INTRODUCTION TO BASELINE SURVEYS**

Baseline Surveys was established in 1990 by director Paudie Barry. Baseline provides a professional setting out service for builders on a contractual basis. Baseline uses very advanced surveying technology and has grown to a staff of 6 highly qualified surveyors with over 40 years worth of experience between them.

Office Location: Mount Desert Lodge, Lee road  
Cork.

Operating Shifts: Office hours are 9am – 5.30pm. Occasional Saturday morning 9am – 1pm.

Number of Staff: 1

**Record of Document Circulation:**

<b>Issued to</b>	<b>Signature</b>	<b>Date</b>	<b>Previous Issue Returned</b>	<b>Comments</b>

**DOCUMENT AMENMDMENT PROCEDURE**



In order to keep the Baseline Surveys Safety Statement document active, various amendments may be necessary throughout the life of the document. This is a statutory requirement, as a sedentary statement will not ensure a safe place of work. Under the Safety, Health & Welfare at Work Act, 2005 management are required to provide, maintain and manage a safe place of work.

The Safety Management Programme (Company Safety Statement & Risk Assessment Document, Emergency Evacuation Procedure, Operating Procedures etc.) will be reviewed on a regular basis to take into account changes such as legislation, technology, procedures, risk and personnel by management with support as necessary from Phoenix Safety.

Changes can be instigated by all members of staff, but must be approved by the Safety Co-ordinator before the Baseline Surveys Master Safety Statement on the computer system will be upgraded and changes sent to approved document holders.

Changes to the content, structure or defined responsibilities of this document can be made by completion of the appropriate amendment sheet found attached. This must be signed by the person making the change, the Manager and counter signed by the Safety Co-ordinator.

Representations made by the employees through their manager or the safety representative will be considered and if approved will be incorporated into the Company Safety Statement revision. These representations should be completed in the Employee Safety Concern form found in Section 3 of this Safety Statement.

## **Section 3**

# **Employee Introduction, Acceptance and Sign Off**

### 3.0 Employee Introduction, Acceptance and Sign Off:

This Baseline Surveys Safety Statement is a single control document designed to manage Baseline Surveys in line with the statutory obligations. This document will identify all the procedures, controls and responsible persons within the organisation.

This document sets out the pro-active safety management system and procedures, management responsibilities, welfare facilities and resources provided. It also deals with the consultation with staff on safety issues, disciplinary procedures, the control of contractors and the training standards applied.

This page will be signed by the Baseline Surveys employee after he/she has had an opportunity to read the Baseline Surveys Safety documents and put any questions he/she may have to management for clarification. When the employee is happy that he/she understands the Safety Statement and how it applies to his/her work activities, the following must be signed off.

I .....have received a copy of the Baseline Surveys Company Safety Statement for a period of one week on \_\_\_\_\_ to \_\_\_\_\_.

This period allowed me to read the document and ask any questions or seek clarification of management on any matters contained within the document, I am satisfied with my role in relation to the Company Safety Statement and will abide with the contents and controls of the document at all times while carrying out my work.

<b>Employee Name</b>				
<b>Date of issue of Baseline Surveys document</b>				
<b>Date of return of Baseline Surveys document</b>				
<b>All Questions Answered</b>	<b>Yes</b>		<b>No</b>	
<b>Any Outstanding Issues</b>				
<b>Signed Employee</b>				
<b>Signed Manager</b>				
<b>Date of Signing</b>				

# Employee Safety Concern Form

**Section A: To be completed by any staff member with a safety concern.**

<b>Employee Name</b>	
<b>Position</b>	
<b>Area of employment</b>	
<b>Date</b>	
<b>Details of the Health &amp; Safety Concern</b>	
<b>H&amp;S Concern reported to</b>	

**Section B: To be completed by the Appropriate Management**

<b>Action Taken by Management &amp; Time Scale</b>	
<b>Corrective Action taken to Prevent a Re-occurrence</b>	
<b>Signed by person suggesting the corrective action</b>	
<b>Signed by person approving the corrective action</b>	
<b>Signed by the Appropriate Manager</b>	
<b>Date Proposed</b>	
<b>Date Completed</b>	
<b>Feed back to original employee by</b>	

**Amendment Form for Document 1 of the Safety Statement**

<b>Document</b>	<b>Safety Statement</b>	<b>Date</b>	
<b>Subject</b>		<b>Section</b>	
<b>Reason for the change.</b>			
<b>Cost implications of the change.</b>			
<b>Description of Change.</b>			
<b>Changed by:</b>		<b>Date</b>	
<b>Approved by: Senior Manager</b>		<b>Date</b>	
<b>Changed and updated by the Safety Co-ordinator</b>		<b>Date</b>	

# **Section 4**

## **Approved Safety Statement Circulation List**

**4.0 Approved Safety Statement Circulation List:**

The following people will be issued with a controlled copy of the Baseline Surveys Company Safety Statement. In the event of ongoing amendments or changes the Safety Co-ordinator will supply any changes or upgrades to the Baseline Surveys master documents to each person on this approved list. The holder of the copy is then obliged to remove and destroy the original pages. Due to the size of the document the copies with the exception of the employee copy will be in soft copy format only.

<u>Manual No.</u>	<u>Name of Recipient</u>	<u>Title</u>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

The Baseline Surveys working copy (hard copy) of the Safety Statement document is located in the office of Paudie Barry and will be available for viewing by any employee during all times the office is open.

# **Section 5**

## **Mission Statement and Policy**

# Mission Statement:

**To provide a safe working environment to each Employee, Contractor, Visitor:**

This document sets out the Health and Safety Policy of Baseline Surveys and specifies the means provided to achieve that Policy. Our objective is to provide a Safe and Healthy work environment for all our Employees and to meet our duties to Contractors, Visitors and Members of the Public who may be affected by our operations. The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for Health and Safety at Baseline Surveys

It is our intention to review this Health and Safety statement on a regular basis in the light of experience and developments within Baseline Surveys.

All employees are encouraged to put forward suggestions for improvement to Health and Safety in Baseline Surveys and to use the Employee Safety Concern form contained in section 3 of this document.

## SAFETY POLICY STATEMENT

The Safety, Health & Welfare at Work Act, 2005 requires employers, their representative management, and employees alike to consider safety as a joint responsibility. **The safety and health of all Baseline Surveys employees whether full time or part time, is an important objective of the organisation.** Each of us at all levels of the organisation must co-operate to ensure that safe working becomes an instinctive habit. It is the responsibility of Baseline Surveys management to bring to the attention of all its employees, a statement of its policy with respect to Safety, Health and Welfare at Work and the organisations and arrangements for carrying out that policy.

We commit ourselves as a team to do the job right, first time, in a safe manner, while meeting Customers demands. We will achieve and maintain compliance with the requirements of all Irish and European legislation as it pertains to our activities. This Baseline Surveys document specifies the manner in which the safety and health of persons in the organisation will be managed in line with the highest possible standards of occupational health and safety. In accordance with the Safety, Health and Welfare at Work Act, 2005. It is the policy of Baseline Surveys to ensure in so far as is reasonably practicable, the safety and health of all its employee, Contractors and visitors to our complex.

Please feel free to discuss the implications of the Acts or Regulations, the contents of this document and / or any ideas you may have to improve safety at any time. If a safety concern is not being properly addressed, I invite you to bring it to my personal attention.

### **Action Comment**

Baseline Surveys and its management will do all that is reasonably practicable to ensure a safe and healthy working environment for both staff and contractors at all times.

### ***In particular, the organisation will:***

- Provide a team structure that will value the health and safety of all personnel and contractors, lead by example and respond to all reasonable health and safety concerns.
- Provide and maintain safe and healthy working conditions, in accordance with all Irish and European statutory requirements.

- Provide the necessary training and instruction to enable employees to perform their work safely, effectively and without risk to health.
- Make available all applicable safety or protection devices, information, instruction, training and supervision as is necessary to generate a safe and healthy place of work.
- Maintain a constant and continuing interest in health and safety matters pertinent to all the organisations activities.
- Regularly review this Baseline Surveys Safety Statement, and any other safety related documents.
- Carry out ongoing assessments of our operations through the medium of audits and inspections.
- Through the provision of our Safety Statement, provide all employees and contractors with information on all identified hazard and risks in their workplace.
- Regularly consult with employees (and their elected Safety Representative) regarding all measures being taken to manage safety and eliminate or control identified hazard and risks on site.

Each of us are reminded that **every** employee has a legal duty under the Safety, Health and Welfare at Work Act, 2005 to take reasonable care of the safety, health and welfare of ourselves and of others who may be affected by our acts and omissions at Work.

It is also the specific duty of any employee to report to their immediate manager any defects in the procedures, systems of work, structure or equipment which might endanger the safety, health or welfare of anyone on site and give the management a reasonable opportunity to correct the situation.

Mise le Meas,

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

**Title :**

**Date :**

## **Section 6**

# **Management & Staff Responsibilities**

## **Supervisors**

### **6.0 MANAGEMENT/STAFF BREAKDOWN & RESPONSIBILITIES**

Under statutory legislation it is management's responsibility to create an environment in which every individual employee whether full time or part time is committed to health and safety improvement. The overall and final responsibility for all Baseline Surveys activities is the responsibility of Paudie Barry.

All other Management shares the responsibility with Paudie Barry to provide administrative support and to establish organisation of programmes and systems to attain and maintain high operating safety standards within their respective area in which they are in control.

The Manager has special day-to-day responsibilities to give full consideration to the health and safety of all employees and to ensure full compliance with the legislative requirements. The Baseline Surveys standards should be communicated by personal example, by sincere concern and by providing training and safety instruction to staff at all levels within the organisation.

The Manager is ultimately responsible for health and safety within the organisation; this will be delegated down to all other staff and contractors within Baseline Surveys. He will be supported in his job by the all other management and staff. Paudie Barry will fulfil the role of Safety Co-ordinator and will co-ordinate and review the health and safety programmes on behalf of the Management. He will be supported in this role by Safety Advisor and all other management.

Paudie Barry is the main Manager who will set the standards for all Health and Safety applicable to the operations and activities of Baseline Surveys to be administered and managed by the appointed Senior Management and their staff.

#### ***Specifically he will:***

- Ensure that due cognisance is given to safety in all operational decisions, all property acquisitions, and adaptations of existing or new buildings, utilisation of space, maintenance and upkeep of premises and staff recruitment/deployment.
- Ensure that other Management implement and maintain compliance with all legislation relating to their area of responsibility.
- Provide the necessary advice, support and leadership to assist management to implement all legislation and to give effect to any improvements in a progressive and phased manner.
- Provide the necessary financial and operational resources at all levels of management to implement all legislation and to give effect to any improvements in a progressive and phased manner.
- Comply with statutory requirements attaching to both general and specific work activities under their control.
- Integrate safety responsibilities within all levels of responsibility within the facility.
- Ensure that an effect safety policy is available, operated, reviewed and managed for all our activities.
- Ensure compliance with statutory legislation and the requirements of this Company Safety Statement.
- Ensure through co-ordination that all processes and activities carried out in the facility are undertaken safely and without risk to health.
- Identify the resources (manpower, materials, finances) required for safety, health & welfare needs.
- Take a direct interest in health and safety, making herself familiar with all applicable Safety and Health Acts & Regulations appropriate to the organisations activities, through the Health & Safety Advisor.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all staff and contractors.

- Periodically review his own responsibilities and those of all other Managers on site with regard to the effectiveness of the Company Safety Statement.
- Ensure that the Company Safety Statement is understood by staff at all levels within the organisation by ensuring it is brought to the attention of each employee at their induction training and repeated on a yearly basis.
- Approve the necessary resources to affect the Health & Safety Policy.
- Ensure that all members of staff are competent to carry out their work safely and are fully aware of all hazards in their job to themselves and others.
- Ensure that all activities are planned so that they may be carried out in a safe manner in line with the requirements of the Company Safety Statement.
- Outline emergency planning arrangements.
- Assign responsible persons to implement the safety procedures and systems and provide adequate resources and training to allow them to fulfil their duties.
- Ensure that all accidents to staff, visitors, customers or contractors however slight, are reported through the immediate management and where necessary fully investigated and remedial advice is provided. Support staff in this function.
- Ensure where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Health and Safety Authority are informed by the appointed person on the appropriate form.
- Regularly inspect the facility in a walk through audit with the Supervisors to ensure that safety standards are being complied with and where necessary make recommendations directly to the employee, if necessary, who is in breach of the Organisational Safety Standards
- Ensure that all employees understand that health and safety information is available as a **right**.
- Consult with the Staff safety representative as appropriate.
- Ensure compliance with the training requirements of all staff to bring them to the required level of competency.
- Ensure all staff sign off Section 3 to accept they have read and understand the contents of this Company Safety Statement.

## Supervisors

The Company Supervisors are the main functional Managers within Baseline Surveys and take overall responsibility for safety for all activities within their area of responsibility. They will be supported in their legal duties by the Managing Director.

### ***Specifically they will:***

- Regularly review this Company Safety Statement to ensure it remains current to our activities.
- Ensure that all activities carried out in their area of responsibility within the facility are undertaken safely and without risk to health.
- Take a direct interest in health and safety work closely with the Safety Officer, and other Foremen to ensure compliance with all statutory requirements.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all staff.
- Integrate safe systems of work into the facilities operations.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.

- Provide induction training in health and safety for all new staff members through the Health and Safety Co-ordinators and ensure that they are made aware of their personal responsibilities as defined in the Company Safety Statement.
- Ensure that adequate access and egress from their area of responsibility is available at all times.
- Ensure that appropriate fire fighting equipment is available, clear of all storage and replaced when used or defective.
- Ensure an Emergency Evacuation Procedure is carried out in conjunction with the fire marshals at a minimum every 6-months and return a copy of the completed report for their department to the Safety Co-ordinator.
- Ensure that a First Aid box is provided and maintained at all times, through the medium of the Health and Safety Co-ordinator's office.
- Ensure that all members of their staff are competent to carry out their duties safely.
- Ensure that all accidents to Customers, contractors and staff are reported, recorded and where necessary investigated. Notify the safety representative of the accident investigation outcome.
- Regularly inspect the facility in a walk through audit to ensure the standards in both safety and hygiene are being complied with and where the Safety Officer carries out an inspection accompany him to learn.
- Ensure feedback of the Baseline Surveys standards review is returned to the Health and Safety Officer on a regular basis.

## **Safety Officer**

The Safety Officer provides advice and support to all the management of Baseline Surveys in the area of legal responsibilities, statutory requirements, the preparation of Safety Statements, Risk Assessments and Accident investigation.

### ***Specifically he will:***

- Ensure that the Senior Management and all other members of management implement and maintain compliance with all legislation relating to their area of responsibility.
- Provide the necessary advice, support and leadership to assist management to implement all legislation and to give effect to any improvements in a progressive and phased manner.
- Advise on statutory requirements, standards, code of practice and relevant regulations which assist in creating a safe place and safe system of work.
- Take a direct interest in health and safety, making herself familiar with all applicable Safety and Health Acts & Regulations, Codes of Practice appropriate to the organisations activities, and give full support to all Managers & Supervisors in carrying it out.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all staff and contractors.
- Advise the management of all applicable statutory legislation and its impact on our Environmental Department operations.
- Investigate accidents, dangerous occurrences and other incidents and to advise on corrective actions.
- Maintain all our Safety Documentation up to date incorporating all changes received through the amendment procedure.
- Ensure that all Personal Protective Equipment (PPE) used on site is suitable for the particular hazard involved.
- Carry out random workplace inspections and audits to identify hazards and unsafe work practices.

- Ensure that all work practices are have standard operating procedures which are followed, and safety standards are maintained through the office of document controller.
- Identify and remedy any defects in our safety systems, activities or procedures.
- Liaise with the Health and Safety Authority and any other organisations involved with health and safety.
- Liaise with the Safety Committees and the Safety Representatives.
- Carry out random workplace inspections and audits to identify hazards and unsafe work practices.
- Maintain statutory records as applicable (Accident reporting).
- Prepare and maintain hazard control sheet templates and circulate safety data sheets (MSDS) where applicable.

## **Safety Co-ordinator's**

The Safety Co-ordinator's share the responsibility with the Supervisors and all other management to co-ordinate the safety documentation to ensure a safe place of work for all staff members and contractors.

### ***Specifically he will:***

- Maintain all our Safety Documentation up to date incorporating all changes received through the amendment procedure.
- Ensure that all work practices have standard operating procedures which are followed, and safety standards are maintained through the office of document controller.
- Identify and remedy any defects in our safety systems, activities or procedures.
- Ensure, where protective materials or equipment is required; they are issued, used and worn by all staff and contractors.
- Ensure that all accidents and incidents that are reported by the Supervisors on the appropriate accident or incident form are evaluated and filed with the appropriate documentation.
- Ensure that regular safety inspections of the operational areas are carried out, and report the findings to the Supervisors and Senior Managers.
- Ensure that all employees are appropriately trained and competent to carry out their assigned operations.
- Ensure that all matters outside the bounds of the Foremen are brought to the attention of the appropriate Senior Manager.
- Ensure disciplinary procedures are applied in cases where safety rules are broken.
- Ensure all work areas, walkways, passageways are kept free of all obstacles and spillages.
- Ensure all floor surfaces are maintained in a safe condition.
- Ensure a safe means of disposal for all hazardous and non-hazardous waste on site.
- Ensure the Foremen play an active roll in any fire drill, which takes place and their actions are recorded. This should occur at least every 6 months in compliance with the Fire Regulations.
- Ensure the First Aid box if located in their area is kept topped up.
- Ensure adequate fire fighting equipment is available, serviced and accessible at all times, within their area of control.
- Ensure all staircases, landings, openings are adequately protected through the use of protective railing, barriers or other appropriate means.

## Employees

It is the responsibility of all staff to co-operate with all levels of management in the implementation of the objectives of the Baseline Surveys' Safety Statement within their areas of influence. Members of staff must also be aware that they have a responsibility for the safety of their contractors while on site.

Safety must be seen by all employees as a teamwork strategy for safety. Employees have a specific statutory responsibility under Chapter 2 Section 13 of The Safety, Health & Welfare at Work Act, 2005, for their own safety. They are expected to discharge their work in a safe manner, so as to avoid injury to themselves or other employees and Customers and avoid damage to origination's equipment and property. All Management must make themselves aware of these requirements, lead by example and inform employees of this legal duty.

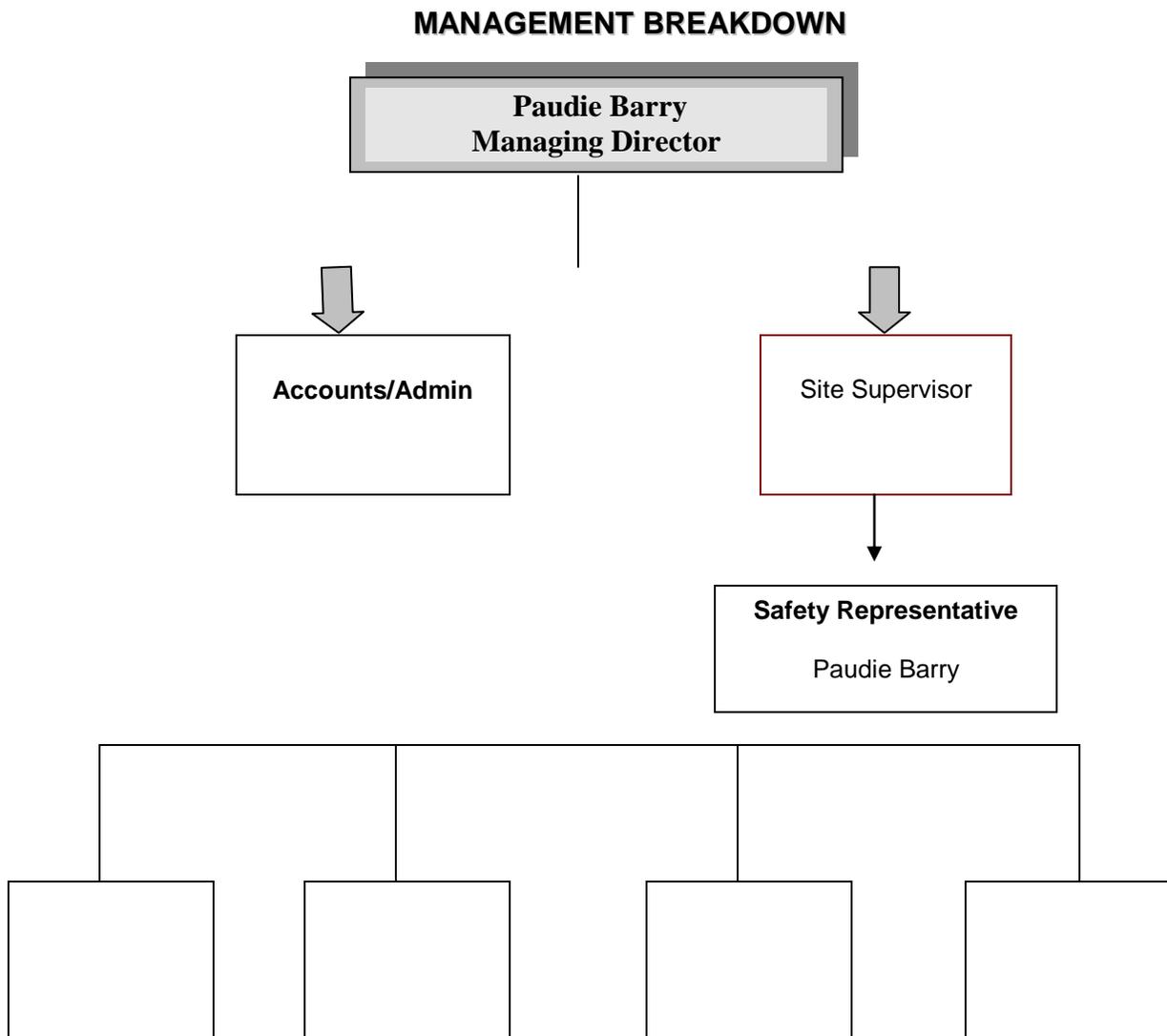
All employees must co-operate fully with all the provisions taken by the Organisation for ensuing the safety, health and welfare of all its employees and others. Each employee will immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the Foremen.

### **Under Section 13 & 14 of The Safety, Health & Welfare at Work Act, 2005, the statutory responsibilities of every employee are as follows:**

1. *It shall be the duty of every employee, while at work to:*

- Take reasonable care for his / her own safety, health and welfare and that of any other person, who may be affected by his/her acts or omissions while at Work.
  - To co-operate with his / her employer and any other person to such extent as will enable his/her employer or other person to comply with any of the relevant statutory provisions.
  - To use in such a manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his / her use alone or for use by him / her in common with others) for securing his / her safety, health and welfare while at Work.
  - To report to his / her employer or his / her immediate supervisor, without unreasonable delay any defects in plant, equipment, place of work or system of Work which might endanger safety, health and welfare of which he / she becomes aware.
  - Ensure that he/she is not under the influence of a toxicant to an extent of endangering their health & safety.
  - Submit to any reasonable tests for intoxicants.
  - Attend such training as may be reasonably be required by employer
  - If suffering from a disease or illness that adds to risks, to tell their employer.
  - Report any contravention of health & safety legislation
2. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons arising out of work activities.
3. Where any member of staff is found to be in breach of their statutory obligations and this breach leads to an accident of a fellow employee, or customer, the Health and Safety Authority have the power to prosecute them personally under statutory law for failure to discharge their functions safely.
4. Additionally Paudie Barry requires employee to immediately report to his/her immediate supervisor any accident, loss or injury or property damage band any dangerous occurrence that could have resulted in a loss, injury or property injury.

5. Co-operation – Baseline Surveys has expended considerable time and resources in the preparation of a Safety Management Programme designed to protect the interests of its employees. The programme will not succeed unless each employee co-operates fully by observing the requirements of this Company Safety Statement and by following the safe work practice methods outlined in our safety documentation.



Senior Management in the Baseline Surveys

JOB TITLE	NAME
Director	Paudie Barry
Site Supervisor	Paudie Barry
Accounts	Paudie Barry

## **Section 7**

# **Statutory Legislation Applicable to Baseline Surveys**

## 7.0 Statutory Legislation Applicable to Baseline Surveys:

The following is the current statutory legislation applicable to Safety, Health and Welfare at Work on the Irish statute books. For Baseline Surveys the statutory legislation in **bold black** is applicable. The management representing the employer should make themselves familiar with the provisions of the applicable statutory legislation and how it should be implemented in the workplace under your control.

### Acts of the Oireachtas

FA 55	Factories Act 1955
MQA 61	Mines & Quarries Act 1961
DSA 72	Dangerous Substances Act 1972
ECA 72	European Communities Act 1972
SIA 80	Safety in Industry Act 1980
FSA 81	Fire Services Act 1981
OFFIN 87	Safety, Health & Welfare (Offshore Installations) Act 1987.
APA 87	Air Pollution Act 1987
<b>EPA 92</b>	<b>Environmental Protection Act 1992</b>
MPA 94	Maternity Protection Act 1994
<b>ALA 95</b>	<b>Adoptive Leave Act 1995</b>
<b>OccLia 95</b>	<b>Occupiers Liability Act 1995</b>
<b>YPA 96</b>	<b>Protection of Young Persons(Employment) Act 1996</b>
<b>WTA 97</b>	<b>Organisation of Working Time Act 1997</b>
<b>CLAHA 98</b>	<b>Civil Liability (Assessment of Hearing) Act 1998</b>
<b>PLA 98</b>	<b>Parental Leave Act 1998</b>
<b>EEA 98</b>	<b>Employment Equality Act 1998</b>
CDGRA 98	Carriage of Dangerous Goods by Roads Act 1998
<b>PIABA 03</b>	<b>Personal Injuries Assessment Board Act 2003</b>
<b>CLCA 04</b>	<b>Civil Liabilities &amp; Courts Act 2004</b>
MPA 04	Maternity Protection (Amendment) Act 2004
SPhscA 05	Sea Pollution (Hazardous Substances) (Compensation) Act 2005
<b>SHWWA 05</b>	<b>Safety Health &amp; Welfare at Work Act 2005</b>
RSA 05	Railway Safety Act 2005

### Statutory Instruments

#### 1930's

SI 385/39	Cellulose Solutions Regulations 1939
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#### 1950's

SI 185/56	Factories (Report of Examination of Air Receivers) Regulations 1956
SI 175/56	Factories (Cleanliness of Walls & Ceilings) Order 1956
SI 178/56	Chains, Ropes & Lifting Tackle (Register) Regulations 1956
SI 174/56	Factories (Preparation of Steam Boilers for Examination) Regulations 1956
SI 183/56	Factories (Report on Examination of Steam Boilers) Regulations 1956
SI 184/56	Factories (Report of Examination of Steam Receivers) Regulations 1956
SI 165/56	Factories (Certificate of Fitness for Young Persons) Regulations 1956

#### 1970's

SI 50/72	Quarries (Electricity) Regulations 1972
SI 51/72	Mines (Electricity) Regulations 1972
SI 123/72	Mines (Explosives) Regulations 1972
SI 262/97	Factories Act 1955 (Application of Section 76 to Certain Diseases) Regulations 1972
SI 357/78	Factories (Report of Examination of Steam Receivers) (Amendment) Regulations 1978
SI 358/78	Factories (Report of Examination of Steam Receivers) (Amendment) Regulations 1978
SI 207/79	European Communities (Wire-Ropes, Chains & Hooks) Regulations 1979
SI 311/79	Dangerous Substances (Retail & Private Petroleum Stores) Regulations 1979

SI 312/79 Dangerous Substances (Oil Jetties) Regulations 1979  
 SI 313/79 Dangerous Substances (Petroleum Bulk Stores) Regulations 1979  
 SI 314/79 Dangerous Substances (Conveyance of Petroleum by Road) Regulations 1979  
 SI 125/79 Mines (Electricity) (Amendment) Regulations 1979  
 SI 126/79 Quarries (Electricity) (Amendment) Regulations 1979  
 SI 359/79 Factories (Report of Examination of Steam Boilers) (Amendment) Regulations 1979

### **1980's**

SI 426/81 Safety in Industry (Vehicle Lifting Tables & Other Lifting Machines) (Register of Examinations) Regulations 1981  
 SI 426/81 Safety in Industry (Vehicle Lifting Tables & Other Lifting Machines) (Register of Examinations) Regulations 1981  
 SI ???/82 Abrasive Wheels Regulations 1982  
 SI 392/83 Social Welfare Occupational Injuries (Prescribed Diseases) Regulations 1983  
 SI 176/85 Employment Equality Act 1977 (Employment of Females in Mines) Order 1985  
 SI 392/86 European Communities (Road Transport) Regulations 1986  
 SI 393/86 European Communities (Road Transport) (Recording Equipment) Regulations 1986  
 SI 138/87 European Communities (Road Transport) (Exemption) Regulations 1987  
 SI 85/87 Mines (Safety Training) Regulations 1987  
 SI 128/88 Dangerous Substances (Method & Apparatus for Testing Petroleum) Regulations 1988  
 SI 303/88 Dangerous Substances (Retail & Private Petroleum Stores) (Amendment) Regulations 1988  
 SI 34/89 European Communities (Protection of Workers) (Exposure to Asbestos) Regulations 1989  
 SI 251/89 European Communities (Protection of Workers) (Exposure to Chemical, Physical & Biological Agents) Regulations 1989

### **1990's**

SI 157/90 **European Communities (Protection of Workers) (Exposure to Noise) Regulations 1990**  
 SI 201/90 Dangerous Substances (Storage of Liquefied Petroleum Gas) Regulations 1990  
 SI 115/91 European Communities (Simple Pressure Vessels) Regulations 1991  
 SI 153/91 Employment Equality Act 1977 (Employment of Females on Underground Work in Mines) Order 1989  
 SI 44/93 **Safety Health & Welfare at Work (General Application) Regulations 1993**  
 ○ **General Safety & Health Regulations**  
 ○ **Workplace Regulations**  
 ○ **Work Equipment Regulations**  
 ○ **Personal Protective Equipment Regulations**  
 ○ **Manual Handling Regulations**  
 ○ **Display Screen Equipment Regulations**  
 ○ **Electricity Regulations**  
 ○ **First Aid Regulations**  
 ○ **Notification of Accidents & Dangerous Occurrences Regulations**  
 SI 276/93 European Communities (Protection of Workers) (Exposure to Asbestos) (Amendment) Regulations 1993  
 SI 48/93 Merchant Shipping (Musters) (Fishing Vessels) Regulations 1993  
**SI 13/94 European Communities (Personal Protective Equipment) (Amendment) Regulations 1994**  
**SI 457/94 European Communities (Personal Protective Equipment) (Amendment) Regulations 1994**  
 SI 46/94 Safety Health & Welfare at Work (Biological Agents) Regulations 1994  
 SI 132/95 **Safety Health & Welfare at Work (Signs) Regulations 1995**  
**SI 138/95 Safety Health & Welfare at Work (Construction) Regulations 1995**  
 SI 18/95 Maternity Protection (Time off for Anti-Natal & Post-Natal Care) Regulations 1995

- SI 358/95 **Safety Health & Welfare at Work (Miscellaneous Welfare Provisions) Regulations 1995**
- SI 19/95 Maternity Protection (Health & Safety Leave Certification) Regulations 1995
- SI 372/95 European Communities (Machinery) (Amendment) Regulations 1995
- SI 33/96 European Communities (Simple Pressure Vessels) Regulations 1996
- SI 1/97 Protection of Young Persons (Employment) (Exclusion in the Fishing or Shipping Sectors) Regulations 1997
- SI 2/97 Protection of Young Persons (Employment of Close Relatives) Regulations 1997
- SI 3/97 Protection of Young Persons (Employment) (Prescribed Abstract) Regulations 1997
- SI 89/97 European Communities (Personal Protective Equipment) (Amendment) Regulations 1997
- SI 392/97 **Organisation of Working Time Act (Commencement) Order 1997**
- SI 467/97 Safety Health & Welfare at Work (Extractive Industries) Regulations 1997
- SI 20/98 Organisation of Working Time (Exemptions of Transport Activities) Regulations 1998
- SI 21/98 **Organisation of Working Time (General Exemption) Regulations 1998**
- SI 44/98 **Organisation of Working Time (Code of Practice on Compensatory Rest & Related Matters) (Declaration) Order 1998**
- SI 49/98 **Organisation of Working Time (Additional Information) Order 1998**
- SI 52/98 Organisation of Working Time (Exemption of Civil Protection Services) Regulations 1998
- SI 57/98 Organisation of Working Time (Breaks at Work for Shop Employees) Regulations 1998
- SI 248/98 Safety Health & Welfare at Work (Biological Agents) (Amendment) Regulations 1998
- SI 246/98 European Communities (Lifts) Regulations 1998
- SI 504/98 **Safety Health & Welfare at Work (Children & Young Persons) Regulations 1998**
- SI 169/99 Merchant Shipping (International Safety Management) (Amendment) Regulations 1999
- SI 325/99 Safety Health & Welfare at Work (Fishing Vessels) Regulations 1999

## 2000

- SI 10/00 **Building Control (Amendment) Regulations 2000**
- SI 11/00 **Safety Health & Welfare at Work (Night Shift & Shift Work) Regulations 2000**
- SI 74/00 European Communities (Protection of Workers) (Exposure to Asbestos) (Amendment) Regulations 2000
- SI 125/00 Radiological Protection Act 1991 (Ionising Radiation) Order 2000
- SI 218/00 **Safety Health & Welfare at Work (Pregnant Employees etc.) Regulations 2000**
- SI 249/00 **Building Regulations (Amendment) (No. 2) Regulations 2000**
- SI 476/00 European Communities (Control of Major Accident Hazards involving Dangerous Substances) Regulations 2000

## 2001

- SI 06/01 European Communities (Safety Advisors for the Transport of Dangerous Goods & Road & Rail) Regulations 2001
- SI 29/01 **Maternity Protection Act 1994 (Extension of Periods of Leave) Order 2001**
- SI 78/01 Safety Health & Welfare at Work (Carcinogens) Regulations 2001
- SI 188/01 **Safety Health & Welfare at Work (General Application) (Amendment) Regulations 2001**
- SI 218/01 Safety Health & Welfare at Work (Confined Spaces) Regulations 2001
- SI 350/01 Protection of Young Persons (Employment in Licensed Premises) Regulations 2001
- SI 351/01 Protection of Young Persons (Employment) Act 1996 (Bar Apprentices) Regulations 2001
- SI 473/01 **Organisation of Working Time (Records) (Prescribed Form & Exemption) Regulations 2001**
- SI 481/01 Safety Health & Welfare at Work (Construction) Regulations 2001**
- SI 492/01 Carriage of Dangerous Goods by Road Regulations 2001
- SI 493/01 Carriage of Dangerous Goods by Road (Appointment of Competent Authorities) Order 2001
- SI 494/01 Carriage of Dangerous Goods by Road (Fees) Regulations 2001
- SI 518/01 European Communities (Machinery) Regulations 2001

SI 586/01 Fishing Vessels (Personal Flotation Devices) Regulations 2001  
SI 587/01 Fishing Vessels (Basic Safety Training) Regulations 2001  
SI 619/01 Safety Health & Welfare at Work (Chemical Agents) Regulations 2001  
SI 632/01 European Communities (Noise Emissions by Equipment for use Outdoors) Regulations 2001

## 2002

SI 17/02 **Code of Practice Detailing Procedures for Addressing Bullying in the Workplace**  
SI 72/02 **Code of Practice on Sexual Harassment & Harassment at Work (Equality Authority Code)**  
SI 78/02 **Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2002**  
SI 93/02 Road Traffic (Construction, Equipment & Use of Vehicles) (Amendment) (No. 2) Regulations 2002  
SI 393/02 Carriage of Dangerous Goods by Road (Amendment) Regulations 2002  
SI 417/02 European Communities (Safety of Fishing Vessels) Regulations 2002  
SI 418/02 Fishing Vessels (Safety Provisions) Regulations 2002  
SI 419/02 European Communities (Passenger Ships) Regulations 2002  
SI 478/02 European Communities (Medical Ionising Radiation Protection) Regulations 2002

## 2003

SI 53/03 **Safety Health & Welfare at Work (General Applications) (Amendment No. 2) Regulations 2003**  
SI 71/03 The Stores for Explosives (Amendment) Order 2003  
SI 116/03 European Communities (Classification, Packaging, Labelling & Notification) of Dangerous Substances Regulations 2003.  
SI 220/03 European Communities (Dangerous Substances & Preparations) (Marketing & Use) Regulations 2003  
SI 258/03 The Safety Health & Welfare at Work (Explosive Atmospheres) (ATEX) Regulations 2003  
**SI 277/03 Safety Health & Welfare at Work (Construction) (Amendment) Regulations 2003**  
SI 402/03 European Communities (Control of Major Accident Hazards Involving Dangerous Substances) (Amendment) Regulations 2003  
SI 481/03 **Tobacco Smoking (Prohibitions) Regulations 2003**  
SI 503/03 European Communities (Dangerous Substances & Preparations) (Marketing & Use) (Amendment) Regulations 2003  
SI 532/03 European Communities (Merchant Shipping) (Organisation of Working Time) Regulations 2003  
SI 633/03 European Communities (Safety of Fishing Vessels) (Amendment) (No. 2) Regulations 2003  
SI 634/03 Fishing Vessels (Safety Provisions) (Amendment) Regulations 2003  
SI 701/03 European Communities (Transport of Dangerous Goods by Rail) Regulations 2003

## 2004

SI 29/04 Carriage of Dangerous Goods by Road Regulations 2004  
SI 62/04 European Communities (Classification, Packaging & Labelling of Dangerous Preparations) Regulations 2004  
SI 219/04 **Personal Injuries Assessment Board Rules 2004**  
SI 494/04 European Communities (Organisation of Working Time) (Activities of Doctors in Training) Regulations 2004  
SI 652/04 Maternity Protection (Amendment) Act 2004 (Commencement) Order 2004  
SI 653/04 Maternity Protection (Time off for Anti-Natal Classes) Regulations 2004  
SI 654/04 Maternity Protection (Protection of Mothers who are Breastfeeding) Regulations 2004  
SI 655/04 Maternity Protection (Postponement of Leave) Regulations 2004  
SI 817/04 Organisation of Working Time (Inclusion of Transport Activities) Regulations 2004  
SI 819/04 Organisation of Working Time (Inclusion of Offshore Work) Regulations 2004

- SI 852/04 European Communities (Dangerous Substances & Preparations) (Marketing & Use) (Amendment) Regulations 2004
- SI 860/04 Dangerous Substances (Retail & Private Petroleum Stores) (Amendment) Regulations 2004

**2005**

- SI 24/05 Carriage of Dangerous Goods by Road Act 1998 (Appointment of Competent Authorities) Order 2005
- SI 25/05 Carriage of Dangerous Goods by Road Act 1998 (Fees & Section 18 Payments) Regulations 2005
- SI 392/05 **Safety Health & Welfare at Work (General Application) (Revocation) Regulations 2005**

**2006**

- SI 318/06 **Safety, Health and Welfare at Work (Working at Height) Regulations 2006**
- SI 370/06 **Safety, Health and Welfare at Work (Control of Vibration at Work) Regulations 2006**
- SI 371/06 **Safety, Health and Welfare at Work (Control of Noise at Work) Regulations 2006**
- SI 386/06 Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006
- SI 504/06 **Safety, Health and Welfare at Work (Construction) Regulations 2006**

# **Section 8**

## **Welfare Facilities and Policy**

## 8.0 Welfare Facilities and Policy:

Baseline Surveys will dedicate the appropriate resources and welfare facilities necessary, whether time, finances, equipment or personnel to ensure in so far as is reasonably practicable the safety, health and welfare of all it's employees and Customers in Baseline Surveys who may be affected by it's operations and activities.

### The following resources and welfare arrangements have been dedicated within the organisation:

- The Health and Safety Co-ordinator with the assistance of the Safety Advisor where deemed necessary will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities etc.
- Cork University Hospital, supported by trained First Aiders using the on-site First Aid boxes will act as medical support to the organisation. Where the first aiders feel that the attention required is beyond their training they will attend to the injured person until professional medical attention can be summoned.
- Baseline Surveys will provide each new employee, on commencement of employment with the necessary information and guidelines on the basic safety knowledge they require before they begin work. The Employee information will consist of:
  - Introduction, Declaration of Policy, Safety Organisational chart, Employee's Responsibilities, Consultation & Safety Representatives, Information, Training, Emergency Plans, Medical & Welfare Facilities, Fire Safety, Stress, Bullying & Harassment, Housekeeping, Hazard Identification, Accident Reporting, Office Safety, Display Screen Equipment, Manual Handling, Personal Protective Equipment, Ladder Safety, Use of Plant, equipment & Hand tools, Driving Vehicles, Electrical Safety, Emergency Contact Numbers.
- Smoking is considered to be a high fire risk and a potential health hazard to employees. Smoking is prohibited in all areas of the facility for both staff and Contractors.
- Various welfare facilities are provided by Baseline Surveys at their office facility for staff and visitors. and these are controlled by the following personnel:
  - **The provision of Canteen/kitchen facilities**
    - Responsible person is: Paudie Barry
  - **The Provision of Toilet Facilities**
    - Responsible person is: Paudie Barry
  - **The provision of a First Aid box and the filling of it.**
    - Responsible person is: Kevin Mulholland
  - **The liaison with insurance companies**
    - Responsible person is: Paudie Barry
  - **The notification of report able accidents to the HSA**
    - Responsible person is: Liam Murray
  - **The provision and testing of fire fighting equipment**
    - Responsible person is: TBA
  - **The investigation and management of any alleged incidents of sexual harassment bullying or abuse in the Workplace**
    - Responsible person is: Paudie Barry
  - **Calling Emergency Services Ambulance or Fire Brigade**
    - Responsible Person is: Senior Person on Duty

A preventative maintenance (PM) inspection checklist should be drawn up for the offices, vehicles and equipment to allow the safety officer to plan the work to be carried out and deal with any potential problems before they break down. This will increase the working life of the building and its equipment.

**Welfare Facilities:**

Toilets are located for the use of staff and visitors in the facility. The numbers of toilets comply with the Safety, Health and Welfare at Work (Welfare Regulations) 1995 allocation as applicable to the number of users.

**9.6 Canteen Facilities**

A small canteen is provided for the use of staff and visitors and is shared with neighbouring company on the same floor. The canteen is managed and run and cleaned by staff, and provides tea/coffee facilities and the facility to carry out some cooking (Cooker, Sandwich maker, Microwave/toaster). The canteen is maintained by the staff.

# **Section 9**

## **Fire Safety Policy**

## 9.0 Fire Safety Policy:

Fire fighting equipment is to be positioned throughout the office area and in all company vehicles for the protection of staff and contractors in compliance with the Fire Regulations. This equipment has been chosen and sited applicable to the fire risk. See attached for the location of all fire fighting equipment.

The main Irish Standards that are relevant to fire safety are:

IS 3218 Code of Practice for the Fire Detection and alarm Systems for Buildings - System Design, Installation and Servicing.

IS 3217 Code of Practice for Emergency Lighting.

IS/EN 3 Portable Fire Extinguishers.

IS 291 The Use, Siting, Inspection and Maintenance of Portable Fire Extinguishers.

### **DISCOVERING A FIRE**

Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following bullets takes priority over the safety of the employee, or contractor ensuring their continued personal safety.

Should a fire occur in the immediate vicinity of your working area or other areas, the following actions should be taken:

- ❖ Ensure the alarm is raised, by breaking the glass at the Break-Glass wall mounted unit, or other means as appropriate. (This should be completed immediately)
- ❖ Obtain assistance if required.
- ❖ Providing it is safe to do so, attempt to extinguish or contain the fire using the **appropriate** extinguishes / hoses etc. **DO NOT PUT YOURSELF AT RISK.**
- ❖ Always ensure your safe exit is available when tackling a fire; never let the fire get between you and the exit.
- ❖ If contractors are in the area, advise them to evacuate.
- ❖ Ensure you understand the colour coding and suitability of fire extinguishers:
  - Water – **Red with white/clear label**
  - CO2 – **Red with black label**
  - Dry Powder – **Red with blue label**
  - Foam – **Red with cream label**
  - Fire Blanket - **Red**
- ❖ **DO NOT USE WATER EXTINGUISHER ON ELECTRICAL ITEMS** unless the electricity is isolated first by a competent person.
- ❖ Upon arrival of the ERT Team or Emergency Services, let them take charge and evacuate to your assembly point.
- ❖ All fires fit into appropriate classifications and different fire fighting equipment can be safely used on each fire. It is important to make yourself aware of the differences.
  - ❖ **Class A** – Fire involving carbonaceous materials e.g. paper, wood, textiles, rubber etc.
  - ❖ **Class B** – Fire involving flammable liquids or solids that liquefy e.g. petrol, oil or many organic substances
  - ❖ **Class C** – Fire involving flammable gases e.g. methane, propane, butane, hydrogen, acetylene etc.
  - ❖ **Class D** – Fire involving flammable metals e.g. sodium potassium, magnesium etc.



## Emergency Evacuation Procedure

The General Application Regulations 1993, Regulation 9 covering emergencies. There should be procedures for dealing with emergencies which may arise, such as fire, first aid and accident reporting. This should include an emergency evacuation procedure following fire, explosion, etc. There should be a designated employee trained to implement the emergency procedures.

**Facility Name:** Baseline Surveys  
**Owner:** Paudie Barry  
**Street address:** Ardrostig, Bishopstown, Cork.  
**Town/City:** Cork  
**Phone number:** 021- 4345837  
**Fax No.** 021- TBA  
**Mailing Address:** As Above

### Core Plan Elements

#### 1. Discovery

Initial actions by the person(s) discovering an incident are detailed in the Emergency Evacuation Plan and any additional SOPs for various events covered by this plan.

#### 2. Initial Respons

- Procedures for internal and external notification are contained in the Emergency Evacuation Plan.
- Objectives and Protocols for establishing goals and planning will be contained throughout the plan as it will address various events. Planning and priorities will be outlined in the section titled Emergency Response Planning Guidelines.

### Emergency Response Planning Guidelines

#### General

Baseline Surveys will develop an Emergency Action Plan and Emergency Response Team Standard Operating Procedures in order to:

- Protect life and property
- Minimise severity of emergency situations

This facility has chosen not to have an Emergency Response Team (ERT) to control and abate fire emergencies. The ERT would co-ordinate efforts with local emergency agencies and organisations to mitigate peripheral emergency issues within and beyond the facility fence lines. It is proposed to allow the emergency services deal with the situation due to their close proximity to the facility.

#### Responsibilities

Management:

- Evaluate the number and types of hazards expected based on past experience and general knowledge in order to plan and develop an Emergency Evacuation Procedure.

#### Response Plan Specifics.

- Provide training to all employees for their roles in all emergency plans.
- Conduct quarterly drills to exercise the emergency response plans.
- Conduct all other actions required in this planning guide to implement, develop and maintain an effective Emergency Response Plan.

#### Safety Advisor shall:

- Provide technical assistance in development and execution of emergency response plans.
- Periodic drills are required to assure that the employees know what to do in case of emergency.
- Persons with specific duties require additional training and frequent exercise drills.

- Security must not be overlooked in the Emergency Response Plan.
- It may be necessary to control access of unauthorised personnel, media and onlookers.
- Direct outside Emergency Response vehicles

### Emergency Response Progression and Priorities

(In order of importance)

1. Evacuate and account for all employees and visitors.
2. Contact local Emergency Services to report emergency.
3. Assemble the Emergency Response Team, assess the emergency, implement response plan and provide for Emergency Responder Team safety.
4. Notify Regulatory Agencies (H.S.A, EPA, etc.) where applicable to file initial report.
5. Control the emergency through planned responses when safe.  
Examples of responses:
  - Conduct search and rescue.
  - Turn off utilities, back-up and valve-off and prevent premature shut-off.
6. Protect property from further damage by removal or physical protection.
7. Initiate clean-up and salvage operations.
8. Conduct post-emergency evaluation and critique.
9. File written reports to Regulatory Agencies where applicable.

### Training

Before implementing the Emergency Action Plan, a sufficient number of persons are to be designated and trained to assist in the safe and orderly emergency evacuation of employees, customers and visitors.

FUNCTION	RESPONSIBLE PERSON
Emergency Site Controller	
Deputy Site Controller	
Assembly Area Co-ordinator	
Fire Marshals plus deputy for each section	
Responsible person for contacting the emergency services	
First aiders	
Media Facilitator	

### Emergency Telephone Numbers:

Title:	External No:
Cork Fire Brigade	112
Cork University Hospital	021 4545400
Ambulance	112
Garda (Bishopstown)	112
H.S.A.	021 4251217

# **Section 10**

## **First Aid Policy**

**10.0 First Aid Policy:**

Fully stocked First Aid kits are located in the ??? in the main office under the control ??? They will attend any accidents on site.

Fully stocked First Aid boxes are located at the following locations:

FIRST AID BOX NO.	LOCATION
1	TBA
2	
3	
4	
5	

The following trained and certified First Aiders are available within the organisation.

NAME	POSITION	DATE OF TRAINING & Re-TRAINING
TBA		

The contents of the first aid boxes are as follows:

**First Aid Box Standard**

Description	Quantity.
Plaster strip	2 rolls
Cotton Bandages	2
Conforming Bandages	2
Triangular Bandages	1
Cotton wool	1
Antiseptic Wipes	1 pack
Scissors	1
Tweezers	1
One shot eye wash	1
Pins	1
Wound wipes	10
Wound Dressings	2
Burn Dressings	1
Plasters	40
Crepe Bandage	2
Absorbent lint	1
Disposable gloves	1 box
CPR face mask	2

**BASELINE SURVEYS****FIRST AID REPORT**

FORM NO. 06/ /

Date \_\_\_\_\_ Time \_\_\_\_\_

Name of Injured Party: \_\_\_\_\_

Name of First Aider: \_\_\_\_\_

Referred to Doctor / Hospital: Yes \_\_\_\_\_ No \_\_\_\_\_

**Type of Injury and Treatment Provided**

Fracture		
Breathing Injury		
Cut / Abrasion		
Sprain		
Strain		
Bruising		
Burns / Scald		
Eye Injury		
Hearing Loss		
Concussion		
Amputation		
Crushing		
Irritation		
Gassing		
Broken Bones		

**TREATMENT ADMINISTERED**

\_\_\_\_\_

\_\_\_\_\_

**First Aid Materials Used****First Aid Materials Re-Ordered**


# **Section 11**

## **Safety Signage**

## 11.0 Safety Signs on Site:

All signs must meet the European Community Colour Coding and the Health & Safety (Signs Regulations 1995). Signage must be in a form, manner and language as is reasonable likely to be understood.

- The European Colour Coding for all signs are:
  - - **Red** ***Prohibition***
  - - **Yellow** ***Caution***
  - - **Green** ***Safe***
  - - **Blue** ***Mandatory***

### Safety Signs and Signals Regulations

The Safety, Health & Welfare (Sign) Regulations 1995 bring into Irish law a European directive to standardise safety signs throughout the European Union. To overcome language barriers, meanings of signs are not conveyed by words but by other characteristics. The regulations set out minimum requirements for the provision of safety signs at work.

### Where and When To Use Safety Signs

The rules oblige employers to provide safety signs anywhere in the workplace where other methods, properly considered, cannot deal satisfactorily with the risks.

Safety signs are not a substitute for other methods of controlling a risk; they are to be used to supplement or reinforce other measures, such as engineering controls and safe systems of work, to help reduce risk further.

The signs may be given by well lit signboards, labels or illuminated panels, sound, hand signal, verbal communication or any effective combination of these.

Some signs may prohibit dangerous behaviour, warn about a specific hazard or provide a mandatory instruction. These signs have to be sited wherever the information needs to be communicated to best effect. Generally siting of these signs will be at the approach to, and/or in the immediate vicinity of, the potential danger.

Signage can identify fire-fighting equipment and its location, identify emergency escape exits and routes, or identify first aid equipment or facilities and their location. Siting needs to be wherever is necessary to enable people to easily find what they need.

### Ensuring Safety Signs Are Understood

Training must be provided:

- to all employees so that they understand the information or instructions being conveyed by any safety signs they may see or hear in the course of their work;
- to employees who may be required to give or receive safety signs by way of hand signals at work;
- to employees who may be required to operate safety signs, such as warning alarms, at work;
- to employees responsible for risk assessment and for making decisions as regards the use and selection of safety signs that will be effective, for example, type, siting, maintenance and the like.

Every workplace and activity where people work is covered by the Safety, Health & Welfare (Signs) Regulations 1995. However, the regulations do not apply to signs used in connection with transport or the supply of dangerous substances, products and equipment.

### **Provision and Maintenance of Permanent and Occasional Safety Signs**

The employer must, where shown by proper risk assessment(s) as being necessary to comply with health, safety and fire legislation:

- provide and maintain, or ensure there is provided and maintained, any appropriate safety signs;
- ensure that safety signs meet requirements as regards location and as regards shape, colour, size, permanence, prominence and other characteristics;
- ensure that employees fully understand the meaning of safety signs and are trained in the measures to be taken in connection with them.

### **Types of Safety Sign**

Safety signs include the following (in some circumstances just one type will be effective whilst in other cases a combination of two or more will be required to reduce a risk):

- signboard (e.g. front lit notice) to provide information or instructions;
- illuminated sign (e.g. back lit notice) to provide information or instructions;
- acoustic signal (e.g. fire alarm);
- verbal communication of predetermined spoken or recorded message (e.g. important safety message given to passengers on departure of ferry or aircraft, or public address instructions used during evacuation of premises);
- fire safety signs which can be in the form of any of the above;
- hand signal (e.g. to guide a crane driver or an aircraft pilot) where someone uses recognised signals with arms or hands to assist another who is carrying out potentially hazardous manoeuvres;
- label (e.g. front lit notice) on a container or pipe, such as a hazard warning symbol for the substance contained;
- markings on surface areas to show obstacles or dangerous locations (e.g. alternating 45 degree stripes in black and yellow or in red and white) or traffic routes (e.g. white or yellow continuous lines).
- Maintaining the effectiveness of Safety Signs. The employer must ensure that the effectiveness of a sign is not adversely affected by confusion. For example caused by too many signs too close together, or by using a sound signal where there is too much ambient noise or at the same time as another sound signal, or by inadequacy. For example due to poor design, insufficient number, incorrect positioning, poor state of repair, fading, obstruction or incorrect functioning of the signs or signalling devices.

### **Removal of Safety Signs**

The employer must ensure that a sign is removed when the situation to which it refers ceases to exist. This applies not only to occasional signs (such as may be needed as a risk control measure when a floor is temporarily wet during cleaning), but also to permanent signs no longer needed (such as after a process change makes the wearing of respiratory equipment no longer necessary).

### **Functions of Colours, Shapes and Symbols in Safety Signs**

Safety Colours

#### **Red**

Red is a safety colour and must be used for any:

- prohibition sign concerning dangerous behaviour (e.g. the safety colour on a 'No Smoking' sign). Prohibition signs must be round, with a black pictogram on a white background with red edging and a red diagonal line (top left, bottom right). The red part must take up at least 35% of the area of the sign;
- danger alarm concerning stop, shutdown, emergency cut out devices, evacuate (e.g. the safety colour of an emergency stop button on equipment);
- fire-fighting equipment.
- Red and white alternating stripes may be used for marking surface areas to show obstacles or dangerous locations.

### **Yellow**

- Yellow (or amber) is a safety colour and must be used for any warning sign concerning the need to be careful, take precautions, examine or the like (e.g. the safety colour on hazard signs, such as for flammable material, electrical danger, etc).
- Warning signs must be triangular, with a black pictogram on a yellow (or amber) background with black edging.
- The yellow (or amber) part must take up at least 50% of the area of the sign.
- Yellow and black alternating stripes may be used for marking surface areas to show obstacles or dangerous locations.
- Yellow may be used in continuous lines showing traffic routes.

### **Blue**

- Blue is a safety colour and must be used for any mandatory sign requiring specific behaviour or action (e.g. the safety colour on a 'Safety Helmet Must Be Worn' sign or a 'Pedestrians Must Use This Route' sign).
- Mandatory signs must be round, with a white pictogram on a blue background.
- The blue part must take up at least 50% of the area of the sign.

### **Green**

Green is a safety colour and must be used for:

- emergency escape signs (e.g. showing emergency doors, exits and routes) and first aid signs (e.g. showing location of first aid equipment and facilities). Escape and first aid signs must be rectangular or square, with a white pictogram on a green background. The green part must take up at least 50% of the area of the sign.
- So long as the green takes up at least 50% of the area, it is sometimes permitted to use a green pictogram on a white background, for example where there is a green wall and the reversal provides a more effective sign than one with a green background and white border;
- no danger (e.g. for 'return to normal').

### *Other Colours*

#### **White**

White is NOT a safety colour but is used:

- for pictograms or other symbols on blue and green signs;
- in alternating red and white stripes to show obstacles or dangerous locations;
- in continuous lines showing traffic routes.

#### **Black**

Black is NOT a safety colour but is used:

- for pictograms or other symbols on yellow (or amber) signs and, except for fire signs, red signs;
- in alternating yellow and black stripes to show obstacles or dangerous locations.

### **Shapes**

Round signs must be used for any:

- prohibition (red) sign;
- mandatory (blue) sign.
- Triangular signs must be used for any warning (yellow or amber) sign.
- Square or rectangular signs must be used for any emergency escape sign and any first aid sign.

### **Pictograms and Other Symbols**

The meaning of a sign (other than verbal communication) must not rely on words. However, a sign may be supplemented with words to reinforce the message provided the words do not in fact distract from the message or create a danger.

A sign (other than verbal communication, acoustic signals or hand signals) should use a simple pictogram and/or other symbol (such as directional arrows, exclamation mark, etc) to effectively communicate its message and so overcome language barriers.

Pictograms and symbols are included in the regulations. Employee training is needed to understand the meaning of these since many are not inherently clear, some are meaningless to anyone who has not had their meaning explained and some can even be interpreted with their opposite meaning.

Pictograms and symbols included in the regulations do not cover all situations for which graphic representation of a hazard or other detail may be needed. Any sign used for a situation not covered in the regulations, should include either the international symbol for general danger (exclamation mark!). If the sign is a warning sign and tests show that the sign is effective; or, in any other case a pictogram or symbol which has been tested and shown to be effective.

The text of any words used to supplement a sign must convey the same meaning. For example, a round blue sign with a pictogram showing the white outline of a face with a solid white helmet on the head means "Safety Helmet Must Be Worn" and so any text used must maintain the obligatory nature of the message.

### **Using Safety Signs as Precautions for Public Safety**

The regulations cover the protection of employees, but not the public, from risks. In many workplaces, members of the public are exposed to the same risks as employees. Employers must train employees to understand safety signs, but provision of such training for the public is impractical.

For example, where the warning sign of a cross for a harmful or irritant material is displayed employees should know from the training given by the employer:

- the meaning of the sign;
- the significance of the hazard; and
- the steps required to avoid harm.

However, an untrained member of the public on seeing the same sign could easily interpret the cross as a crossing of traffic routes, thus rendering the sign ineffective; or an indication of first aid, thus increasing the risk rather than reducing it.

Where safety signs are also used to inform the public, employers may need to use improved signs or further precautionary measures.

## Front-Lit and Back-Lit Safety Signs

These signs must be durable, securely fastened and properly maintained to ensure they are in place and can be seen easily for as long they are needed.

### *Front Lit Signs*

Signboards are lit from the front and must be sufficiently large and clear so that they can be seen easily when clean. They include prohibitory, warning, mandatory, emergency escape, first aid or fire safety signs. In conditions of poor lighting it will be necessary to improve visibility of the sign, for example by spotlighting the sign and/or using a reflective material.

Labels must be as prominent as possible. In outdoor or other locations exposed to adverse environmental conditions, labels may need to be replaced regularly due to fading or the like.

### *Back Lit Signs*

Illuminated signs are those with a light source inside or behind the device. These signs must be sufficiently large and clear so that they can be seen easily when clean. They include all the types which might otherwise be displayed as signboards (front lit signs), but can also include rotating lights used as warning devices on vehicles or plant, control lights where traffic routes cross, supplements to acoustic fire alarms, and the like.

All pipe work service lines on the site will be colour coded and labeled to identify their content and the directional flow of those contents. The approved pipe work colour coding is:

<b>GREEN</b>	-	Safe Materials (Water)
<b>BLUE</b>	-	Cooling Materials
<b>LIGHT BLUE</b>	-	Compressed Air
<b>RED</b>	-	Fire Materials
<b>YELLOW</b>	-	Hazardous Materials
<b>SILVER</b>	-	Steam and Condensate Lines

### Register of signs:

Area	Sign Description	Colour Code	Content

The responsible persons for all signage within Baseline Surveys is Liam Murray.

Where employees of Baseline Surveys are contracted to work on a site, all personnel will comply with the signage that is already in place at that location.

# **Section 12**

## **Stress, Harassment & Bullying Policy**

## 12.0 Stress and Bullying:

Baseline Surveys has developed its own policy for dealing with stress in the workplace. It is the policy to provide staff with the appropriate information on the prevention of stress and also how to cope with it.

### What is Stress:

Stress is the reaction people have to excessive pressures or other types of demand placed upon them. It arises when they worry that they can't cope. Stress can result in:

- Worry
- Tense
- Tired
- Frightened
- Elated
- Depressed
- Anxious
- Anger

What causes stress Physical Environment, Social Interaction, Organisational, Major Life Events, Daily Hassles.

Negative Stress is a contributory factor in minor conditions, such as headaches, digestive problems, skin complaints, insomnia and ulcers. Excessive, prolonged and unrelieved stress can have a harmful effect on mental, physical and spiritual health.

Positive stress can spur motivation and awareness, providing the stimulation to cope with challenging situations. Stress also provides the sense of urgency and alertness needed for survival when confronting threatening situations.

Stress management training is available to staff and is supported by Baseline Surveys Employee Assistance Programme. All staff should make themselves familiar with the stress policy and the Employee Assistance Programme. Copies are available from your immediate supervisor.

### Equality / Bullying / Harassment

Bullying is defined by the Health and Safety Authority as repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Bullying is where aggression or cruelty, viciousness, intimidation or a need to humiliate, dominate relationships. Bullying is behaviour that is offensive to the recipient after they have made it clear that the behaviour is unwanted. The definition of bullying is an expression of inadequacy by the projection of ones inadequacy onto others using control, subjugation and dis-empowerment and perpetuated by abdication of responsibility through denial, counter accusation and feigning victimhood. "Those who **can do** and those who **can't bully**", are recognised by Baseline Surveys as a barrier to a comfortable and effective working environment. In compliance with the Health and Safety Authority's Guidelines on Workplace Bullying, Baseline Surveys requires all staff to report and incidents of bullying / harassment to their supervisor.

- Recognise it as bullying, it is the bully who has the problem, which they are projecting on to you.

- ❑ Recognise you are not alone, despite the bully's attempt at isolation and exclusion.
- ❑ Speak out, the bully encourages shame, embarrassment and guilt to silence you.
- ❑ Recognise that you cannot handle a bullying situation by yourself, get help through the management structure or through your Safety Representative.
- ❑ Keep a log, it is not each incident that counts, it is the number, regularity and pattern in which they occur.
- ❑ Get and keep as much in writing as possible
- ❑ Liaise with your Safety Representative, Manager or Safety Committee
- ❑ If internal controls fail, consider seeing your G.P. as bullying may be a factor that could possibly lead to psychiatric problems and have him/her contact your employer.

## Harassment

Sexual Harassment is behaviour which includes unreciprocated and unwelcome comments, looks, jokes, suggestions or physical contact of a sexual nature that might threaten a person's job security or create a stressful or intimidating working environment which affects the dignity of the employee.

Sexual relationships mutually entered into by work colleagues do not form the basis of sexual harassment claims. However, if consent to such a relationship is withdrawn, it then becomes unwanted and can constitute Sexual Harassment.

*All employees are responsible for ensuring that Bullying and Sexual Harassment does not occur at any level in the Company. However, Baseline Survey's accepts that the ultimate responsibility for ensuring that proper procedures are maintained rests with Management.*

*All members of Management and Supervision will ensure that any Bullying or Sexual Harassment of which they are aware is eliminated. Any failure to do so will be considered a failure to fulfil the responsibilities of their positions.*

## Disciplinary Procedures

If, after a full investigation, bullying/sexual harassment is found to have taken place, appropriate disciplinary action will be taken according to the disciplinary procedure. Severe or continued bullying/sexual harassment will be regarded as gross misconduct and may result in suspension or termination.

## Medical Fitness to Work

Under Part 3 Section 23 of the Safety, Health & Welfare at Work Act, 2005 all employers are obliged to ensure that all persons hired to work for the organisation are medically fit to carry out the applicable work in a safe manner.

The employer may require the employee to undergo an assessment by a registered medical practitioner, nominated by the employer to assess his/her fitness for the job on offer. Where this is requested by Baseline Surveys the employee must co-operate with the medical assessment.

Where following the assessment the medical practitioner is of the opinion that the employee is unfit to perform the work activities safely, he/she will notify the employee immediately and evaluate the likelihood of the possibility of any rehabilitation to another position.

If any employee becomes aware that he/she is suffering from any disease or physical or mental impairment which increases the risks to himself or other employees, he/she must immediately notify their employer. Once the employer receives such notice, he will be expected to take appropriate

action to comply with his general duty of care for all employees as defined in Section 8 of the 2005 Act.

# **Section 13**

## **Hazardous Material**

## 13.0 Hazardous Material Control:

### Introduction

Certain facility activities will involve the use of hazardous chemicals. The Manager will implement procedures to ensure that the necessary information is readily available to all employees concerning the chemicals used on site, and that appropriate workplace controls are in place to protect employees in the course of their work. These procedures will be prepared and reviewed at appropriate intervals by the responsible manager in accordance with the company requirements and will address the following:

### New Substance Risk Review

The Manager will evaluate and approve new substances prior to their introduction to the site. The analysis will be based on all relevant information available for the substance including the supplier Material Safety Data Sheet (MSDS). The responsible manager will identify and communicate to department personnel the hazards posed by the substance, the workplace controls required to protect the employee, the necessary personal protective equipment and emergency response actions. The new substance will be added to the chemical register by the Safety & Health Co-ordinator.

### Communicate Hazard Information

The Manager will maintain an accurate inventory of all chemicals used on site and will prepare and approve Material Safety and Environmental Assessment Sheets for these chemicals, based on the information available in the supplier MSDS's. They will be circulated to all relevant departments. The supplier MSDS will be maintained on file for reference purposes.

Baseline Surveys will also dedicate adequate resources to ensure that all employees receive training regarding the hazards, workplace controls and emergency spill control actions for all hazardous chemical used on site.

### Workplace Controls

In situations where employee exposures approach or exceed the occupational exposure limit as a result of conducting workplace exposure assessments, the company will implement workplace controls to protect employees. In implementing these controls, the company will follow the hierarchy of control principle.

- ❖ Process modifications or alternatives
- ❖ Engineering controls
- ❖ Administrative / work practice controls
- ❖ Personal Protective Equipment

Personal Protective Equipment may be used to supplement engineering and administrative controls and will only be used as a primary control measure when other control measures are not feasible. Where used, it will be controlled by the PPE control procedure.

Where it is required that activities are carried out on a pharmaceutical facility, or any other location where hazardous substances may be found, Baseline Survey employees will follow all requirements as are laid down in the Site Safety Induction, which should take place before commencement of works.

See attached Chemical Register for all approved hazardous materials used on site.



**Section 14**

**Health & Safety  
Training/Competency Standards**

## 14.0 Health and Safety Training Standards:

It is a legal requirement under the Safety, Health and Welfare at Work Act 2005 Section 9 & 10 to ensure so far as is reasonable practicable the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the safety and health at work of his employees so that they are able to implement safe systems of work, and contribute to the maintenance of a safe place of work.

In simple terms:

- information' concerns the duty to advise employees of the hazards and risks associated with their work;
- instruction' is the established and perhaps formalised way in which the employer has decided those employees need to conduct themselves to minimise and control those risks;
- Training' is the process by which those staff are rendered competent to follow the instructions and thus ensure that the risks are under adequate control.

Section 19 of the Act also requires that employers engage competent persons from either within the organisation or external consultants to advise and assist on matters relating to health and safety, carry out risk assessments and provide health and safety training.

Baseline Surveys is committed to providing appropriate health and safety training for all employees applicable to their function within the organisation.

This training will begin with induction training (S C-1) on commencement of employment. The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the security and safety precautions and emergency preparedness required to ensure a safe place of work.

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained.

# **Section 15**

## **Consultation**

## **15.0 Safety Consultation:**

A general obligation is placed on every employer under Regulation 12 of the General Application Regulations 1993 and Section 25 & 26 of the Safety, Health and Welfare at Work, Act 2005 to consult with their employees on matters of health and safety. It is the policy of Baseline Surveys to consult with the employees on all matters of health and safety to encourage a team work strategy for safety and carry this out through the medium of ongoing discussions with staff.

### **The Baseline Surveys has set up a Safety Management Committee which comprises of:**

- Paudie Barry
- Liam Murray
- Kevin Mulholland

This Safety Management Committee will meet Monthly to review all Safety, Health and Welfare matters affecting staff and activities. All safety policies and Safety Statements will also be reviewed, as will the Safety Department. The Safety Officer will submit an annual report to the Committee.

Safety will be incorporated into existing local and area meetings and it should be on the agenda of all meetings.

Safety Representatives have been elected in the Baseline Surveys in compliance with Part 4 Section 25 of the Safety, Health & Welfare at Work Act, 2005 and will hold the post for two years.

The safety representative will meet regularly with the safety officer. The safety representatives will meet annually to review all safety issues and to review the safety representatives role and input. The minutes of all safety committee meetings will be recorded, published on the safety notice board and the intra-net and forwarded to the Safety Officer.

All safety matters will be discussed at the monthly Safety Committee meeting held with selected staff, (See above for listing) which is representative of all areas and sections of the organisation. The Safety Committee meetings will be attended by the Safety Representatives who will deal with all safety issues as they arise. Any matter that requires the urgent attention of the Safety Officer will be brought to his attention before the next meeting if required.

When and if an Inspector of the Health and Safety Authority visits the site, the Managing Director and the appropriate Senior Manager and Safety Representative will be informed immediately of the visit and its consequences and the staff present will be allowed the time to answer any questions put to them by the inspector on his / her visit, supported by the management.

Staff should make themselves aware of the standard operating procedure on dealing with Health & Safety Inspectors in your Workplace in Section 16 of this Company Safety Statement.

**Safety Committee Members:**

Name	Area covered
Paudie Barry	
Paudie Barry	Site Supervisor
Paudie Barry	Accounts

**Additional persons will be invited to the Safety Committee meeting as is deemed necessary by the Manager.**

The elected Safety Representative will be provided with appropriate training to allow them fulfil their duties. They will be involved in the upgrading of this Company Safety Statement throughout its life.

The provision of information on health and safety issues is one of the fundamental duties of the employer. The information provided to staff will include their responsibilities, the type and extent of hazard and risks in their workplace, the preventative and control measures in place. The consequences both disciplinary and to health and safety, which could follow if they fail in their role in the protective measures and the Safety Management Programme. This information can be obtained from your Section Head or your immediate Supervisor.