

Safety Statement



Wm. O'BRIEN	William O'Brien Plant Hire Safety Statement	
DOC No: IMS4	Doc Version: 6	
Approval Date: 16/11/2020	Review Date: 16/11/2021 <i>or if changes require</i>	

DOCUMENT INFORMATION

This document is a working document and as such, is subject to periodic revision to reflect site conditions, to reflect current practices and procedures and to reflect legislative changes.

This document and its revisions remain the property of Wm. O'Brien. At all times and therefore may not be altered or copied in whole or in part without the expressed written permission of the Directors of Wm. O'Brien.

Document Location	Wm. O'BRIEN General/IMS system/Planning/Legal & Other requirements/Safety statement, Wm. O'BRIEN Office Wm. O'BRIEN Site
Associated Documentation	Wm. O'BRIEN Site safety File Wm. O'BRIEN Site specific EHS plan Wm. O'BRIEN IMS Manual

Document History		
Revision	Reason for Change	Date of effect
1	Annual Review	September 2017
2	Annual Review	September 2018
3	3.4.1 safety rep	Jan 2019
4	Add Hierarchy of control / 3.4.1 emergency planning imminent danger, updated Policy page 4	March 2019
5	Added updated policy (<i>commitment to preventing ill health</i>)	October 2019

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Site specific information

Wm. O'BRIEN	WOB Policy Document	
DOC No: SP 004	DOC Version: 004	
Approval Date: 12/10/2020	Review Date: 12/10/2021 at the latest	

WILLIAM O'BRIEN QUALITY, ENVIRONMENT, HEALTH AND SAFETY POLICY

We, at William O'Brien (Wm O'Brien), regard health, safety and environmental protection and quality of services as an integral part of our business practice and are committed to managing all aspects of our operations to quality standard and a safe and environmentally responsible manner. In line with our company values, we recognise our responsibilities and we believe that our approach to an environmental, health, safety and quality management will benefit our employees, contractors, visitors, customers, local community and other stakeholders; both now and in the future. We are committed to complying with all applicable standards, Codes of practice, legislative and licence requirements.

Wm O'Brien will evaluate and assess hazards and will put adequate control measures to remove or reduce the negative impacts from risks that may arise from Wm O'Brien operations. In order to identify hazards and control risks to a level that is as low as reasonably practicable. WOB implement and maintain an integrated quality, environmental health & safety management system (IMS) to address all quality, environmental health and safety aspects of our operations. Every activity, from initial tendering to job completion is subject to continuous health, safety, environmental and quality control measures which are implemented through our IMS using management procedures and operating procedures. We are committed to the hierarchy of controls to OH&S risks. We insist that our subcontractors and suppliers work towards stringent environment, health, safety, and quality parameters similar to those that Wm O'Brien strives for.

As part of our quality, environmental, health and safety management system, we set ourselves quality, environmental health and safety objectives and targets for continual improvement, measure our performance and make such information available to interested parties where necessary. All levels of management are committed to, and accountable for, implementing, maintaining, measuring, and improving the quality, environmental, health and safety performance of the company and for providing the resources to attain our quality, environmental, health and safety goals.

We are committed to designing and operating our business and facilities by providing a quality service in a safe and environmentally responsible manner while protecting and conserving the natural and built heritage. We assess the quality, environmental, health and safety implications of our operations and implement controls as necessary. We shall remain dedicated to minimising the release of greenhouse gases as a result of our own operations; seek to conserve energy and resources; minimise waste and prevent pollution at each opportunity and encourage efficient energy usage. We seek to improve our performance through technological development, supporting the growth of renewable energies, and evaluating the use of clean technology. We actively promote a healthy work environment with the introduction of all necessary measures to enhance infection control and general mental wellbeing at work.

We foster a culture that encourages a quality, safe and environmentally responsible behaviour by clearly defining the responsibilities of all who work here. We further endeavour to promote quality, health, safety and care for the environment through employee training, proactive cooperation and consultation with our stakeholder's i.e. statutory and regulatory authorities, industry groups, our employees, employee representatives and our neighbours. We believe that all incidents and accidents are preventable and are determined to create an incident and injury free workplace. We are committed to the prevention of ill health to our employees, and all other stakeholders. We are all responsible for achieving this goal and, as such, are committed to making quality, environmental, health and safety an integral part of our operations by ensuring proactive approach. |

	REV NO	APPROVAL	NAME	POSITION	DATE
Page 1 of 1	4		William O'Brien	CEO	14/10/2020

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Project No:

COMPANY INFORMATION

Company: William O'Brien Plant Hire
Location: Bandon Road Roundabout
 Bishopstown
 Co. Cork
 T12 RXD1
Telephone 00353 (0)21 4543881
Fax
Project Description:

Site Location:

Project Schedule:

Commencement date:

Duration:

Estimated Completion date:

Site Contacts

Client

Contact details:

Main Contractor:

Contact:

Project Personnel

Project Manager:

Project Supervisor:

Site Supervisor: No

No of Employees:

Site Emergency Details

Wm. O'Brien Emergency Contact Details

Project Manager

Trained First Aider

Foreman

EHS Manager

Main Contractor Emergency Contacts

Contact details:

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Emergency Assembly Point:

First aid station Located:

Name/Place	Tel No:
Ambulance:	999/112
Doctor:	
Hospital:	999/112
Fire Brigade:	999/112
Garda:	999/122
Health & Safety Authority:	1890 289 389

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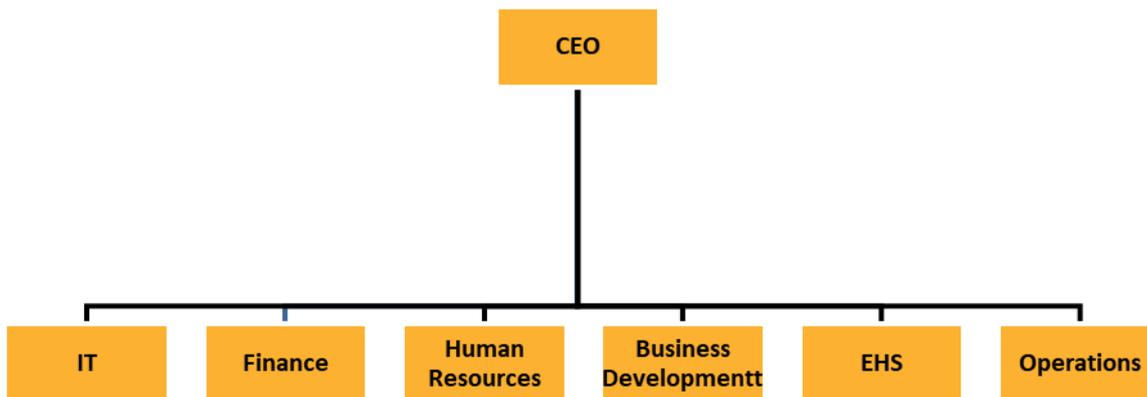
1.0 Introduction

This safety statement details Wm. O'Brien's Environmental Health Safety and Quality Policy. The safety statement specifies how the company plans to minimise the risk of injury and ill health at work. The company is confident it has the full support of all employees in achieving its aims of ensuring Health Safety and Welfare. It is therefore very important that you read the following document carefully and understand your role and the overall arrangements for health and safety throughout the organisation.

1.1 Company Description

Wm. O'Brien offers a full suite of services from crane hire and contract lifts to bespoke turnkey heavy lift engineering solutions, serving a broad range of customers, including manufacturing, energy, shipyards, ports etc. We offer complete turnkey heavy lift solutions including project management, risk management, cramage and equipment, engineering and specialist personnel as well as site supervision.

Company Organisational Structure



2.0 Planning

2.1 Hazard identification & Risk Assessment

Wm. O'Brien recognises that the cornerstone of all H & S management is the identification of hazards associated with the company's operations and to risk assess these hazards in order to implement effective controls to acceptable levels of risk. The **MP5 Hazard Identification and Risk Assessment** define how this process is established, implemented, maintained and controlled. The procedure promotes proactive rather than reactive risk assessment and it provides for the identification, prioritisation and documentation of risks and the application of controls. A register of controlled risk assessments is maintained in **MF5Risk Assessments**. The application of controls is facilitated through the implementation and operation process, as set out in this document.

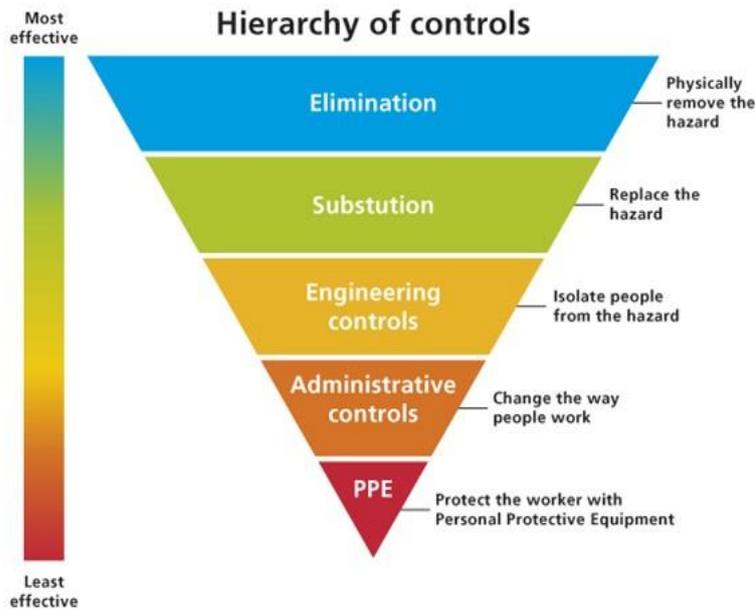
The Risk Assessment method uses a numerical Risk Rating to determine the risk for each hazard. This method allows hazards to be prioritised. The Risk Rating, ranging from 1 to 25, is arrived at by multiplying the likelihood of injury/illness on a scale of 1-5 by the potential severity of injury/illness on a scale of 1-5. This takes into account the current controls in place.

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We will use the Hierarchy of controls when assessing hazards,

1. **Elimination** – Physically remove the hazard, this is the first and preferred consideration although not always achievable.
2. **Substitution** – Replace the hazard with something less hazardous
3. **Engineering controls** – Isolate people from the hazard, i.e. guards, barriers
4. **Administrative controls** – Change the way people work, training and instruction, signs, policy and procedure
5. **Personal protective equipment**– Protect the worker with PPE

Diagram of the Hierarchy of controls:



Likelihood	Certain	5	Serious	Major	Major	Major	Major
	Likely	4	Serious	Serious	Serious	Major	Major
	Possible	3	Minor	Serious	Serious	Serious	Serious
	Unlikely	2	Minor	Minor	Minor	Serious	Serious
	Rare	1	Minor	Minor	Minor	Minor	Minor
			1	2	3	4	5
			Slight	Minor Impact	Considerable	Critical/Major	Catastrophic
			Impact				

Risk Assessment includes:

- Routine and non-routine activities
- Activities of all personnel having access to the workplace (including subcontractors and visitors)
- Human behaviour capabilities and other human factors
- Hazards originating from outside the workplace capable of adversely affecting the health and safety of persons under the control of Wm. O'Brien
- Hazards created in the vicinity of the workplace by work related activities under the control of Wm. O'Brien
- Infrastructure, equipment and materials at the workplace, whether provided by Wm. O'Brien

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- Changes or proposed changes to Wm. O'Brien including materials and activities
- Modifications to the H & S management system including temporary changes and their impacts on operations, processes and activities
- Any applicable legal obligations to risk assessment and implementation of controls
- Design of work areas, processes, installations, machinery/equipment, operating procedures and work organisation, including their adaption to human capabilities
- Facilities at the workplace, whether provided by the organization or others.

Wm. O'Brien will ensure that the results of these assessments and the effects of these controls are considered when setting its EHS objectives. Wm. O'Brien will document this information, keep this information up to date and ensure that all employees are aware of their responsibilities.

2.2 Legal and other Requirements

Wm. O'Brien has an operating procedure for identifying and accessing EHS legislation and other requirements, such as guidance documents, ACoPs Directives that are applicable to us. Applicable legislation and other requirements are taken into account in establishing, implementing and maintaining the H&S management system. Relevant legislation and guidance are maintained online by an online company called New Ground and is reviewed and maintained by the EHS Manager quarterly. Legislation is made available to any concerned parties through New Ground and on the server or by requesting from the EHS Manager. Wm. O'Brien is updated on changes to legislation and guidance through regular update e-mails from new ground, membership of various organisations, through newsletter communications, national statutory bodies, government websites and EHS periodicals.

Legislative compliance is audited at various intervals throughout the year and reported at the Management Review. Wm. O'Brien will comply with legislation at a minimum and will also strive to exceed legislative requirements.

2.3 Objectives and Programmes

Wm. O'Brien establishes a process for the implementation of objectives which are measurable, consistent with the H & S policy, including the commitment of prevention of injury and ill health, to compliance with legislation and other requirements, and to continual improvement.

A programme for the implementation of targets and objectives includes designation of responsibility and authority for achieving objectives at relevant functions and levels of the organisation and; the resources and time frame by which the targets and objectives are achieved.

The targets and objectives are reviewed regularly at the quarterly combined EHS management meetings, at partial reviews and a full report issued at management review. Progress on EHS objectives is reviewed at quarterly meetings to monitor progress on specific actions with the responsible persons.

The annual EHS management plan will be drawn up and agreed on a yearly basis. This will be drawn up by the EHS manager and approved by Company Directors and Senior Management. The EHS Plan will include:

- Review of previous year
- Annual targets
- Strategy to achieve targets
- Training plan
- Audit plan
- Upcoming requirements and activities

3.0 Implementation and Operation

The implementation of the overall Health and Safety system will be supported by a companywide Management system which will give guidance and instruction on individual procedures. These Mp's (Management Procedures) will be used

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where clear guidance is required and to stipulated where adherence to legislation and/or other safety rules. In conjunction with the Mp's all tasks will have a completed RA (Risk Assessment) and MS (Method Statement) as a minimum requirement.

An awareness of the Safety Statement and the Management system will be highlighted at Induction to the Company and through continuous communications instilled throughout the management structure. Operations will encourage the use of all reporting tools and ongoing use of the working procedures with its staff and have regular meetings to further enhance the active engagement in the overall Safety System.

Site Inspections, Tool box Talks, and Internal Audits will be performed periodically to ensure implementation is reinforced and to give the field staff added opportunity to highlight improvements.

3.1 Resources, Roles, Responsibilities, Accountability and Authority

The Directors have ultimate responsibility for EHS&Q and the EHS&Q Management system. This commitment is demonstrated by; Ensuring that adequate resources are made available to establish, implement, maintain and improve the ESH&Q management system (resources include human, time, specialised skills, organizational infrastructure, technology and financial); Defining roles, allocating responsibilities and accountabilities, and delegating the authorities to facilitate effective H & S management. Roles, responsibilities, accountabilities and authorities are documented in section 4.1.1 of the safety statement, in operating procedures, risk assessments & method statements and in Site Specific EHS Plans.

EHS&Q responsibilities and duties of all levels of managers and employees are communicated through training programs such as the company induction. Management and employees are issued with a copy of their duties and these are reinforced through tool box talks, site inspections and internal audits.

All those with management responsibility shall demonstrate their commitment to the continual improvement of the EHS&Q management system. All persons working for or under the control of Wm. O'Brien must take responsibility for aspects of the EHS&Q management system for which they have control, including compliance with applicable H & S requirements.

3.1.1 Responsibilities/Duties

It is the duty of all directors, managers, supervisors, advisors and individual employees to participate, so far as is reasonably practicable, in the implementation of this safety statement and to carry out their responsibilities as detailed below:

To ensure successful implementation of the safety statement, the names of the responsible people will be listed in the Head Office and Companies Organisation Chart and displayed at each office and work location. Managers and supervisors with specific responsibilities must be properly delegated in their absence.

3.1.1.1 Responsibility/Duties of CEO

1. Reviews and approves regularly, the company safety policy and statement and directs its implementation.
2. Monitors the effectiveness of the safety statement and directs improvements where necessary.
3. Reviews quarterly and annual statistics for all incidents and/or dangerous occurrences approves targets and strategies for incident prevention/reduction.
4. Reviews and approves the annual Company EHS&Q Plan and agrees it with the Directors and company management team prior to implementation.
5. Ensures that arrangements relating to reporting procedures are followed in the event of reportable accidents or dangerous occurrences.
6. Ensures that adequate resources (financial, manpower, equipment, training and supervision) are made available.
7. Designates one or more competent employees to carry out activities specified by him, which are related to the protection and prevention of occupational risks in the workplace.

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8. Seeks competent advice where no. 7 above cannot be complied with for lack of competent personnel at the place of work.
9. Ensures that an effective management system is in place, with personnel designated with responsibility, for the development, operation and implementation of the EHS&Q policy and procedures and that those persons have the means to carry out such responsibilities.
10. Ensures that all Wm. O'Brien Employees, sub-contractors and persons who may be affected by our work have this safety statement brought to their attention.
11. Takes account of any representations made by employees and to take any actions deemed necessary.

3.1.1.2 Director of Operations

1. Provide support and leadership in all EHS&Q matters throughout the organisation to assist in the effective operation of the company EHS&Q management system.
2. Makes EHS a priority and leads by example by having it first on the agenda at all meetings and in discussions with management and supervision.
3. Ensures that the H&S management system is properly established, implemented and maintained to OHSAS 18001:2007 / ISO45001 requirements in all areas of the organisation.
4. Ensures that personnel throughout the organisation understand and accept their responsibilities in matters of safety, health and environment.
5. Ensures that EHS&Q audits are carried out and offers full support to the EHS&Q Manager.
6. Ensures that a registered medical practitioner carries out medical assessments.
7. Ensures that new employees are suitable, competent and medically fit to carry out their work.
8. Ensures that sufficient resources of time, personnel and finance are available for the effective operation of the company EHS&Q management system.
9. Ensures that provisions are made at planning, estimating and tender stage for EHS&Q requirements and considerations.
10. Ensures effective measures are in place for the evaluation, selection and appointment of competent subcontractors and persons so that they meet relevant standards and takes any necessary action in instances where he/she is made aware this is not the case.
11. Ensures that all new employees receive the Wm. O'Brien Induction Safety Training and relevant training to perform their role in a safe responsible manner.

3.1.1.3 Financial Controller

1. Provides a financial review on EHS&Q for inclusion in the annual accounts.
2. Reviews and monitors absences due to incidents, injury or ill health at work.
3. Reviews and monitors situations resulting from loss or damage to property, the environment or injury to a member of the public
4. Arranges for insurable risks to be assessed in relation to injury or ill-health employees, loss or damage to property, the public and the environment.
5. Evaluates insurable risks relating to subcontractors carrying out work on behalf of the company.
6. Ensures that adequate arrangements have been made to cover financial liabilities.
7. Reviews insurance and claims records as a matter of routine and recommends actions and improvements.

3.1.1.4 Operations Manager

1. Will Review Operational Stage Health and Safety Plans and prepare or have prepared a supplementary safety method statement for projects when required/requested.
2. To ensure that the provisions of this statement are carried out from start to finish of each project.
3. To ensure that site personnel carry out this policy and comply with all statutory requirements.
4. To ensure that training is provided periodically to enable all to effectively carry out their responsibilities with regard to Health and Safety.

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5. To ensure that plant, machinery and equipment for each project has been planned and allocated as required and inspected.
6. To ensure that all personnel assigned to the site are suitable and competent to carry out the work on site.
7. To ensure that training will be provided for those who need training to carry out tasks e.g. scaffolding, plant/equipment operation and inspection, working at height etc.
8. To ensure that safety audits inspections and monitoring on site takes place on a regular basis and to ensure that outstanding items are acted upon by site supervisors.
9. To ensure that all relevant legal documents, registers and certificates are maintained as required.
10. Make sure that an adequate number of suitable First Aiders are available on site.
11. Ensure that the site safety folder is kept up to date and used.
12. Advise the site foreperson of any improvements needed to the site safety folder.
13. To instruct the business safety officer/appointed competent person to investigate any accidents and to report on the causes and remedial action needed to prevent further re-occurrences
14. Inform the client/project manager or other relevant person of hazards identified at site meetings.
15. Check on actions taken to reduce reported hazards by the client and project supervisor construction.
16. To ensure that accident/incident reports complete with investigations are carried out in accordance with Wm. O'Brien management documents.

3.1.1.5 Responsibilities of Site Supervisors/Site Managers/AP

With respect to their relevant site and project supervisor will;

1. Be familiar with Safety Health and Welfare at Work legislation and Company Policy and insist that the prescribed standards are observed.
2. Ensure that all persons under their control are adequately instructed, trained and supervised to carry out the works in compliance with company policy and health and safety law
3. Ensure all subcontractors comply with the site safety procedures
4. Maintain a tidy workplace & where possible/practical appoint a person responsible for regular clean-up.
5. Ensure that risk assessments and method statements are carried out for tasks of a hazardous nature.
6. Ensure adequate and unobstructed access and egress throughout the site is maintained.
7. Ensure that personal protective equipment is worn as required.
8. Ensure that competent personnel operate equipment provided.
9. Ensure tools, equipment and materials are safely used, stored and maintained in good condition. Ensure that all power and hand tools are 110 volts and leads are in good repair.
10. Ensure that any ladders required are safely used, stored and maintained in good condition.
11. Ensure chemicals, flammable liquids/substances are used only by competent personnel and stored in proper containers/lock ups.
12. Ensure that suitable Fire Extinguisher(s) are available for emergency use.
13. Ensure that all workplaces have adequate first aid facilities and welfare facilities.
14. Ensure all accidents are recorded in Accident Book and any accident/incident which causes an employee to be off work for more than 3 days is reported to Wm. O'Brien Management, HSA on Form(s) No. IR1 must then be completed.
15. Ensure that recommendations by the HSA and visiting safety officers are actioned.

3.1.1.6 Responsibilities of EHS/IMS Manager

1. Ensures that the EHS management system is coordinated to OHSAS 18001:2007 requirements in all areas of the organisation.
2. Provides advice, guidance, instruction and training in all EHS matters to management, safety representatives and employees (including where applicable to sub-contractors, suppliers and visitors to sites).
3. Prepares and update regularly the company safety policy and statement in view of changing business, new regulations, changes in management etc.
4. Ensures that a project specific EHS Plan including Risk Assessments specific to the work is drawn up and agreed prior to commencement of work.
5. Coordinates improvements in the EHS policy, program and procedures.

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6. Takes the lead in conjunction with the company management team in introducing and implementing effective measures aimed at the prevention of incidents at work.
7. Reviews Site Audit Inspection Reports, health and safety suggestions, complaints and requests for information and follows up with action
8. Carries out periodic site inspections in conjunction with Site Management. Recommends corrective actions and improvements and document findings.
9. Carries out incident investigation in conjunction with site management, establishes cause of incident or dangerous occurrence and recommends method for future avoidance.
10. Ensures that all incidents and dangerous occurrences are reported to the Management and Directors and Financial Controller as required, without delay.
11. Ensures that all relevant documentation relating to incidents and dangerous occurrences and statutory records are maintained.
12. Compiles all incidents and dangerous occurrences statistics. Measures performances and report to Wm. O'Brien management every quarter.
13. Prepares Targets and Strategies for incident prevention/reduction, agrees targets with Directors and implements reduced targets for coming year.
14. Liaises with Health and Safety Authority, Main Contractor and Client when required.
15. Ensures that full co-operation is given to H & S. Representatives and that adequate time and training is provided for the discharge of their duties.
16. Advises all Safety Representatives and Wm. O'Brien employees on findings and recommendations arising from incidents and/or dangerous occurrences when appropriate.
17. Identifies, organises and provides training as required.
18. Attends quarterly Combined Safety Coordination Meeting.
19. Monitors P.P.E. usage and advises site management on type of protective equipment required.
20. Prepares an Annual report on the management of Health and Safety in the company on behalf of the Directors.

3.1.1.7 Responsibilities of Employees

1. To comply with health and safety legislation to protect his or her safety, health and welfare and that of others who may be affected by their acts or omissions.
2. Ensure that she / he is not under the influence of an intoxicant to the extent of endangering his or her own or any other person's safety and health.
3. Submit to any appropriate, reasonable and proportionate tests for intoxicants in accordance with Regulations under the 2005 Act.
4. Co-operate with the employer and any other person to enable them to comply with safety and health legislation.
5. Not engage in improper conduct or other behavior, such as horseplay, that is likely to endanger his or her safety, health and welfare or that of any other persons.
6. Attend any training and undergo assessment of the training required by his employer or that as required by safety and health legislation.
7. Follow training and instructions; make correct use of any article or substance provided for the protection of their safety and health including any personal protective equipment.
8. Employees also have a duty not to endanger themselves or others and to be alert to dangerous situations.
9. Employees must not carry out any tasks which they feel they are not competent to carry out or which involves unreasonably high risks
10. Safety equipment must be worn whilst at work as required by legislation or by this Business Safety Policy Statement.
11. Employees are encouraged to make suggestions or raise concerns and are hereby consulted initially on Health and Safety matters.
12. Where health and safety legislation require certain training in relation to any work activity, then employees must not misrepresent themselves in regard to the level of training they have received when entering into a contract of employment.
13. Employees must not intentionally or recklessly interfere with, misuse or damage anything provided for securing the safety and health of persons at work or in connection with work activities or place the safety and health of any person at risk.
14. Employees must also report to the employer: -
 - Any defect in the place or system of work or with any article or substance used which might endanger the safety and health of employees or any other person.

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- Any contravention of safety and health legislation which may endanger the safety and health of employees or any other person.

3.1.1.8 Responsibility of Sub-Contractors and Self-Employed Persons

1. Sub-contractors and self-employed persons shall provide a copy of their Safety Statement when requested to do so.
2. Self-employed persons must conform generally with the duties and responsibilities as for employees.
3. Sub-contractors must produce evidence when requested, showing that appropriate Employers Liability and Public Liability Insurance is in place.
4. Sub-contractors and self-employed persons have a duty to bring to the attention of Wm. O'Brien and anyone else that may be affected by any process or use of materials which may endanger Health and Safety while at work.
5. Sub-contractors and self-employed persons shall comply with the requirements of this Safety Statement and co-operate with site management in providing a safe place of work, a safe system of operation and wearing of protective clothing.
6. Sub-contractors must ensure all their employees and others under their care are provided with and wear Mandatory Site protective equipment and any other PPE required for work undertaken.
7. All sub-contractors shall have a duty to report any defect in the plant and equipment, place of work, or system of work without unreasonable delay to Wm. O'Brien.
8. Sub-contractors must only use competent and suitable persons on site.
9. Sub-contractors must get the consent of Wm. O'Brien to engage persons other than their direct employees on site.
10. Sub-contractors must ensure that their supervisors and employees are aware of the obligations placed upon them with regard to Health and Safety.
11. Sub-contractors shall provide all necessary information to the Project Supervisor Construction stage for inclusion in the Safety File to be handed over to the Client when the project is complete.

3.1.1.9 Responsibilities of Safety Representatives

The Safety, Health and Welfare at Work Act 2005 entitles employees to select and appoint safety representatives to represent them in consultations with the employer on matters of Safety, Health and Welfare at the place of work.

1. The safety Rep will be communicated for their understanding the business Safety Statement and Safety Health and Welfare at Work legislation.
2. Be involved in consultation of maintaining safety health and welfare standards in the workplace and make representations to management as required.
3. Give time to periodic inspections of the workplace, report immediately any hazardous conditions to those responsible and keep records of all such inspections and hazards.
4. Acquire the information, training and knowledge to fulfil the functions outlined by attending safety talks, seminars, training courses etc., as and when required.
5. Investigate complaints, accidents and dangerous occurrences
6. Accompany a HSA Inspector on any inspection. Receive advice and information from an Inspector and make representation as required.
7. Foster safety awareness in the workplace, promote safe working practices

Safety representatives are protected from suspension, lay-off or dismissal or the threat of such action, demotion, transfer or change of duty, place of work, wages or working hours, imposition of any disciplinary action or reprimand or penalty, coercion or intimidation where they exercise their powers under safety and health legislation.

3.1.1.10 Occupational First Aiders

The responsibilities of the occupational first aiders include:

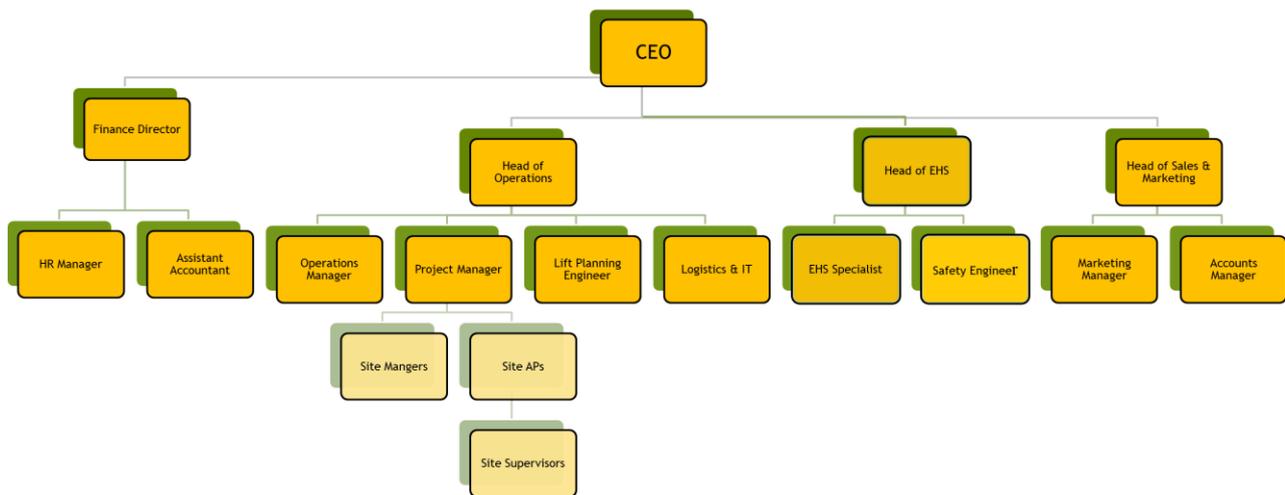
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- Provision of treatment for the purpose of preserving life or minimizing the consequences of injury until discharge or the arrival of medical assistance.
- Provision of treatment for an injury which does not require the attention of a medical practitioner or nurse.

3.1.1.11 Designated Persons

Wm. O'Brien upon consultation with employees will ensure that competent employees are appointed to the following positions Fire Safety and Evacuation Personnel.

3.2 Organisational Chart



3.3 Competence, Training and Awareness

Wm. O'Brien recognises that no one can be expected to perform their tasks and duties safely and efficiently unless that person is competent on the basis of appropriate education, experience and training to carry out such tasks. Wm. O'Brien is committed to identifying training needs and to carry out that training and instruction as appropriate. Records are maintained at head office, electronically on the company server, hard copies in training files and are made available to interested parties when requested.

Training needs are identified from a variety of sources, including task-hazard analysis; incident data and legislation (see MP7). This is used to draw up an annual 'training schedule', included in the Annual EHS Plan.

Training shall be provided in the following areas: -

- Operational standards;
- Safety practices and procedures, including manual handling;
- Hazardous chemicals and occupational health hazards

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All staff employed by the business should receive instruction and safety training to ensure that they fully understand the hazards of the processes and the necessary safety precautions documented in this Safety Statement. Examples include Induction Training, Emergency Procedures, Safe Pass, and manual handling. **See MF7.3 Training Matrix.**

All employees shall receive updates in all relevant safety rules through site inductions, tool box talks, emergency drills, memos, safety alerts and e-mail shots.

Training shall involve reference to procedures, work instructions, safety rules, work permits, task analyses, risk assessments and data in relation to incidents, as appropriate.

It is essential that no person attempt a potentially hazardous activity without proper training and/or supervision.

3.3.1 Company Induction

An 'induction will take place for all new employees including temporary staff on joining the company to ensure all Wm. O'Brien employees are made aware of the hazards associated with their place of work and what safety measures are required of them. The programme will include.

- Awareness of the Wm. O'Brien Safety Statement.
- An instruction on the hazards in the workplace and the preventative measures in force.
- An instruction on reporting procedures.
- An instruction on PPE policy and usage.
- A talk on the consultation process for safety health and welfare.
- A detailed list of the new employee's responsibilities.
- Details of any further training required.
- Waste and Environmental management policies.

3.3.2 Site Induction

Wm. O'Brien employees will avail of site induction training provided by the client, main contractor and Wm. O'Brien including Site Specific Rules.



Hazards & Risks in the Workplace

Depending on the location and/or site, each work area has its own specific hazards and risks to consider. These can range from slips, trips and falls in the office to chemical spills out on site. This information will be provided through Inductions, communication of safety statement, Health and Safety Plans, communication of Safety Data Sheets (MSDS), Method statements, Safe Plan of actions Permits to Work and safety signage



Emergency Response Plan (ERP)

Each ERP has been prepared specific to its location. These plans outline what security measures are in place and what action is to be taken in the event of an injury or fire alarm being activated. These plans also identify the first aiders, responsible personnel with contact details. All emergency response information will be communicated and posted on site safety notice boards.

3.3.3 Toolbox Talks

Wm. O'Brien considers Toolbox Talks an important and vital tool in the on-going training of all its employees. Toolbox

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Talks will be held at the start of all projects and on a regular basis to promote the awareness of new Procedures or changes to existing procedures and attendance is mandatory for all employees. Toolbox Talks will be carried out as required according to hazards present, changing nature of the job and relevant information from hazards, near misses, accidents and incidents from all workplaces. Other information given includes new legislation, safety alerts, product warnings, incentive scheme, disciplinary actions etc. The Toolbox Talk topic and a signed attendance list will be maintained in the Site Safety File. Either the Site Supervisor and/or the EHS Advisor will chair toolbox Talks.

3.4 Communication, Participation and Consultation

3.4.1 Communication

Wm. O'Brien will provide and maintain communication to all levels throughout the organisation. The following communications are put in place:

- Internal communication between all levels and functions of the company;
- Communication with contractors and other visitors to the workplace;
- Receiving, documenting and responding to relevant communication from external interested parties.

The more detailed elements of communication are covered in the many other documents that cover the operating processes within Wm. O'Brien. Communication is vital to the success of any company. Communication can take many forms- written, electronic correspondence, verbal – via one to one, telephone conversations, meetings, newsletters, notice boards, safety alerts, memos, signage etc.

Regardless of the form of communication or whether it's with an internal or external customer all must make every effort to ensure that there is a clear understanding of the required actions – be they an input to or an output from the process. Records of communications are maintained on the server

Wm. O'Brien will consult with their employees in the following way,



Health and safety Meetings

Wm. O'Brien will hold regular meetings to discuss events such as accidents, incidents follow-up and Closure of investigations, targets and objectives, training requirements, first aid, safety equipment, summary of audits (safety, supervisors and contract managers), new jobs, safety documentation, legislation and AOB.



Safety Representative

A nominated Safety Representative will be invited to attend regular safety committee meetings and will represent the company staff at such forums.



Toolbox Talks

Wm. O'Brien ensures that Toolbox talks are carried out at the start of a project followed periodically as a required by the site foreman, EHS Manager or Project Manager on each project which provides opportunity for employees to communicate any issues concerns they may have.

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Safe Work Plans

Wm. O'Brien will consult with employees through the communication of Safe Plan of Actions, Method Statement and Risk assessments where employees have the opportunity to give feedback on any safety concerns for the particular task which is being communicated.



Daily Communication

Wm. O'Brien Management and Supervisors communicate daily to employees in relation to work activity which Health and Safety is an integral part of this consultation.

3.5 Documentation

A procedure '**MP1 Document, Record Control**' is implemented and maintained by Wm. O'Brien to define the manner in which documents and data related to the requirements of the ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 management systems are established, implemented and maintained.

This procedure ensures that all management systems and contract-related documents and data, are prepared, reviewed, approved and controlled in line with company policy. Wm. O'Brien H & S management system documentation includes;

- Policy and objectives
- Description of the scope of the H & S management system
- Description of the main elements and their interaction including referencing to related documents
- Documents, including records, required by the OHSAS 18001 standard, client and main contractor requirements
- Documents including those necessary to ensure the effective planning, operation and control of processes that relate to the management H & S risks.

3.6 Control of Documents

A procedure '**MP1 Document, Record Control**' is implemented and maintained by Wm. O'Brien to define how documents, including records, required by the EHS&Q Management system, ISO 9001, ISO14001 & OHSAS 18001 standard, clients and main contractor are controlled. All documentations supporting procedures and work instructions are all subject to formal control with regard to issue and approval. A master file for all system documentation is maintained on the Q-EHS Drive. All technical standards, specifications and codes of practice applicable to the company's operations are subjected to a formal review on an on-going basis.

Appropriate levels of issue control are applied to all construction project documents within the company at both field and general office level.

Electronic data systems operated by the company are subjected to formal controls to prevent unauthorised changes and misuse or loss of any data held on them.

Current site EHS documents and records are maintained in the Site EHS Working File & the Site EHS Reference File. These files are maintained by the Site Manager/Site Supervisor/AP and are updated regularly. The Project Manager and the EHS Advisor inspects the file each time they visit the site to monitor its effectiveness and to assess the level of safety being achieved on site.

The EHS Advisor also inspects the site safety file to ensure that the required registers and documentation are being updated and maintained by the Site Manager/Site Supervisor/AP. Wm. O'Brien employees may also wish to gain access to the site safety file to report hazards in the hazard logbook and as such the file is always available in the site office. Client,

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PSCS (Project Supervisor Construction stage) Safety Management personnel may also wish to view the site safety file. The site safety file will contain as a minimum the following information but will not be limited to it:

3.6.1 Site Safety Working File Minimum Contents

- GA3.
- GA2.
- Equipment inspection forms.
- Toolbox Talk Attendance sheets.
- Site Induction Records.
- Safety Inspection/Observation report.
- Method Statements / Risk Assessments.
- Task Specific Risk Assessments.
- Other Forms if required – Scaffold, Mobile Tower, Excavations.
- MEWP Daily Inspection
- Plant List.
- Company vehicle check list.
- Hot Work Equipment checklist. (If required)
- Material Safety Data Sheets.
- Site Safety Inspections.
- Waste Transfer Dockets. (If Wm. O'Brien is in charge of waste disposal)
- Waste Manager Licences Permits/ Waste Collector Permits. (If Wm. O'Brien is in charge of waste disposal)

3.7 Design & Main Contractor (PSCS/PC)

Wm. O'Brien will endeavour to abide by the safety, Health and welfare act (Construction regulation) 2013 and the Construction (Design & Management) Regulation 2015. To identify our compliance with the aforementioned regulations, site files will be maintained by Wm. O'Brien who will be at the disposal of the PSDP/CDMC (Project Supervisor Design Phase) and PSCS/PC (Project supervisor Construction Phase) follow a similar format but will include other information required to record the duties concerned.

The EHS Files Will Be Issued with The Safety Statement at The Start Up of Any New Contract.

3.8 Operational Control

Wm. O'Brien aim to determine, those operations and activities that are associated with the identified hazards where the implementation of controls is necessary to manage H & S risks. Controls include;

- Operational controls;
- Controls related to purchased goods, equipment and services;
- controls related to contractors and other visitors to the workplace;
- Documented procedures/risk assessments/method statements/EHS Plans/Task Risk Assessments/SOPs where their absence could lead to deviations from the H & S policy and objectives

3.9 Safe Systems of Work

The Duties of Employers requires the design, provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health. A safe system of work can be defined as "the integration of personnel, articles and substances in a suitable environment and workplace to produce and maintain an acceptable standard of safety". Due consideration must also be given to foreseeable emergencies and the provision of adequate rescue facilities."

Safe systems of work are basic to incident prevention and should document all foreseeable hazards fully, any necessary precautions and the recommending of safe working methods. These include method statements, risk assessments, task

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risk assessments and Operating Procedures.

Checklist to ensure safe systems of work

- Ensure that their responsibilities do not overlap with those of anyone else.
- Ensure the scope of work is identified and communicated.
- Ensure that there is not any element of the job overlooked in order to eliminate potential hazards.
- Use relevant codes of practice.
- Eliminate hazards at source before commencing the activity.
- Make sure personal protective clothing is worn and used correctly.
- Ensure all employees have been trained in the proper use and limitation of protective clothing.
- Before commencement of work, check plant and equipment for suitability.
- Assess the consequences if you are wrong.
- Assess how the person in charge will deal with any problems.
- Ensure that all employees are aware of the safe systems of work.
- Ensure that all employees are aware of the emergency procedures. Also check that the emergency services could get to the workplace in an acceptable time.
- If the job is unfinished at the end of the working day, can it be left in a safe state until the next day?

Where a Permit to Work system is operated on site by the main contractor or the client, the Wm. O'Brien Supervisor shall ensure that no work is undertaken without first obtaining the relevant Permit to Work from the relevant main contractor / client authorisation if no Permit to Work system is operated by the main contractor or client, the Wm. O'Brien supervisor will establish a Method Statement, Risk Assessment and if necessary Permit to Work controls. Permits to work are required for tasks where the risks are greater than that which would be expected under normal site working conditions. Permits to work may include:

- Working in Confined Space
- Live Electrical Work
- Hot Work
- Roof Work
- Excavation Works
- Line Breaking

3.10 The role of PSDP/CDMC and PSCS/PC

Wm. O'Brien will endeavour to abide by the safety, Health and welfare act (Construction regulation) 2013 and the Construction (Design & Management) Regulation 2015 to identify our compliance with the fore mentioned regulations, Wm. O'Brien on projects will support the role of Project Supervisor Design Process (PSDP) or CDMC and Project supervisor Construction stage (PSCS) and/or PC, and will comply with the relevant construction plans, guidelines to ensure compliance with required regulations.

3.11 Sub-Contractors

Wm. O'Brien has procedures for appointing and approving subcontractors and suppliers. – **MP6 Sub-Contractor Management**. The main principles of this procedure are that only safe sub-contractors / service providers are selected to work for Wm. O'Brien that all sub-contractors / service providers work safely for as long as they remain on site and that all managers and supervisors play their part in ensuring safety during contract work. Wm. O'Brien will only use sub-contractors and service providers who have demonstrated experience and commitment to work safely to legislation and to Wm. O'Brien. Requirements at a minimum will be to endeavour to safeguard the safety, health and welfare of all persons on or about the site.

Wm. O'Brien will issue any approved subcontractors with details of all hazards associated with the relevant work.

Subcontractors are required to have a safety statement which must identify the hazards of their work; assess the risks; communicate these hazards and risks to their employees and to others who may be affected by their work on site, specify the manner in which safety, health and welfare are to be secured, the arrangements and resources, and the name of

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persons responsible in each case.

3.12 Protective Clothing and Equipment Policy

Wm. O'Brien have in place a procedure **SP3 Provision Control and Maintenance of PPE** procedure provide personal protective equipment to its employees and to replace it on return of the worn or defective item.

PPE needs shall be identified from a variety of sources, including risk assessment, incident data, MSDS and legislation. It is the responsibility of the Management to ensure that the equipment is used and maintained properly. All equipment must conform to the BS/EN standard and carry the CE mark. Where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed Wm. O'Brien will provide and maintain suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of their employees.

Equally the responsibility lies with the employees to ensure the proper use and maintenance of their personal protective equipment. Having regard to their training and the instructions given by Wm. O'Brien. All employees must make correct use of any article or substance provided for their use at work or for the protection of their safety, health and welfare at work, including protective clothing or equipment. A Personal Protective Equipment Issue Register is held in the site safety file or at head office **SF3.1 Personnel Protective equipment**. All employees must sign this register upon receipt of personal protective equipment. The Site Supervisor is responsible for ensuring that the register is updated as necessary, and that all equipment is used and maintained to proper standard.

3.13 Disciplinary Procedures

Wm. O'Brien believes that we can all work together in safe manner and in accordance with legislation; company/client rules and regulations.

Unfortunately, it is recognised that there may be instance where it will be necessary to invoke disciplinary procedures **HP4_Disciplinary Procedures** on individuals or groups for breaches of health and safety legislation, company/client rules and regulations.

- Safety Violations will be issued to individuals and/or group found to be in breach of their duties.
- Where two violations have been issued to the same individual and/or group they will report directly to the Directors.

Depending on the seriousness and frequency of violations individuals and/or groups will be punished accordingly. Punishment may include suspension and or dismissal.

All individuals and/or group accused of breaches of health and safety legislation, rules and regulations will have their rights explained to them before any punishment is carried out.

3.14 Safety Signage

Adequate safety signs shall be displayed prominently, in accordance with legislative and other requirements. Requirements shall be determined by a variety of sources, including risk assessment, incident data, MSDS and legislation. Wm. O'Brien has a catalogue of generic safety signs available on all sites.

This catalogue is kept in the Site Safety File. Full stocks of signs are kept at the regional offices as required. All employees must obey the instructions of all safety and warning signs exhibited on site. Remove Safety signs as soon as they are no longer appropriate.

3.15 Welfare facilities

- Where applicable, arrangements may be made with clients or site contractors to use their welfare facilities. Wm. O'Brien will ensure any facilities used are kept in a clean orderly state.
- Employees are responsible for keeping these facilities in clean and working condition and for tidying up after themselves after each use. Any items, which are not in working order, should be reported.

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- Sanitary facilities are provided and are of adequate number to accommodate employees in the office and on site.
- Adequate supply of wholesome drinking water is provided.
- Suitable Facilities for sitting will be provided where required.
- Suitable and adequate facilities for boiling water and taking meals are provided and maintained for the use of employed persons.
- Facilities will be provided, where practicable, to store and dry working clothing.
- Access to all facilities shall be kept clear.
- Facilities will be used exclusively for the use and welfare of employees and in no circumstances be used for the storage of any materials or tools.

3.16 Apprentices/New or Inexperienced Workers

Wm. O'Brien is very aware of the dangers faced by existing employees, new employees, subcontractors, non-English speakers and young people coming to work for the company. New employees, young employees and others who may be affected by our work are unlikely to have been exposed to the type of hazards that they may be exposed to on joining the company. New employees coming to work for Wm. O'Brien for the first time will need to understand our level of commitment to their safety and of the hazards they are likely to meet.

Wm. O'Brien's induction has been developed to bring this Safety Statement, hazards, risks, controls, incidents & reporting, plant maintenance, hazardous materials and their responsibilities to their attention. This is delivered in a form, manner and language likely to be understood.

New employees are issued with an employee handbook, which includes the employee responsibilities/duties and various other information, which will help them to avoid incidents on site.

All new Wm. O'Brien employees receive an induction. New apprentices are inducted and trained, in Manual Handling, Work at Heights and Fall Arrest Equipment by Wm. O'Brien before they begin work. They are not permitted to work alone for the first 4 weeks on site. Experienced Site Staff are expected to exercise "special duty of care" i.e. ensuring supervision and personal protective equipment is used whenever necessary, especially when working at heights.

The program includes a refresher in the company policies, safety statement, hazards, risks, controls, procedures for securing the health and safety of our workforce and others, recent incidents and corrective actions, changing circumstances, practical use of work equipment, completing dynamic risk assessments and checking their understanding of these programs.

3.17 Lifting Operations

Contract Lifting: A safe system of work should be established and followed for every lifting operation, whether it is an individual lift or a group of repetitive operations. The complexity of a lifting operation depends on the hazards associated with the load path, the load itself and the equipment lifting it, and the environment in which the lifting operation is being carried out.

In order to implement the safe system of work effectively, Wm. O'Brien will ensure that there will be one person appointed to have overall control of the lifting operation. The appointment of this person does not remove any legal responsibility from the management but enables them to use the appointed person's expertise. The person appointed may have other duties and need not be an employee of Wm. O'Brien. The appointed person should have adequate training and experience to enable them to carry out their duties competently.

For Wm. O'Brien to enable a lift to be planned, supervised and carried out effectively, An appointed person should visit a site to identify all significant hazards in the operating area, including any areas required for access or setting up of the crane, which may involve an assessment of the proposed location of the lifting operation as part of the planning process, depending on whether an assessment of the hazards associated with the load, lifting equipment and the environment in which the crane is to be operated indicates that the lift is:

1. Basic, i.e. the weight of the load(s) can be simply established and there are no significant hazards within the working area or on the access route for the crane to the working area;

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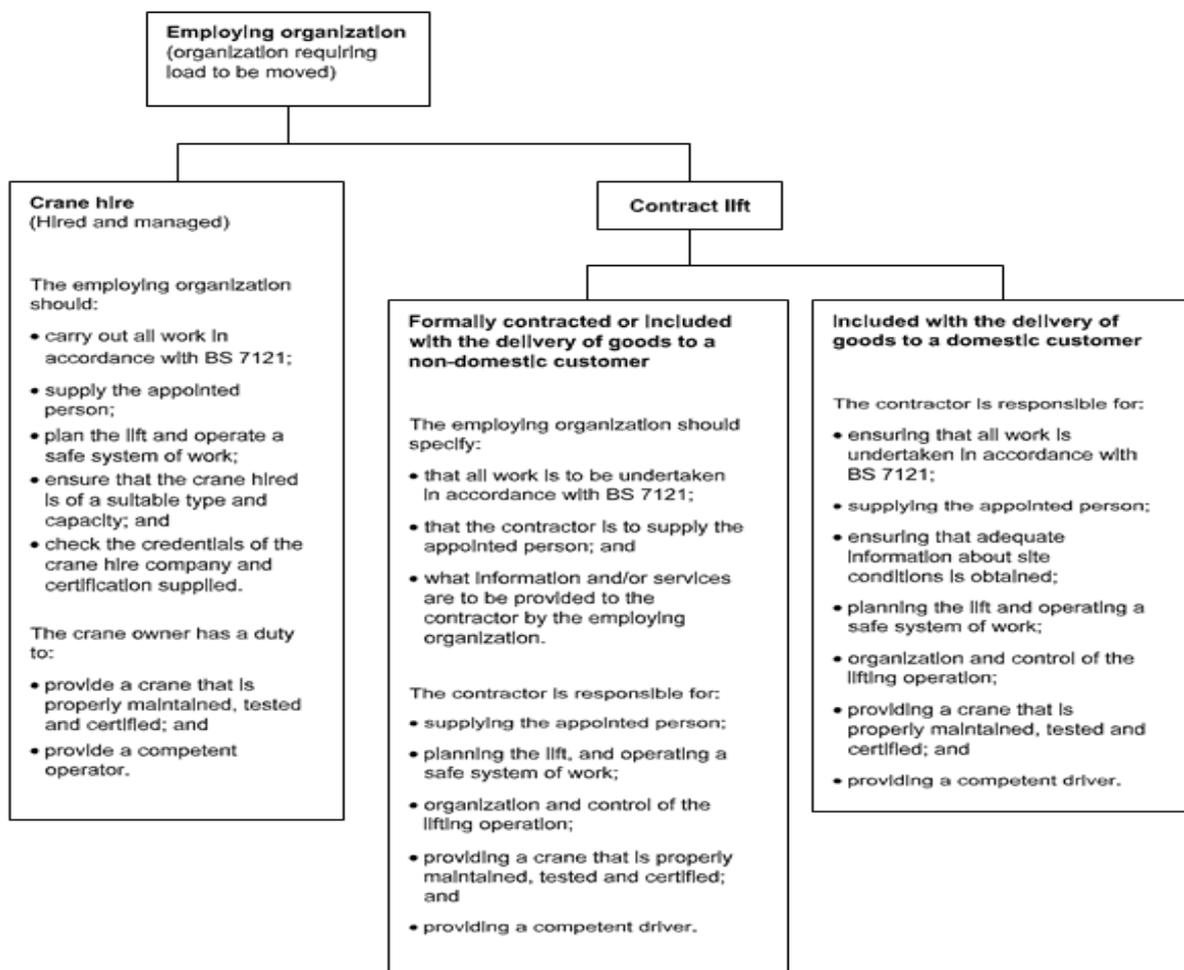
2. Intermediate, i.e. there are significant hazards, either within the working area of the crane or on the access route for the crane to the working area; or
3. Complex, i.e. the crane is used to lift complex loads or persons, where two or more cranes are used to lift the load, or where the lifting operation is carried out at a location with exceptional hazards.

The outcome of the planning process should be a written lift plan which includes risk assessments, method statements and supporting information, such as a schedule of lifts, drawings and photographs, it is expected that appropriate lift plans method statements and Risk assessment will be completed by Wm. O'Brien and issued to the Client in advance who will review the associated documents.

Wm. O'Brien will endeavour to ensure compliance with Wm. O'Brien's procedure "OP4 Lift Planning Process" for lifting operations, BS7121 code of practice for safe use of cranes, in conjunction with the safety, health and welfare at work (general application) regulations 2007, the lifting operations and lifting equipment 1998 (LOLER).

For Standard Crane Hire the Employing organisation shall appoint the Appointed Person and plan the lift as per table 01 below.

Table 01:



3.1 Work at Height

Work activities at Wm. O'Brien could involve work at height. The Safety, Health and Welfare at Work (Work at height) Regulations 2007 part 4 deals with all workplaces where a person could be injured by falling, even at or below ground level. Many of Wm. O'Brien activities involve working at heights under the definitions of this legislation. Wm. O'Brien will, as where possible, avoid working at heights and, where practicable, use the safest means available to access and carry out work at height the key requirements for employers are to:

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- Identify any risks from working at height and how they can be controlled;
- Take steps to minimise exposures and reduce the risks of falling when working at height
- Provide information and training for employees who will be working at height;
- Plan and supervise working at height operations.

Compliance with the procedure “**SP1 Working at Heights**” as well as codes of practices and guidelines such as UK Renewables for working at height must also be adhered to. **SP1 Working at heights** procedure defines the principles and minimum requirements for managing the hazards associated with working at heights and the processes by which safe access and working at heights is controlled.

3.18 Company Vehicle

OP2 Vehicle management describes in more detail the process of how Wm. O'Brien select, provide, inspect and maintain suitable vehicles.

Safe vehicle procedures for transport and store of equipment and materials are implemented. Only competent operatives with appropriate driving licenses drive Company vehicles. Operatives are instructed to drive with care, carry out a daily and weekly visual safety check on their vehicle and report any defects, which they cannot rectify.

Vehicles are parked in designated areas at the site maintaining clear access egress routes. Construction site traffic rules and precautions established and implemented. Plant vehicle movement coordinated and supervised. Supplier deliveries coordinated and supervised.

3.19 Plant and Equipment

Wm. O'Brien will strive to ensure that any clearly visible hazards which develop routinely in plant and equipment are systematically identified; with a view to taking preventive action.

Wm. O'Brien will ensure that only trained, competent personnel use Plant and Equipment.

We will strive to ensure that appropriate preventive action is taken, in relation to all hazards identified through pre-use checks, so that relevant plant and equipment can be either (1) taken out of service, or (2) used with specified caution.

All plant and equipment shall be inspected and maintained annually unless otherwise specified. Pre-Use equipment checks must be carried out by all competent users on all items of plant and equipment. All plant and equipment under statutory law shall be inspected in accordance to all relevant legislation and manufacturers' instructions. All checks shall be recorded in accordance to legislation by full, clear completion, signature documentation and labelled as tested

In the site-specific safety file there are individual check sheets for Site Supervisor/Site Manager/AP to complete on daily and/or weekly basis for Equipment used for Working at Height, excavations, lifting equipment and plant checks e.g. leads and power tools. All documentation completed will be held in site-specific safety files and available for inspection by clients, safety Advisor and regulatory authorities.

Any defects must be reported immediately to the responsible supervisor who will remove the item from use for repair and/or replacement.

3.20 Work Shop Activities

Wm. O'Brien currently does not have a work shop facility but are actively in the process of sourcing such a work shop. All repairs/maintenance works are carried out either at site, in our Cobh yard or at the manufacturers' premises.

When a work shop facility is sourced Wm. O'Brien will use this facility for tools and equipment storage and the maintenance and repair of cranes and other Plant. The workshop will contain safety hazards, which Wm. O'Brien will strive to ensure appropriate safe guards are in place to prevent injury to employees.

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Wm. O'Brien will develop Risk Assessments to identify the hazards associated with working within the Workshop and develop operating procedure for plant and equipment used within; Wm. O'Brien only authorises trained personnel to operate plant and machinery within the work shop, similar to 4.6.13 all plant will be inspected in accordance with **OP6 – OP9**. All electrical installations/equipment will also be inspected regularly. Appropriate PPE will be worn when operating equipment and First aid and firefighting equipment is currently in place.

All documentation completed for workshop activities will be held in main office and available for inspection by clients and regulatory authorities.

3.21 Hot Works

Hot works is any process involving grinding, welding, brazing oxy cutting, heat treatment or any other similar process that generates heat or a continuous stream of sparks. The use of welding, grinding and abrasive equipment has been the cause of many fires and explosions at work sites, especially where these processes form part of the day to day activities of Wm. O'Brien OB, then Wm. O'Brien recognises the risks involved with hot work processes and develop Risk assessment and Method statements for all hot work activities carried out, Wm. O'Brien will establish a permitting system for hot works where Wm. O'Brien is in control in compliance with Management system and/or abide by Clients own permitting process. Only competent personnel carry out hot works and will be provided appropriate PPE to carry out Hot Works i.e. welding shields, Goggles, Full face visor, respirator if required. All equipment used for hot works will be inspected regularly and stored correctly. Emergency equipment and plans to be put in place before hot works take place.

3.22 Fire

A fire evacuation procedure will be developed to take account of fire hazards in an office environment. On site Wm. O'Brien where responsible will establish a fire evacuation procedure or follow client evacuation procedure.

All staff members have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999 / 112) and Client emergency team where relevant. All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking; keeping combustible materials separate from sources of ignition, avoid unnecessary accumulation of combustible materials maintain plant and equipment and do not over load sockets and maintain electrical. Smoking is only permitted in designated areas. All employees will receive training on the fire evacuation procedures.

3.23 Materials / Substances

The employer shall ensure that employees are not at risk from any hazardous materials or substances used at work. Materials and substances are to be used stored, transported or disposed as per manufacturer documentation and instruction. Comply with Material Safety Data Sheets (SDS)

Employees are to be informed of any risks associated with materials or substances used at work and instructed and trained in the safe handling storage and disposal procedures.

3.24 Housekeeping

It is the responsibility of all employees to keep their work area clean and free of rubbish. All employees are expected to 'clean as you go'. Materials should never be stored in areas where they block exits, fire doors, stairs or fire extinguishers. Work areas will be inspected regularly to ensure that housekeeping duties are being performed to an acceptable standard.

3.25 Confined space entry

Where practicable, entry into such spaces shall be prevented and/or minimised by modification to equipment, work arrangements, etc. Entry into confined spaces where necessary is prohibited for all staff and contractors, unless they

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meet the following conditions: -

- Entry shall be subject to specific review & assessment and controlled by a permitting system.
- Staff engaged in such entry shall be 'competent persons' who have been appropriately informed, instructed and trained.
- Entry shall be subject to appropriate precautions concerning communication, defined working practices, the use of appropriate materials and equipment, the furnishing and use of suitable PPE.
- An appropriate contingency plan is in place, suitably resourced, to affect the safe removal of staff from the confined space without putting those effecting the removal at significant risk.

3.26 Electrical

Wm. O'Brien will comply with Part 3 of the Safety, Health and Welfare at Work (General Applications) Regulations 2007 in respect of duties imposed on employers, employees and self-employed with regard to electrical equipment in a place of work and work activities on or near electrical equipment. Duties are also imposed on those who install, maintain, use or are in control of electrical networks. Electrical hazards associated with electrical systems and equipment includes:

- Electrical shock.
- Burns sustained at the point of electrical contact or due to arcing from high voltage conductors
- Fires caused by ignition or overheating of explosive atmospheres
- Secondary injuries as a result muscle spasms during shock or, for example, falling from a ladder after a mild shock.

Only qualified person will carry out servicing and maintenance on all electrical equipment. Wm. O'Brien employees are not permitted to interfere or tamper with any electrical equipment unless competent to do so. Where Wm. O'Brien is responsible for working on electrical system appropriate Risk assessment and method statement with the use of a Lock Out Tag Out process to ensure safety from the system.

All electrical appliances are to be maintained in good order. Periodic checks will be conducted by a registered Electrical Contractor. Appliances are to be maintained in accordance with manufacturer's instructions. Adapters are to be avoided, where possible. Staff should be vigilant for signs of damaged flexes, damaged equipment, signs of overheating (e.g., brown marks or discoloured, cracked plugs) and report to management. Every employer must deal with these hazards in order to prevent injuries.

3.27 Asbestos

Wm. O'Brien employees are advised to be aware of the hazards associated with Asbestos and the requirement of the law regarding the survey of premises.

Asbestos is a naturally occurring mineral used widely in the construction industry and in construction product (Asbestos Containing Materials). Asbestos was mostly used between the 1960s and the mid-1980s, with asbestos cement used until 2000. While the prohibition of asbestos use was phased in through legislation in 1994, 1998, and 2000, products or materials previously installed may remain in place.

Asbestos is a hazardous material regulated by legislation for the protection of health from serious illness and cancer. The Asbestos Regulations apply to all work activities which expose or potentially expose persons to risks arising from the inhalation of dust from asbestos or ACM.

Under the 2006 Regulations, airborne concentration is limited to 0.1 fibres per cm³. Furthermore, an asbestos survey must be carried out prior to any works which may disturb the fabric of a building/part of it.

Wm. O'Brien employees are advised to request an asbestos survey prior to commencing any works.

Where work is required with Asbestos materials Wm. O'Brien will acquire a specialist subcontractor to remove and dispose of any Asbestos material.

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3.28 Noise

Any work and/or location which is suspected of exposing staff to loud noise will be subject to a formal noise assessment by a technically competent person. Any worker identified as being exposed to noise levels **in excess of 80 dB(A)** measured/calculated over eight hours (or equivalent for longer working periods) shall be advised of the risk of noise exposures and of the availability of hearing protection.

If any worker is identified as being exposed to noise levels **in excess of 85 dB(A)** measured / calculated over eight hours (or equivalent for longer working periods) efforts shall be made to reduce the noise emission and reduce the time of exposure. If such measures cannot be affected immediately and/or cannot reduce exposures below 85 dB (A) the employees exposed shall be required to wear hearing protection.

All areas in which the average noise level is in excess of 85 dB(A) shall be designated hearing protection zones, and only authorised staff equipped with hearing defenders may work in those areas.

3.29 Manual handling

Manual handling aspects of all activities by Wm. O'Brien personnel is considered in the risk assessments. Where it is not possible to avoid manual handling, appropriate steps need to be taken to minimise the risk. These will include the provision of lifting equipment. Manual Handling training will be provided for personnel. Training will be provided in lifting and handling techniques by qualified trainers. Records of such training will be maintained.

3.30 Weather hazards

Employees are advised to wear appropriate clothing and footwear for the weather. PPE (high vis, safety boots, Rain Wear) is provided and must be worn. Employees must drive safely when travelling to client sites and adhere to all speed limits in wet condition ensure keep double the distance back from vehicle in front. If working at heights is required during wet weather/windy conditions, employees must visually check and take extra care when climbing ladders.

3.31 Site Visits

Wm. O'Brien employees conduct site visits as part of their work activities. Employees are advised sign out at reception and to be safety aware at all times when out on site.

Employees visiting client sites should undergo site induction where available and wear appropriate PPE specific to the site and the hazards. All employees must obey site safety rules and follow specific site instructions. Employees should request and review the clients Site Risk Assessment or Wm. O'Brien's own Risk Assessment.

If an employee has any concern for their safety or the safety of those around them while on site, they must stop the work activity immediately and inform a supervisor at the site and a supervisor or Wm. O'Brien director.

3.32 Slips Trips and fall

'Slips, Trips and Falls' may occur where there are hazards present such as water or oil on the surface, or cables, wires or obstructions in walkways, poor housekeeping or on uneven ground. Within the offices and sites, there is provision of adequate storage facilities to reduce the risk. For office and site, all walkways and corridors should be kept clear and free from obstruction. On site waste material is regularly removed to avoid any trips, appropriate footwear to be worn in office and for site. Spillages that may occur in office or on site must be mopped (spill kit where necessary for oils, greases etc) up immediately and appropriate safety signage placed around the location where the floor is wet until the floor has dried. Good lighting should be provided in all walkways.

Employees visiting sites are advised to be safety aware at all time, to be aware of uneven ground and to use handrails where provided.

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3.33 Ergonomics

Some activities at Wm. O'Brien are performed sitting rather than standing. Workstations are supplied for each employee comprising of a desk, chair, PC, with a keyboard and monitor, and storage for documents.

Seats and computer monitors are easily adjustable so that each employee can maintain a correct and comfortable body posture.

The employee should be able to reach the entire work area without stretching or twisting unnecessarily. There must be enough room to move around and to change body position periodically.

Employees are encouraged to take regular breaks from the display screens and PC monitor. Any employee with concerns relating to eyesight should discuss the provision of an eye test with their supervisor.

3.34 Pregnant Employees

This business is aware of its responsibilities under the 2007 Safety, Health and Welfare (General Application) Regulations and The Maternity Protection (Amendment) Act 2004. Controls will be put in place to ensure that pregnant employees and their unborn children are not exposed to adverse Health and Safety risks.

3.35 Smoking

In line with The Tobacco Smoking (Prohibition) Regulations (S.I. No. 481 of 2003) employees are **NOT** permitted to smoke inside any building.

It is business policy of that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, consultants, contractors, customers and visitors.

3.36 Substance Abuse

In compliance with Section 13 of the Safety, Health and Welfare at Work Act 2005 Wm. O'Brien prohibits any member of staff, while at work, from being under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person.

If employees are taking prescription medication that may impair their ability to work safely, they must inform their manager immediately.

Wm. O'Brien procedure [HP16_Alcohol & Substance abuse](#) describes clearly the procedure regarding Substance Abuse.

3.37 Health Promotion

Ill Health is defined as "identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work-related situation".

Wm. O'Brien is very aware of the risks of ill health associated with our activities and presented through external environments. A systematic analysis of the entire operation shall be carried out to identify all potential causes of occupational illness. This shall be done using risk assessments, technical and nontechnical guidance, as appropriate. The results of this analysis shall be made known to persons likely to be affected by the particular conditions.

Where practicable, health hazards shall be eliminated. Where this is not possible controls shall be introduced to reduce the risk to personnel to acceptable levels as required by law. Such controls shall include controls, work practice controls, exposure time controls, administrative controls, PPE controls, and training in occupational health hazards.

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Adequate monitoring equipment shall be provided to protect personnel against any health hazards. The system of monitoring the environment, where necessary, shall be reviewed regularly. Employees shall be informed on the risk posed by the workplace or the process. Risks shall be minimised by the most effective means.

Where necessary, those who have health risk special first aid facilities shall be provided.

First aid reports shall be analysed with a view to identifying improvements in health-related first-aid facilities.

Personnel shall have ready access to medical advice from a doctor or nurse, at no cost, where identified through risk assessment, workplace injury and workplace ill-health.

Where necessary, monitoring of employees' health with respect to known health hazards shall be undertaken as part of a health care and health promotion programme. Employee health records shall be kept confidential.

3.38 Stress, Bullying and Harassment

Stress in the workplace is now an ever-increasing problem and can cause ill effects on the individual and on the organization. Employees who feel that they are under unreasonable stress or anyone who notice personnel who seem to be suffering stress should bring the problem to the attention of the employer. Bullying or harassment in any form will not be accepted or tolerated. Wm. O'Brien is committed to maintaining a workplace environment that encourages and supports the right to dignity at work.

All who work within the organisation are expected to respect the right of each individual to dignity in their working life. All individuals, whether directly employed or contracted by Wm. O'Brien, will be treated equally and respected for their individuality and diversity, and have a duty and a responsibility to uphold company policy

3.39 Security

The company operates with the following in place:

- Security Alarm
- Reception Areas
- Restricted Access to building with Code Access for employees

The alarm system must be activated on leaving at the end of the working day and de-activated upon arrival each morning. Instructions and codes are given to designated personnel. In the event of an emergency due to violence, the employee should seek assistance as quickly as possible. Where necessary the emergency services should be called. The incident must be reported to management and investigated fully. If employees require support and counselling after the incident, this should be made available to them.

3.40 Waste Management

We will seek to minimise the creation of waste by avoiding unnecessary wastage of materials and recycling materials that cannot be directly reused as far as practicable.

All staff are required to comply by minimizing waste creation and co- operating actively with recycling programs. Where waste is created, is shall be safely placed in appropriate storage receptacles, care being taken not to overload the storage.

Site workers shall take care to provide suitable waste receptacles and ensure that arrangements are made for the collection/emptying of receptacles at a suitable frequency. General operatives and other staff responsible for collecting waste shall avoid handling overfilled bags etc. to minimise the risk of a manual handling injury.

Waste shall be kept in a clean, accessible condition with due regard to fire protection and suitable containers.

All waste, for recycling or disposal, shall be collected by either local authority employed refuse collectors or by authorised waste carriers. All hazardous materials on sites will identifiable with recognised symbols and will be accompanied by Material Safety Data Sheets.

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All fuels, oils, chemicals used on site are to be stored in an impermeable and secure bund and clearly labelled. These bunds are to be located away from surface drains and traffic.

All construction and operational & maintenance works are to be carried out by approved contractors and in accordance with a Waste Management Plan if appropriate.

Only licensed hazardous waste contractors can collect and transport waste from site. Documentation regarding the disposal of all hazardous waste such as C1 forms, licences and permits held by the contractors are to be retained on site and held in the site folders.

3.41 Emergency Planning

An emergency is a sudden state of danger requiring immediate attention. An emergency plan must therefore be organised which analyses danger and put in places procedures to deal with the dangers. Wm. O'Brien will endeavour to:

- Coordinate emergency plans with employees (full and part time), contractors, visitors and anyone that may be affected by our operations.
- Provide necessary measures for first aid, firefighting and the evacuation of employees and other individuals present at the place of work.
- Arrange contacts with appropriate emergency services regarding First-Aid and medical care, rescue work and firefighting.
- Designate employees to implement plans, procedures and measures and to ensure an adequate number, training and equipment.
- Communicate with employees on serious and imminent risk and the action to be taken.
- Instruct employees to stop work and remove themselves in the event of serious, imminent and unavoidable danger to their life and health.
- Refrain from requiring employees to return to work where there is still a possibility of serious and imminent danger.
- Ensure that all employees take appropriate steps to avoid the consequences of danger to their own safety and others, when their immediate supervisor cannot be located.
- Ensure employees who take steps to avoid the consequences of serious & imminent danger, that they will not be placed at any disadvantage with regard to their employment, unless there is negligence on their part.
- Ensure only employees who have received adequate training & instruction have access to areas where there is serious and imminent danger.
- Ensure employees are trained and aware of evacuation procedures.

**ACTIONS IN AN EMERGENCY ARE LAID OUT IN THE SITE-SPECIFIC EMERGENCY
ARRANGEMENTS, EHS PLAN, METHOD STATEMENTS
AND TASK RISK ASSESSMENTS.**

3.42 First-Aid Facilities

First-aid facilities and trained personnel are provided at all Wm. O'Brien locations

First aid is the approved method of treating a casualty until he/she is placed, if necessary, in the care of a doctor or removed to hospital. These are guidelines for personnel who require First-Aid treatment.

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- All injuries must be reported immediately, no matter how minor, to the Site Supervisor and first aid. Should later medical care be required, you will have fulfilled your obligations.
- You must notify your Site Supervisor and First-Aid prior to leaving the workplace of injury or illness, whether personal or work-related.
- If you get outside medical treatment (without clearance from the Site Supervisor) for a work-related injury or illness, you must notify your Site Supervisor immediately.
- Prior to return to work after a disabling injury or illness, you must present a medical clearance certificate from the attending physician and present it to the Site Supervisor.
- Medication, tranquillisers and insulin must not be taken on the job unless authorised in writing by your doctor and a copy of the authorisation given to the Site Supervisor.
- If you have a condition, such as diabetes, impaired vision or hearing, back or heart trouble, hernia, you must inform the Site Supervisor. You will not be expected to do a job which might result in injury or harm to yourself or others.
- If you have had first aid or fire-fighting training tell your Safety Representative, you may be invited to join the project first-aid or firefighting team.
- Never move an injured or seriously ill person unless it is necessary to prevent further injury. Familiarise yourself with emergency action procedures and the location of First-Aid station.

4 Checking

4.1 Measurement and Monitoring

Wm. O'Brien monitors EHS&Q performance on a regular basis. This procedure provides for both qualitative and quantitative measure – Bi monthly reports

- Monitoring the extent to which the targets and objectives are met – partial reviews and annual reviews
- Monitoring the effectiveness of controls – site inspections, audits
- Proactive measures of conformance with the H & S management system - site inspections, audits.
- Reactive measures of ill health, incidents and other evidence of deviations to the H & S management system – incident reporting.
- Recording of data and results of monitoring and measurement to facilitate subsequent corrective action and preventive action and analysis – Combined EHS meetings, partial reviews, management reviews

A programme is in place for Directors, Management, Project Managers, Site Manager, Site Supervisors, APs and Safety Advisors for regular safety audit & inspections at the workplace. These are carried out on regular intervals by our safety advisors and on-site visits by our Managers. Items requiring attention are rectified immediately where practical, noted in the report and communicated to the site supervisor, who is given time to rectify open items. A record of inspections and scores by the safety advisors is maintained and forwarded to the regional managers on a bi-monthly basis.

4.2 Evaluation of Compliance

Wm. O'Brien regulatory & 'other requirement' compliance are reported to management on a yearly basis. Other procedures support this covering a variety of methods which can be used to assess compliance, including audits, document and/or record reviews, inspections, risk assessments, interviews, project or task reviews, routine sample analysis or test results, site tours, implementation & operational controls, monitoring & measuring, preventative & corrective actions and communications from interested third parties.

Generally, compliance within the site is evaluated through the regular inspections and monitoring and at regular site management meetings, where the effectiveness of the control measures is reviewed. Compliance is also evaluated by the EHS&Q through the internal audit process with the findings reported back to the site management. Records of these evaluations will be maintained.

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4.3 Incident Investigation, Non-Conformity, Corrective Action and Preventive Action

4.3.1 Incident Reporting and Investigation

All Incidents will be reported in accordance with Wm. O'Brien procedure **MP11_Accident, Incident investigation and reporting**. All incidents records will be maintained on site and original copies will be maintained at head office for a period of 3 years, from whence they will be archived. Incident data are reviewed at quarterly Combined Safety Meetings and at Annual Review meeting. Wm. O'Brien will report and investigate all incidents that occur on site in order to

- Determining underlying H & S deficiencies and other factors that may have caused or contributed to the incident
- Identify and implement corrective actions and prevent reoccurrence.
- Identify preventive opportunities
- Identify opportunities for continual improvement
- Communicate the results of investigations.

Wm. O'Brien will report to the relevant statutory authority any incidents that are so required by the relevant statutory legislation. Reportable incidences will be maintained for 10 years. An incident can be defined as: "any work-related event(s) which an injury or ill health or fatality occurred or could have occurred" An accident is an incident which has given rise to injury. Ill health or fatality.

An incident where no injury, ill health or fatality occurs may also be referred as a 'Safety Environmental Observation Report' 'Near Miss', 'Near Hit', 'Close Call' or 'Dangerous Occurrence' and will include damage to property. An emergency is a particular type of incident.

4.3.2 Non-Conformity, Corrective Action and Preventive Action

Wm. O'Brien has a procedure **MP12_Non-conformance Control & Corrective Action** for defining responsibility and authority for handling and investigating non-conformance, for taking action to mitigate impacts, for initiating and completing corrective and preventive action, evaluating the need for actions to prevent nonconformities and implementing appropriate actions designed to avoid their occurrence, recording the results of corrective actions and preventive actions taken and reviewing the effectiveness of corrective actions and preventative actions taken.

Any changes in procedures resulting from corrective and preventive actions are implemented and recorded. The EHS Manager maintains these records.

4.3.3 Control of Records

Wm. O'Brien has a procedure, **MP1_Document, Record Control & IT**, for the identification, maintenance and disposal of H & S records. These records include but are not limited to;

- Training records
- Inspection Reports
- Results of audits and reviews
- Consultation reports
- Incident reports
- Meeting minutes
- Medical Test reports
- EHS Plans & Site-Specific Procedures (where applicable)
- PPE issue and maintenance records
- Reports of emergency drills
- Inspection, calibration and maintenance activity
- Complaint records
- Supplier and subcontractor information
- Permits and consents
- Method statements and risk assessments
- Site emergency response plans

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- Management reviews
- Any other legislative and regulatory requirements specific to the site

Records must be readily retrievable and protected against damage, deterioration and loss. Each site must ensure that all H & S records are maintained within the site in accordance with this procedure. All documentation from sites is brought back to Head Office and archived. Record and document retention is also specified in the procedure.

4.3.4 Internal Audit

Periodic system audits are conducted to ensure that the H & S management system has been properly implemented and maintained. The results of these audits are provided to management. Audits are performed according to a schedule, which is based on the H & S importance of an activity, the results of previous audits and the audit schedule. All auditors are trained, and audit records are kept with the EHS Manager.

5 Management Review

Partial H & S management system reviews take place between the CEO and the EHS&Q Manager. Operation of the entire programme is reviewed annually as part of the overall management review programme. The SMS is audited by annually by internal and external auditors. A full annual Management system review covering the entire Wm. O'Brien operation. A report of the review findings is issued to the all in attendance and discussed at management review ([See MP16_Management Review Procedure](#)). Input to the management reviews shall include:

- Incident statistics
- The results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the company subscribes;
- Communication from external interested parties, including complaints;
- The extent to which objectives and targets have been met;
- Status of incident investigations, corrective and preventive actions;
- Follow-up actions from previous management reviews;
- Lessons learned for emergency drills
- Changing circumstances, including developments in legal & other requirements and technical advances
- Recommendations for improvement

The outputs from the management review shall include observations, conclusions and recommendations for improvement; resources and revisions required these will be documented, and actioned where necessary, by the EHS&Q.

The EHS Coordinator will monitor performance and will keep records of all meetings / reviews, inspections, incidents, risk assessments etc. This procedure will itself be reviewed from time to time, and at least two yearly.

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4		William O'Brien	CEO	16/11/2020

6. Coronavirus (Covid-19) Policy Review Date: 16/ 11/2021

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We, at Wm. O'Brien have implemented a policy which includes the measures we are actively taking in order to mitigate the spread of coronavirus. We ask our team, customers, clients, subcontractors and stakeholders and visitors to follow all these measures diligently in order to sustain a healthy and safe workplace at this challenging time. It is vital we respond responsibly to these health precautions and infection control measures. We assure you that we will always treat employees private health and personal data with high confidentiality.

This coronavirus (Covid-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. In that circumstance, we will update this policy accordingly and re-circulate.

This policy applies to all our team members both in our offices and on our site locations. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Outlined below are the required actions we must take in order to protect ourselves and our colleagues from a potential coronavirus infection:

- If you have cold or flu-like symptoms such as coughing, shortness of breath and high temperature (fever) lack of taste and smell inform your doctor and Wm. O'Brien management immediately
- If you test positive for coronavirus, you can return to work only after you've fully recovered, with a doctor's note confirming your recovery
- If you have recently returned from overseas, you must inform management and self-isolate at home for the recommended number of calendar days. You will also be asked not to come into physical contact with any colleagues during this time
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you must inform management
- You must not to come into physical contact with any colleagues during this time. Do not shake hands, hug or embrace

Working from home and travel measures:

As of 28th March 2020, the Irish Government have issued strict guidelines for people to stay at home and work from home if possible.

- All work trips and events – both domestic and international are cancelled/postponed until further notice - team members can only travel to work if you are providing an essential service
- Weekly meetings should be delivered virtually where possible
- Travel via public transportation is to be avoided
- Sharing transport is to be avoided where possible
- Avoid traveling to noted area that have high number of cases
- If you are planning to travel voluntarily, we will ask you to self-isolate for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time

General hygiene and social distancing measures to be followed:

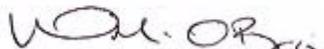
- Wash hands after using the toilet, before eating and if you cough/sneeze into your hands (wash for a minimum of 20 seconds)
- Disinfect surfaces such as laptops, phones etc. regularly
- Cough/sneeze into your sleeve, preferably into the crook of your elbow. If you use a tissue, discard it properly and clean/sanitise your hands immediately

Coronavirus (Covid-19) Policy Continued,

- Open the windows regularly to ensure ventilation
- Distance yourself from others by 2 metres

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- Avoid group meetings or any form of crowd gathering
- Avoid Visiting other offices use media systems where at all possible
- Do not stay over 115 minutes when visiting another department or office space
- Masks should be worn when visiting office spaces or attending meetings
- Clean all workstations including work desks, vehicles with disinfectant on a regular basis
- Wash hand frequently with soap and hot water for at least 30 seconds
- Avoid sharing equipment, tools, pens etc
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected
- If you experience any of the coronavirus symptoms such as coughing, shortness of breath, high temperature (fever) or any other flu-like symptoms, contact your doctor and Wm. O'Brien management
- We would kindly ask that all employees, staff, visitors, and contractors avoid social gatherings as recommended
- Stay informed with recommended and registered health information outlets

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