

Safety Statement

Killeshal Precast Concrete Limited.

Daingean
Co. Offaly.

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Killeshal Precast Concrete Limited. Health and Safety Statement.

Ref: KPC H&S 30th June 2022. Level 8

Approval verification: As per this document.

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Covid 19.

This Health and Safety Statement is revised and updated to take account of the responsibilities and requirements imposed on the company and its staff arising from the presence of the Covid 19 virus in our country and local communities.

The resolve and commitment of the company and all staff is to work together to prevent the arrival of the virus in our premises or workforce, to co-operate fully with local and national regulations aimed at preventing the spread of the virus and ultimately controlling the rate of infection. In the event of a member of our staff becoming infected with the virus or an outbreak of the virus occurring in the workplace, Killeshal Precast Concrete Limited has developed and implemented systems and controls to respond and manage such an incident or incidence which includes co-operation with local authorities and national agencies to the extent required. The company management have sought and secured the support of all staff for these initiatives which are to protect the security of the company and its staff to the greatest extent possible.

The specific controls implemented by the company include.

- The appointment of John McCormack as Covid 19 Compliance Manager
- The provision of approved training in the role of Compliance Manager.
- The appointment and training of a team of eleven local area compliance officers.
- The installation of hand washing, hand sanitising stations at designated locations in the workplace following consultation with staff.
- The provision of sanitising materials and facilities for the disposal of used materials.
- Control measures applicable to the use of general PPE.
- The provision of PPE specific to the challenges posed by Covid including face masks and shields as well as purpose specific PPE.
- Procedures to regulate effective management in the prevention of Covid 19 on company premises.
- Controls on visitors to company premises including maintenance of track and trace records.
- Isolation facilities to be used in the event of a staff member displaying symptoms of the virus.
- Induction training for all staff.
- Voluntary declarations by all staff relative to their status relative to Covid 19 including access to vulnerable family members.
- Risk assessment of issues related to Covid 19.
- On line and in house training of all staff.
- Regular communications and provisions of updates on information of relevance to control of the virus.
- Consultation with staff to ensure their views are taken into account when planning responses to the challenges posed by the virus.

These controls are supported by procedures and forms incorporated in the IS ISO45001: 2018 Health and Safety Management System which the company operates as part of an integrated management system.

Part 1.

1.1 General Statement of Policy.

1.2 Introduction. Ethos of the Company.

1.3 Application.

1.4 Directors Responsibilities

1.5 Employee Responsibilities

1.6. Consultation on Health and Safety Issues.

- **Safety Officer.**
- **Safety representative.**
- **Safety Committee.**
- **Competent persons.**

1.1 General Statement of Policy.

The Occupational Health and Safety Policy outlined below complies with the requirements of the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Regulations) 2007 and the International Standard IS ISO45001: 2018. This policy and the processes and controls which support it are fully implemented in the workplace with the co-operation and engagement of all staff who are consulted and communicated with and provided with the training necessary to enable them to discharge their responsibilities to the extent required.

Company Policy re: Occupational Health and Safety.

Killeshal Precast Concrete Limited has developed and implemented the following policy document to ensure compliance with relevant legislation, regulation and the requirements of IS ISO45001: 2018, clause 5.2 points a.) to f.) inclusive, with the aim of ensuring the creation, maintenance and continual improvement of occupational health and safety systems to the benefit of all staff, customers, contractors and the company itself.

This policy enshrines the following principles.

1. Company shareholders, management and staff are committed to ensure the prevention of work related injury and ill health through the identification of relevant risks and opportunities and the implementation of appropriate systems and controls to minimise risk and maximise opportunity in relation to matters concerning occupational health and safety.
2. Goals and objectives relevant to OH&S will be established, monitored and maintained through formal management review meetings and related processes.
3. The company and its staff will comply with and fulfil all legal and other requirements of relevance to the operation of an OH&S management system within the QHSMS of the company.
4. A commitment to constantly seek to identify, minimise and eliminate where possible hazards and risks of an OH&S or any other nature present within the business.
5. A commitment to seek opportunities for improvement on a continual basis, to correct and where possible eliminate defects and non-conformances to ensure the ongoing relevance and effectiveness of the OH&S Management System.
6. To engage and consult with staff on all matters including OH&S, to ensure staff are fully informed of duties, responsibilities and resources, training and are enabled to contribute to the development and improvement of the OH&S management system.

This policy is communicated to all staff, is available within the workplace and on-line. It is reviewed at least annually and may be revised and reissued as a result of such reviews. Changes are communicated to staff to ensure the continual relevance of this policy.

Signed: _____
Pat Nolan.

Date: _____

Signed: _____
William Farrell.

Date: _____

Signed: _____
Frank Mulligan

Date: _____

Signed: _____
Jonathan Geraghty.

Date: _____

1.2 Introduction. Ethos of the Company.

Killeshal Precast Concrete Limited is committed to the application of a Health and Safety Management System to the highest practicable standards and in conformance with relevant legislation and regulation as outlined in the company policy on Health and Safety.

To this end, a safety statement has been prepared in consultation with management and all employees in compliance with Section 20 of The Safety Health and Welfare at Work Act 2005, The Safety Health and Welfare at Work (General Applications) Regulation 2007, the Road Traffic Acts and all other relevant legislation and regulation applicable to the business of the company.

The company directors and senior management have overall responsibility for the creation and maintenance of a safe working environment for all those who work at or visit the company premises. These responsibilities are shared with all employees and visitors to the extent required by legislation and regulation and as per the contents of this statement.

It is the ethos of the company to ensure that these responsibilities are known, understood and applied by all concerned. The support of top management, the provision of adequate resources, personnel and training together with effective communication and consultation are provided to ensure that this ethos is applied and upheld to the greatest extent practicable.

The commitments enshrined in this ethos are sincere and the company requires and expects the same commitment from all employees, visitors and others who may be involved in the activities of the company.

The Health and Safety Statement sets out the principles under which Health and Safety matters are managed and controlled. Where necessary supporting instructions, procedures and records are also applied.

Audits for the purpose of identifying hazards to the welfare, health and safety of all who work at or visit the premises are conducted and a resultant Hazard Analysis and Risk Assessment Document exists for the purpose of identifying hazards, which cannot be eliminated together with the actions to be taken to minimise the impact of such hazards and to prevent injury and illness to the greatest extent practicable.

These hazards and associated actions, which are based on information available at the time are communicated to all employees and visitors to the extent appropriate.

This document is subject to continual review and is updated as additional hazards and risks are identified or existing hazards and associated risks eliminated.

The ethos of the company is to consult and involve. Therefore, all employees are required to communicate with company management in the event that additional hazards are identified in addition to those included in the Hazard Analysis and Risk Assessment.

The company acknowledges that this is a normal feature of life in constantly developing organisation and does not present this statement or any associated policy or control as an exclusive and or exhaustive response to the responsibilities and requirements imposed upon it by legislation and regulation, which are accepted positively and in good faith.

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1.3 Application.

This safety statement applies to all the activities of the company including the main offices and premises at Killeshal, Daingean, Co Offaly, other locations such as construction sites where company employees may be engaged from time to time and to work related travel, transport and delivery activities undertaken by company employees.

The company retains contracted transport services in addition to own transport. The company ensures that such contractors demonstrate conformance to relevant Health, Welfare at Work and Safety legislation and regulations in relation to all their activities which relate to the activities of the company. Each individual contractor retains responsibility for the application of appropriate controls in relation to compliance with the above.

Company activities include the retention of sub-contractors for specific purposes at company premises. All such organisations or individuals are required to comply with company controls in relation to matters of health and safety and to demonstrate such control as required.

The company exercises full control and is totally responsible for all aspects of health and safety in relation to activities taking place at own premises including direct transport. The company and its staff are not involved in construction site based activity other than site meetings and the delivery of products. In these circumstances, the company and its staff recognise that the site owner and or main contractor exercises overall responsibility for matters of health, safety and the general welfare of employees, contractors and visitors to such sites. The company and its employees co-operate fully with site management and comply with rules and regulations pertaining to Safety, Health and Welfare when attending at construction sites.

The company, other than for purposes of delivering products to customer premises and sites, does not normally operate on customer sites and is not engaged in construction activity. In the event of it being necessary to engage on site based activity other than the delivery of products, the company will implement appropriate controls including revisions of the Statement where necessary to ensure continued compliance with the relevant sections of the legislation and associated regulations.

Contracted transport services utilised by the company to delivery products to customer sites are required to comply with all aspects of relevant legislation including proof of completion of Transport Management Training where appropriate. Proofs of all other compliances must also be provided as and when requested.

The company does not take onto itself any responsibilities for health and safety affairs, which properly apply to the site principal.

Company activity taking place at customer premises relates to the delivery, offloading of goods for delivery or the collection of goods for return to company premises as well as to occasional remedial site work in respect of products supplied by the company.

1.4 DIRECTORS RESPONSIBILITIES

The Chief Executive Officer, Mr. Frank Mulligan has overall responsibility for ensuring that the features of The Health and Safety Management including this statement and related policy are fully implemented in accordance with planned arrangements and these arrangements are subject to regular monitoring, and audit to assess the extent of compliance, conformance and effectiveness and to ensure that a focus on continuous improvement is maintained. These responsibilities extend to ensuring compliance with relevant legislation and regulation including new legislation or regulation and to ensure that communications with all employees and visitors are effective to ensure the consistent application of the highest practicable standards of health and safety. Key responsibilities also include ensuring the maintenance of records and reports including statutory reports as may be required by legislation and regulation.

Responsibilities of Company Directors.

- To ensure that, as far as is reasonably practicable, that the place of work is safe and that any equipment / plant supplied is in good working order and regularly maintained.
- To include safety issues and revise as appropriate in the planning, organisation, performance and maintenance and pricing of all work.
- To ensure that all employees are aware of the company policy with regard to safety and in respect of own responsibilities.
- To ensure adequate resources are provided to manage and conduct work safely.
- To ensure that all work is managed and conducted in a manner so as to prevent any improper conduct or behaviour.
- To seek the advice of a competent safety professional if required.
- To review the safety procedures at Killeshal Precast Concrete Ltd regularly to ensure that they are adequate.
- To ensure the employees of the company are prevented from risk to their health from the use of any article or substance to include noise, vibration, dust or ionising radiations or any other physical agent.
- To provide information / instruction and training to employees in a form, manner and language that is understood by all employees in order to ensure that they can do their work safely.
- To ensure that where required competent persons within the meaning of the term as defined in The Safety Health and Welfare at Work (General Regulations) 2007 are appointed,

retained and where necessary trained in the discharge of their particular duties to an acceptable level of competence.

- To update the safety policy in view of new regulations and changes in the management structure, etc.
- To ensure that the Safety, Health and Welfare Statement and related management systems are reviewed periodically and at least in accordance with statutory and regulatory requirements including those applicable to IS ISO45001: 2018 to which the company Safety, Health and Welfare systems of working are accredited.
- To ensure that documentation relating to accidents, diseases, plant registers, and certificate of training are maintained.
- To include in the annual report, an evaluation of the extent to which the company's safety statement was fulfilled during the period of the report.
- To ensure that in determining and implementing measures for the protection of employees and others that such measures comply with section 19 (Identification of Hazards and Carry out Risk Assessment and section 20 (Preparing a Safety Statement) of The Safety, Health and Welfare at Work Act 2005 and that the general principles of changing circumstances and prevention are complied with. The general principles are as per Schedule 3 Safety, Health and Welfare at Work Act 2005 and are outlined hereunder.

SCHEDULE 3 – Safety, Health and Welfare at Work Act 2005

GENERAL PRINCIPLES OF PREVENTION

- 1. The avoidance of risks.***
- 2. The evaluation of unavoidable risks.***
- 3. The combating of risks at source.***
- 4. The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.***
- 5. The adaptation of the place of work to technical progress.***
- 6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.***
- 7. The giving of priority to collective protective measures over individual protective measures.***
- 8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.***
- 9. The giving of appropriate training and instructions to employees.***

The Board of Directors of the company are aware of and comply with the responsibilities imposed upon them by relevant legislation including The Safety, Health and Welfare at Work Act 2005 and as outlined in the document entitled; Guidance for Directors and Senior

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Management on their responsibilities for workplace health and safety as published by The Health and Safety Authority October 2007.

1.5 Employee Responsibilities

Employees of Killeshal Precast Concrete Limited are responsible for discharging all responsibilities imposed on them by current relevant legislation.

These responsibilities are outlined in document KPC 53. Employee Responsibilities.

The contents of this document are explained to employees in conjunction with induction training programmes for new employees and as part of routine tool box talks used for communication and reinforcement of training and good operating practices.

In addition the contents of KPC 53 are published on company notice boards and in common with all other aspects of the Health and Safety Management System are published in the English language and in other languages used by company employees. This is to enable employees to discharge to the fullest extent possible their responsibilities to fully support and co-operate with the implementation of all aspects of The Health and Safety Management System.

The following documents relate to these responsibilities in a particular way. Employee responsibilities are not limited to the content of these documents and extend to all aspects of the Health and Safety Management System including this statement insofar as they relate to employee responsibilities.

KPC 53. Employee responsibilities.

KPC 63 Accident reporting procedure.

KPC 86 Hazard reporting procedure.

Responsibilities specific to individual roles.

Responsibilities specific to individual roles within the organisation are as per the following documents.

| | |
|---|-----------------------------------|
| Company organisation chart. | Ref Quality System Manual Page 22 |
| Responsibilities of supervisors/managers and foremen. | Ref: KPC 51 |
| Responsibilities of Safety Officer. | Ref: KPC 52 |
| Responsibilities of machine operators/all employees. | Ref: KPC 53 |
| Responsibilities of Heavy Goods Vehicle Drivers. | Ref: KPC 54 |
| Responsibilities of Fork Lift Drivers. | Ref: KPC 55 |
| Responsibilities of Sub-contractors. | Ref: KPC 56 |
| Responsibilities of safety representative. | Ref: KPC 57 |
| Responsibilities of First Aid personnel. | Ref: KPC 59 |
| Responsibilities of Fire Wardens. | Ref: KPC 58 |
| Responsibilities of The Safety Committee. | Ref: KPC 60 |
| Composition of safety committee. | Ref: KPC 61 |

The above documents are to be read in conjunction with this statement in order to obtain a full understanding of the extent and range of responsibilities associated with this statement. Responsibilities attributable to each position are those applying when the current revision level of this statement was issued. Responsibilities may have altered in the interim, therefore responsibilities attributable to each position are not be regarded as an exhaustive list of such responsibilities.

The holders of specific positions of responsibility and all employees may request changes to assigned responsibilities through the application of the Document Change procedures of KPC 11 Document and Data Control.

Once approved, the requested amendment will be incorporated in the relevant section of the Health and Safety Statement or The Health and Safety Management System, which will be reissued.

1.6. CONSULTATION ON HEALTH AND SAFETY ISSUES.

Safety Officer.

The company has appointed Mr Eamon Harte, Production Foreman to the position of Safety Officer.

Mr Harte receives ongoing training and instruction relative to the responsibilities of the position as outlined in Responsibilities of Safety Officer: KPC 52.

Safety representative-policy.

The general body of employees are entitled under Section 25 of The Safety, Health and Welfare at Work Act 2005 to appoint from among their members one person to act as safety representative. The responsibilities of this position are in addition to normal duties and are outlined in Responsibilities of Safety Representative KPC 57

In accordance with the above, company management invited the general employee body to nominate a safety representative. The Work Committee informed company management that the general body of the workforce was satisfied to allow senior management to appoint staff representative(s) to fill this position as a result of which the Foremen in each area of the business were assigned the role of safety representative in their own area and have received appropriate training and where appropriate education to enable them to discharge their duties including communication to staff in an effective manner as required by these provisions of the legislation. Company management ensures that ongoing training and education are provided to the safety representatives.

Safety Committee-policy

The company will afford the general body of employees the opportunity to appoint a safety committee whose duties and responsibilities will be in accordance with Responsibilities of Safety Committee. KPC 60.

Following consultations with employees, it was agreed that the general and area foremen would comprise the safety committee. Minutes of safety committee meetings are maintained and circulated to senior management who are responsible for ensuring that actions agreed in the course of safety committee meetings are implemented. Safety committee meetings are normally attended by the managing director and at least one other company director.

The company provides appropriate training and support to members of the safety committee to ensure that they are competent to discharge their duties.

The company places a high value on communication and consultation regarding the application of the features of this statement.

These processes include consultation and communication regarding the establishment of an effective safety management system and related controls, the provision of communication structures of both a formal nature as described in the roles of the safety committee, safety

representative and safety officer. Employees are encouraged to raise issues and concerns relative to health and safety at work on an informal basis with their immediate manager. In the event that this first stage of communication is not effective, the employees involved are encouraged and will be facilitated in raising their concerns with the next level of management and progressively until the matter is considered by the board of directors when all other avenues have been exhausted.

Employees are communicated with and consulted through a number of processes, including the safety committee, the safety representatives, the safety officer, company notice boards, induction training programmes, publication of this safety statement and other communications processes, including informal communications between management and other employees and ongoing training such as regular tool box talks and group briefings.

Consultation and communication processes recognise the necessity for two way communication and shared responsibility between employer and employees. To this end, the company will ensure that all employees are aware of their responsibilities and the means of meeting such responsibilities and in addition will receive feedback concerning issues and suggestions they may raise relative to health and safety in the workplace.

Minutes of safety committee meetings, reports from the safety representative and the disposition of reports documented in accordance with Corrective and Preventive Action Procedure KPC 15 are used to support the consultation and communication processes.

In addition to internal communication and consultation, the company also recognises the right of employees to communicate directly with The Health and Safety Authority on matters relating to Health and Safety at Work.

Competent persons.

Competent persons are appointed or retained in relation to the discharge of duties as per the requirements of The Safety Health and Welfare at Work (General Regulations) 2007. Training is provided as appropriate.

Part 2.

2.1. General working environment.

2.2. Workplace temperature.

2.3. Protection of employment.

2.4. Welfare Facilities.

2.5 First Aid Facilities and accident reporting.

2.6 Fire Fighting and emergency evacuation.

- **Fire Extinguishers**
- **Emergency evacuation.**
- **Fire Wardens.**

2.7 Training

2.8. General conditions.

2.9 Personal Protective Equipment (P.P.E.)

2.10. Dermatitis.

2.11. Stress, Bullying & Harassment at Work

2.12. Ergonomics

2.13. VDU operators.

2.14. Machine change over.

2.15. Maintenance, repair and installation.

2.1. General working environment.

Killeshal Precast Concrete Limited endeavours to provide a working environment conducive to safe and healthy working in relation to the physical and psychological safety of all employees, visitors to company premises and contractors or agents retained by the company. Specific controls are identified in the relevant sections of this document.

2.2. Workplace temperature.

Room temperature levels for people engaged in sedentary activity within company premises are maintained at levels above the minimum of 17.5°C as defined in the relevant regulations.

The temperature levels of other locations are as far as is possible retained at or above the minimum of 16°C as defined in the relevant regulations. The nature of the work of the company often involves working outdoors, especially in client sites and also at own premises or working in open workshops. During winter months and in inclement weather, working temperatures may drop below the minimum level. In these circumstances, employees wear appropriate protective clothing to ensure they are protected from prolonged exposure to low temperatures.

In the event that employees are required to work in conditions of extremely low temperatures, the company will assess the particular risks and provide appropriate controls.

2.3. Protection of employment.

The employment conditions applicable to people defined as sensitive groups within the relevant regulations and including pregnant or breast feeding employees conform to the requirements of the regulations and also to other statutory legislation or regulation as appropriate.

The particular needs of such individuals are identified and planned for as they arise.

2.5. Welfare Facilities.

1. Killeshal Precast Concrete Limited endeavours to provide a high standard of welfare facilities in all areas of the premises. At a minimum, these include:
2. Canteens for the taking of meals and refreshments equipped with suitable chairs and tables, together with facilities for the boiling of water and the storage, heating or reheating of food.
3. Individual lockers located in a locker/changing room for the storage of clothing and personal effects by employees.
4. Drying room facilities for the drying of wet clothing.
5. Shower facilities for the use of employees.
6. Clean drinking water facilities located throughout the premises.
7. Toilet and washing facilities.

- Food and drink may not be consumed in the yard or any manufacturing area. Such consumption is restricted to designated canteens.
- Unused food must be removed from the facility or placed in waste disposal bins at the end of each working day.
- Personal lockers are to be used for the storage of clothing and personal effects only. The storage of food, any chemical substances or materials or any organic or combustible material in such lockers is absolutely forbidden. Personal lockers must be empty and doors left open at the end of each working day.
- Toilets, showers and washing facilities must be respected and kept in a clean condition by all users. Daily clean down schedules ensure regular cleaning and maintenance, however, each employee has personal responsibility to ensure a clean, hygienic environment is maintained in these facilities.

- Employee facilities are for the use of employees and contractors working on the premises. Visitors must use facilities designated for the use of site visitors.
- Areas assigned as welfare facilities are designated non smoking areas in accordance with prevailing legislation.

The above facilities are provided at company premises for the use of employees and contractors. Company employees engaged in site work will utilise the resources provided by the site principal, which must conform to minimum legally acceptable standards in all cases.

2.5 First Aid Facilities, Defibrillator and accident reporting.

The following people are recognised as being qualified to provide first aid services to employees, contractors and site visitors should the need arise. First aid training is provided in accordance with relevant legislation and certificates in respect of same are issued by competent persons who have provided the training or their representatives.

IN CASE OF EMERGENCY
112 or 999
112 will operate on mobile networks in most countries
THE EIRCODE FOR THIS FACILITY IS R35 YK85
GIVE THE EIRCODE WHEN CALLING THE EMERGENCY SERVICES TO HELP THEM LOCATE THE SITE QUICKLY

IMPORTANT CONTACTS:
Dr. Twomey (local):
057 9353068
Dr. Kearney (company doctor):
Avenue Clinic, Church Rd.,
Tullamore
057 9351497
Hospital:
057 9321501
Safety Officer:
(Eamonn Harte)
087 9770819


TONY DUNNE
087 2988123


SEAN FARRELL
086 1525462


ADRIAN KELLY
087 6268456

USE THE EIRCODE TO DIRECT EMERGENCY SERVICES
R35 YK85


DEREK WESTMAN
087 7725301


DAVID SULLIVAN
087 9566985

KILLESHAL MAIN PHONE NUMBER: 057 9353 018
KILLESHAL PRECAST CONCRETE LTD. QUALITY SYSTEM
DATE OF ISSUE: 14 July 2022

PROCEDURE NO.: Kilform 05
REVISION LEVEL: 2

APPROVED: Pat Nolan 14 July 2022
TITLE: Emergency Contacts Notice

The names, telephone numbers and identity photographs of first aid personnel and published in the workplace.

First-aid kits are located in the following areas.

| Area | Location |
|-------------|------------------------|
| Unit 1 | Garage |
| Unit 2 | Beside stairs for loft |
| Unit 3 | Computer Room |
| Office | Store Room |

The contents of each first aid kit are in accordance with

KPC 62 Contents of standard first aid kit.

First aid kits are also fitted to all company road going vehicles such as trucks, light transport and company cars. Designated drivers ensure that these kits are maintained in good condition and restocked as the need arises. These kits are in addition to any supplied by the vehicle manufacturer.

A contract for the regular servicing and replenishment of first aid kits exists with an external supplier.

Employees, contractors and site visitors must report all accidents no matter how minor to the manager of the area in which the accident occurs and must report to the nearest designated first aid person for assessment and treatment.

Company personnel engaged on site activities will utilise first aid treatment, reporting and investigation procedures applied by the site principal and will co-operate fully with the site principal in this regard.

The company safety officer will investigate and report all such incidents in accordance with own procedures and in compliance with statutory responsibilities independent of the actions of the site principal.

Accidents are to be reported and managed in accordance with Accident Reporting Procedure KPC 63 and First Aid Records Procedure KPC 64

The safety officer is responsible for ensuring that all notifiable accidents and dangerous occurrences as defined by relevant legislation or regulation are reported to the Health and Safety Authority in accordance with Accident Reporting Procedure KPC 63

Defibrillator.

A defibrillator is located in the main canteen, cloakroom area. All first aid personnel are qualified in the use of this equipment and have access to it at all times.

2.6 Fire Fighting and emergency evacuation.

The prevention of fire hazards and the provision of suitable resources and controls to ensure the control of a fire outbreak and the protection of all employees, contractors and visitors in such an event have a high priority with the company.

Fire Extinguishers

A range of fire extinguishers suitable to the needs of the company have been provided and are located in all areas of the premises including offices as per:

KPC 65 Site plan and layout.

A service contract for the maintenance and servicing of such equipment has been agreed with an external contractor/competent person whose name is included in the List of Qualified Suppliers KPC 3.

Employees are provided with training and refresher training in the use of such appliances. Records of training including certificates are retained on file.

Fire extinguishers are placed in all company road going vehicles. These must be maintained in the vehicle by the designated driver and are subject to service and maintenance in accordance with the general arrangements for such servicing as described above.

These extinguishers are additional to any that may be provided by the vehicle manufacturer.

Emergency evacuation.

An emergency evacuation procedure together with designated assembly points, responsibility for accounting for employees, contractors and visitors and actions to be taken in conjunction with an emergency evacuation are defined in the following procedures.

KPC 66 Emergency Evacuation Procedure.

KPC 67 Procedure for management and control of visitors and contractors.

Assembly points are as per:

KPC 65 Site layout map and in addition, these locations are clearly marked and signed.

These evacuation procedures including tests of alarm systems are subject to trial and test as per relevant legislation and regulation.

Drills and trial evacuations are performed as designated by senior management, the results of which are recorded by the Safety Officer.

Company employees engaged on site work will conform to the evacuation and emergency arrangements in place on the site.

Fire Wardens.

The company has appointed designated personnel to act as fire wardens at own premises. Appropriate training is provided by competent persons to ensure compliance with relevant regulations and good work practices.

Company employees engaged on sites will co-operate with nominated fire wardens in the discharge of their duties.

Details of evacuation procedures are posted on notice boards and in all manufacturing areas.

All employees are required to acquaint themselves with the details of these procedures in order to ensure that they act correctly in an emergency situation and that panic and resultant hazards to life and limb are avoided.

The following personnel are the designated and trained fire wardens.

- **Liam Byrne.**
- **Gerard Donoghue.**
- **Tony Dunne.**
- **Joe McKenna.**

- **David Sullivan.**

All company staff have received training in fire prevention and fire fighting. Training is repeated on a three yearly basis.

2.7 Training

Killeshal Precast Concrete Limited provide appropriate training to all employees to ensure that they are competent to perform assigned duties to the required standard of competence including competence in relation to matters pertaining to Health and Safety.

General responsibilities:

It is the responsibility of the managers/supervisors to ensure that all personnel appointed to work for Killeshal Precast Concrete Ltd. Either at the main premises or elsewhere have the knowledge, experience and training to carry out the duties assigned to them. If a person does not have this experience they should be under the supervision of a person who does. In addition to formal training, the company operates a “buddy system” whereby untrained staff (either new recruits or staff assigned to an area for the first time) work with trained staff to ensure they obtain a proper understanding of the duties and responsibilities of their position including as related to Safety, Health and Welfare at Work.

Sub-contractors are also expected to show commitment to training by supplying the necessary resources and support to allow training to be undertaken.

Failure to comply with safety precautions will result in disciplinary action been taken.

Co-operation of Employees/New employees – All personnel including new employees and contractors are required to cooperate with the company in relation to participation in and attendance at training programmes designated by the company and if appropriate, site principals in relation to site work. In addition, each person involved is responsible for ensuring that they attain the minimum performance standards associated with any test or examination associated with such training and acknowledge that in the event of failure to achieve such standards that the company retains no responsibility to retain them in employment for which they are not qualified.

Induction training programmes.

The company requires all newly appointed employees to attend and participate in a standard induction training programme as defined in KPC 68 Induction Training Programme.

The company may also require contractors and contractors’ staff to attend and participate in similar induction training programmes prior to commencing work on company premises.

Records of all induction training activity are maintained.

Employees will participate in induction training programmes as provided by site principals where appropriate.

Job specific training.

All employees receive training specific to the work they are required to perform. Such training

Is a combination of experienced based training working under the supervision of competent, qualified personnel and direct training as appropriate. See references to the “buddy system” of training.

The skill levels of all employees are assessed at regular intervals and the results retained on skills matrix charts, which form the basis of training planning and the annual company training plan.

Training is provided at all levels of the organisation and includes.

Supervisory & general management.

Specialised training such as associated with the introduction of new technology, processes, regulation or products.

First aid. Designated first aid personnel whose names are included in this statement receive refresher training including statutory re-training required upon the expiry of statutory certification periods.

Fire Prevention. All employees are trained as per the relevant sections of this statement and in addition, designated fire wardens are trained in the performance of their duties.

Driver training. A list of all vehicles and their designated drivers is maintained as per KPC 69 List of Forklift Trucks and Designated Drivers, KPC 70 List of Road Vehicles and designated drivers (List includes details of special equipment such as lifting equipment fitted to vehicles. Appropriate training including CITB training is provided to such drivers.

Designated drivers of road going vehicles are required to operate in accordance with KPC 54 Use of Company Vehicles. Heavy goods vehicles drivers retained by the company to drive delivery trucks are required to complete a designated Driver CPC Training Programme annually at own cost and to provide the company with proof of completion of the training.

Abrasive Wheels. Designated staff as per the training matrix receive initial and three year refresher training in the use of abrasive wheels.

Forklift Driver Training. Staff designated as forklift drivers are provided with initial and three year refresher training in the operation of forklift trucks of up to 5T capacity. Additional staff are trained in the operation of forklift trucks having a lifting capacity of up to 15T. Details of training are as per the training matrix, 15T drivers are identifiable by a green background on the matrix. This category of training includes truck drivers whose vehicles are fitted with demountable forklift trucks who are provided with necessary training and three year refresher training.

Truck Mounted Cranes. Truck drivers whose vehicles are equipped with truck mounted cranes are provided with initial and three year refresher training in the operation of this equipment. Details are included in the training matrix.

Tools and Equipment – Training in the use of tools and equipment is included in job specific training provided to all employees.

Safe Pass Training – Employees whose duties require entry onto construction sites receive safe pass training including training as appropriate.

Working at heights. The company ensures that relevant employees are suitably trained and qualified to work at heights and to use related equipment including safety harnesses and lanyards in order to fully comply with site based qualifications and requirements.

Manual Handling. Training in manual handling techniques is provided in accordance with statutory requirements.

Pre-stressing of concrete. Designated staff are provided with initial and three yearly refresher training in the principles and best practices for the pre-stressing of concrete.

Records – records of all training including the company training plan are retained in accordance with KPC 36 Control of Quality Records.

The management of training.

Killeshal Precast Concrete Limited manages training in accordance with:

KPC 37. Employee Training.

Training needs are identified annually and a training plan is developed and agreed with senior management. This approach ensures that ongoing training requirements including those related to legislative and regulatory developments are addressed and that the effectiveness of such training is monitored and controlled.

Training is provided by competent individuals and organisations. Providers of statutory training are certified to provide such training and provide proof of certification at the commencement of contracts and as and when required by company management.

2.8. General conditions.

Killeshal Precast Concrete Limited ensures that working conditions within its own control conform to the requirements of relevant legislation and regulation. These include lighting, means of access and egress, working space, protection from inclement weather conditions and any particular conditions which may arise in relation to a specific site or work location.

Where necessary particular or site specific conditions are assessed and appropriate plans developed and implemented.

2.9 Personal Protective Equipment (P.P.E.)

Killeshal Precast Concrete Ltd acknowledges that it has responsibilities in relation to the provision of Personal Protection Equipment (P.P.E.) in circumstances where it is not possible to eliminate all potential hazards and risks to health and safety in the first instance. Accordingly, where the results of hazard analysis identification indicate that a hazard cannot be fully eliminated or controlled, suitable P.P.E. is provided to affected employees to provide further protection in order to effectively eliminate or minimise the impact of such hazards on health and safety of employees, contractors and site visitors.

Where P.P.E. is provided to employees, the company requires that all such equipment be utilised and maintained in the correct manner and only for the purposes for which it is intended.

These provisions recognise the legal requirements, which are as follows.

The law requires that in circumstances in which it is not reasonably practicable for an employer to control or eliminate hazards in a place of work under his control, or in such circumstances as may be prescribed, the provision and maintenance of such suitable protective clothing or equipment, as appropriate, that are necessary to ensure the safety, health and welfare at work of its employees.

The law also requires that an employee should use in such manner so as to provide the protection intended any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his own use alone or for use by him in common with others) for securing his safety, health or welfare while at work.

KPC 77. List of Approved Protective Clothing relates.

Sub-contractors.

Sub-contractors working on company premises or providing contracted transport services are required to provide their employees with appropriate P.P.E. and require such equipment to be used in the manner prescribed and for the purposes intended.

Supply and Issue:

The list of standard P.P.E. is outlined in:

KPC 77 List of standard P.P.E.

This list may be extended to meet special circumstances or changed circumstances as required. These include conforming to the particular requirements pertaining on an individual site where the company employees are engaged.

Standard P.P.E. may be augmented as required to meet the needs of individual sites.

2.10. Dermatitis.

Dermatitis is a skin irritation risk present in all workplaces and requires preventive action. To this end, the company provides a standard skin protection product “Derma-Shield Skin Protection or equivalent to counteract a moderate risk to employees.

Employees are required to use this protective product as per instructions.

Instructions as to the application and use of this product are contained in:

KPC 85 Prevention of Dermatitis.

This is published in wash rooms and other relevant locations about the premises.

2.11 Stress, Bullying & Harassment at Work

Killeshal Precast Concrete Ltd is committed to providing all of its employees with an environment free from harassment, bullying and stress. All employees will be expected to comply with this policy in conjunction with the Code of Practice on the Prevention of Workplace Bullying and management will take appropriate measures to ensure that harassment does not occur. Appropriate disciplinary action, including dismissal for serious offences, will be taken against any employee who violates this policy. The policy applies to employees both in the workplace and at work associated events such as meetings, conferences and works parties, whether on the premises or off site. The policy applies to harassment not only by fellow employees but also by a client, customer or other business contact to which an employee might reasonably expect to come into contact with in the course of their employment.

The company policy on this topic is contained in:

KPC 71 Policy and procedures on prevention of stress, bullying and harassment in the workplace.

2.12 Ergonomics

The company recognises that the provision of good workplace design, layout and operating instructions relative to the use of plant and equipment together with good personal disciplines relative to manual handling, use of equipment and posture contribute significantly to good ergonomic practices and reduce or eliminate the potential for repetitive strain injuries or muscular-skeletal problems.

The company supports the application of good ergonomic practices by all employees through the provision of Manual Handling Training in accordance with statutory requirements and the publication of a good ergonomic guide as per:

KPC 72 Good ergonomic practices.

Ergonomics within the workplace are reviewed and assessed in conjunction with general risk assessment activity and are encompassed in:
KPC 51 Hazard Analysis and Risk Assessment.

Control of good ergonomic practices extends to all production areas, the yard, all company vehicles and the office; including office safety, lighting, heating, ventilation, space, office furnishing, noise, office equipment, VDU technology, working station design.

The effectiveness of the application of good ergonomic practices is monitored in conjunction with all aspects of health and safety management through company internal audit programmes as per:

KPC 14 Internal Quality Audits and
KPC 14a Internal Audit Processes.

The company supports and co-operates with site principals in the application of good ergonomic practices on sites as determined by the relevant principals.

2.13. VDU operators.

Employees whose work requires them to regularly use VDU or similar equipment as integral parts of their work are required to undertake an eye sight tests conducted by competent persons on a two yearly basis or more frequently if recommended by the competent person. The interval between eye tests may vary depending upon the experiences of the employees concerned who must report any difficulties experienced in working on VDU equipment to their immediate manager.

Computer and related VDU equipment provided by the company for the use of employees in the discharge of their duties is standard equipment manufactured by reputable manufacturers and certified as conforming to legislative and regulatory requirements. It is company policy to use such equipment for intended purposes only and not to modify or adjust such equipment in any way.

2.14. Machine change over.

Wet and dry cast machines using gang mould curing processes operate from a standard set up which does not require adjustment.

Three Forest Station Presses located in Manufacturing Unit No. 2 are used to manufacture a range of kerbs and flags, which necessitate changes to settings and components to facilitate different products and product ranges.

Detailed change over instructions have been prepared and issued to all personnel involved. Training has also been provided.

Changes to these machines must only be performed by qualified personnel or trainee personnel working under the close supervision of qualified personnel.

2.15. Maintenance, repair and installation.

The company retains a staff of technicians for the maintenance, servicing and repair of company vehicles and equipment. All personnel are trained in their duties or work under the supervision of trained personnel.

Maintenance and repair activities are performed in accordance with manufacturer's instructions and schedules. Records are maintained.

Repairs and replacement of parts take place either as necessary or as scheduled. Records are maintained.

The installation of new equipment may be performed by external contractors who are required to demonstrate conformance to health and safety legislation, conform to company requirements, submit method statements and project plans for approval prior to work commencing and to keep the company advised of relevant changes.

Part 3

3.1 Safe Systems of Work Policy

3.1.1. Site based activity.

3.2 Manual Handling

3.3 Noise control.

3.4. Vibration.

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3.1 Safe Systems of Work Policy

It is the policy of Killeshal Precast Concrete Ltd to ensure that the tasks are within the competence and capacity of the employee and in compliance with employer's duty of care (Section 8 of the Safety, Health and Welfare at Work Act 2005). Appropriate systems of work are employed to meet this requirement. The overall purpose of work systems is to provide the most effective and productive means of working while eliminating or minimising to the greatest extent possible the risk to employees. Systems of work are supported by hazard analysis and corrective/preventive actions.

The following documents support this policy:

KPC 51 Hazard Analysis and Risk Assessment.

It should be noted that operating instructions also contain guidance on safe work practice and hazard prevention.

Hazards identified in the official Hazard Analysis and Risk Assessment document are not exhaustive and in the event of employees identifying additional hazards these must be brought to the attention of their immediate supervisor.

The Identification, control and elimination of hazards, where possible, is part of the ongoing activity of the company with the result that these documents are updated and reissued on a regular basis. Communications concerning hazards and risks are provided both formally and informally including by way of training and tool box talks for which records of attendance are maintained.

Company policies on training described in the relevant section of this statement support this policy.

It is the policy of Killeshal Precast Concrete Ltd when purchasing new equipment, altering existing equipment or changing a system of work, to ensure so far as is reasonably practicable that they are without significant hazard.

Systems of work include all normal work, maintenance work, and work by contractors, and include consideration for the safety and health of visitors and clients.

3.1.1. Site based activity.

The company is not engaged in construction site based activity other than through vehicle drivers delivering goods to sites, nevertheless the company supports the general principles of the previous section of this statement in relation to activities at the main premises and on individual sites where company drivers may be in attendance. In relation to the latter, should site work be required, a hazard analysis and risk assessment exercise is undertaken in relation to each site before work commences and in addition methods of work applicable to the work to be undertaken at that site are incorporated in a method statement descriptive of the work involved.

3.2 Manual Handling

Manual handling procedures conform to Chapter 4 of The Safety, Health and Welfare at Work (General Regulations) 2007.

All employees who are required to perform manual handling duties as part of their normal duties receive formal training in manual handling techniques to the standards required by the above regulations.

Manual handling techniques are included in the company induction training programme for all new employees in accordance with the general principles contained in procedure entitled: KPC 44

Manual Handling Techniques.

All employees are required to utilise correct and appropriate manual handling techniques in accordance with the general responsibilities of employees to uphold and promote good safety management practices.

3.3 Noise control.

The company takes a proactive approach to noise control and to the provision of adequate protection to employees and contractors engaged on site from hazards associated with excessive noise levels in accordance with relevant legislation and regulation, including The Safety Health and Welfare at Work (General Regulations) 2007.

The company is solely responsible for the control of noise within own operating premises and recognises that the person or organisation responsible for sites at which the company is engaged has primary responsibility for all aspects of health and safety compliance, including noise control. The responsibilities of the company in relation to noise control on sites, therefore, relate solely to noise levels associated with own activities.

The company is unable to exercise the control over noise on sites as it can at own premises. Therefore, in the event that company staff are required to work on customer premises or sites, they are required to utilise hearing protection and to abide by the instructions of site principals relative to noise control.

The company will cooperate with the site management in relation to the control of noise resulting from own activities, to the greatest extent possible.

The company arranges for the monitoring of noise levels at own premises through the conduct of technical surveys by competent, external sources and implements appropriate controls to minimise noise levels as required by regulation and dictated by good working practices.

Appropriate hearing protection, to the standard recommended arising from Noise Surveys is provided as per the section of this statement dealing with protective clothing and equipment.

Employees issued with such equipment are required to utilise it in the manner prescribed by the manufacturer throughout the working day. Recommended standards of noise protection are included in separate documents issued from time to time by company management.

The company endeavours to purchase new plant and equipment with the lowest noise ratings available subject to such equipment being capable of meeting the manufacturing requirements of the company.

The company requires all suppliers of new equipment to provide documentary proof that noise levels emitted do not exceed regulatory limits and that where this occurs that the manufacturer will implement or recommend appropriate action to reduce excess noise levels to conform to regulatory requirements.

High noise levels are defined as follows:

Level 1. A continuous steady sound level of 80 dB(A) or more. At this level, information must be provided, training and instruction given and hearing protection made available for use.

Level 2. A continuous steady sound level exceeding 85 dB(A). Hearing protection is mandatory at this level.

Level 3. Peak action level of 87 dB(A) or more. Mandatory hearing protection supported by a corrective/preventive action plan to reduce overall noise levels.

Noise exposure levels experienced by staff in all areas of the premises are as outlined in the Noise Survey Reports which include recommendations as to the nature and types of hearing protection necessary to minimise noise exposure to the greatest extent possible. Employees must use provided hearing protection equipment and ensure that faulty or worn equipment is replaced as necessary.

These controls are designed to provide protection from exposure to the noise levels defined in the General Regulations 2007.

3.4. Vibration.

The vibrating mechanisms which are an integral part of the mould filling process are the main sources of vibration within the workshops. Vibration is present intermittently but continuously throughout the working day, however, as operators do not have direct contact with the source of the vibration direct hand/arm or whole body vibration does not occur. Vibration exposure may also arise when hand held drills, grinders or cutting discs are used; mainly in connection with maintenance activities. This type of exposure is intermittent and of short duration.

The company takes a proactive approach to ensuring that vibration levels resulting from activities on company premises do not exceed maximum levels as dictated by The Safety Health and Welfare at Work (General Regulations) 2007 and to this end arranges for the conduct of technical surveys carried out by external, qualified sources, who report the results of such surveys to the company.

The results of such surveys indicate that the exposure limits contained in the General Regulations 2007 are not exceeded in relation to workshop based activity and that while vibration exposure is present that no special controls are required.

Conditions on client sites may result in exposure to vibration and where this arises, the company will consult with the client or their representative/project manager to ensure that the exposure levels are determined and that where necessary corrective actions are taken.

3.5. Working at heights.

Employees and sub-contractors engaged on company premises may as part of their normal work activity be required to work at heights. Such activities are managed and controlled in accordance with Part 4 of The Safety, Health and Welfare (General Regulations) 2007.

The necessity for working at height arises in the following locations or situations.

- Access to and egress from the mixer control room and crane cab in unit 1.
- Access to and egress from the gang mould areas of units 1 and 3.
- Raised platform at de-moulding end of wet cast machine; unit 1.
- Access to, egress from and work on all lintel beds in the Lintel shed.
- Access to and egress from the upper level platforms associated with concrete mixer in unit 3. (maintenance and cleaning purposes only).
- Access to and egress from the upper levels of the aggregate feed conveyor at back of unit 3.
- Access to, egress from and work on the upper platform levels of mould/vibration tables units 1 and 3. (maintenance and cleaning purposes only).
- Access to, egress from and work at the top of cement silos.
- Access to overhead lighting and roof ventilation.

- Access to any overhead surface for maintenance, repair, replacement or installation purposes.
- Access to the platforms of vehicle trailers and mobile cranes.

The following instances of working at heights do not require specific controls under Working at Heights Regulations for the following reasons.

1. The locations are accessed via fixed stairways equipped with handrails.
 2. The working platforms are permanent fixtures and protected by handrails which conform to the requirements of the Safety Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Regulations) 2007.
- Access to, egress from and work on the operator platforms connected with Forrest Kerb and Flag press machines.
 - Access to and egress from the upper level platforms associated with concrete mixer in unit 3. (maintenance and cleaning purposes only).

Control measures.

Safe means of access and egress include; stairs with handrails on one or both sides in the case of kerb and flag presses, angled stairways with hand rails in the case of access to upper levels of mixing plants, fixed ladders complete with safety cages and provision for safety harness anchoring on cement silos, angled walkway with hand rail and emergency power cut off cable on aggregate conveyor in plant 3, angled stairways and fixed/guarded ladders for access to upper levels of moulding and vibration tables.

Specific controls are not provided in relation to the de-moulding platform at the end of the wet cast machine in unit 1 and the lintel beds. Hazards and risks associated with these and all other activity involving working at height are addressed in the company hazard identification and risk assessment document.

Where circumstances necessitate the working at heights in locations where permanent means of access and egress are not provided, mobile means of access are provided where possible. Ladders are used as a last resort and only in circumstances where all other means of access are impractical.

Permanent overhead platforms are fitted with handrails and toe boards to prevent falls and restrict the possibility of objects falling to lower levels.

Vehicle trailers are fitted with permanent ladders to allow access to platforms via the rear mounted cranes.

Site working.

Responsibilities associated with site working only arise in the event the company is required to undertake product fitting or remedial work as part of a contract. In these circumstances the following responsibilities arise.

The company has responsibilities relative to working at heights in relation to work it conducts on construction and other sites, where it is engaged as a contractor by site management. these responsibilities are discharged in accordance with relevant regulations including : The Safety Health and Welfare at Work (General Regulations) 2007 and is subject to the following general policies.

- The site owner/manager has overall responsibility for the management of working at heights activity on the site and company responsibilities are restricted to own activities.
- Company employees who must work at heights operate from mobile lifting devices or fixed scaffolding and utilise safety harnesses and associated slings and lanyards in the

prescribed manner, with all such safety equipment being subject to regular inspection and attached to secure anchorage at all times while in use. Defective or unsuitable equipment is replaced.

- The use of ladders is permitted only when all other means of access to a height is impossible and in circumstances where ladders must be used, they must be secured, supervised and used at low levels only.
- Company personnel normally utilise the lifting equipment provided and operated by personnel under the control of site management.
- In the event that company personnel must use cranes or other lifting devices supplied by the site management, these must be in proper working order, suitable for intended purpose and supported by necessary qualified personnel such as banksman and slinger.

3.6. Lifting equipment.

The company manages lifting equipment at own premises in accordance with the requirements of the General Regulations 2007 and ensures that mandatory inspections and tests are performed at required intervals and that these are conducted and certified by competent persons. Where traceability to relevant national or international standards is required, this is addressed in the certification provided.

3.7. Traffic management.

The company operates a site traffic plan to manage, organise and control the flow of vehicular traffic in yards and enclosed areas. These controls together with traffic flow rules are contained in documented procedures and apply to all company vehicles and all other vehicles attending or operating on company premises.

Parking areas are provided and are duly identified as such. Employees and visitors are required to utilise such facilities and to comply to associated company rules.

The company traffic management plan KPC 75 Traffic Control and Parking Plan is to be read in conjunction with this section of this statement.

3.8. Transportation and delivery of company products and the collection and transportation of customer returns.

The company provides documented procedures and instructions to all personnel and contractors concerning the safe loading, handling, transportation and delivery of company products and the collection, handling, transportation and offloading of customer returns.

All vehicles utilised by the company or contractors must be suitable for intended purpose and equipped with suitable mechanically operated lifting equipment to avoid or eliminate the need for manual handling of products during dispatch.

Company employees are trained in the safe use of such equipment and in the implementation of delivery procedures.

Contracted transport providers are required to ensure that their own employees receive suitable training and are required to provide satisfactory proof of such training.

The following procedures relate to this section of the statement.

KPC 69 Sales and Transport Procedures Manual.

3.9. Transport. Operation of company vehicles.

This section extends to all forklift trucks and road vehicles operated by company employees in the discharge of their normal duties.

Procedures and controls including care and maintenance, accident prevention, actions to be taken in the event of an accident, operating instructions and relevant qualifications, licences and certifications are contained in:

Company vehicles may only be operated by authorised, qualified personnel who hold appropriate road vehicle driving licences where applicable.

Drivers of company vehicles are required to provide their driving licences for inspection to the Transport Manager in January of each year. Documents are copied and the copies are placed on company records with the original documents returned to the driver concerned. Drivers are also required to provide details of any prosecutions, convictions or disqualifications arising under the Road Traffic Acts and are also required to provide details of any penalty points received as a result of breaches of the Road Traffic Acts.

All accidents and incidents no matter how minor must be reported to the company as must any side of the road inspections by members of An Garda Síochána or other statutory body including the administration of breath tests in connection with suspected drink driving or random testing conducted in respect of the use of alcohol. An arrest for any reason by members of An Garda Síochána in relation to any potential breach of the Road Traffic Acts while driving a company vehicle must be reported immediately to designated company management.

All drivers of company vehicles are required to comply with the rules of the road and to follow the instructions of An Garda Síochána as and when required to do so.

KPC 69 Sales and Transport Procedures Manual.

3.10. Smoking policy.

The smoking of tobacco in all enclosed areas within the office and production areas including the cabs of forklift trucks, transport vehicles and company cars is prohibited in accordance with current legislation.

Breaches of this policy are punishable by a fine of up to €3000 and may also lead to disciplinary action against those involved.

Smoking is permitted within open areas of the yard. Cigarette butts must be disposed of in proper bins and not thrown about the yard.

3.11. Safe use of work equipment.

All equipment provided by the company is operated and maintained in accordance with standard operating instructions as outlined in this statement and relevant legislation.

Related documents and instructions include:

- The list of company equipment.
- Manufacturers operating and maintenance manuals and instructions including service intervals and related records.
- Certification as appropriate in accordance with all relevant legislation.
- Company operating instructions and operation manuals.
- Relevant sections of the company hazard analysis and hazard prevention programme.

Failure to operate in compliance with any of the above will result in disciplinary action.

Employees are required to report any shortcomings or omissions in company procedures and controls to management in line with the general responsibilities of employees as outlined in this document.

3.12. Safe use of hazardous substances.

The company has defined and documented a list of hazardous substances necessarily used in manufacturing activities and has communicated this list to all employees together with instructions to eliminate or minimise the hazards associated with such substances. This list is kept under continuous review and is amended and reissued each time a change is required.

A hazardous substance may be a liquid, solid, dust, powder or gas and associated hazards range from very toxic to corrosive or irritant. The common factor is that such items incorporate a hazard to human, animal and environmental health and safety and require specific management and controls in relation to storage, handling, transportation, operation, use and disposal.

Appropriate protective clothing and safety equipment is provided to relevant employees together with instructions as to operation and use.

Relevant reference documents include:

- Safety data sheets provided by suppliers and manufacturers.
- KPC 76 List of all hazardous substances used by the company.
- KPC 77 Hazard analysis and hazard prevention programmes.

The company is not engaged in the use of or handling of any toxic substances such as asbestos. The company is not engaged in any form of activity requiring the use of explosive substances or agents.

3.13. Waste control.

The company operates a waste management and control plan to ensure that all waste generated as a result of company activities is identified, stored, controlled and disposed of in a manner compliant with relevant legislation and good environmental management practices.

Waste is defined as being any of the following:

- **Waste water** resulting from manufacturing activities including washing and clean up.
- **Controlled waste** as defined by The Waste Management (Licensing) Regulations 1997.
- **Liquid contaminated waste** including water contaminated by oils, lubricants or chemicals.
- **Solid contaminated waste** such as oil or substance soaked materials, used batteries, soil and materials used to dry spills of hazardous substances.
- **General waste** such as welding electrodes, welding wire, flux, electric bulbs including fluorescent bulbs and general domestic waste or industrial waste of a non-hazardous waste.

The waste management plan ensures that all waste is managed and disposed of in accordance with relevant legislation and the applicable Waste Management Standard.

Reference and related documents:

- Relevant sections of operating procedures and work instructions.

3.14. Housekeeping.

The company is committed to the operation and maintenance of a high general standard of housekeeping in all areas of the company premises including vehicles.

A daily clean down of all manufacturing areas and equipment supported by a clean as you go policy supports this commitment.

Tools, equipment and facilities supportive of these objectives are provided where required.

The principles of good housekeeping and standard practices are outlined in a formal procedure which is published in the workplace and has been communicated to all employees.

Site based employees are required to observe similar standards and to abide by the standards and instructions of the site principal relative to housekeeping.

3.15. Safety signs and barriers.

The company provides a range of signs and barriers to contribute to and support a safe working environment.

Signage includes: restricted or prohibited access, speed limits, assembly areas, emergency exits, yield signs, wear PPE (as defined) as examples.

Employees, visitors and contractors are required to operate in accordance with such signage.

Site based employees are required to acquaint themselves with and conform to the signage and barriers provided by site principals.

3.16. Site security including sub-contractors.

The company premises are of necessity generally open to access subject to prohibition notices as indicated above.

Employees in all areas are required to be vigilant in regard to site security and this includes reporting any unauthorised access to yard and manufacturing areas by non-employees and non designated contractors to their immediate foreman or manager. In emergencies, an employee may challenge such unauthorised access and in such cases accompany the visitor to the main office reception area.

Perimeter fences, out of hours alarms and secure gates ensure that the site is secure.

Out of hours security and alarm facilities are employed.

Visitors including drivers collecting or delivering goods and products are required to report to the main office upon arrival on site from where they will be met by a nominated company employee who will accompany them for the duration of their visit.

Sub-contractors engaged on company premises must also report to the main office upon arrival on their first day of work, subsequently, with the agreement of a nominated senior employee, they may proceed directly to their assigned work location upon arrival at the premises.

Sub-contractors performing work on company premises are required to provide the company with detailed project plans and or method statements in advance of work commencing. Work may not commence until such documents have been reviewed and approved by a nominated, competent member of management.

The company is not responsible for security on sites where it is engaged.

The following procedures relate to this section of the standard.

KPC 80 Management of site visitors and site based contractors.

3.17. Electricity.

Company premises are connected to the national electricity grid and consist of three phase power to the workshop areas and single phase power to office areas of the premises.

Power supplies, cables and switchgear are installed in accordance with relevant national standards and regulations. Installation, maintenance and repair activity is sub-contracted to qualified and certified competent persons and organisations. Appropriate records are maintained.

Site based activities utilise client provided power supplies where these are available and suitable for use. Connection and installation activity is performed by qualified and competent persons or organisation and is appropriately certified and confirmed before work commences.

Hand tools are rated at 110 volt maximum and are powered by rechargeable batteries.

Auxiliary power supplies include portable generators which are used as prescribed by the manufacturers when suitable permanent or fixed power supplies are unavailable.

3.18. Guards and guarding.

Safety guards and guarding supplied with machinery and equipment is operated as intended and recommended in manufacturer's instructions. Such safety devices are never interfered with, disabled or modified except with the approval of the original manufacturer. Where a physical guard inhibits the use of the machine or equipment, an electrical or electronic device may be installed which closes down the machine, should a dangerous incident occur. Maintenance and repair of these devices is performed by competent personnel.

3.19. Disciplinary procedures for Safety Violations

The standard terms and conditions of employment applicable to all employees define the disciplinary procedures applicable to all breaches of company rules, dereliction of duty, unacceptable conduct and performance as well as the provision of instant dismissal in relation to gross misconduct on the part of any employee.

These disciplinary procedures place emphasis on the need for adherence to safety rules and regulations and provide for breaches of such rules and regulations to be regarded as gross misconduct if appropriate.

Employees are advised through this statement and their terms and conditions of employment that they will be subject to disciplinary action up to and including dismissal for failing to comply with health and safety instructions, rules and procedures.

The detailed disciplinary procedure and the related grievance processing procedure is contained in:

KPC 82 Standard terms and conditions of employment.

3.20 Accident and Incident Investigation

The company ensures that all accidents, incidents, near misses and dangerous occurrences are investigated in accordance with standard procedures and that where necessary in compliance with legislation, an official report is submitted to The Health and Safety Authority.

The following procedures relate.

Kilform 81 Accident, incident and dangerous occurrence investigation.

3.21. Plant and equipment maintenance.

All plant and equipment is maintained in accordance with planned arrangements and these include maintenance schedules defined by equipment manufacturers as well as statutory tests and inspections defined by legislation or regulation.

Maintenance, repair and inspection activity is performed by competent personnel and appropriate log books and records are maintained.

3.22. Records and reports.

The company maintains records in relation to employment history of employees including training, accidents, discipline and commendation. Records and reports are maintained arising from the investigation of accidents, near misses or dangerous occurrences involving company employees either at own premises, in transit to client sites or when engaged on client sites.

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Reportable accidents, near misses or dangerous occurrences are reported to the Health and Safety Authority, are investigated internally and documented in reports which are maintained as records.

Part 4

- **Monitoring and review.**
- **Relationship between this statement and related documents.**
- **Health, Welfare and Safety Manual. Index of procedures.**

Part 4

Monitoring and review.

This safety statement and associated health and safety management system is subject to monitoring and review in accordance with the following controls and procedures.

The communication and consultation procedures as defined in this statement.

The annual directors review as per statutory requirement.

KPC 14 Internal auditing of quality systems.

KPC 16 Management Review.

This statement may be revised, amended and reissued as a result of these review processes. In such circumstances, all previous versions of this statement are withdrawn from circulation.

This Health and Safety Statement is a controlled document and is subject to the controls defined in:

KPC 11 Document and data control procedures.

Relationship between this statement and related documents.

This Health and Safety Statement is a key component of a Health and Safety Management System developed and implemented by the company to ensure compliance with relevant legislation.

This statement, which represents a key component of that management system must be read in conjunction with the following documents in order to establish a complete picture of the Health and Safety Management System currently in operation.

Related documents.

Index of procedures.

KPC 51. Hazard Identification and Risk Assessment.

Health, Welfare and Safety Manual. Index of procedures.

| Ref Number. | Title. |
|---------------|--|
| KPC 51 | Responsibilities of supervisors/managers and foremen. |
| KPC 52 | Responsibilities of Safety Officer. |
| KPC 53 | Responsibilities of machine operators/all employees. |
| KPC 54 | Operation of Company Vehicles. |
| KPC 55 | Responsibilities of Fork Lift Drivers. |
| KPC 56 | Responsibilities of Sub-contractors. |
| KPC 57 | Responsibilities of safety representative. |
| KPC 58 | Responsibilities of Fire Wardens. |
| KPC 59 | Responsibilities of First Aid personnel. |
| KPC 60. | Responsibilities of The Safety Committee. |
| KPC. 61. | Structure of Safety Committee. |
| KPC 62 | Contents of standard first aid kit. |
| KPC 63 | Accident Reporting Procedure. |
| KPC 64 | First Aid Records Procedure |
| KPC 65 | Site plan and layout. |
| KPC 66 | Emergency Evacuation Procedure. |
| KPC 67 | Procedure for management and control of visitors and contractors. |
| KPC 68 | Induction Training Programme. |
| KPC 69 | List of Forklift Trucks and Designated Drivers. |
| KPC 70 | List of Road Vehicles and designated drivers. |
| KPC 71 | Policy and procedures on prevention of stress, bullying and harassment in the workplace. |
| KPC 72 | Good ergonomic practices. |
| | |
| KPC 74 | Manual Handling Techniques. |
| KPC 75 | Traffic Control and Parking. |
| KPC 76 | List of all hazardous substances used by the company. |
| KPC 77 | Hazard analysis and hazard prevention programmes. |
| KPC 78 | Company waste management plan. |
| KPC 79 | Housekeeping procedure and daily clean up programme. |
| KPC 80 | Management of site visitors and site based contractors. |
| KPC 81 | Attendance recording procedures for all employees. |

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Approval verification: As per this document.

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|------------|--|
| KPC 82 | Standard terms and conditions of employment. |
| KPC 83 | Accident, incident and dangerous occurrence investigation. |
| KPC 84 | List of standard P.P.E. |
| KPC 85 | Prevention of Dermatitis. |
| KPC 86 | Hazard Reporting Procedure. |
| Kilform 23 | Company Organisation Chart. |

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|------------|--|
| KPC 112 | Covid 19 Standard Operating Procedure. |
| KPC 113 | Covid 19 Close Working Procedure |
| KPC 114 | Covid 19 Return to work process |
| KPC 200 | COVID-19-Outbound-Deliveries-Procedure |
| KPC 207 | KPC-COVID-19-Suspected-Infection-Response |
| Kilform 26 | Kilform-COVID-19-Contractors-Visitors-Declaration |
| Kilform 27 | KPC-COVID-19-Management-System-Structure |
| Kilform 29 | KPC 100x150 HD Prestressed Concrete lintel load span table |
| Kilform 30 | Declaration form employees returning from annual leave abroad. |

Section 5

Annual review

5.1 Directors Report/ Safety Statement Review. *Directors Report / Safety Statement Review*

SAFETY STATEMENT REVIEW

This Safety Statement is reviewed annually as a minimum in order to ensure its suitability, adequacy and effectiveness.

This review will address the possible need for changes in policy, objectives, inclusion of new hazards or other elements of the Safety Statement in the light of the previous years' experiences.

The Board of Directors of Killeshal Precast Concrete Limited completed their annual review of the Health and Safety Statement on 15th June 2021 as confirmed below. The Directors review identified required amendments which are itemised in the Changes Made to Document section of this report below.

Arising from the annual review, the Board of Directors have approved the release of Revision Level 7 of KPC H&S as of 15th June 2021.

Signed on behalf of the Board of Directors.



Frank Mulligan
Chief Executive Officer.

Dated: 30th June 2022.

Date of next review: 29th June 2023 or at an earlier date if required.

| Date | Changes Made to Document |
|---------------------------------|---|
| 9 th January 2008. | Revision level 1 of original statement reviewed and revised to take account of changes to company practice and the requirements of The Safety Health and Welfare at Work (General Regulations) 2007. |
| 11 th January 2009. | No changes necessary to Health and Safety Statement required. Revision level 1 approved for 2009. |
| 21 st January 2010. | No changes necessary to Health and Safety Statement required. Revision level 1 approved for 2010. |
| 19 th January 2011. | No changes necessary to Health and Safety Statement required. Revision level 1 approved for 2011. |
| 16 th January 2012 | No changes necessary to Health and Safety Statement required. Revision level 1 approved for 2012. |
| 23 rd January 2013. | No changes necessary to Health and Safety Statement required. Revision level 1 approved for 2013. |
| 22 nd January 2014. | No changes necessary to Health and Safety Statement required. Revision level 1 approved for 2013. |
| 1 st October 2014 | Safety policy amended to include references to Construction Regulations 2013. |
| 9 th February 2015. | Changes implemented in the following areas. All highlighted in red. Safety Committee. Page 14. First aid personnel. Page 18. Safe systems of work. Page 26. Site based activity. Page 26. |
| 30 th September 2015 | Correction made KPC 73 incorrect reference removed and replaced with KPC 51. |
| 1 st June 2016. | All changes made are highlighted in red in the version of this statement issued 1 st June 2016. |
| 5 th Sept 2016 | Included the words and amendments in the H&S Policy. |
| 27 th Sept 2017 | Safety Statement reviewed. No Changes made. Red changes from previous review revert to standard black font. |
| 1 st May 2018 | References to site working and related Construction Regulations (2013) removed from statement as they no longer apply to the company. |
| 25 th August 2020 | Insert references to Covid 19 controls and related procedures. |
| 15 th June 2021 | Inclusion of signed Safety Health and Welfare at Work policy. |
| 15 th June 2021 | Insertion of signature of CEO confirming approval of Revision Level 7 of this document following annual review. |
| 15 th June 2021 | Insertion of revised photo id and contact details for trained first aid staff arising from staff changes. |
| 15 th June 2021 | Removal of name of former employee from list of fire wardens. |