PROJECT
SAFETY HEALTH ENVIRONMENTAL & COMMUNITY MANAGEMENT STRATEGY

For the
Ballymun Regeneration Scheme
Dublin, Ireland

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BRL Health, Safety & Environmental Manager

First published 2000

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FEEDBACK FORM

Comments on the documentation and improvement suggestions are welcome. Feedback may be provided using this form, or by email to:

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(Comments or suggestions may be attached as marked up copies of pages from the document)

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From:

Name: _______________________________  Position: ___________________________
Contractor:  _______________________________________________________
Date:  ___________________________

1-Po-CSM: Project SHECM Strategy

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FOREWORD

Ballymun Regeneration Limited (BRL) has been set the task of completing the physical, economic and social regeneration of Ballymun.

This is Ireland’s single largest urban reconstruction scheme and one of the largest regeneration schemes in all of Europe. This consequently creates substantial challenges in relation to Occupational Health, Safety and Environmental impacts.

There are about 20,000 inhabitants currently residing in the five neighbourhoods of Ballymun. There are 10 schools: 7 Primary schools (with approximately 3000 pupils), and 3 Secondary schools (with approximately 900 pupils). We place the health and safety of all residents in the area (including, not least the children) to the forefront of our concerns.

There is a need however, to maintain quality of life for those living and operating businesses within and around the new developments, and present a positive image to the local community and through traffic.

Contractors should consider themselves as part of the community they are working in, and recognise the impact of their activity in terms of noise, dust, mud, congestion and traffic pollution, parking and obstruction and adopt mitigation measures.

This Strategy Document builds upon our previous endeavours, firmly placing environmental issues such as noise, air quality, land and water contamination and sustainable practice as key factors of concern.

By embracing our ‘considerate contractor scheme’, we will be able to recognise contractors at all levels who demonstrate respect for the environment and the communities they work within.

All parties involved in construction activities forming part of the regeneration scheme have obligations under health and safety legislation. Responsibility for ensuring compliance with all relevant legislative Health & Safety requirements rest exclusively with those appointed by BRL (including the Project Supervisors). BRL accepts that as the client it has one of the biggest influences over the way the regeneration project is run, and is accountable for the impact our approach has on those working on or affected by the construction activity.

BRL has certain responsibilities which arise in its role as a Client under the Safety, Health and Welfare at Work (Construction) Regulations, 2006. BRL is responsible for ensuring competent organisations and people are appointed and adequate resources are in place to manage OHS & E. In addition to complying with these obligations, BRL wishes to encourage a culture of safety by a number of methods, including:

- Effective Communication
- Education & Training
- Performance Monitoring
- Encouraging the adoption of Best Practice policies

The production of this and other associated documents is but one step that BRL will be taking, to meet this challenge.

In conjunction with other relevant organisations and agencies, BRL plan a series of safety awareness programmes to inform children and parents on the dangers of construction sites (including, not least the dangers posed by unauthorised entry by children).

Effective communication with the local community is, we believe, an important tool in promoting a culture of safety. To this end, BRL intends convening regular meetings between
the Main Contractor’s Site Manager/Health and Safety Officer and representatives from the local community to allow dialogue regarding any issues of concern.

The HSE Manager will report on Health and Safety performance to the BRL Board, at regular intervals and in the event of a notifiable incident. The content and effectiveness of the Policy, Arrangements and Guidance will be reviewed and revised as often as is necessary and at least annually and any changes communicated to all concerned.

We are committed to working co-operatively on the priorities, goals and actions identified in the strategy. We also commit to regularly reviewing our achievements against the strategy’s plans and targets and will further develop the strategy in light of these achievements.

We commit to a strategy that is implemented in line with the following guiding Principles:

1. Minimising the negative impacts of building and construction on the community;
2. Protecting private and Council assets and amenity;
3. Partnership and commitment to improved workplace health and safety outcomes by all stakeholders, including the Health & Safety Authority;
4. Effective communication and consultation between stakeholder groups;
5. Priority be given to the goals and actions contained within the strategy
6. The strategy to be monitored and evaluated on a regular basis to ensure currency and effectiveness.

Mr Ciaran Murray
Managing Director, Ballymun Regeneration Limited
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PREAMBLE

The town of Ballymun has been undergoing redevelopment for several years now and the regeneration of the area is likely to continue for the next several years. During this process, residents, businesses and visitors have been affected by both the direct effects of construction work, road works and traffic disruption and the cumulative effect of the transportation of building materials to and from the multiple sites and waste removal etc.

BRL and its staff are committed to being a leader in Occupational Safety, Health and Environmental (OHS & E) management. We believe that good OHS & E performance is essential and our aim is to integrate OHS & E considerations into every planning, design and construction operation under the control of BRL.

The protection of the safety and health of everyone involved in our work or affected by it, and the protection of the local and wider environment is important to us. OHS & E performance will be given the highest priority at all times by systematically identifying, assessing and managing OHS & E risks, monitoring our performance against annually set targets and publishing the results in the BRL SHEC Annual report and website.

Our vision is to go beyond eliminating preventable illnesses, injuries, business losses and environmental harm associated with our project works. It extends to enhancing the well-being of all involved in the project work. Our aim is to be a best-practice client organisation in OHS & E performance, fully compliant with applicable Irish and European legislation and standards and continually learning from and improving our performance. Working with all contractors, developers and property owners, to ensure a development and construction process that is inclusive, safe, and environmentally friendly.

We shall engage with all our contractors, local community bodies, governmental partners and staff, so that everyone is passionately involved in managing OHS & E risk, securing success and acting as an ambassador for our realistic and practical vision. Respect for the people who work for and with us, and for the local communities within which we work, defines our approach to OHS & E performance and its management.

This document describes the Company’s general process and specific requirements regarding Contractor safety. It also outlines the Company’s health and safety procedure for the selection and management of Contractors, and describes contract OHS & E requirements for contracts undertaken for the Company. These requirements will be reviewed from time to time.

Adoption of this “Strategy” should ensure more harmonious conditions are achieved throughout the period by introducing both preventative and mitigation measures. It should also extend to secure the protection of the environment both locally and further afield.

This strategy is intended to apply to all forms of construction and demolition work: including site preparation; general site activities; demolition; cleaning and maintenance; transportation of materials and spoil to or from the site; road, pavement; and other related engineering, landscaping and construction activities.

The strategy document outlines the Ballymun Regeneration Ltd. commitment to maintain high standards of health and safety responsibilities BRL has towards its contractors and the local community. This commitment has been further strengthened by the introduction of a Considerate Contractor Scheme, designed to ensure those responsible for construction, whatever the scale, are recognised by BRL for their care and consideration for those residents and businesses who may be adversely affected by their activities.

At the same time the document makes clear that BRL will only engage contractors who can demonstrate during prequalification and tender assessments that they are capable of effectively managing health and safety on a project basis. And once work has begun on the project, BRL staff will carry out a performance monitoring program of inspections and audits to make sure that the contractor is delivering the standard of OHS & E performance which BRL expects and demands.

This document contains information and guidance about maintaining a safe and secure work environment for employees and visitors, including, the public and persons with disabilities. BRL has set minimum standards that it requires all PSCS's/Contractors to work to, on the Ballymun Regeneration Scheme. It outlines the health and safety rules and procedures with which the
PSCS/Contractor is required to comply with when undertaking work on BRL projects. It is hoped that this document will remove any doubt about what is expected from all contractors, in this very important area. The policies, procedures, and work practices discussed here are based on industry best practice safety and health standards.

The contents of this document may not apply to each and every contract trade. This document is not designed to replace the existing safety management system of any contractor. However, the standards detailed in this document are the minimum to be achieved and forms part of the contract documents.

Standards have been set in the context of three important stages in the contracting process:

(i) **Contract specification**: ensuring that appropriate Occupational Safety and Health requirements are incorporated into specification documents.

(ii) **Tender evaluation**: establishing a systematic approach to evaluating the Tender's safety and health capabilities and resources.

(iii) **Contract management**: ensuring that contractor health and safety performance is monitored and supervised by the Project Supervisor Construction Stage for the duration of the contract.

Specific requirements and procedures associated with each stage are detailed in this document.

As a key party to the improvement of workplace health and safety we have accepted responsibility for the development and implementation of construction industry best practices.

The strategy will focus our efforts in working together to implement interventions to dramatically improve workplace health and safety performance and to prevent work-related death, injury and disease.

The **Part A General Policy**, outlines BRL's role in establishing a high performance level of OHS & E system management & monitoring of contractor activities, whilst **Part B, Project Safety Organisation** outlines how the high standards are to be achieved and **Part C, Construction Operations** details more rigorous standards of some specific high risk construction activities.

BRL are committed to an “all accidents are preventable” philosophy and asks for the co-operation of all in creating a lasting culture of safety.

The strategy follows a systematic approach to construction works and prescribes standards to be followed. It may not be appropriate to apply all the provisions of this code to smaller developments, but BRL will expect all contractors to comply with the spirit of the code and those provisions, which are appropriate to be applied to all sites.

BRL’s intention in publishing this document is to facilitate a step towards the ultimate goal of constructively changing people's attitudes and responses to workplace health and safety.

As part of our commitment to continuous improvement and despite high standards already being achieved, we need to continue to look for ways of doing things better.

The PSCS/Main Contractor should ensure that their sub-contractors and workers are aware of the provisions of the strategy and the Considerate Contractor Code of Good Practice and follow it.

I encourage you to use this document to demonstrate a positive attitude and commitment towards us helping to improve the safety & health of the workforce and public, protect and enhance the environment and to ensure our activities are undertaken in a sustainable way.

**John Rizzolo**, *M. Safety Sc., B.Eng.(Mech.), Grad.Dip.(CIM), CMIOSH, MASSE*
Health, Safety & Environmental Manager
“The lowest standard of health and safety you demonstrate is the highest standard that you/we will achieve”
PART A

GENERAL POLICY

1.0 POLICY STATEMENT

1.1 BRL is intent on promoting a lasting culture of safety. To this end, BRL intends keeping itself informed, and to that end has:

(a) Appointed a team of Occupational Safety & Health specialists, to assist in the task of BRL keeping itself informed about the performances on site;

(b) Set minimum, uniform standards to be met by all contractors;

(c) Put in place monitoring, auditing, review and reporting procedures (for the purposes of keeping itself and the public informed).

1.2 BRL requires a high level of commitment from all PSCSs and Contractors in securing the Health, Safety and Welfare of both their own employees and all others who may be affected by their work activities on or surrounding their site. At the tender stage, BRL will seek evidence from the tenderers of this commitment.

1.3 This policy is viewed as the opportunity to provide, as far as is reasonably practicable, one of the healthiest, safest and environmentally friendly working conditions for the project workforce, visitors to the work area, and the local community.

2.0 KEY OBJECTIVES AND GOALS

2.1 A fundamental aim of BRL, as expressed in the Safety, Health and Environment Policy Statements, is to ensure high standards of safety, health, environmental, welfare and well being of everyone directly involved in the Ballymun Regeneration Scheme development works and those who are affected by the development works. More specifically the aims are to:

- Promote a safe, healthy and environmentally friendly workplace;
- Encourage a “zero harm workplace”;
- Promote occupational health, safety & environment as an integral part of every managerial and supervisory position;
- Be aware and sensitive to the needs of all people who live and work in close proximity to the works areas;
- Promote and influence occupational safety & health considerations in all planning and management of work activities;
- Communicate openly about our activities and report from time to time on safety, health and environmental issues to the Ballymun local community.

2.2 To meet these key objectives, we recognise that this will require:

- The committed management leadership within all contractors in continually improving OHS & E performance;
- Systematic OHS & E management including good communications, consultation and access to guidance;
• Formation of integrated project teams to manage OHS & E risks by good design and construction practices;
• Competent and informed staff appointed at all levels, encouraged to develop through regular appraisal, guidance, training and recognition;

**Indicators of Success**

- Contractors recognise and incorporate OHS & E as an integral part of their normal business operations and actively involve employees in OHS & E issues;
- There is an increased OHS & E knowledge and skills in workplaces and the community;
- There is a continual and sustained reduction in the incidence and frequency of lost time injury disease and environmental harm and
- There is a reducing trend and minimal community complaint incidences

### 3.0 ENVIRONMENTAL POLICY

3.1 The construction sector is known to be ranked as having high environmental impact. BRL fully accepts its social and ethical responsibility to eliminate wherever possible and thereafter to help manage, minimise and control environmental risks and effects.

3.2 Environmental objectives of BRL are to minimise any adverse effect of the Scheme works on the work site and the surrounding areas. Contractors must pay particular attention during construction activities to the emission of pollutants, noise, dirt and dust and emissions from site of substances dangerous to the environment and waste management taking the most stringent precautions to ensure that the overall environmental impact is minimised and particularly to the surrounding residents.

3.3 Environmental issues on site will be managed in accordance with the BRL’s sustainable development performance standards, and its environmental policy. Environmental management shall be in accordance with the Sustainability principles, the **BRL Document No.: 3-Po-CSM ENVIRONMENTAL MANAGEMENT Code of Practice for the Building and Construction Industry Environment Policy** and associated programme.

3.4 The ten cornerstones of the policy are:

1. Plan for the effective and efficient use of development land;
2. Design for minimum waste;
3. Aim for lean, effective and efficient construction;
4. Minimise energy consumption in construction;
5. Minimise energy consumption in life cycle usage;
6. Minimise pollution;
7. Conserve water resources;
8. Respect people;
9. Protect and wherever possible improve the environment;
10. Set targets.

Refer to separate details of the **Doc. 3: Po-CSM. Environmental Management - Code of Practice for the Building and Construction Industry** document.
Management of Environmental Issues

3.4 All contractors should be aware of, and willing to contribute to the proper consideration of environmental issues. A contractor can demonstrate a commitment to environmental responsibility by:

- implementation of a corporate policy for management of environmental issues;
- project planning and design management to minimise and control the impact of construction projects on the environment;
- development and implementation of plans to minimise the impact of construction activities;
- development of a program to train staff and employees in management of environmental issues;
- evidence of experience in environmental management on contracts, including waste management.

4.0 A REWARDING PARTNERSHIP

4.1 The BRL Health & Safety Management team seeks to facilitate a co-operative, partnership approach between the PSCS/contractor and BRL. This approach requires a genuine commitment by the contractor to address issues of safety performance in a positive manner and to co-operate with the BRL Heath & Safety Management team.

4.2 It is hoped the BRL SHECM Strategy document will help contractors and BRL staff better understand what is expected of each of them in the contracting process, a better understanding that will result in safer BRL project work sites. Achieving that goal together would signify a rewarding partnership indeed.

5.0 THE SAFETY JOURNEY
Safety Journey PRINCIPLES:

- All Injuries can be prevented.
- Management is accountable for safety performance.
- Everyone has a responsibility to work safely. It is a condition of employment.
- Risk Assessment, Audit and Review, Training and Recognition are all essential elements of an effective OHS & E Management System.

6.0 KEY PERFORMANCE INDICATORS

6.1 BRL has adopted a process for establishing KPIs to support and monitor progress towards the OHS & E objectives as above (see Appendix 1).

6.2 The Main Contractor/PSCS’s are responsible for adequately resourcing their work to meet these standards including self-monitoring, auditing and reporting against the KPIs. Contractors with sub-contractors are also responsible for communicating these requirements through their supply chain and monitoring compliance.

6.3 Failure to report and/or achieve the required performance shall result in an appropriate corrective action plan to be developed and implemented in accordance with the terms of the applicable contracts by the relevant Main Contractor in agreement with the BRL H S & E Unit.

6.4 Where Contractors are unable to meet these standards and to work in partnership with BRL and other contractors engaged in the regeneration scheme to achieve excellence, instructions for cessation of work pending correction of the failure and/or termination of the contract shall be determined in accordance with the terms of the applicable contract.

7.0 CLIENT PROJECT RESPONSIBILITIES

7.1 Ballymun Regeneration Ltd. have established an Overall Safety & Health Management Team (OSHMT) structure as depicted in Appendix 2. The specific roles and responsibilities of the OSHMT members are shown in Appendix 3.

7.2 The OSHMT are responsible for the safety monitoring of all construction projects undertaken on behalf of BRL, the co-ordination of the activities of all PSDPs and PSCSs and the proactive overall safety management from procurement through to completion of projects.

8.0 CLIENT COMPLIANCE MONITORING

8.1 BRL monitors and measures, on a regular basis, the key characteristics of worksites and activities, that can have a significant impact on the environment or pose a significant risk of a hazard to the public or the workforce. Given the nature of BRL’s operations, most of the monitoring and measuring activities are associated with routine inspections.

8.2 The extent to which BRL will monitor the performance of any one PSCS or contractor will be influenced by several factors, including:

   i) The level of perceived risk associated with contractor’s activities,

   ii) Complexity of the tasks performed,

   iii) The level of interaction with other parties (i.e.: BRL employees, other contractors, the public ),

   iv) The duration of the contract.
v) The health and safety performance of the PSCS’s.
vi) the size and management systems of the agency, and
vii) the number of sub-contractors involved

8.3 A higher level of monitoring by BRL may be required in special circumstances. For example, monitoring may need to be targeted to specific key events during a contract. These may include:

- at contract start-up to ensure that suitable systems and procedures are in place and the workplace is appropriately established;
- with high risk or complex activities to monitor conformance with safe work procedures and risk assessment control measures;
- where there is a high level of interaction with other parties to review co-ordination and notification systems operating at the workplace; and
- when the introduction of new plant, equipment or systems of work may require separate risk assessment and monitoring of control procedures.

8.4 The means of monitoring performance may include:

(i) Reviewing a contractor’s health and safety documentation. This may involve ascertaining evidence of:

- Employee Site & Job Specific induction records;
- Plant maintenance/inspection records;
- Health and safety inspection reports;
- Job Specific Safe Work Method Statements & Risk Assessment documents;
- Employee training/competency records; and
- Safety meeting minutes.

(ii) Undertaking regular site inspections to monitor the contractor’s compliance with health and safety procedures, considering:

- legislative requirements;
- conformance with risk assessment control measures;
- conformance with the safety and health plan;
- conformance with the client’s health and safety policy and procedures; and
- employees of the Contractors will be questioned from time-to-time to determine the level of induction training that has been carried out and survey questionnaire of the state of health and safety.

(iii) Reviewing contractor’s health and safety performance. This may include review of:

- accident/incident reports;
- third party reports or complaints; and
- review of Safety & health performance reports.

(iv) Seeking to ascertain that corrective action is taken where non-conformance is identified by:

- Issuing of Non Conformance Report to PSCS
- Seeking confirmation that corrective action has been implemented

(v) Incorporating health and safety issues as part of regular contract review meetings. This will include:

- health and safety as an agenda item (to be the first agenda item of the site meetings);
• from time-to-time safety monitoring undertaken after/before site meetings
• health and safety issues considered as high priority in relation to overall contract performance; and
• ensuring that corrective action is taken where non-conformance is identified.

9.0 CLIENT WORKPLACE COMPLIANCE INSPECTIONS/AUDITS

Types of Safety Compliance Inspections/Audits and Frequency

9.1 The following Inspection/Audit protocols and procedures have been established by BRL for the purposes of keeping BRL informed as to the on-site safety & health performance which includes the following; Safety inspections are classified as: Informal, Formal, and Special.

9.2 The BRL Safety Monitor will contact the Site Manager to ensure their own in-house safety inspection had been recently carried out prior to the BRL inspection.

Informal Inspections

9.3 Informal inspections are conducted by any of the BRL Health & Safety team with participation by Site Manager and/or site Health & Safety Officers/Advisors and Safety Representative. Informal inspection are conducted routinely for all work areas to identify and reduce physical and/or environmental hazards that may contribute to injuries or illnesses.

9.4 Informal inspections can be conducted with minimum documentation, but any and all deficiencies no matter how minor will be documented along with the agreed steps taken to correct the situation. Site Supervisors shall write down the specific findings and corrective actions including dates when corrections will be made and/or scheduled.

Frequency of Informal Inspections

9.5 Informal inspections will be performed either randomly or to recheck on progress of corrective actions of issues from a previous site visit.

Formal Inspections

9.6 Formal scheduled worksite health and safety inspections will be conducted by the BRL Safety Monitor in conjunction with the PSCS and Health & Safety officer/Advisor where available. The BRL Clerk of Works will participate in conducting these safety inspections and where appointed, the Safety Representative of the Main contractor, to facilitate discussion and resolution of issues as they arise on site and to answer questions that may arise during the inspection. The BRL Safety Monitor will identify any non-conformance/non-compliance/violations that are observed. In addition, BRL from time-to-time will also conduct random unannounced inspections.

9.7 Supervisors and employees are expected to co-operate with the BRL personnel during a safety inspection.

9.8 Before an inspection is scheduled, the BRL Safety Monitor/Administrator will discuss the inspection schedule with the Site Manager to agree the planned visit (one day notification will be given). If it is found that the inspection schedule is untimely, the BRL Safety Monitor and the Site Manager shall discuss and agree to a time period that will be acceptable to both, no more than three days later.
9.9 Formal inspections mean a walk-through inspection of the worksite, or an operation for the distinct purpose of identifying unsafe conditions and unsafe acts. Formal inspections will be documented through a written report.

9.10 Formal inspections will have a follow-up procedure to determine that the identified hazards, unsafe conditions, or unsafe acts were corrected in compliance with applicable safety and health laws, SHECM Strategy, or PSCS/Contractor policies and within the agreed time. The effectiveness of the action taken by the PSCS/Contractor will be monitored.

**Frequency of Formal Inspection**

9.11 Formal inspections will be conducted at all fixed worksites 4-6 weekly intervals, or whenever conditions warrant.

**Special Inspections**

9.12 Special Inspections are conducted by either the BRL Construction Co-ordinator and or the BRL Health, Safety & Environmental Manager.

9.13 Special Inspections are performed in response to reports of alleged serious unsafe acts or unsafe conditions or recurring poor safety performance. A special inspection may also be conducted in conjunction with an accident investigation.

9.14 Special Inspections will be documented. The documentation will include specific identification of observed hazards and agreed dates by which the hazards will be corrected.

9.15 Special Inspections will have a follow-up procedure to determine that the identified hazards, unsafe conditions, or unsafe acts are corrected in compliance with applicable safety and health laws, BRL SHECM Strategy, or PSCS/Contractor policies within the agreed time.

**Frequency of Special Inspections**

9.16 By definition, Special Inspections WILL usually be conducted upon request by the BRL Safety Monitor or the BRL Construction Co-ordinator or whenever a serious event occurs or is reported.

9.17 A Special Inspection shall be conducted whenever an unsafe condition, unsafe act, or hazard is identified or reported that may contribute to injury or illness in the worksite.

9.18 Inspection response time to these special circumstances shall be based upon the severity of the identified hazard.

9.19 Serious and/or life threatening hazards MUST be acted upon immediately by the Site Manager/supervisor or other person(s). Specific action may include stopping a work activity or taking any other measures necessary to protect employees, the development, and/or equipment or members of the public. The hazard must be corrected or the situation or unsafe condition must be neutralised.

**Inspection & Audit Protocols**

9.20 The methodologies for conducting and documenting the audits by BRL Safety Monitor may include a checklist, photographs, interviews with operatives and direct observations of the workplace activities.

9.21 All reporting of audit findings will be issued to those responsible ie Managing Director, PSCS/Site Manager, Company Health & Safety Director/Manager to facilitate timely corrective action and improvements including correspondence ie BRL Weekly H & S Monitor Observations Reports will be CC’ed to the Contract Administrator and to the BRL Area Architect for the purpose of informing them of the issues observed with their project.
9.22 Responses to the BRL Weekly H & S Monitor Observations Reports are to be in the format prescribed.

9.23 Members of the BRL Health & Safety team will identify in his opinion the relevant statutory provision in respect of which the PSCS/Contractor is contravening or has contravened any of the relevant statutory provisions, or has failed to comply with the BRL Safety, Health, Environmental and Community Management Strategy document and any associated documents.

9.24 Thorough Safety Audits will be undertaken from time-to-time to establish if the Safety and Health Plan and policies are being implemented and are effective and that the objectives of the BRL SHECM Strategy document are being fully implemented.

9.25 The workplace inspection results will be used as part of an assessment process for the BRL Site Safety Award scheme.

9.26 The objective of the audit/inspection is to provide an overview of the current status of the contractors’ OHS & E Management System performance and is part of BRL’s continuous competency evaluation process of the Project Supervisor for the Construction Stage to perform the duties of the (PSCS). This audit/inspection does not absolve the responsibilities and duties of the PSCS to carry out their own thorough site safety performance monitoring.

10.0 CONTRACT RECORDS

10.1 The Contractor’s health and safety related information and records that may be reviewed and copies retained by BRL (in the process of keeping itself informed) include:

- Risk Assessments
- Safety and Health Plans
- Health and safety inspection reports
- Minutes of safety meetings
- Incident investigation reports
- Health & Safety performance reports
- Non-conformance reports
- Photographs and test results
- Project Supervisor Site instructions

11.0 CLIENT COMMUNITY COMPLAINTS PROCEDURE

11.1 Since 2000, BRL S H & E Manager developed and refined over the intervening years, the procedure for dealing with community complaints of the construction activities. The procedure is as follows;

11.2 Upon receiving the H & S complaint, BRL Health & Safety Unit take the following actions:

1. Record details and the nature of the complaint on the Community/Public Complaint Report Form.
2. Investigate promptly to determine the risk and identify who is responsible.
3. Agree a solution to the problem with the appropriate parties.
4. Monitor the issue to ensure it is followed through.
5. Inform the complainant of what is being done to resolve the issue.
6. Finally, call back to confirm that the issue has been dealt with to their satisfaction.

11.3 The staff member taking the complaint will investigate the complaint and contact the contractor/s concerned to resolve the problem as soon as possible.
Contractors Responsibility

11.4 If you warn local residents and businesses about activities that are likely to take place on site, it will help reduce their concerns. If you have a point of contact for enquiries or complaints, it shows that you are taking responsibility for your actions and are aware of the surrounding community.

11.5 Members of the public should be able to contact the contractor's site representative for information, to lodge a complaint or request action. Site staff should deal with the complaint directly to resolve the problem as soon as possible.

Records

11.6 There should be a system of recording complaints, collated in timely manner on site, detailing any corrective action to be taken and visits of regulatory officers. The BRL H & S Monitors may wish to inspect records of complaints and action taken.

12.0 HEALTH SCREENING CHECKS

12.1 Each year the Construction Workers Health Trust will be invited to provide free Health Screening to building workers on site, resources permitting.

12.2 Health and well-being will be promoted by the BRL H & S Unit in conjunction with the PSCS ensuring that all personnel actively participate in the programme for health checks and health surveillance conducted by a professional occupational health team, and be provided with advice on protecting their health.

12.3 BRL remain committed to the principle that "prevention is better than cure".

13.0 CONTINUAL IMPROVEMENT

13.1 Arrangements should be established and maintained for the continual improvement of the relevant elements of the Company’s OHS & E management system and the system as a whole.

These arrangements should take into account:

(a) the OHS & E objectives of the Company;
(b) the results of hazard and risk identifications and assessments;
(c) the results of performance monitoring and measurements;
(d) the investigation of work-related injuries, diseases, ill health and incidents, and the results and recommendations of audits;
(e) the outcomes of the management review;
(f) the recommendations for improvement from all members of the company, including site personnel and or the safety and health committee, where it exists;
(g) changes in legislation, voluntary programmes and collective agreements;
(h) new relevant information; and
(i) the results of health protection and promotion programmes.

13.2 The safety and health processes and performance of the Company should be compared with others in order to improve health and safety performance.
14.0 MANAGEMENT COMMITMENT AND LEADERSHIP

14.1 Safety and health is a management function that requires management's leadership in planning, setting objectives, organising, directing, and controlling the program. Management's commitment to safety and health is evidenced in every decision the company makes and every action the company takes. Therefore, the management of the company must assume primary responsibility for implementing and ensuring the effectiveness of a safety and health program. The best evidence of a company's commitment to safety and health is a policy that places the prevention of workplace injuries and illnesses equal to any of the other fundamental corporate operating policies.

14.2 Management's leadership role in implementing a safety and health policy is carried out by each member of the management team, from the MD to the jobsite foreman. The company must provide the necessary resources and leadership to ensure the effectiveness of established safety and health programs. However, each employee's active participation in the safety and health program is also desired and necessary.

"Management commitment provides the motivating force and resources for organisation and controlling activities within the organisation"

14.3 Senior Site Management must act as a role model for how all employees should work to create a safe work environment.

Active leadership includes:

- Implement the safety and health management system.
- Provide appropriate financial, human and organisational resources.
- Issue a written safety and health policy as a core value of the organisation.
- Define roles, assigning responsibilities, establishing accountability and delegating authority.
- Integrate the safety and health goals/objectives into the organisation's business systems and processes.
- Discuss safety and health processes and improvements regularly during staff or employee meetings.
- Ensure management is held accountable for accident-prevention processes.
- Assess the success of the safety and health processes annually.
- Encourage employees to take an active part in maintaining a safe and healthy workplace.
- Follow established safety and health rules and procedures.
- Discuss openly safety and health issues with employees during periodic tours or meetings.
- Establish a system for effective communication.
- Recognise employees for their safety and health efforts.

14.4 Senior Management must provide visible ongoing commitment and leadership for implementing the safety and health management system covering all workers, including contract workers. All employees must be provided equally high quality safety and health protection.
15.0 PERSONAL ACCOUNTABILITY & RESPONSIBILITY

15.1 Accountability is crucial to helping managers, supervisors, and employees understand that they are responsible for their own performance.

15.2 The PSCS and senior management should allocate responsibility, accountability and authority for the development, implementation and performance of the OHS & E management system and the achievement of the relevant OHS & E objectives.

15.3 BRL takes very seriously the commitment to avoiding injuries; investigating incidents and learning to improve performance, as reflected in the setting of explicit accident and ill health KPIs (see Appendix 1). The PSCS shall respond promptly if BRL invites a senior representative (typically the Director identified as responsible for the Project) to meet with the H S & E Manager & other senior staff and discuss any notifiable/reportable event, any adverse trends or any other evidence of a serious breach of the OHS & E Standards.

15.4 The Contractor must be committed to creating a safe working environment and to continuous improvement in occupational health and safety.

Research has found that:

Problems arising from workers or the work team, especially worker actions or behaviour and worker capabilities, were judged to have contributed to over two thirds (70%) of the accidents. This points to inadequate supervision, education and training.
16.0  CONTRACTUAL OBLIGATIONS

16.1 Compliance with safety standards is a contractual as well as statutory obligation of both main and subcontractors by reason of such requirements being a part of the contract specifications.

16.2 The PSCS/contractor assumes responsibility for complying, whether or not any part of the work is subcontracted, and must advise all subcontractors of the safety requirements to which they are also subject. To the extent that a subcontractor agrees to perform any part of the contract, the subcontractor also assumes responsibility for complying with the applicable safety standards with respect to such work. Thus, the main contractor assumes the entire responsibility under the contract, and the subcontractor assumes the responsibility in regard to that subcontractor's portion of the work. With respect to subcontracted work, the PSCS/main contractor and any subcontractor(s) are deemed to have joint responsibility.

17.0  A POSITIVE HEALTH & SAFETY CULTURE

17.1 The H & S culture is recognised as a vital aspect of achieving excellent performance. Organisations with a positive safety culture are characterised by communications founded on mutual trust, by shared perceptions of the importance of safety and by confidence in the efficiency of preventative measures.

17.2 A safety culture is positive when workers honestly believe that safety is a key value of the organisation and perceive that it is high on the organisation’s list of priorities. This perception can be attained only when:

- the workforce sees management as being credible
- the words of the safety policy are acted upon on a daily basis
- management decisions on financial expenditure take account of safety
- the measures and rewards provided by management force mid-manager and supervisory performance to satisfactory levels (accountability and responsibility)
- workers have a role in problem-solving and decision-making (involvement)
- there is a high degree of confidence and trust between management and workers
- there is openness of communications
- workers receive positive recognition for their work.

17.3 Promoting a Positive Culture states, “Mutual trust and confidence between management and workforce are necessary for the development of a strong health and safety culture, and it is vital that managers at all levels accept that health and safety is a line management responsibility.”

17.4 Leadership is crucial because it forms the culture that determines what will and will not work in an organisation’s safety efforts. Most studies show that in companies with low accident rates, the personal involvement of top managers in occupational safety is at least as important as their decisions in the structuring of the safety management system (functions that would include the use of financial and professional resources and the creation of policies and programmes, etc).

17.5 Vigilance and monitoring are vital for the PSCS to be effective in managing the health and safety culture on their projects. The PSCS must always remain committed to the management of Health and Safety on site, and should show a consistent interest in it.

....this is the way we do things round here

All organisations should note that a poor safety culture can prove very costly
17.6 The strongest influence on the safety culture in an organisation is the ‘message from the top’. The following activities are vital in achieving a good safety culture:

1. Genuine, visible leadership and commitment from the top on health and safety issues.
2. Acceptance that achieving good health and safety performance is a long-term strategy that requires sustained interest and efforts.
3. Treating health and safety performance as a business objective, and resourcing it adequately.
4. Ensuring that health and safety is a line management responsibility and that managers understand their own role in promoting and protecting their own health and safety and that of their staff.
5. Creating ‘ownership’ of health and safety throughout all levels within the organisation. This requires employee involvement, training and communication programmes so that staff can identify hazards/risks, suggest control measures, provide feedback, and feel that they ‘own’ safety procedures.
6. Providing high quality training that is properly managed, meets the requirements of the organisation, has well-chosen, high quality content.
7. Setting realistic and achievable targets, receiving adequate and up-to-date performance information, and measuring performance against the targets.
8. Ensuring that incidents (injury accidents, non-injury accidents and near misses) are thoroughly investigated and actions taken to prevent their recurrence.
9. Ensuring audits and assessments are carried out and resultant actions taken promptly.
10. Making good safety behaviour a condition of employment, part of the job description, and part of the employee performance review.

If your organisation carries out all these activities, you are sure to have an excellent health and safety culture.

17.7 Key aspects of an effective culture:

A. **Management commitment:** this commitment produces higher levels of motivation and concern for health and safety throughout the organisation. It is indicated by the proportion of resources (time, money, people) and support allocated to health and safety management and by the status given to health and safety versus production, cost etc. The active involvement of senior management in the health and safety system is very important.

B. **Visible management:** Managers need to be seen to lead by example when it comes to health and safety. Good managers appear regularly on the ‘shop floor’, talk about health and safety and visibly demonstrate their commitment by their actions – such as stopping work to resolve issues. It is important that management is perceived as sincerely committed to safety. If not, employees will generally assume that they are expected to put commercial interests first, and safety initiatives or programmes will be undermined by cynicism.

C. **Good communications between all levels of employee:** in a positive culture questions about health and safety should be part of everyday work conversations. Management should listen actively to what they are being told by employees, and take what they hear seriously.

D. **Active employee participation** in safety is important, to build ownership of safety at all levels and exploit the unique knowledge that employees have of their own work. This can include active involvement in workshops, risk assessments, plant design etc. In companies with a good culture, you will find the story from employees and management being consistent, and safety is seen as a joint exercise.

E. Participate in and support site-wide programmes to create, sustain and deepen a positive health and safety culture.
“The lowest standard of health and safety you demonstrate is the highest standard that you/we will achieve”

18.0 MANAGING SAFETY HAZARDS

Where in the opinion of the BRL Health and Safety Monitor, or other competent officer, there is a risk of serious injury to personnel or the public, he/she will have the authority to advise that process is stopped until adequate steps have been taken to eliminate the risk.

In carrying out BRLs’ responsibilities for monitoring safety compliance as a contract requirement, BRL will use the following procedures:

Imminent Danger Situation/Hazards

18.1 Imminent danger/hazards is defined as a situation in which it is possible for an accident to occur at any moment without further warning, and which would likely result in an accident with the potential of causing severe or permanently disabling injury, causing death or significant environmental impact or combination of all.

18.2 If the deficiency results in an imminent danger situation, the PSCS or the PSCS’s or representative must issue an order to the contractor to alleviate the imminent danger situation immediately. This may mean temporarily suspending or stopping an operation until the hazard can be removed, removing workers from a dangerous situation, temporarily stopping or rerouting traffic, or changing the method used to complete a task.

18.3 In these situations, the PSCS/contractor must either immediately remove the workers or alleviate the hazard. If a stop-work order is issued, the verbal order is to be followed as soon as practical by a written order. A comprehensive incident report is to be issued by the PSCS to the BRL Health, Safety & Environmental Manager.

18.4 If the imminent danger situation has involved a deficiency serious enough to warrant a stop-work order, the PSCS/contractor must provide an acceptable written plan to ensure that a repeat deficiency will not occur before work is permitted to resume.

18.5 When an imminent danger/hazard is found to exist by a Client representative such that there is occurring or likely to occur any activity which involves or is likely to involve a risk to the safety, health or welfare of persons, or when the contractor permits

18.6 Repeated occurrences of a hazardous condition, the BRL Safety Monitor will take the following steps:

1. Immediately stop the dangerous activity,
2. Remove all persons from the hazardous exposure,
3. Immediately advise the supervisor of the works or activity and the PSCS/Contractor verbally of the condition of activity which is or is likely to be a risk so serious that the continuation of the works or activity should be restricted or immediately prohibited until agreed measures have been taken to reduce the risk to a reasonable level,
4. Order the contractor to remove all personnel not needed to make the corrections,
5. If the contractor complies, document the incident in the BRL Health & Safety Monitor Observations Weekly Report,
6. If the contractor does not comply, suspend the affected operation. Confirm the Stop work order/suspension order with written notice to the PSCS/Contractor and the Contract Administrator,
7. Non compliance with the suspension order will result in the immediate contact by the BRL Health, Safety & Environmental Manager with the BRL Managing Director and the Contractor’s Managing Director and or the HSA Inspector,
8. Ask for a comprehensive incident report to be issued by the PSCS to the BRL Health, Safety & Environmental Manager,

9. The PSCS/contractor must provide an acceptable written plan to the BRL Health, Safety & Environmental Manager to ensure that a repeat deficiency will not occur before work is permitted to resume.


18.7 Whenever it is necessary to suspend a contractor’s operation, notify the Site Manager, of the hazardous condition and the actions taken.

18.8 By fax, e-mail, or telephone, notify the Contract Administrator of the actions taken. Safety reports, giving all details leading up to the suspension, and copies of orders by the BRL Health & Safety Monitor, must be placed in Section 5.4 of the Project files.

**Dangerous Conditions (Serious Hazards)**

18.9 Dangerous conditions (sometime referred to as serious hazards) are those that do not present an immediate danger to workers, but if not corrected could result in a disabling injury and possibly death, or could develop into an imminent hazard. When a dangerous condition is found to exist, the Safety Monitor will take the following steps:

1. Advise the contractor verbally of the condition and the need for timely correction. If appropriate, set a compliance deadline.
2. Remove all persons from the hazardous exposure.
3. If the contractor does not provide for a timely correction, order a suspension of the affected operation. Confirm the suspension order with written notice to the contractor.
4. Non compliance with the suspension order will result in the immediate contact by the BRL Health, Safety & Environmental Manager with the BRL Managing Director and the Contractor’s Managing Director and or the HSA Inspector,

**Minor or Non-serious Conditions**

18.10 Minor or non-serious conditions are ones that could result in minor injuries or that may be classified as a minor threat to health. When a non-serious or minor condition is found to exist, the Safety Monitor will take the following steps:

1. Advise the contractor verbally of the condition and the need for correction.
2. Protect persons from exposure.
4. If the contractor fails to correct the condition or permits a repeated occurrence, notify the Site Manager & the BRL Construction Stage Coordinator or the BRL Health, Safety & Environmental Manager.

**19.0 REGULATORY ENFORCEMENT**

19.1 Should any Advice Note, Improvement, Prohibition Notices, violation or infringement be served by a visiting Health and Safety Authority Inspector, An Garda Síochána, DCC, Environment Agency or any other enforcing authority or any action taken against any contractor, sub-contractor or other persons undertaking contract works including:

- site visits and comments made
- site inspections and comments made
- written communication
19.2 The PSCS must directly notify and provide copies to the BRL Health and Safety Manager of the Notices and of what actions are to be taken to address the issues raised by such notices.

20.0 KEY PERSONNEL- MINIMUM QUALIFICATIONS/EXPERIENCE

20.1 BRL have set minimum qualifications and experience for key project roles as described below to ensure only persons appropriately trained in their duties and qualified as competent are engaged for such roles. If there is a change in personnel during the contract period, the contractor is to forward a copy of their CV to the BRL Health, Safety & Environmental Manager.

20.2 The PSCS will provide adequate levels of suitably trained, experienced and competent management and active supervision to ensure that the works proceed safely and without risks to health, and that all operations and personnel for whom the Contractor is responsible are adequately monitored and supervised.

20.3 The PSCS/Site Manager will ensure that the works under their control are planned and undertaken in such a way as to give foremost regard to health, safety and environmental protection.

20.4 The PSCS/Site Manager will ensure that Safe Work Method Statements are produced for each of the separate tasks and the details of these are communicated to the relevant personnel and others involved in the tasks or affected by the works.

20.5 The PSCS/Site Manager must ensure that his/her team are medically fit, adequately trained, and familiar with the risks associated with work activities at the work site. The PSCS/Site Manager must also ensure that their team will at all times, observe and comply with all the relevant BRL requirements and the Company's safe systems of work and site safety rules.

PSCS Representative/Site Managers

Minimum level of education
- Certificate in Site Management (CIF), or an equivalent recognised qualification.
- Managing Safely in Construction (CIF), or The Site Management Safety Training Scheme (SMSTS) or an equivalent recognised safety qualification.

Minimum experience required
- 5 Years Site Management experience in the construction industry.

Site Health & Safety Officer/Advisor

Minimum level of education
- Membership of IOSH & or IIRSM.

Minimum experience required
- 3 years post graduate experience. It is essential that the working experience has been largely gained by site based work within the housing construction industry.
Scaffolding Manager & Scaffolder- Charge Hand

Erection & dismantling/Designated person Inspecting Scaffolding - FormCR8

Minimum level of education
- Recognised scaffolding qualification required eg. Scaffolding -Advanced (CSCS), or (CISRS) or an equivalent recognised scaffolding qualification.
- Preferably Membership of NASAC.

Minimum experience required
- 5 years post basic level qualification.

Traffic Controllers/Flagman

Minimum level of education
- Module 2 -Signing, Lighting & Guarding at Roadworks of the FÁS’s Roadworker Training programme FÁS Construction Skills Cards for Slinging/Signalling or an equivalent recognised qualification.

Minimum experience required
- basic level qualification in road construction works.

21.0 DISCIPLINARY PROCEDURES

21.1 Breaches in safety standards shall not be tolerated by PSCS or Contractor and appropriate actions to curtail inappropriate behaviour are to be implemented. The Contractor shall stop the work if unsafe practices are being used. Time lost or costs associated with such stoppages shall be the responsibility of the Contractor.

21.2 In the event of unsafe practices by a person on site, disciplinary procedures by the Contractor’s line management or sub-contractors’ line management shall normally be as follows:
- In the first instance, a verbal warning by the line manager with a written record of the person’s name, details of the unsafe practice and the time/date concerned.
- In the second instance, a written warning shall be given.
- In the third instance, the person shall be permanently denied access to the site.

21.3 BRL reserves the right to immediately expel any person found behaving in acts of gross negligence or wilful damage to health and safety equipment or persistent unsafe behaviour, a person shall be denied access to site without the above procedure being adopted.

22.0 UNSATISFACTORY PERFORMANCE OF PSCS

Introduction

22.1 Contract requirements include health, safety and environmental responsibilities. The crucial difference between safety and health concerns and other items of work is that while faulty material or workmanship can be corrected after the fact or payment adjustments made if deficiencies are noted, an accident which occurs because of failure to protect workers or the public cannot be undone or corrected. For this reason, compliance with health, safety and environmental requirements is imperative, and
deficiencies must be addressed at once. Under no circumstances is it acceptable to permit a recurring pattern of known health, safety and environmental violations to continue, even if they seem relatively minor, or to overlook a serious deficiency even briefly to enable completion of a task or operation.

**Procedure**

22.2 If during the course of the contract, BRL H & S personnel note any situations of non-compliance with the contractor's safety and health plan or with the BRL's SHECM Strategy document requirements, H & S personnel will bring them to the attention of the PSCS/Site Manager and the Managing Director verbally and will immediately follow-up in writing.

22.3 Where in the professional opinion of the BRL Health & Safety Management Team, if any PSCS has failed to perform or meet the standards set in this document, then the PSCS will be issued a Non Conformance Notice (copy to the Contract Administrator) specifying the way in which his performance is deemed to fall short.

22.4 Where the PSCS has been notified of a failure in accordance with 20.1, the Client, and or the Contract Administrator for the relevant Contract may issue an instruction to the PSCS to remedy the issue within a specified time.

22.5 If after notifying the PSCS in writing of deficiencies in any health, safety, or environmental requirements, H & S personnel find continued violations of those requirements, or find actions that pose an imminent danger, an immediate order to stop work will be issued. Should this occur, H & S personnel will bring the matter to the immediate attention of the PSCS/Site Manager and the Director/s of the Main Contractor.

**Repeated Violations**

22.6 For repeated violation in non compliance with legislation or non conformance or recurring issues are not addressed, the steps of the BRL Non Performance Escalation/Action off Route will be applied (See Appendix 4). The BRL Health & Safety Environmental Manager will document with a memo to file all violations brought to the attention of the PSCS to the BRL Managing Director.

22.7 If an instruction issued in accordance with 20.2 is not actioned or fully complied with, subject to the BRL Health, Safety & Environmental Manager’s assessment, the Client will take whatever steps are appropriate in accordance with the Client duties of the Safety, Health And Welfare At Work (Construction) Regulations, 2006. Failure to correct the violation or continued violations shall be grounds for termination of the PSCS Appointment. Such violations may result in the default of the contract.

22.8 The BRL Health & Safety Unit do not issue instructions as such, to the Main Contractor. Any health & safety issue raised by the H & S team deal only with the non compliance of the PSCS to fulfil their health & safety obligations of either the Contract or the BRL SHECM Strategy document. Furthermore, when the PSCS has failed to comply, and instructions given to the PSCS, any implication of associated costs or programme delay cannot be claimable under the contract as the PSCS would be deemed to be in breach of contract i.e. not complying with all relevant H & S legislation and the BRL conditions/obligations of acceptance contained in the Doc. 2. PRC-PSCSAP-CSM: Notice of Appointment-Project Supervisor Construction Stage (PSCS) Appointment Acceptance Form, Doc. 3. PRC-PSCSAP-CSM: Management Undertaking/Declaration Acknowledgement Form.

22.9 The PSCS and all personnel under his control will obey any written or verbal instructions given by any member of the BRL Health & Safety team or authorised representative or the PSCS’S Safety Advisor/Officer in respect of health and safety.

22.10 In the worst case scenario, the PSCS and or Contractor will be removed from the contract and the approved suppliers list.
23.0 APPOINTMENT PROCESS OF THE PROJECT SUPERVISOR FOR THE CONSTRUCTION STAGE (PSCS)

23.1 In normal circumstance, the Main Contractor shall be appointed as the Project Supervisor Construction Stage and unless informed otherwise, the Site Manager will be assumed to have the role and day-to-day responsibility of performing the function/duties of the PSCS. BRL will review the performance of the Project Supervisor Construction Stage throughout the project and issue appropriate directions to the PSCS in the event of inadequacies being identified.

23.2 However, the appointment for the PSCS (which is independent of the contract award) will be dependent on the completion of, and satisfactory review of the following documents:-

- **Response to the Doc. 3. PRC-TS-CSM: Tenderer Health & Safety Management System Evaluation Questionnaire Form**
- **CVs for key personnel (as described in Section 18.0 above),**
- **The PSCS developed site-specific Project Safety & Health Plan and,**
- **Doc. 3. PRC-PSCSAP-CSM: Management Undertaking/Declaration Acknowledgement Form**

23.3 The Project Safety and Health Plan becomes a vital document for ensuring that all activities are carried out safely on the project. It is important that every worker involved in the project is aware of its existence, and has the opportunity to examine it to determine any information needed to safeguard his or her safety and health. Subsequent revisions and/or additions shall be incorporated into the plan and maintained on the project.

23.4 Once the above documents have been reviewed, and any amendments or additional information has been incorporated and has been accepted by the BRL Health & Safety Unit Manager, he will appoint the PSCS in writing by **Doc. 1. PRC-PSCSAP-CSM: Formal Appointment of Project Supervisor for the Construction Stage (PSCS),** Doc. 5. PRC-PSCSAP-CSM: Developed Safety & Health Plan Certificate and by the return from the PSCS of the formal confirmation of acceptance using the **Doc. 2. PRC-PSCSAP-CSM: Notice of Appointment Project Supervisor Construction Stage (PSCS) Appointment Acceptance Form.**

**Note:**

*Work cannot start without confirmation of appointment and the Site Establishment Safe Work Method Statement (see details Part B: Section 18.0) has been deemed "acceptable" by the BRL H S & E Manager.*

23.6 A copy of the **AF2 Form** shall be displayed on the site SAFETY, HEALTH & ENVIRONMENTAL SITE NOTICE BOARD.

23.7 The Project Supervisor Design Process in conjunction with the Project Supervisor Construction Stage shall build up the Safety File as the project progresses and shall make this available for review by BRL as the project progresses.

24.0 DOCUMENT CONTROL POLICY

24.1 All health & safety documentation submitted to BRL should be controlled documents.

The documents should include:

- **Document title**
• **For project specific documents, (ie safety & health plan, swms) client name and project name**

• **A document description;**

• **Document number;**

• **A date of issue;**

• **Revision letter or number (e.g., Rev. 0, rev. 1, rev. A, or rev. B)**

• **Page numbers, including total number of pages**

• **A list of amendments or variations and dates;**

• **Authorisation of use; and**

• **Preparation personnel details and sign-off.**
PART B

PROJECT SAFETY ORGANISATION

1.0 PRE-START MEETING

1.0 The BRL H & S Unit requires that before work begins on the project, a Pre-Start Meeting be held after the award of the contract and before work begins on the project.

1.1 The purpose of the Pre-Start Meeting is to promote a culture of co-operation and teamwork, an introduction to all parties and for reviewing specific safety requirements and discussing implementation of all health and safety provisions pertinent to the work under contract of the project. By making contractors aware, at an early stage of our code of practice, they can put preventative measures in place from the start without ambiguity and delay. Communication paths will be developed to pass on all relevant safety information to those doing work.

1.2 The Pre-Start Meeting will be held between Main Contractor's supervision staff ie. the appointed PSCS/Site Manager, Contracts Manager and Health & Safety Manager/Officer and the BRL Health & Safety Unit Team Members.

1.3 BRL H & S Unit have developed an Agenda format for use at the Pre-Start Meeting.

1.4 The Health and Safety Unit will, during the pre-construction meeting, provide the PSCS with full copies of latest documents relevant to the contract such as:-

Doc. 3. Po-CSM: Environmental Management - Code of Practice for the Building and Construction Industry
Doc. 4. Po-CSM: The Considerate Contractors Code of Good Practice
Doc. 3. PRC-PSCSAP-CSM: Management Undertaking/Declaration Acknowledgement Form
Doc. 3. PRC-HSF-CSM: Tenant’s Health & Safety Information/Operating, Maintenance Manual- Format & Contents
Doc. 1. PRC-M-CSM: Contractor’s Monthly Project OHS & E Statistical Data Report Return Form

BPM 1. Safe Work Method Statement Preparation Guidelines
BPM 2. Joint Health & Safety Consultation Guidelines
BPM 3. Planning & Management of Mobile Plant & Equipment
BPM 4. Traffic Control and Management of Roadworks
BPM 5. Job Safety Analysis (JSA) Guidelines

D.4.1 Signs with symbols
D.4.2 Signs with symbols
D.4.3 Signs with symbols and legends
D.4.4 Road works delineators
2.0 EVALUATION AND MONITORING MEETINGS

2.1 Periodically throughout the project, the BRL H & S Unit team and the contractor’s project supervision staff must meet to review and discuss the status of safety issues on the project as well as to allow the parties to raise any specific issues concerning health & safety relating to their works. This is done to continue focusing adequate attention on safety and health, and is mandatory on all projects. The project staff and other contractor and Client representatives involved in safety issues on the project should attend; generally these are the same people who will have attended the initial project safety and health meeting or the preconstruction conference.

2.2 The PSCS shall attend all meetings arranged by the BRL H S & E Manager for the discussion of matters connected with the performance of their health and safety policy, performance and identify priorities for improvement. These meetings may allow other parties concerned with the works to participate, where appropriate.

2.3 The following matters may be included on the agenda:
   • Recommendations and action taken or outstanding items following audits and monitoring,
   • Reports of accidents, incidents and dangerous occurrences including analysis and follow-up action,
   • Pre-planning and risk assessment of forthcoming work,
   • Inter-relationship of contractors works to ensure co-ordination and co-operation.

2.4 All project safety and health meetings should be documented in the project records, including time and place, attendance and agenda items discussed. If any specific safety or health issues are raised at a meeting, the resolution of those issues must also be documented in the project records.

2.4 BRL have established an Executive Committee consisting of BRL appointed Designers/PSDP’s & PSCS’s, representatives of BRL Management. These meetings, held from time-to-time, will establish communication paths between all parties. They will discuss major issues affecting either individual work sites or issues resulting from the interaction between individual sites and interface with construction workers, residents, visitors and the general public and the cumulative impact of all other developments taking place throughout the scheme including construction traffic management issues. Also, the committee will provide leadership and direction with the aim of achieving the high standards of protection required.

3.0 CLIENT - PSCS COMMUNICATION

3.1 Effective communication is a key factor of successful Health and Safety management. To effect this, meetings are to be held between the Client and the PSCS, Site Manager/Health and Safety Officer. For the purposes of health & safety matters only, the lines of communication from the Client is directly to the PSCS like wise all matters to do with health and safety are to be directly addressed to the Client (Health & Safety Unit) not via the Contract Administrator who may be issued copies of such correspondence for information purposes.

3.2 Every PSCS who receives a direct communication from BRL and/or Contract Administrator on H & S matters is required to ensure that relevant members of their own personnel and other sub-Contractors are also in receipt of this information.

3.3 Whenever contact is made by BRL either by phone, fax, or letter, a prompt return communication is required.
Communication Flow for the “Design-Construction-Maintenance-Demolish Cycle”

4.0 SITE COMMUNICATION

4.1 Each PSCS and sub-contractor shall ensure that there are effective structured channels of communication arrangements to inform all site personnel of key issues including client initiated h & s information, any lessons to be learned from incidents, internal external h & s campaigns etc. The mechanisms may include newsletters, videos, notice-boards, toolbox talks and special briefings. The communications arrangements shall ensure that where applicable recognised trades unions and appointed safety representatives are consulted in the development of communications messages.

4.2 Details of these meetings are to be recorded and available on site for perusal by BRL and the HSA.

4.3 Details of accidents/incidents and near misses are to be posted at the relevant Site Office - Safety, Health and Environmental Notice Board for perusal by all workforce personnel in an effort to minimise risk and reduce repetition.

Non Verbal

4.4 Non-verbal communication comprises subconsciously imparted messages. For example, a makeshift notice-board can convey that the board is of no real importance and the employer or Project Supervisor, Construction Stage, could not care less. Or, the supervisor who tells workers to wear their helmets but does not personally wear one is tacitly telling workers that helmets are not important. Or consider the safety representative who advises the employer or PSCS, of the dangers of working at heights but who personally can be seen flouting that danger.

4.5 Actions speak louder than words. It is important that the site supervisors, safety officer, safety representative etc. leads by example and models good health and safety behaviour at all times, following all safety guidelines and never taking a risk with their own well-being. In addition, if a safety representative is a danger to themselves, or others, a supervisor will not take his or her representations seriously and health and safety will not improve.
Safety signs

4.6 Signs are another vital tool in health and safety communication. Signs can get information out quickly, be used to remind people of important rules, or warn people about dangers. Signs are limited given that they provide only one-way communication. Alone, signs cannot provide an adequate communication system. For instance, some employees might not know what a sign means. Or there could be non-English-speaking workers unable to read an English language sign.

4.7 When using signs for health and safety, all workers must be advised of the purpose of the different signs used. Employers should follow the *Safety, Health and Welfare at Work (Safety Signs) Regulations, 1995*. They also regulate signs for obstacles and dangerous locations, which govern the marking of traffic routes. The regulations should be checked for details. Employees must be advised on the meaning and use of signs by the employer, a point especially highlighted in the regulations.

4.8 *What are the basic Principals regarding the use of safety signs?*

The objective of a system of safety signs is to draw attention rapidly and unambiguously to objects or situations capable of causing specific harm. A system of safety signs may only be used to give information related to safety. Under no circumstance is a safety sign a substitute for the requisite protective measures.

4.9 The effectiveness of the system is dependent on the provision of full, and constantly repeated, information to all persons, and is dependent upon signs being removed if no longer required.

Just as with personal protective equipment, under the *General Principals of Prevention of the Safety, Health and Welfare at Work (General Application) Regulations, 2007*, safety signs must be considered a last line of defence.

4.10 Other mediums of communication to be used throughout the project may include:

- a) Tool Box Talks
- b) Method Statements
- c) Company Practice Notes
- d) BRL Safety Updates
- e) Risk Assessments
- f) Regular audits, reviews and reports

5.0 WORKER INVOLVEMENT

5.1 The PSCS is required to develop effective mechanisms for engaging site personnel in the development and implementation of effective OHS & E policies and procedures.

5.2 The arrangements for worker involvement shall be based on the following:

- Compliance with statutory requirements;
- Construction personnel understanding that they are permitted to stop work if they feel at risk;
- Advising personnel of the mechanisms for reporting health and safety issues within the PSCS’s team;
- Taking no negative, critical action against any worker for raising a health and safety issue;
- Ensuring that all personnel are addressed in a civil manner by all other personnel;
- Include in every toolbox talk an opportunity for personnel to ask questions and make comments;
- Operating a consultation mechanism, and bringing this to the attention of all personnel
Where applicable, establishing arrangements for the recognition of trades unions and their engagement at an appropriate representative level in forums for reviewing and developing health and safety arrangements;

Respecting appointment arrangements established amongst the personnel, specifically the appointment of Safety Representatives. The latter shall be afforded the normal rights to be directly involved, on behalf of their Members, in all aspects of health and safety planning and implementation. Names of Safety Representatives shall also be provided to the BRL H & S Unit, to facilitate their inclusion in site-wide consultation arrangements.

“Every worker has the right to working conditions which respect his or her health, safety and dignity”

(Art. 31 of the European Charter)

6.0 HEALTH AND SAFETY OF NON-ENGLISH SPEAKING PERSONNEL

Applicable Legislation Includes:

- Safety, Health and Welfare at Work Act, No. 10, 2005
- Safety, Health and Welfare at Work (Construction) Regulations, SI 504, 2006

Introduction

6.1 As the work force becomes more diverse; be prepared for English as second language issues, and rely less on verbal and written Safety & Health Programs. The Safety, Health and Welfare legislation require employers to provide their employees with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks. Information should be provided in a way that takes account of any language difficulties or disabilities. It can be provided in whatever form is most suitable in the circumstances, as long as it can be understood by everyone.

6.2 The PSCS shall ensure that all personnel fully understand the site H & S requirements as expressed orally and in signage, including emergency arrangements. The language needs of non-English speaking/reading personnel shall be addressed during induction, and through training. Such team members shall receive the required health and safety training / briefing (including any emergency procedures) before commencing work in a form that they understand it.

Emphasis should be placed on ensuring proper supervision of all staff, but in particular those who may have difficulties in understanding verbal or written communications. Those who have responsibility for managing personnel on site shall be able to communicate in both written and oral English to a standard appropriate to the tasks being performed.

6.3 For employees or workers with little or no understanding of spoken or written English, employers and those in control may need to make special arrangements.

- Translate written materials into other languages
- Seek out and create universally understood messages
- Visually explain Health & Safety rules and work practices through signage, hand signals, demonstrations, gestures, and through eye contact, confirmation of understanding is achieved
6.4 Many employers cite risks to health and safety as one of their main concerns when employing persons who do not speak and/or understand English. On construction sites, where changing conditions often require quick reactions to verbal communications, the inability to speak and/or understand English could create a particularly high risk to health and safety. However, a blanket refusal to consider non-English speaking employees for any vacancies or activities will almost certainly be in breach of the provisions of the Employment Equality Act 1998.

6.5 This guidance is therefore intended to protect the health and safety of non-English speaking personnel, and others on site, whilst ensuring that they are not unfairly discriminated against. It should be noted that this does not only apply to “foreign” labour, as Nationals cannot always read/write in English and their communication skills may be poor.

6.6 Irrespective of whether the employee meets other criteria for the job, [e.g. FÁS Safe Pass cardholder], employers will need to assess the risks of any language barrier to health and safety and the control measures required to overcome those risks before making a final decision.

Assessing the Risk

6.7 As with all health and safety hazards, in the first instance it is important to assess the risks associated with the fact that the individual does not speak and/or understand English. The employer will need to identify if the individual does not speak English or does not understand English, these are two very different issues. Many people find it easier to understand a second language before they can speak it with any degree of fluency.

6.8 Risks may arise from a range of issues: from the consequences of not being able to understand the site safety induction to the inability to communicate danger to others on site. The employer needs to assess the risk of each activity and identify where the ability to understand and speak English is critical and where it is not. Such critical activities may include those such as crane slinger/signallers; confined space working and activities that require a permit to work system. These types of activity may be deemed unsuitable for operatives who cannot understand or speak English.

6.9 The conditions on construction sites, by their very nature, are constantly changing. Employers need to consider how many new or unexpected potential dangers can be effectively communicated to those individuals who do not speak and/or understand English.

Reducing the Risk

6.10 Having identified and assessed the health and safety hazards, the next stage is for the employer to consider reasonable means of reducing the risk. These will vary according to the specific circumstances and the nature of the risk.

6.11 A well tried and successful method of dealing with the issue is to have all non-English speakers working together in relatively small manageable gangs and a working ganger or supervisor with each gang who can act as their interpreter. This ganger or supervisor must stay with the gang at all times in order to deliver inductions, briefings, routing instructions and generally act as their liaison with the rest of the site team. Under certain conditions the interpreter may even have a wider role in assisting with transport and accommodation arrangements. This ‘gang interpreter’ approach should be discussed with sub-contractors at an early stage and included within the contract conditions; if necessary, a maximum gang size per translator can be specified. Details should also be contained within the Safety and Health Plan. You must consider your arrangements if the ‘gang interpreter’ is not available for any reason.

6.12 In some instances, particularly for lower risk activities, the company may have other employees who speak both English and the first language of the non-English speaking
employees. They can therefore arrange for these workers to work together in order that they can act as translators. Where there is a relatively high density of a particular ethnic group in an area, there may be some external translator assistance available from local community groups.

6.13 For instances where lower risk activities are being carried out it may only be necessary for method statements and risk assessments to be translated into the appropriate language and issued to the nominated workforce - assuming that they can read. Just as there are Irish people who cannot read English, there are many non-Irish people who cannot read their own language.

6.14 Other measures that can assist in the safe integration of non-English speakers into the working environment include:

- Not allowing lone working or allocating safety critical roles to non-English speakers.
- The allocation of low risk work and/or areas for non-English speakers.
- Ensuring the maximum use of internationally recognised pictorial warning signs within the workplace.
- Providing a greater degree of training and allowing additional training time.
- Providing a greater degree of supervision.
- Using external translator services where the provision of written information is considered essential.
- Considering English language courses for longer-term workers.

6.15 Whatever methods are chosen it is vital that their effectiveness is closely monitored. Simple observation of their working practices should indicate whether the requisite messages have been received and understood by the non-English speakers and any deficiencies must be acted upon immediately.

7.0 SAFETY, HEALTH & ENVIRONMENTAL SITE NOTICE BOARDS

Applicable Legislation Includes:

- Safety, Health and Welfare at Work (General Application) Regulations, 2007

7.1 A site notice-board MUST be displayed in each Contractor’s Site Office, canteen or external sheltered location in a prominent position, and not obstructed visually in any way, provides a mechanism for advising everyone of progress in health and safety, upcoming events, representations made, actions taken, minutes of health and safety meetings, and the outcomes of accident investigations.

Notice-boards should never become cluttered with information. The notice board should be regularly maintained, an untidy notice-board is difficult to read and pressing relevant information is lost.

7.2 As a minimum, the following should be displayed on or adjacent to the Notice Board:

- The Project Safety and Health Plan
- Appropriate Statutory Notices, eg. AF 2 Form
- NISO Health and Safety Law poster
- Company Safety Statement/Procedures
- The BRL Code Of Conduct/Project Site Safety Rules
- Monthly accident statistics charts (as provided to BRL)
g) H & S Inspection Reports carried out by company and any external parties
h) Minutes of site safety committee meetings
i) Electric shock treatment placard
j) Names and photos of First Aiders, including contact arrangements
k) Fire Prevention/Evacuation details including route map, assembly area/Fire Warden details
l) Emergency procedures including emergency contact telephone numbers

It is the responsibility of contractors to regularly update and maintain notice boards and contents under their jurisdiction.

8.0 SAFETY CONSULTATION

Applicable Legislation Includes:
- The Safety, Health And Welfare At Work Act, 2005

Applicable Codes of Practice or Guidance Notes Includes:
- BPM 2 Joint Health & Safety Consultation Guidelines, BRL
- Guidelines on Safety Consultation and Safety Representation, 1994 H.S.A

8.1 It is the duty of every contractor to ensure consultation with employees or their safety representative (or both) in relation to health & safety requirements, taking account of the need, whenever necessary, for co-ordination between employees or the safety representatives of the different contractors on the construction site.

8.2 Under PART 4, Safety Representatives and Safety Consultation Section 26.—(1) of the Safety, Health and Welfare at Work Act, 2005 each employer is obliged to make arrangements for effective consultation between himself and his employees on matters of safety and health. In addition the employees have the right to select and appoint one of themselves as a safety representative to represent them in consultations with the contractor.

8.3 All elected Safety Representatives are to wear Hi-Viz clothing with "Safety Representative" emblazoned on back of vest, coats.

(See detailed requirements BPM 2. Joint Safety Consultation)

9.0 TRAINING

Applicable Legislation Includes:
- Safety Health and Welfare at Work (Construction) Regulations 2006,
- Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2003
9.1 Contractors must ensure that all employees, including those of sub-contractors, are adequately trained to carry out their duties or tasks including relevant training. Proof of training certification registration acceptable to HSA, e.g. FÁS Construction Skills Certification Scheme, Construction Industry Training Board (CITB) UK, shall be made available upon request by BRL which will confirm that the employee is:
   a) Fully trained
   b) Competent
   c) Authorised

9.2 Each Contractor’s Health and Safety Manager/Officer is responsible for identifying needs and ensuring that training sessions for the site workforce are carried out. All Site Managers and Supervisors are responsible for ensuring that personnel under their control receive safety training in accordance with these procedures.
9.3 Safety Training needs must be identified taking account of:

- Ongoing analysis of Accidents
- Ongoing analysis of the Safety Performance
- Developments in Safety Technology
- Changes in plant or equipment
- Redeployment or transfer of personnel
- Introduction of Legislation

**Toolbox Talks**

9.4 The aim of the toolbox talk is to highlight specific hazards in the workplace. The objective should be to raise awareness of the employees and inform them of the control measures put in place to prevent workplace accidents. Toolbox talks should be designed so that they are easily understood by workers with either literacy or language difficulties and so should be visual and interactive where appropriate.

9.5 Toolbox talks on relevant subjects, will be regularly given to Contractor employees by competent persons to maintain awareness of safety matters and safe working practices throughout the duration of the Contractor’s work. When used effectively, they can be the centre-pin of two-way communication and ‘real’ consultation. Records of such talks should include sign-in sheets to record comments and issues raised will be maintained and made available for perusal by the PSCS and BRL upon request.

9.6 Toolbox talks are an extremely useful means of consultation since they usually relate to a particular topic or activity. Unfortunately the talks, typically 15 minutes long, are often didactic, that is, talking at people, rather than talking with, and listening to, people. For example, a supervisor may select a part of the safety statement, stand up in front of a group of employees and read off a list of do’s and don'ts perhaps on the safe use of a ladder. The supervisor then gets all participants to sign a sheet indicating that they have heard and understood the information given, and that is the end of it, and all go back to work.

9.7 This is not the most effective way of using the toolbox talk and it is a wasted opportunity to consult with employees. Certainly the supervisor must read down the list and provide information needed to use a ladder safely, but by giving an extra five minutes for employees to voice any difficulties they can see in following the instructions could prove invaluable. For example, while the toolbox talk could have instructed employees to tie ladders securely, employees might know that there is no rope left in the stores to give effect to this advice; thus giving the supervisor the opportunity to buy more rope. Or consider the scenario of being told that ‘all defective ladders must be disposed of immediately’. Employees might know that there are not enough additional ladders available to take such action.

10.0 COMPETENCE AND FITNESS FOR WORK

10.1 All Contractor’s personnel shall be trained, competent and medically/physically fit to perform the duties assigned to them. They shall be informed of all hazards and given instruction in corresponding safe methods of work including the use of personal protective equipment.

10.2 All Contractors’ personnel shall have received training in manual handling within the previous three years.

10.3 All personnel carrying out work on site shall be in possession of in date FAS Safepass Cards or an equivalent recognised by FAS.
10.4 All personnel carrying out the following activities shall be in possession of the applicable FAS Construction Skills Card or an equivalent recognised by FAS:
• Basic scaffolding
• Advanced Scaffolding
• Tower crane operation
• Slinging/signalling (required for anyone using an item of lifting gear attached to a lifting appliance in order to lift a load and also for persons directing lifting operations)
• Telescopic handler operation
• Mobile crane operation
• Crawler crane operation
• Articulated dumper operation
• Site dumper operation
• 180° excavator operation
• 360° excavator operation
• Roof and wall cladding/sheeting
• Built up roof felting

10.5 Trainee scaffolders shall be in a ratio of not more than one trainee to every one certified scaffolder.

10.6 A photocopy of each individual's qualifications/certificates shall be maintained on site.
PLANNING AND MANAGING HEALTH AND SAFETY IN THE CONSTRUCTION PHASE

11.0 The PSCS needs to ensure that the construction phase is properly planned, managed and monitored. The effort devoted to planning and managing a project should be in proportion to the risk and complexity involved. The PSCS also needs to ensure that they have the right quantity and quality of competent management and supervision available.

11.1 The PSCS should maintain, within its overall work programme, plans for achieving OHS & E objectives and performance criteria. These plans should include:

- a clear description of the objectives;
- designation of responsibility for setting and achieving objectives and performance criteria at each relevant function and level of the organisation;
- the means by which they are to be achieved;
- resource requirements;
- time scales for implementation;
- programmes for motivating and encouraging personnel toward a suitable OHS & E culture;
- mechanisms to provide feedback to personnel on OHS & E performance;
- processes to recognise good personal and team OHS & E performance (e.g. safety award schemes);
- mechanism for evaluation and follow-up.

11.2 All JSAs, risk assessments etc. need to be carried out sufficiently in advance to ensure that work can be performed safely. Areas for material storage, waste containers and fuel storage tanks etc. as well as communication routes and transports shall be planned. It is important to determine how workers shall access all workplaces.

11.3 The risks construction workers face are largely the result of poor planning. Thus a well-organised construction site is generally a safe site and, in a broader sense, a well-managed site (well planned, organised, supervised and controlled) is also a safe site.

11.4 There are many factors that interfere with proper planning in the construction industry: the diversity of tasks, the variety of construction projects, insufficient time between bidding and initiating the work, ill-defined projects or changes in the projects, or unforeseen changes in the weather. Even so, basic safety planning can always be done, thus eliminating the causes of many potential accidents.

11.5 The work shall be planned so that different activities do not conflict in a way that causes risk of ill-health or accidents. Scheduling is particularly important if the work is comprehensive but construction time is short.

11.6 To provide a basis for safe construction the plan must clearly explain the action needed to control key risks, and provide details of good working practice. The plan also needs to

1. Allocation of resources for planning
   With good preplanning you can be prepared for problems and find in time better solutions for safety.

2. Safety integrated in project meetings
   When safety is integrated in practices of meetings you don't need special meetings for safety and safety is always taken into account in making decisions.

3. All building works should be preplanned
   Planning should commence as early as possible and be an ongoing process throughout the duration of the project.

4. Subcontractors in safety planning
   Subcontractors have valuable special competence and knowledge. Joint planning ensures co-ordination and information flow.

5. Absence of risk taking
   Dangerous acts or acts against rules should never be accepted.
   Addressing of unsafe acts is a message that is important – important things are followed.
incorporate, or refer to, any required procedures, safety rules and monitoring arrangements.

11.7 Long, generic plans that nobody reads or uses are a waste of effort. Photographs and sketches can greatly simplify and shorten explanations. It should also be organised so that relevant sections can easily be made available to designers and contractors.

11.8 Often the design and preparation for later work is not complete at the start of the construction phase. Nevertheless, the plan for the initial phase of the construction work must be prepared before any work begins. The parts of the plan relating to such work need to be developed as information becomes available in liaison with the PSDP.

11.9 Workers shall be informed about the work, the safety and health (work environment) measures that have been implemented or planned and the rules that apply. They may need special training or instruction if new products or methods are going to be used.

11.10 Construction sites are prone to fast and constant changes that entail many risks. Regular safety inspections are critical.

12.0 COMPREHENSIVE PROJECT SPECIFIC SAFETY AND HEALTH PLAN

12.1 The PSCS must develop and implement a comprehensive site-specific Safety and Health Plan for the employees which covers all aspects of onsite construction operations and activities associated with the contract. This plan must comply with all applicable health and safety regulations and to ensure all pertinent work site hazard information have been incorporated, where necessary as well as the project-specific requirements that BRL has specified in this and other documents, as well as a drawing of site haul roads, and car parking facilities and a description of site welfare facilities including canteens, toilets, showers, changing rooms and locker rooms as appropriate.

12.2 The Project Safety and Health Plan becomes a vital document for ensuring that all activities are carried out safely on the project. It is important that every worker involved in the project is aware of its existence, and has the opportunity to examine it to determine any information needed to safeguard his or her safety and health.

12.3 The PSCS must plan and manage the construction phase taking account of the information contained in the Preliminary Safety & Health Plan and that provided by sub-contractors.

12.4 Additionally, the Safety and Health Plan must include a statement of responsibilities listing the names, positions and responsibilities of all persons who will have specific responsibilities on the site for occupational health safety and environment.

12.5 A copy of the plan shall be maintained on the project by the contractor and by the BRL H & S Unit for such examination. Subsequent revisions and/or additions shall be incorporated into the plan and maintained on the project.

12.6 The PSCS must provide the BRL Health, Safety & Environmental Manager with a copy of this plan no later than one week prior to the planned commencement of site establishment, failure to comply will result in delay.

NOTE: WORK CANNOT START WITHOUT THE S & H P BEING REVIEWED AND DEEMED 'ACCEPTABLE' BY THE BRL H & S UNIT MANAGER

12.7 The BRL H & S Unit will review the submitted Safety Health and Environmental Plan and will note, if appropriate, any requirement for additional information or areas of special concern and request amendments to meet the standards as detailed in the BRL documentation.
12.8 The HSE Manager will issue the formal authority to commence the planned works when SH & E plans are deemed acceptable. Acceptance of the PSCS's Safety and Health Plan only signifies that the plan generally conforms to the requirements of the contract.

It remains the responsibility of the PSCS/Contractor to ensure that adequate consideration is given to identifying and addressing all potential safety and health concerns on the project. The company's receipt of the plan does not relieve the PSCS of the responsibility for providing employees with a safe and healthful work environment and to continually review and revise as necessary the plan during the course of the contract to ensure relevancy and followed in practice.

12.9 The BRL Health and Safety Unit will review and monitor the PSCS's adherence to its written Safety and Health Plan and all applicable environmental, health, and safety requirements. If such reviews identify requirements to amend the SH & E plans, the PSCS shall undertake such amendments as soon as possible, and where a phase/element of work to be covered by such revised plans has not yet been started the PSCS shall endeavour to amend them prior to commencement of that phase/element.

Implementing and Monitoring the Plan

12.10 A plan is no use if it is treated as merely a paper exercise and gathers dust. To improve standards, it must be a practical aid to the management of health and safety on site. PSCS's and other contractors have a particular role in both implementing and monitoring the Plan to ensure that it works in practice.

12.11 The PSCS/Main contractor must take appropriate steps to make sure the Plan is implemented throughout the construction phase. The purpose of monitoring is to ensure that the precautions described in the SH & E plans are appropriate and followed in practice. Where contractors do not work safely or comply with the plan, Main contractors must take appropriate action to deal with the risk. (They can give reasonable directions to any contractor and contractors have to comply – SHWWC regulations 16 & 24. PSCS is responsible for ensuring the health and safety of everyone on site.

12.12 The PSCS shall ensure that the safety and health plan is available at the construction site and that it is adapted to how the work is carried out and to changes that take place at the site. The plan needs to be routinely reviewed, revised and refined by the PSCS as the project develops. For example, where the plan is not being followed, and health and safety is put at risk, those involved must take appropriate action to deal with the risk. Monitoring may show the plan has shortcomings and needs to be modified. Any significant changes in the plan should be brought to the attention of all those affected.

12.13 Successful implementation also requires that safety be seen to be promoted. Supervision should make conspicuous efforts to comply with the Plan and to see that others comply as well. Supervisors must act immediately to stop violations and make it clear that such behaviour will not be tolerated. Success depends on management, supervisors, and workers carrying out their individual responsibilities and working together in a co-operative climate.

12.14 The plan should be regarded as a live document, and, where necessary, amended to reflect changes in the scope of work or programme changes where the planned interface of trades may alter.

13.0 WORK ACTIVITY PLANNING AND CO-ORDINATION

Preplanning is the review of planned operations before and during construction to identify and eliminate potential loss sources.

The goal of preplanning is to reduce hazards, which will minimize disruption, increase efficiency and lower costs.

13.1 The first essential step to ensure work is done safely is to plan and prepare for it to be done safely. Planning and preparation should involve consultation with all persons
engaged in the work, including employee representatives to ensure that work is carried out efficiently and with full consideration of health and safety issues.

13.2 Proper planning of the whole project is essential for effective risk management. It makes delays or increased costs due to unforeseen problems far less likely, and helps identify measures to reduce the risk of injury. Planning and preparing for construction can require considerable work.

13.3 Experience has clearly shown that one of the most effective ways to protect workers from injuries and illnesses is to carefully plan the work. Analyses of accidents that have involved fatalities, injuries, and illnesses have consistently shown that inadequate identification of hazards during work planning and failure to provide effective control of these hazards have been predominant causes for most of these accidents and operational events.

13.4 It makes good business sense to prevent losses (including financial, time, equipment, materials and human suffering) caused by accidents. To accomplish this, carefully plan and schedule all work activities before construction begins.

Seven important points for successful planning include:

1. A commitment to safe practice
2. Knowledge/expertise
3. Effective management
4. Co-ordination/communication/feedback
5. Information
6. Training
7. Monitoring/reporting

13.5 The goal of this initiative is to improve efficiency in planning, reviewing, approving, and conducting work through a team approach.

13.6 There should be a planned and systematic approach to implementing all work activities to minimise the risks of danger to persons involved. These dangers can largely be avoided by good planning and co-ordination, for example making sure there are sufficient skilled workers and the appropriate materials, tools, signage and equipment at the right place at the right time.

There are no excuses for insufficient quantities of materials on site at the commencement of the work activity, for example, lack of signage, shortages of temporary fencing panels, couplings etc. inappropriate equipment, no banksmen etc.
An Essential Part of Every Job
This model endorses the concept of **continual improvement**

**PLAN**
- Legal and Other Requirements
- Hazard and Risk Identification
- OHS Objectives Targets and Programs

**DO**
- Resources, Roles, Responsibility & Authority
- Preventive and protective measures
- Emergency prevention, preparation and response
- Competence, Training and Awareness
- Consultation & Communication
- Procurement and contracting

**ACT**
- Management Review
- Continual Improvement

**CHECK**
- Monitoring and Measurement
- Evaluation of Compliance
- Injury and incident investigation and root cause analysis
- Records Management
- Audits

*This is Accomplished by “Think First, Then Do”, Because Thinking is Less Costly Than Doing.*
13.7 The process of planning could be based on the International Standards Organisation (ISO) 14001 Standard. This framework follows a well-known model or set of tools for continuous improvements also sometimes referred to as the Shewhart Cycle or the Deming Cycle called “Plan, Do, Check, Act (PDCA) cycle” which your company should follow as illustrated below:-

- Activities are thoroughly **Planned**, risks identified and then **Plan** appropriate actions and suitable controls developed to eliminate or mitigate recognised hazards. Communicate the **Plan** to everyone concerned.

  **A good plan is more than just a piece of paper**

- **Do** work in accordance with the agreed arrangements of the Planning

- **Checks** are undertaken through auditing, monitoring and inspections to ensure that the implementation has occurred to plan and it has achieved the desired results. If desired results are not achieved, review the plan again.

- **Report, review, learn and Act** on opportunities to improve procedures or safe systems of work, etc. Implement the changes, Standardise to maintain improvement, Communicate the changes.

13.8 The PSCS is to ensure co-ordination for safety and health matters of on site activities or with any adjoining construction sites to prevent risks resulting from the various items or stages of work which are to take place simultaneously or in succession.

14.0 **SUPERVISION**

14.1 The PSCS shall ensure that work is adequately supervised at all times by competent persons. The arrangements shall specifically address the supervision of new-to-site personnel, young persons, non English speakers and other personnel at risk.

14.2 The arrangements shall also include those for addressing foreseeable emergencies.

14.3 The supervisory arrangements shall also be reviewed for adequacy and suitability in connection with any lone or isolated work.

**Sub-contractors**

14.4 The contractor shall brief its approved sub-contractors to ensure they and their employees fully comply with the requirements of the BRL Health & Safety Policies.

15.0 **SAFE SYSTEMS OF WORK**

15.1 The objective of the Regulations is to protect people at work against risks to health or safety arising from construction activities and systems of work associated with the activities and use of plant, equipment, powered tools etc. “Systems of work” describes a wide range of activities which can contribute to safe work. Where relevant to the activities and associated work practice under review, systems of work may include:

- the company’s policy and procedures for performing the activities, purchasing plant; etc.
- the definition and allocation of roles, responsibility and accountability within the workplace;
• the arrangements or systems in place to ensure quality of instruction, competency assessment and supervision;
• systems of communication while performing a task or within the organisation generally;
• the organisation of work including:
  - traffic around the plant (people and vehicles);
  - the amount and type of manual handling required;
  - any production incentives that may affect health and safety;
• the arrangements or systems in place to ensure skill and experience of the employees allocated to particular tasks;
• work practices and procedures including maintenance and repair schedules;
• and emergency procedures, for example, first aid and evacuation.

Issuing work instructions

15.2 Work instructions define the manner of conducting tasks at the work-site level, whether conducted by the company’s own employees or by others acting on its behalf. In the case of OHS & E-critical tasks, which have the potential for adverse OHS & E consequences if incorrectly performed, these work instructions should be documented and communicated to relevant personnel.

16.0 PRE START MOBILISATION

16.1 During the time period between contract signing and site establishment, the PSCS should be actively planning the mobilisation phase of the project. The Contractor shall make no delivery of materials, plant or other things nor commence any work on the site without obtaining the confirmation of the Appointment of the PSCS.

Before Work Begins

16.2 Take the following general steps before work begins:
• Acquiring utility services connections & permits, ie. temporary electricity supply, water sanitary connections, telephone etc. It is particularly important to ensure that all necessary connections to services for the welfare facilities are available before work starts, or alternative arrangements are made e.g. use of temporary generators, portable water tanks, etc.
• The positioning and marking of temporary services should be carefully undertaken to avoid the possibility of accidental damage.
• The requirement for first aiders should be determined in the overall assessment of first aid provisions, including determining the persons available with appropriate cover for holidays and sickness or planning of the appropriate training needs. The assessment for first aid will indicate the supplies required and ensuring they are available on site at the appropriate time.
• To obtain a thorough understanding of the project’s traffic control needs and requirements, review the plans,
• Determine what signs must be placed before work begins.
• Consideration of the issues involved in the moving of personnel, equipment, and supplies to the job site.
• Forwarding on the Notification of Project to the HSA and the Commencement Notice to the DCC

16.3 The Project Supervisor Construction Stage shall communicate in writing with local emergency services prior to site mobilisation, informing them of the site mobilisation

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date, project duration and main site risks. Such communication shall include the local Chief Fire Officer, Hospital and Gardai.

17.0 PERMITS, LICENCES AND APPROVALS

17.1 BRL will take all reasonable steps to receive appropriate advance approvals for the planned works. It remains the responsibility of the Main Contractor to ensure that the Local Authorities approvals such as Road Closure Licence (T2s), drainage and water connections etc. and other required approvals, permits, and licences are obtained (BRL will assist where appropriate).

17.2 The PSCS shall keep a register of such approvals, permits, and licences and keep a copy on site for inspection by BRL or DCC personnel.

18.0 SITE ESTABLISHMENT

Introduction

18.1 This section aims to identify key matters which must be considered when physically setting up the project site.

Planning

18.2 When planning for precautions of the erection of the hoarding, fencing etc. the contractor should consider the factors such as:

- Width of any existing footpath and extent of hoarding intrusion required
- Location map of services and access to service manhole covers, access to gullies, fire hydrants, public lighting, access covers etc.
- Location of tower crane and hoisting zone if required
- Pedestrian access including disabled access and buggy access
- Location of warranted School Warden crossing points
- Obstructions such as street furniture, trees, bus stops, including if necessary any temporary relocation proposed.
- Road and pedestrian traffic Line-of-Sight visibility at site corners
- Signage, lighting, pedestrian barriers
- Dust, noise and dirt control
- Fire protection including spread to adjoining properties
- Provision of temporary services, concrete pump lines, water supply etc.
- Structural strength and stability of temporary structures proposed
- Waterproofing of overhead decks
- Location of site amenities/cabins
- Is the structure free standing or to be tied to an existing building
- Visibility of traffic signals
- Location of utility service providers equipment, apparatus or services belonging to statutory undertakers or to the local authority
- Location of crossings and construction ramps
- Scaffold fans, safety nets or the like to trap falling debris near source in multi-storey construction
- Effect on amenity of adjoining properties
- residents’ parking bays
Site Layout

18.3 Attach a provisional layout plan to the Safety & Health Plan of the site clearly showing:

- Relevant environmental features e.g. Trees to be retained,
- Stores & bulk material storage area,
- Location of fuel bunds,
- Gas and chemical storage areas,
- Plant & equipment wash down area,
- Provision of designated parking
- Off-loading areas
- Concrete truck wash out area,
- Waste segregation skip locations,
- Access/Egress,
- Assembly Point/First Aid Station
- Welfare Facilities
- Location of Specific Risks i.e. Overhead/underground Power Lines, Gas Lines, Tower Cranes.

18.4 The drawing to be minimum A2 size, scale 1:500

Site Boundary Hoarding

Applicable Codes of Practice or Guidance Notes Includes:

- BRE Digest 436: Parts 1, 2 and 3 (Brief guidance for using BS 6399: Part 2).

Before building work is commenced

18.5 Timber hoardings have failed in relatively high winds, failures of posts, either by snapping or being uprooted, and of the ply facing due to inadequate fixings poses a risk both to the public and the workforce.

18.6 The Main Contractor is to obtain an Application for Licence/Permit to Erect and Maintain a Hoarding/Fence/Scaffolding on a Public Road/Footpath and for Use of Public Road Space Form from Dublin City Council before the erection of the hoarding, fencing etc. and fully comply with the conditions as stipulated on the form. A hoarding licence is required when the hoarding impinges on the public footpath or roadway.

18.7 The hoarding is to be designed by a competent engineer who understands the complexity of the forces involved, structural design including loads, stability, foundations, vehicle impact etc. and who can design the temporary works to safely take account of these forces. A copy of the Temporary Works Design Certificate is to be kept on site.

18.8 Hoardings shall remain in place until the construction of the building is completed, or in the case of a demolition, until the building is completely demolished.

18.9 Throughout the progress of any Works, the contractor shall keep the Site in an orderly state and shall provide and maintain at its own cost all lights, hoarding, fencing and warning signs for the protection of the Works and the safety and convenience of the public and others.
Additional requirements

- Perimeter fencing must be designed to minimise the impact of dust and noise on the public and adjacent areas.
- The hoarding shall be firmly constructed of clean boards, properly braced; and the whole erection must be kept clean and free from spikes, splinters which may snag clothing or cause physical harm to pedestrians, or anything likely cause inconvenience.
- Hoarding must be **minimum 2.4m in height and continuous down to the ground** to secure a building site and form a barrier against noise, dust and debris. **Pallisade** fences are considered unsuitable for this purpose and are not to be used for site hoarding.
- Footways must be maintained free of trip hazards.
- All support posts must be securely anchored and appropriately designed to take into account the prevalence and likely hood of seasonal gale force winds.
- Additional securing/bracing of the hoarding posts and sheeting is required for any elevation that runs adjacent to a footpath or roadway for added protection of pedestrians and motorists in the event of gale force winds damaging hoarding.
- For safety reasons, the corners of the hoarding must be splayed where vehicles or pedestrians pass around them.
- Fans and facade netting should be installed where necessary to contain falling debris.
- All suitable construction safety, warning signage should be fixed to the hoarding.
- Access openings should be fitted with gates which must be kept locked at all times when site unoccupied.
- No hoarding shall have doors opening outward.
- Where practical and safe, observation panels should be provided for public interest.
- Materials should not be stored close to the hoarding in such a way they might provide an easy way of climbing over the hoarding or material falling against hoarding and potentially causing it to collapse.
- Graffiti and other posters or stickers on hoardings and fencing must be removed on at least a weekly basis, or immediately if it is offensive in nature.
- Hoardings should be frequently inspected, repaired and repainted as necessary by the contractor.
- Every hoarding and overhead protective awning shall be so constructed as to leave all traffic signals and signs in the vicinity clearly visible to motorists and pedestrians at all times.
- Concrete spilt on to the roadway or the footpath of any street or road shall be removed immediately by the person carrying out the building work. Equipment used for transporting or handling concrete shall not be washed in or on any street, road, or public place; and concrete shall not be washed into any underground drain.
- Vehicles shall not cross any footpath to gain access to the site of the work or project, unless an approved vehicular crossing has been constructed.
- Hoardings must not obstruct access to emergency services vehicles.

Public Art

18.10 BRL encourages contractors to consider the display of approved temporary public art on the perimeter hoarding of construction sites as this acts as a deterrent for graffiti and bill posters and some protection against vandalism.

**Community Arts Factory**, 304 Balcurris Road, ph. 857 9280
Temporary Fencing Systems

18.11 Steel Panel Fencing System

- Anti-vandal bolts are recommended in place of the standard rivets for pale fixing when attacks to the fence may be expected.
- The Readyhoard steel panel fencing system is ideal for locations where it is preferred not to have holes dug for posts, e.g. footpaths, roadways. Panels slot into concrete feet and are coupled together to provide a solid screen that is easily moved and can be used many times over.
- Height: 2.40 metres high as standard, excluding optional security toppings.

18.12 Mesh Panel Fencing System

- Mesh “Heras” type fencing should be Medium Duty Anti-Climb type which will restrict children from climbing on fencing. All Heras type fencing must be secured with 2 couplers per panel. If additional security is required then the anti-tamper coupler is recommended to be used.
- All temporary fencing, materials etc. are to be removed off site on completion and make good all disturbed ground.

Workers’ Parking Policy

18.13 Site parking provision should, if at all possible, provide for all likely vehicles visiting the site to avoid extensive intrusion of site-related vehicles into the surrounding roads. The PSCS must identify, in the S & H P, what parking arrangements, if any, have been made for the construction workers’ vehicles and how this will effect the parking of the local community in the area.

- Provide parking on-site as far as possible. If this is impossible, other transport arrangements for staff and workforce should be considered.
- Ensure that all site workers are aware of:
  - The impact of parking on road safety/congestion (eg. Where it restricts visibility for drivers and for pedestrians crossing roads);
  - Appropriate locations for parking to reduce inconvenience to local residents and business;
  - Locations where parking is strictly prohibited (eg where access for emergency services could be impeded)
- Ensure that alternative or changed parking arrangements or temporary car parks are well signposted.
- Barricades of any type shall not be placed on the public way to prohibit kerbside parking. Barricades can only be used for actual work operations to separate the work site from the public and to prevent accidents. A permit may be required from DCC.

Lighting

18.14 Lighting to site boundaries should be provided with illumination sufficient for the safety of the passing public, including the physically disabled. In particular, precautions should be taken to avoid shadows being cast by the site hoarding on surrounding footpaths and roads. Hoardings erected causing poorly lit walkways should have bulkhead lights fitted where existing public lighting is inadequate or non-existent.

18.15 Site lighting should be positioned and directed away so as not to intrude unnecessarily on adjacent buildings and land uses, or to cause “blinding lighting” distraction or confusion to passing drivers on adjoining roadways.
18.16 Good general site lighting can be an important deterrent to vandals and thieves, but it can cause nuisance to the local residents.

18.17 Any site shed constructed should not obstruct lighting to existing properties and be positioned as far away from adjoining properties as possible.

18.18 When designing and installing lighting of site compounds:

- include consideration of the following key points:
  - the use of appropriate directional lighting
  - direct light downwards wherever possible
  - if that is not possible, try to use lighting designed to minimise light spread above the horizontal
  - if up-lighting is unavoidable use baffles to keep light spill to a minimum
  - take particular care in the positioning of floodlights to avoid light spill outside the compound.

Pest Control

18.19 Before you start work onsite, you will need to put down bait for pests, such as rats. If an infestation occurs you will have to ensure that a specialist pest control company treats it.

18.20 The intention must be to determine what, if any, infestation exists on the site; and then to take steps to eradicate it.

18.21 Poison must be laid in position in containers which comply with the relevant Health and Safety requirement and which eliminate any danger to children, household pets and other wildlife.

18.22 You must also take preventative measures, such as, stopping and sealing all disused drains and sewers. You must not allow rubbish or materials that can easily rot onsite. Any catering onsite must pay strict attention to how food is delivered, handled, stored and disposed of.

Prevent Trespass

18.23 No workman employed on the works is to be allowed to trespass upon adjoining properties. If the execution of the work requires that workmen must enter upon adjoining property, the necessary permission must be obtained from the landowner by the PSCS/Contractor, who is to see that these instructions are carried out. All reasonable means are to be used to avoid inconveniencing adjoining owners and occupiers.

18.24 The Contractor will be required to indemnify Ballymun Regeneration Ltd. against any claims or action for damage on account of any trespass or misconduct of his employees.

18.25 Provide everything that may be necessary for the protection and safety of adjoining property while carrying out the works. The Contractor shall alter, adapt and maintain as necessary any temporary works required in this connection and finally clear away and make good.

Other Requirements

- For general construction work, the appropriate level of fencing shall be erected before the commencement of work.
- If fencing is erected in areas where the public normally has access during periods of low visibility or darkness, or in areas of high through traffic, then appropriate warning of the structure, such as lighting and signs, will be required.
- Where the distance from a public place to the building being erected is such that there is the likelihood of falling material striking pedestrian or vehicular traffic, a gantry will be required.
- All hoarding and fencing must be properly maintained free from damage and protruding spikes, splinters etc.
- Combustible material should not be stored along perimeter fencing where it could be maliciously set on fire.
- All temporary fencing materials should be MARKED with company name and additionally, distinguishable by being marked by the company’s own colour markings as appropriate.

19.0 SITE ACCESS/EGRESS

Worksite Access Plan

19.1 Substantial risks are associated with gaining access to worksites for workers, material and equipment at any time when construction activities take place in or adjacent to vehicular traffic.

19.2 This problem must be addressed in the design phase and by project-level actions during the construction phase. The design procedure includes steps to ensure that worksite access is considered in the design of Traffic Management Plans (TMPs).

19.3 Designers must identify situations requiring worksite access provisions and include them in the TMP.

19.4 Advance review of TMPs by Construction staff must ensure that, when traffic and site conditions indicate the need, specific provisions for worksite access are provided.

19.5 Worksite access for workers, material and equipment is to be addressed in the Project Safety and Health Plan.

Design Considerations

19.6 Where possible, access/egress to the works area should be considered at the design stage and the following should be considered:
- Conflict with other movements
- Location
- Width
- Sight lines
- Signing
- Swept path
- Slowing down/acceleration space
- Separation of slowing down/acceleration space from works area.

Gates

19.7 Gates in the fencing or hoarding should, as far as is practicable, be positioned and constructed to minimise the noise transmitted to nearby noise sensitive buildings from the worksite direct or from plant entering or leaving the site.

19.8 Vehicle access gates are to be either sliding type or hinged inward opening and lockable complete with means of securing gates in the opened position and safety devices to prevent them from derailing.
19.9 They should be of such construction to allow a minimum clear opening of 4.5m and should swing open into the site.
Controlling Vehicles to Site

19.10 Safe access and good visibility for plant and vehicles entering and leaving the site must be ensured. All vehicle site accesses must be bell-mouthed with a minimum 60m line-of-site and the site gate must be positioned back from the kerb line or footpath at a distance no less than one length of a HGV ie ~17 m in order to aid in line-of-sight visibility for entering and leaving site vehicles. Access must have adequate entry and exit lighting.

19.11 All plant & vehicular traffic must obey the posted onsite speed limit. Guidance staff (‘Banksmen’) shall be provided to assist and shall be used whenever vehicles are reversing or where the driver’s visibility may be impaired.

19.12 All vehicles entering or leaving the site access points are to be controlled by trained & appointed banksmen with assigned duties.

19.13 Banksmen must wear an Orange Hi-Viz Vest with "Banksman" emblazoned on the Hi-Viz. clothing, and a specific coloured safety helmet.

19.14 All vehicles entering or leaving the site access points are to be controlled by trained & appointed banksmen with assigned duties. Banksmen must wear an Orange Hi-Viz Vest with "Banksman" emblazoned on the Hi-Viz. clothing, and a specific coloured safety helmet.

19.15 PSCS shall ensure the maintenance of safe routes for all access and egress of pedestrians and vehicles to all areas of their activity and that all workforce personnel are made aware of these routes. All routes and roadways will be level, free from obstructions and positioned on well consolidated ground.

19.16 There is to be no parking of operative’s vehicles or plant whatsoever on either side of the approach roadway of the project site entrance(s). All reasonable measures must be taken by the PSCS to prevent this problem arising. Wheel clamping may be an option if such a problem persists.

(See detailed requirements BPM3. Planning & Management of Site Mobile Plant Equipment)

Approach Roads

19.17 Provision must be made for appropriate separation of construction traffic and pedestrians at and near site entrances. Maintain and make good damage to any roads, footpaths, services etc. caused by or attributable in any way to the delivery or removal of plant, materials or the like to the site or as a result of the execution of the works.

Lorry Movements

19.18 The contractor should use the planned route for lorries travelling to and from each worksite as agreed with the BRL H & S Unit.

19.19 No daytime or night-time parking of lorries should be permitted in the vicinity of the worksite. Vehicle movements should be planned to ensure that lorries do not arrive or depart outside permitted working hours.

19.20 Lorries waiting to enter or leave a site must switch off their engines, unless required to maintain material in readily useable condition.

19.21 Lorries should enter and exit the site in a forward direction except in special cases where space restriction does not permit this.
Controlling Exiting Vehicles onto Roadway

19.22 Mud on roads is regarded as one of the main environmental nuisance problems arising from construction sites. This is a common source of complaint and potentially very hazardous.

19.23 Vehicles leaving the site must be loaded so that no debris or spoil falls onto the road. The load should not be above body height and should be covered with a tarpaulin. A wheel wash is an area located at stabilised construction access points to remove sediment from tires and undercarriages, and to prevent sediment from being transported onto public roadways and silting up the drainage system. The PSCS must make adequate provision to prevent mud from being deposited on the public roadways. A Wheel Wash System is to be installed, either one that automatically cleans the lower part of vehicles by removing mud & clay etc. from the wheels and chassis in one drive through operation complete with self contained slurry collection/settling tank or water recycling system or by using hand held high pressure washers, jet washers etc prior to the vehicle exiting the site and proceeding onto the public roadways.

19.24 Require all employees, subcontractors, and others that leave the site with mud-caked tires and/or undercarriages to use the wash facility.

19.25 Discharges to the foul water sewer will require the formal approval of the Local Authority and prior authorisation must be obtained. New connections to the sewerage system may be subject to building regulation approval. Installation of a water recycling system should be considered where large volumes of water are used or no foul sewer is available.

19.26 If neither disposal to the foul sewer nor recycling are possible, the effluent must be contained within a sealed drainage system or catch pit for off-site disposal by a licensed waste contractor.

19.27 Road sweeping and vacuuming practices are to be used to remove tracked sediment to prevent the sediment from entering a storm drain or watercourse. These practices are implemented anywhere sediment is tracked from the project site onto public or private paved roads, typically at points of ingress/egress. Any sediment deposited on public roads or sprayed onto nearby footpaths or adjacent properties must be removed using dry sweeping methods where appropriate. The road sweeper should be readily available whenever the need for cleaning arises and should be properly used and maintained.

19.28 The public roadway leaving the site needs to be monitored at all times for any dirt from vehicles that may not have been washed adequately. Inspect ingress/egress access points daily and sweep tracked sediment as needed. The PSCS must continue maintaining the public roadway and footpaths in a clean condition at all times.

19.29 The frequency of cleaning must be increased if rainfall is likely.

No wheel wash slurry is to be allowed to flow into the drainage system

Road sweepers are only to be used as a secondary means of cleaning up residual materials brought onto the roadways

Note:

The failure to maintain the public roadways and footpaths in a clean state will result in BRL issuing a notice to cease construction vehicles from entering or leaving the site until the prevention method is installed. ALSO, BRL WILL HIRE A ROAD SWEEPER AND COUNTER CHARGE THE OFFENDING CONTRACTOR ACCORDINGLY IF NOT ACTED UPON PROMPTLY.
Temporary Stabilised Construction Entrance/Exit

19.30 A stabilised construction access is defined by a point of entrance/exit to a construction site that is stabilised to reduce the tracking of mud and dirt onto public roads by construction vehicles. Temporary construction exits (see figure 1.) should be installed at any point where traffic will be leaving a construction site. The function of the construction exits is to minimise the transportation of sediment from construction sites onto public roads or adjacent properties via the wheels, chassis and sides of vehicles. Temporary construction exits consist of an elevated pad of coarse gravel overlaying a geotextile fabric. A timber or metal shaker ramp/rumble grids or similar to collect mud from the wheels of trucks leaving the site is often located on top of the gravel pad.

19.31 Facilities should be provided for vehicles to be washed down on the pad prior to leaving the site. This will be a necessary practice in muddy conditions where the shaking action of the pad is not sufficient to dislodge material attached to the outside of the vehicles.

19.32 Design stabilised entrance/exit to support the heaviest vehicles and equipment that will use it. Route runoff from stabilised entrances/exits through a sediment-trapping device or sedimentation basin before discharge. Properly grade each construction entrance/exit to prevent runoff from leaving the construction site.

Fig.1. Example of Temporary Construction Exit

19.33 A mountable berm, immediately adjacent to the site boundary, may be necessary to prevent drainage from the pad discharging on to the exit road.

19.34 The exit pad should have a minimum width of 3 metres but may not be less than the maximum available width at the site exit. The minimum length of the exit pad should be 15 metres where practicable.

19.35 Select construction access stabilisation (aggregate, asphaltic concrete, concrete) based on longevity, required performance, and site conditions.

19.36 If aggregate is selected, place crushed aggregate over geotextile fabric to at least 300 mm depth, or place aggregate to a depth recommended by the RE. Crushed aggregate greater than 75 mm and smaller than 150 mm shall be used. It may require periodic topping up.
19.37 For building sites with only small areas of disturbed soil that are not accessible to construction traffic, temporary construction exits may not be required.

**Rising Arm Barrier**

19.38 To facilitate the high standard of vehicle cleaning required and controlling of authorised vehicles entering and leaving the site, a rising arm barrier/boom gate capable of being raised and lowered by the security person manning the entrance must be installed at the site entrance to prevent drivers taking off prematurely. The cleaning of the public footpaths must be carried out as required along the approach roads to the site entrance/s until clear of any sprayed mud by passing vehicles.

- Where horizontal barriers are used, making sure the barriers are adequately secured at all times whether open or shut (a padlock will suffice).
- Making sure the barriers are made visible by painting or marking with alternate red and white bands of adequate width to be clearly visible, so that persons do not inadvertently drive into them (additional local lighting may be required).
- Carrying out regular inspections to ensure that the methods of securing and visibility aspects have not deteriorated.

**Best Practice example – Controlled Site Access**

**Controlling Pedestrian Access to Site**

19.39 Access to site shall be restricted to designated controlled entrances. Controlling access begins at the site entrance, turnstiles or similar facility are often the ideal solution. Entrances and their approaches shall be floodlit. The PSCS is to ensure that all entrance(s) are clearly marked and a separate and safe access is provided for pedestrians and vehicular traffic to and from the site.

19.40 All workers and visitors should report their presence on arrival to a reporting-in point which is to be clearly sign posted.

19.41 The PSCS should consider implementing an authorisation system such as a ‘pass’ scheme, swipe card or a signing in log book so only those who have a ‘pass’ are...
allowed on site and also to keep a record of who is on site in the event of an emergency in accordance with the site Emergency Plan. Issuing some means of identification for both workers and visitors will help in identifying whether someone is authorised or not.

**Safety For Project Visitors**

19.42 Visitors include both casual visitors, as well as persons who are on the project to conduct business with the contractor, Architect or the Client. This includes contractor and Client employees not normally assigned to the project, as well as non-employees.

19.43 All visitors to the work site are required to adhere to the same basic safety rules as contractor personnel. Hard hats are required at all times, as well as high visibility apparel and other safety equipment if required by the work situation.

19.44 Visitors to the site should not be allowed to walk around the site unaccompanied unless they have had site specific induction and are frequent visitors to the site, ie architects, CoWs, engineers, safety officers etc.

**20.0 WORK SITE CONDITIONS**

20.1 The site shall be maintained in good order by the PSCS and all sub-contractors to facilitate safe working conditions and environmental protection. The detailed arrangements, documented within the S & H Plan, shall include but not limited to:

- Roadways and any other designated emergency access route shall be kept free from obstructions at all time.
- Excavations and openings shall be carefully designed, created and maintained including adequate structural support, access and egress arrangements and provision of barriers and handrails. They shall be illuminated when there is poor light (at night, or when fog conditions prevail).
- Potential danger posed by above ground or underground services shall have special consideration.
- Working at height shall be recognised as particularly hazardous, and eliminated/reduced as far as practicable through design and planning. Care shall be taken to provide safe, guarded access and protection from falling objects and materials. Risk mitigation shall be employed, including the use of leading edge protection, netting and other techniques designed to reduce the risk of falls from height and the reduction in severity of outcome should a fall occur. The appropriate design of working-at-height access shall include eliminating the use of step-ladders as working platforms and minimising nonpermanently fixed ladders in preference for fixed stairs, stairway access and other equipment which intrinsically reduces the risk of personnel falls. Have a risk assessment in place that applies the Work at Height hierarchy.
- Hierarchy of control measure when working at height:
  1. Avoid working at height if possible
  2. Use an existing safe place of work
  3. Provide work equipment to prevent falls
  4. Mitigate distance and consequences of a fall
  5. Instruction and training and/or other means.
- For the above, collective protective measures (such as scaffolding) must be prioritised over personal protection (such as using a fall arrest harness).
- Working in confined spaces shall be carried out in accordance with the Confined Spaces Regulation. Such work is recognised as particularly hazardous, and shall be eliminated/reduced as far as practicable through design and planning.
Emergency precautions are also required including supervision, communications, safe rescue. Such work shall be managed in detail by a Permit to Work Scheme.

20.2 In cases of specially hazardous work, or where Contractors’ operations may need to be co-ordinated with other contractors to ensure safety, the work may need to be governed by means of a formal permit system. The relevance of such a system to the work envisaged will be discussed wherever possible during the planning stage, and the necessity for such a system to be adopted noted before work begins.

The permits which may be required for the project work are but not limited to:

- Confined Space
- Hot work
- Live Electrical work.
- Excavation Permit

**On-Site Traffic Routes**

20.3 As far as practicable vehicles and workers on foot/pedestrians shall be separated on site from mobile plant and vehicles, and suitable controls and precautions employed where necessary, separated by use of designated pathways, barriers, signage, banksmen, etc. crossing points and shared areas are identified.

20.4 Roadways on the site shall be defined by signage and visual appearance. As far as practicable, site roadways and usage shall be designed and designated to reflect the general rules of the road and incorporate good sight lines and geometry. Where appropriate, barriers shall be used to maintain separation between vehicles and pedestrians and marked crossing points established at which drivers are required to give way to pedestrians. Unless otherwise designated, site roadways shall have a maximum speed limit of 15 Km/h.

*(See separate detailed requirements BPM 3 PLANNING & MANAGEMENT OF MOBILE PLANT & EQUIPMENT)*

**21.0 METHODS OF WORK**

21.1 The methods of work to be employed by the PSCS shall be documented and/or referenced as appropriate in the S & H Plan, Safe Work Method Statements and in operational and other guides and manuals. Such methods shall include Permits to Work for a variety of activities including entry into confined spaces, work on live services (including where such services may be isolated and then reconnected), work which may prejudice any emergency facilities including fire protection or fire fighting systems, hot work. The defined methods shall address all identified, significant hazards, including the protection of services, site transport, hazardous materials, etc.

21.2 The S & H Plan and SWMSs shall reflect the specific hazards and risks of the Project and the phase of Project. Thus, for site investigation, land remediation, landscaping, tunnelling, service relocations, etc. the S & H Plan, updated Hazard and Risk Register, Method Statements and other relevant documents shall be up-to-date, suitable and sufficient to define the way in which the high standards for environment, health and safety shall be achieved and maintained. Safe working methods are the responsibility of the relevant Sub-Contractors – those directly engaged in the work – and the PSCS; it is they who shall develop appropriate SWMS and implement site work activities to ensure health and safety is maintained.

21.3 Permits to Work shall be required for a range of high risk activities, such as hot work, entry into confined spaces, excavating in the suspected vicinity of buried services, etc. The PSCS shall ensure that the Permit system is operating effectively on works under their control, and that the arrangements are:
- Documented in the S & H Plan;
- Referenced as appropriate in Method Statements;
- Reflected in training including Toolbox Talks for personnel directly engaged in permitted work;
- Carefully recorded and communicated to third parties as appropriate.
22.0 EMERGENCY ACCESS ROUTES

22.1 Areas must be set aside and identified for the access of emergency services. These areas shall be suitably marked, maintained and kept clear of obstruction at all times. These routes should be clearly identified on Project/site maps and diagrams of individual areas. Copies of maps/routes are to be kept on site, displayed on the Health and Safety Notice Board and also forwarded to the relevant emergency services.

Site Location Signage

22.2 The site shall be clearly signposted by the PSCS from the nearest main road in order to facilitate access by the emergency services and delivery drivers.

23.0 SITE SECURITY ARRANGEMENTS

Applicable Legislation Includes:

- **Private Security Services Act 2004**
- **Safety, Health and Welfare at Work Act, 2005**
- **Safety, Health and Welfare at Work (Construction) Regulations, 2006**

Applicable Codes of Practice or Guidance Notes Includes:

- **I.S. 999: Guarding Security Services 2004**
- **Private Security Services, Employee License, The Private Security Authority**
- **Private Security Services, Contractor License, The Private Security Authority**

23.1 High standards of site security should be established at the earliest opportunity and maintained at all times because the public, and children in particular, are likely to be curious about the work and can be ignorant of the potential hazards which can exist.

23.2 Security is an important part of daily project operations and is effectively integrated into on-site activities. Site security and site **security personnel risk assessments** should be made so that an appropriate level of protection can be taken and not exposed to unreasonable risk that is commensurate with any risks or threats posed including intimidation from external threats.

23.3 Site security will be the responsibility of the PSCS. The PSCS should ensure that all necessary protection measures to protect the public and **prevent unauthorised entry** of unauthorised persons to the buildings, construction and civil work sites etc. are in place prior to any works commencing and throughout the contract period. Authorised people should have relevant site rules explained to them and undertake any necessary induction training.

23.4 The effectiveness of the arrangements needs to be reviewed in the light of experience. In particular, their adequacy should be carefully reviewed if there is evidence of children playing on, or near the site entrance/s.

23.5 Site security personnel should be **professionally trained (including safe pass), uniformed** and provided with a **detailed job description** of duties and **all necessary personal safety equipment**, including torch, means of emergency communication, the provision of a hut complete with internal lighting, chair, heating, window complete with security grill including 24/7 access to all necessary welfare facilities for security
personnel in order to carry out their duties effectively and in safety. As a minimum, security guarding licence applicants must have successfully completed a FETAC training course as below;

- FETAC Major Level 4 Security Officer Award
- FETAC Level 4 Minor Module in Basic Guarding Skills

**Note:** If the security hut is provided with a portable carbon based fuel heater, such as LPG, natural gas etc. a audible carbon monoxide detector must be provided.

23.6 The security company should comply with the **I.S. 999: Guarding Security Services 2004** standard and be a member of a recognised security industry association such as Irish Security Industry Association.

23.7 The PSCS should ensure that when the site is left unattended:

a) every reasonable practicable precaution is taken to prevent access of unauthorised persons, particularly children, especially to excavated, elevated or other dangerous areas. **All site entrances are to be locked or manned at all times;**

b) no structures are left in an unstable condition;

c) no obstructions are to be left in place after hours where the obstruction interferes with the safe passage of vehicular traffic and **where a minimum of 3m clearance must be strictly adhered to at all times for emergency vehicle access;**

d) all plant and vehicles shall be immobilised & secured;

e) materials, particularly hazardous substances such as chemicals, gas cylinders and flammables shall be left inaccessible;

f) service supplies shall be isolated and be properly protected.

**Security Management Plan**

23.8 Prior to commencement of construction, a Security Management Plan, which specifies security patrol, hours of operation, type of surveillance, number of personnel, after hours contact details and other security and response methods and security management of the public and private domain within and surrounding the site must be submitted to the BRL H & S Unit for review. The reviewed plan must be implemented during the construction phase.

23.9 The security of neighbouring property should be considered. Care should be taken not to leave scaffolding and ladders or any other site equipment that facilitates access to neighbouring property. The PSCS must ensure that the security of adjoining properties is not reduced at any time by reason of the execution of any temporary or permanent works.

23.10 Site security cameras, where used, should be sited in locations that will not cause offence to local residents or businesses.

**Trespassers**

23.11 Trespasser's safety must also be considered. Children may be 'attracted' onto site works after working hours. Every reasonable precaution must be taken to keep trespassers out of the work sites. Considerations must be given to safeguard trespassers should they gain entry, e.g., Guard dogs must be under control. Machinery, plant and equipment should be left immobilised (disconnected/locked off) and in a safe condition, excavation should be fenced off, etc..
After Hours Contact

23.12 The PSCS should ensure that signs, and key contact details shall be erected at a number of locations on the perimeter of the building site. They are to be clearly visible from outside the site and on which the name and contact telephone numbers (including an after hours emergency telephone number) of the site security company and the Main contractor are stated.

24.0 CLIENT PROJECT SITE RULES

24.1 Site rules are in force for the protection of the workforce and visitors to the site. It is the responsibility of the PSCS to enforce the site rules.

24.2 A copy of the BRL Project site rules must be incorporated into the management of construction work in the Safety & Health Plan which can be supplemented by the PSCS’s own rules and is to be given to all contractors and an explanation of the rules will be given at each induction training course given to new workforce personnel.

24.3 Any non-compliance or breach of Site Rules should be treated as a disciplinary matter by the offending party’s supervisor and or the PSCS’s own disciplinary procedures.

(A copy of the CLIENT CODE OF CONDUCT/PROJECT SITE SAFETY RULES is attached in Appendix 5)

25.0 RISK ASSESSMENT AND HAZARD ANALYSIS

25.1 To minimise the risks associated with the works activities, a pro-active approach must be adopted through an ongoing risk inspection/audit culture; identifying potential deficits in compliance with legislation and recognised best practice. The principal means to achieve this will be through a continuing audit and review process by the Health and Safety personnel and enforcement by other responsible managers involved on the project site.

25.2 Contractors are responsible for identifying hazards associated with the works and reducing or eliminating risk to their employees, and others who may be affected by their work. Risk assessment procedures must be incorporated into all relevant parts of their Safety and Health Plans. Any hazards/risks identified are to be reported to the PSCS or the Main Contractor’s Health and Safety Manager without delay.

26.0 SAFE WORK METHOD STATEMENTS

26.1 Safe Work Method Statements will be reviewed by BRL to check that they conform with the requirements set out in the BPM 1. Safe Work Method Statement Preparation Guidelines. Job specific written method statements shall be provided for any activities involving a significant hazard. Contents of the method statements must be fed down to those persons who actually carry out the tasks. This can be actioned either as a training session or toolbox talk. Those carrying out the training/talk must satisfy themselves that the recipients have the necessary information & equipment contained within the method statement to carry out the task safely.

26.2 The PSCS must produce a Safe Work Method Statement for any works occurring outside the site perimeter hoarding or defined works area boundary including site set up, split up of site for phased “Hand Over” of dwellings and upon request, works involving “particular risks”. A copy of this SWMS is to be forwarded to the
BRL Health, Safety & Environmental Manager for review at least 3 working days prior to the relevant activity being allowed to COMMENCE.

26.3 The PSCS will ensure all SWMS are obtained from sub-contractors, signed and assessed by the PSCS before deemed “acceptable” and they are in-turn counter signed by the PSCS. Following tool box on same, will be signed by all operatives of the work. Copies to be kept on site.

Failure to provide the SWMS in time will result in stoppage of the start of works.

BRL will not accept for review purposes, SWMS from subcontractors without firstly being reviewed and approved by the PSCS

WORK CANNOT START WITHOUT THE SWMS BEING DEEMED 'ACCEPTABLE' BY THE BRL H & S UNIT MANAGER

(See separate detailed requirements BPM 1. Safe Work Method Statement Preparation Guidelines)

27.0 INTERNAL OHS & E MANAGEMENT SYSTEM MONITORING, AUDITING, INVESTIGATIONS

27.1 Internal audits are a means by which the adequacy and effectiveness of the OHSE Management System are reviewed for controlling or managing health and safety risks and environmental aspects. The audit results are to be used to develop corrective and preventive actions, reviewed during the Management System Review, and used to achieve continual improvement of the OHSE Management System.

Internal audits help to determine whether or not the OHSE Management System:

- conforms to planned arrangements for environmental and health and safety management including the company’s own policy requirements and the BRL Strategy policies; and
- has been properly implemented and maintained.

27.2 The PSCS is to carry out their own monitoring, auditing and investigations throughout the duration of the contract works and are required to ensure that the information so generated is valid and verifiable and acted upon in a timely manner. Contractors and their personnel shall also cooperate fully with any monitoring, audits or specific investigations carried out by the BRL H & S Team or its representatives. Such OHS & E assurance activities will be conducted in order to maintain and improve OHS & E performance. The techniques to be employed shall include:

- Site Health, Safety & Environment Inspections;
- Health & Safety Audits;
- Compilation of Monthly Project OHS & E Statistical Data

28.0 PSCS WORKPLACE INSPECTIONS

28.1 The PSCS shall ensure that work sites, work areas shall be subject to routine inspections by competent persons. Each work area shall be subject to inspection during each working day addressing work set-up, housekeeping etc. and work practices, and records shall be kept.
28.2 The Contractor as an employer has a duty of care to provide and maintain a safe workplace and consequently has an important responsibility to conduct workplace inspections on a regular basis. A team comprising management and employee safety representatives where appropriate should generally undertake the inspections. All works areas will have regular Health, Safety, Welfare, Environmental and Fire inspections as dictated by the level of risk associated with the activities involved. Reports will be prepared on any observations noted and actions taken and passed on to the PSCS.

28.3 Whenever the total number of persons on site exceed 100, the PSCS is to appoint a full-time safety officer carrying daily written inspections.

28.4 The PSCS should establish an inspection schedule prior to commencement of the contract and provide for weekly health & safety inspections reports of the work site/s, materials, and equipment by competent safety personnel (see Part A, Sec. 12.0). However, daily pre-start safety inspections may be required for particular high-risk plant, equipment and processes.

28.5 Health and safety inspections play an important role in the identification of hazards at the workplace and in the development of control measures. The safety and health plan should outline the procedures and methods by which contract workplaces will be inspected on a regular basis.

28.6 The following information should be provided:
- Scope of monitoring/inspections
- Responsibilities for undertaking the monitoring/inspections
- Details of how workplace health and safety inspections will be undertaken during the contract, considering:
  - checklists to be used;
  - frequency of inspections;
  - team members; and
  - actioning of inspection findings.
- Details of hazard reporting procedures for the contract, including hazard report forms; and
- Details of specific activities or areas targeted for inspection eg. Plant, hazardous materials or electrical safety.

28.7 Copies of health and safety inspection reports should be kept at the Site Office and be produced upon request to the BRL HSMT members.

Responsibility for Inspections and Corrections

28.8 Before starting work, every supervisor and/or employee should visually inspect his or her work area, plant and equipment for unsafe conditions.

28.9 Any alleged unsafe condition, or unsafe act that is observed, should be reported to the supervisor immediately. Supervisors shall initiate appropriate corrective action.

28.10 The supervisor should determine if the alleged unsafe condition can be handled routinely, or if the alleged unsafe condition is acute and requires immediate action.

28.11 If the recommended corrective action is beyond the ability of the first-line supervisor, the second-line supervisors shall be consulted and an appropriate action plan shall be jointly developed to ensure that alleged or actual unsafe condition(s) are corrected in a timely manner.

28.12 If the supervisor believes that his/her employees are being required to work where a clear and present danger may exist, he/she shall immediately investigate the situation
and either direct the employee to temporarily perform some other task, or proclaim the situation safe and direct the employee to proceed with his/her assigned duties.

28.13 If the supervisor is not available, employees shall contact another supervisor or the Headquarters Safety and Health Officer for assistance.

**Supervisors Responsibilities**

28.14 Site Managers and supervisors & subcontractors are responsible for the implementation and maintenance of the Project SHECM Strategy.

28.15 The following represents the minimum requirements of the Client’s strategy:

1. **Supervisors must have meetings with their employees to discuss safety and health issues, workplace security/violence, provisions for safe access, emergency action plan procedures, and other safety concerns:**
   a. Supervisors shall have safety meetings at least every ten (10) working days.

2. **Supervisors shall conduct periodic safety inspections of their work areas.** These areas include site office, site and adjacent work areas. The following types of inspections are to be conducted:
   a. **Informal** - In the course of normal activities, inspect daily to detect and reduce physical and environmental hazards, including a review of warning signs of potential workplace security/violence. Document the findings and take corrective action.
   b. **Formal** - Conduct a complete walk-through inspection of all work areas at least monthly at all fixed worksites. Document the findings and take corrective action.
   c. **Special** - Performed in response to reports of accidents, or near-miss accidents, unsafe conditions, possible health risks, new products, substances, and equipment. Document findings and take corrective action.

3. **Supervisors are responsible to investigate and document all occupational injuries, illnesses, including any actual or alleged acts of workplace violence or abuse:**
   a. To identify contributing factors.
   b. To prevent further occurrences.

4. **Supervisors must provide training and maintain records of the training covering:**
   a. The hazards basic to all places of employment.
   b. The hazards unique to each job assignment.
   c. The recognition and prevention of workplace security/violence.
   d. Use and knowledge of emergency action plans.

5. **Supervisors are responsible to enforce all safety and health laws, rules, policies, and regulations by:**
   a. Counselling and educating employees when appropriate.
   b. Initiating appropriate disciplinary action when employees violate safety and health laws, rules, and policies, or fail to comply with workplace security/violence practices.

6. **Supervisors are responsible to keep records on safety and health matters:**
   a. Maintain and have records accessible on all safety and health issues.
   b. Maintain records on all worksite inspections and training programs for five years.
Performance Monitoring and Measurement

28.16 The PSCS/Contractor procedures to monitor, measure and record OHS & E performance on a regular basis should be developed, established and periodically reviewed. Responsibility, accountability and authority for monitoring at different levels in the management structure should be allocated.
29.0 FIRE PREVENTION

29.1 The Contractor shall manage site fire protection in accordance with the conditions of the latest edition of the *Fire Prevention on Construction Sites-The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation*, published by the Construction Confederation, UK or the UK Fire Protection Association (LPC) *Code “Fire Prevention on Construction Sites”* or an agreed equivalent code of practice.

29.2 Requirements on the PSCS include:

- Developing and implementing a Fire Safety Management Plan (as a component of the Construction S & H Plan)
- Appointing a Fire Safety Coordinator and Fire Marshals
- Briefing on arrangements in induction and other training;
- Using signage for escape routes;
- Displaying emergency telephone numbers;
- Conducting fire drills at appropriate time intervals;
- Actively managing Hot Work by use of Permits to Work, including precautions, emergency arrangements, liaison with neighbouring operations, post-work inspections;
- Respecting fire precautions which form part of structures under construction or completed, within or adjacent to the work area.

29.3 In addition, when using any oxy-acetylene, electric welding, cutting/grinding equipment or blow torch;

- The immediate area in which the operation is to be carried out must be segregated to the greatest practicable extent by the use of suitable screens,
- The whole area of this segregated area must be adequately cleaned and freed from combustible material before operation commence,
- All hot works require a fire watchman present at all times
- A thorough examination must be made in the vicinity of the work approximately one hour after the termination of each operation

29.4 The PSCS, or his/her representative, shall ensure that an adequate number and suitable type of fire extinguishers are available at the workplace to ensure people engaged in construction work are protected in the event of fire. Fire extinguishers are to be provided in workshops, site offices, main switchboard rooms and in site accommodation. Also, in every place where combustible materials are stored and on every floor of a building or structure as appropriate. Additional dedicated fire extinguishers are to be located in the immediate vicinity of any work that may create a fire risk. This requirement will apply without exception to any hot work such as welding, gas flame cutting processes etc.

29.5 Contractors should ensure that all mobile plant is fitted with an appropriate fire extinguisher.

**Inspection**

29.6 Contractors should check the “charge level” of all of their fire extinguishers on site at MONTHLY intervals or every time when carry out hot works.

29.7 Combustible materials will not be allowed to accumulate in work areas to prevent a fire risk.
Selection and Use

29.8 Each Contractor should ensure all personnel carrying out hot works have a fire extinguisher close-by, are fully trained in the use of extinguishers and a record of the training provided in the appropriate register.

29.9 All personnel will be made aware of the site-specific emergency procedures. In addition to any statutory requirements, contractors should maintain a means of escape and access and egress in all areas at all times.

Gas cylinders

29.10 Where cylinders are required to be used for cutting or welding purposes the PSCS shall ensure that a Hot Work Permit has been issued for the work site and that all requisite controls are in place. Suitable means shall be employed for movements of gas cylinders and all cylinders shall be secured by either a suitable chain or strap or held within a cage. Valves shall be protected from mechanical damage, and flash-back arrestors employed as appropriate.

Hot work and fire hazards

29.11 No work involving flame cutting, burning, welding, or other heat-generating work shall be carried out unless under a Hot Work Permit. The permit shall detail the work and the precautions against fire to be employed. These precautions shall include provision of fire fighting equipment and a recorded post-work inspection of the work area.

30.0 EMERGENCY PREPAREDNESS AND RESPONSE PLANNING

Objective

30.1 The Safety, Health And Welfare At Work (Construction) Regulations, 2006 and Safety, Health And Welfare At Work (General Application) Regulations, 2007 requires that the PSCS shall establish Emergency Response Procedures. This document provides a plan to assist the PSCS in developing these procedures.

30.2 Emergency preparedness helps to minimise the human suffering and economic losses that can result from emergencies.

30.3 It should be understood that the size and complexity of project, as well as the access and location, have a bearing on the degree of planning necessary for emergencies. It is therefore strongly recommended that the PSCS ensure that a member of staff on site assist in developing the emergency response plan.

Administration of the EPR Plan

30.4 The PSCS shall include within the S & H Plan and SWMSs appropriate arrangements for foreseeable emergencies – Emergency Preparedness & Response Plans, including fire, collapse of temporary or partial erection of building structure, personal injury requiring first aid and medical support for major incident and environmental incident. The Emergency Plans shall be prepared, updated, kept available and communicated to all those on site. Emergency Plans shall be subject to periodic test (drills).
30.5 The task of administering and organising the plan is vital to its effectiveness. The person who has this task will normally be the person in charge of the emergency response operation. It is their task to ensure:

- that everyone clearly understands their roles and responsibilities within the emergency response plan (a chart may be helpful in this regard)
- that emergency resources, whether people or equipment, are kept at adequate levels in step with the progress of the project.

30.6 Slow response, lack of resources, or the absence of trained personnel will lead to chaos in an emergency. To minimise human suffering and financial losses, all personnel must know their responsibilities under the emergency response plan.

*Remember* – planning for emergencies should include the following points:

1. hazard identification/assessment
2. emergency resources
3. communication systems
4. administration of the plan
5. emergency response procedure
6. communication of the procedure
7. debriefing and post-traumatic stress procedure.

30.7 The plan should be used to set emergency procedures, implement and communicate the procedures, and ensure that any required training has been completed. The plan should also be evaluated regularly to ensure that it conforms to current operations and conditions.

In any Emergency Response Procedure, the following steps are basic and essential:

- Stay calm.
- Assess the situation.
- Take command.
- Provide protection.
- Aid and manage.
- Maintain contact.
- Guide emergency services.

**Fire Alarm**

30.8 A means of raising an alarm in case of fire must be provided and a system for giving that warning established. On larger sites klaxons, hand bells, sirens or manually operated sounders etc. could be used taken into account the audibility of such devices to be heard over the background noises.

30.9 In the event of any serious incident which may be life threatening, damage to property, or impact on site operations, a call must be immediately made to the appropriate authorities, the DCC Regional Office, ph: **222 5645** and the BRL Office ph: **222 5660** or **222 5642**.
31.0 ELECTRICAL OPERATED PORTABLE APPLIANCES

General

31.1 All electrical operated appliances /tools should be used on the reduced voltage to avoid as far as possible, the risk of lethal shock. The relevant provisions of Part 3 of the Safety, Health and Welfare at Work (General Application) Regulations SI 299 of 2007 shall therefore apply:

- Portable tools with a rating below 2 kVA shall be at a voltage not exceeding 125 V ac.
- Hand lamps shall be at a voltage not exceeding 25 V ac.
- Transformers supplying 125 V ac shall be of the double wound type with the centre point of the lower voltage earthed.
- Supplies at voltages exceeding 125 V ac shall be protected by one or more residual current devices having a tripping current not exceeding 30 mA. Cables carrying voltages exceeding 125 V ac shall be of the steel wire armoured type (e.g., Sylflex).

In addition, all portable electrical tools with a rating below 2 kVA shall be of the Class II (double insulated) type.

31.2 Electrical supplies in welfare, office and other long-lived facilities shall be designed, installed and maintained by competent persons in accordance with IEE Regulations, formally commissioned and subject to regular inspections and tests. Electrical equipment shall be subject to regular inspection and testing, and records kept.

Servicing of Portable Appliances

31.3 All electrical tools should be examined and tested before use for signs of faults in wiring, switching, guards etc. and the current carrying capacity of the earth lead shall be tested in an approved manner. The tests shall include the proving of any earth connection. Maintenance should be carried out on a regular basis by a competent person. A register of all portable appliances including such maintenance shall be kept on site.

Portable hand tools should be the subject of PAT (Portable Appliance Testing).

31.4 Portable appliances shall be examined and tested at intervals not less than 3 months and not more than 6 months.

31.5 Residual Current Devices (RCD's) and earth leakage breakers shall be examined and tested at intervals not exceeding 3 months, or as stated by the manufacture.
### 32.0 SUBSTANCES HAZARDOUS TO HEALTH

**Compliance with Statutory Dangerous Substances Legislation**

The Contractor shall comply with the following dangerous substances statutory requirements:

**Applicable Legislation Includes:**

- Safety, Health and Welfare at Work (General Application)(Amendment) Regulations 2001 (S.I. No. 188 of 2001)
- Safety, Health and Welfare at Work (Carcinogens) Regulations 2001 (S.I. No. 78 of 2001)
- Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 (S.I. No. 619 of 2001)
- Safety, Health and Welfare at Work (Confined Space) Regulations 2001 (S.I. No. 218 of 2001)

**Applicable Codes of Practice or Guidance Notes Includes:**

- Guidelines to the Safety, Health & Welfare at Work(Chemical Agents) Regulations 2001
- Use Chemicals Safely
- Chemwise - At Work At Home You Use Chemicals
- Risk Assessment of Chemical Hazards
- Safety with Asbestos

**Contaminated Land and Buildings**

32.1 The relevant Contractor is to take into account of the potential for contaminated land and buildings and therefore, is to ensure that the works area is free of any needles/syringes, vermin infestations, human waste etc. If any such substances or infestations are found, then a specialist contractor must be employed to remove, clean or fumigate the contaminated area prior to any works commencing.
32.2 All dangerous chemicals need to be properly stored in secure areas located away from emergency exits, safety measures or storm water pits. Required quantities of chemicals need to be nominated and procedures put in place for the location of storage facilities, secure access and spillage procedures.

Work with Hazardous Substances

32.3 The PSCS shall check the Site Material Safety Data Register to determine whether dangerous goods/chemicals required by it to be brought onto/produced at the Site are listed.

32.4 If listed, then prior to it being brought onto/produced at the Site, the Contractor shall submit for approval to the PSCS the following information:
   (a) purpose for the dangerous goods/chemicals being on Site;
   (b) proposed method of disposal;
   (c) quantity on Site;
   (d) storage/handling/transportation on Site;
   (e) safety precautions; and
   (f) environmental precautions.

Control Measures for Hazardous Substances

32.5 The contractor shall limit its inventory of material on site to one weeks use unless authorised in writing by the PSCS.

32.6 Where the work involves the use of hazardous chemicals the Contractor shall comply with the requirements of the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 and the current Code of Practice. Specifically, the Contractor shall ensure that a copy of the Material Safety Data Sheet (MSDS) be kept on file and made readily available to all persons using hazardous substances on site and that the personnel involved in using the hazardous chemical have been trained in accordance with the MSDS.

32.7 Job specific risk assessments shall be carried out for all hazardous substances based on the planned use of the material and on the Material Safety Data Sheet (MSDS), prior to their use and will be carried out by the contractor bringing the material on site. The risk assessment shall be communicated to all other parties on site who may be exposed to risk. Examples of such materials are acids, alkali’s, solvents, solvent borne coatings, epoxy resins and specialty chemical products etc.

32.8 Each contractor shall complete a method statement before using any chemical on site. The Principal Contractor and sub-contractors shall produce a full list of all chemicals they intend to use and present it to PSCS before use. The chemical must be classified and the contractor planning to use the chemical must receive in writing confirmation of use from the PSCS.

32.9 Occupational exposure levels shall not exceed those set down in the latest Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001, HSA.

32.10 Toxic, very toxic, harmful, carcinogenic, mutagenic, or as respiratory sensitisers, corrosive, flammable, very flammable and explosive substances may only be brought on to the site with the written permission of the Project Supervisor Construction Stage. All such substances shall be stored safely in agreed locations. The Contractor shall ensure that only minimum quantities are stored at any one time. The Contractor shall erect a suitable risk warning sign at the storage location.

32.11 Category 1, 2 or 3 Carcinogens may only be used subject to the following conditions:
- Written approval has been obtained from the Employer.
- A job specific written risk assessment indicates that there is no safer alternative.
- A job specific written method statement, based on risk assessment, has been drawn up and approved by a competent person employed by the Contractor and also by the Project Supervisor Construction Stage.
- The exposure to personnel has been reduced to a level that is as low as is technically possible, and never exceeding the appropriate Occupational Exposure Limit, by the use of sealed systems or other engineering controls.

### 33.0 FIRST AID

**Applicable Legislation Includes:**
- *Safety, Health and Welfare at Work (General Application) Regulations, 2007. PART IX FIRST-AID*

**Applicable Codes of Practice or Guidance Notes Includes:**
- *Guidelines to First Aid at Places of Work*

33.1 Contractors are responsible for appointing a sufficient number of adequately qualified and registered First Aiders.

33.2 First Aiders should:

a) Maintain in good order approved supplies of first aid equipment;

b) Ensure their names, locations and telephone contact numbers are published and displayed within their areas of responsibility;

c) Wear first aid identification labels on their clothing and or safety helmet whilst on site.

### 34.0 ACCIDENTS, INCIDENTS, NONCONFORMITY, CORRECTIVE ACTION AND PREVENTIVE ACTION REPORTING, RECORDING AND INVESTIGATION

**Applicable Legislation Includes:**

The PSCS has the responsibility and authority for dealing with accidents, incidents, actual and potential nonconformities and for taking corrective action and preventive action are described below. The procedure defines the requirements for:

a) initiating the process for identifying, reporting and investigating accidents and incidents;

b) identifying and correcting nonconformities and taking actions to mitigate their impacts or consequences;

c) investigating nonconformities, determining their causes and taking actions in order to avoid their recurrence;
d) evaluating the need for actions to prevent nonconformities and implementing appropriate actions designed to avoid their occurrence;

e) recording the results of corrective actions and preventive actions taken; and

f) reviewing the effectiveness of corrective actions and preventive actions taken. Any necessary changes that are required to the OHSE Management System documentation as a result of a corrective or preventive action are made. Any actions that are taken are appropriate to the magnitude of the problems and the environmental impacts and risks encountered. In the case of an unsafe work condition, the hazard is controlled to prevent injury or illness to people.

34.1 In addition to the notification and reporting of injuries, diseases and dangerous occurrences by the PSCS or contractor to the enforcement authority, the PSCS shall also as soon as possible notify the BRL H S & E Manager of any notifiable/reportable environmental, health or safety incident.

34.2 The BRL H S & E Manager and the PSCS should be advised immediately of any serious accident (fatality, loss of limb, serious burns, etc.). A preliminary report of the investigation must be provided within three hours for all reportable accidents and incidents. A full report must then be forwarded to BRL before the end of the following working day.

34.3 All accidents resulting in personal injury, occupational ill health, or which have the potential to cause serious injury and/or damage to property must be reported within 24 hours.

34.4 The PSCS along with the Main Contractor have overall responsibility for ensuring that immediate remedial action has been taken to prevent the recurrence of accidents/incidents on site.

34.5 Contractors will be responsible for issuing statutory notifications to the HSA.

Accident Investigation

34.6 All accidents/incidents which are notifiable and/or reportable and those which may have had such a serious outcome, shall be fully investigated by the PSCS. A preliminary report of such an investigation shall be made available to the BRL SHE Manager or a member of the S & H Team within 48 hours of an incident, and a final report as soon as practicable thereafter. Subsequent reports arising from any investigation shall be similarly passed on. In addition to the notification and reporting of individual injuries, diseases and dangerous occurrences, environmental incidents and significant near misses, the PSCS shall also provide a monthly report to the BRL SHE Manager of frequency rates and total person-hours expended on all work under their control in that period, including all incidents reported by subcontractors, to an agreed format provided by BRL.

34.7 The BRL H S & E Manager may carry out a more in-depth investigation if this is considered appropriate or necessary. In certain circumstances the Dublin City Council- Corporate Health and Safety Officer may also investigate.

Accident Statistics

34.8 Accident statistics will be prepared and collated by the PSCS as:

   a) Minor Accident Incidence Rates
   b) Major Accident Incidence Rates
   c) Accident Frequency Rates (As guided by HSA)
   d) Events reportable to the HSA

34.9 The BRL H & S M will collate monthly Accident/Incident Summaries gathered by the PSCS using the BRL supplied Doc. 1. PRC-M-CSM: Contractor’s Monthly Project
OHS & E Statistical Data Report Return Form and will be analysed and summarised for each month's results.

35.0 GENERAL “HOUSEKEEPING” AND SAFE ACCESS

Applicable Legislation Includes:

- **Safety, Health and Welfare at Work (Construction) Regulations, 2006**
- **Safety, Health and Welfare at Work Act 2005**
- **Litter Pollution Act, 1997**

Good Housekeeping Means Clear Traffic and Work Areas, Out of the Way Storage, Adequate Illumination, Warning Signs of Hazardous Areas, and Clean Up of Debris

**Housekeeping Policy**

35.1 The main objectives of a good housekeeping policy are:

1. To eliminate accident and fire hazards.
2. To conserve space, time, materials and effort.
3. To provide and maintain safe and healthy working conditions.

35.2 Housekeeping shall be maintained to a high standard, for a number of reasons, including:

- The site will be under close scrutiny from the public and media, and should at all times reflect good construction practice;
- Untidy sites are also inefficient and more hazardous than necessary;
- Waste accumulations may attract vermin and/or increase the fire risk;
- Good housekeeping to minimise unnecessary waste of materials.

35.3 Poor housekeeping is particularly known for causing falls on the same level – for example, tripping over loose objects. Good housekeeping is one of the foundation stones of safety on construction sites. Poor workplace housekeeping practices are a major cause of incidents and injuries in the construction industry. Confusion will be reduced and operations will be more efficient when the work area is orderly and tidy. Tidiness and safety go hand in hand. Many serious accidents result from people tripping, slipping and falling over materials and equipment which are poorly stored or placed on access routes in a hazardous manner.

“You can’t fall over what isn’t there”

35.4 Good housekeeping means maintaining the site and ancillary accommodation in a clean, tidy, safe and hygienic manner. All employees and supervisors should accept responsibility for housekeeping practices with a view to preventing accidents and promoting good health.

35.5 Unsafe housekeeping practices can also cause incidents such as being hit by falling objects; striking against protruding objects; and cutting, puncturing or tearing the skin on sharp objects such as nails or wire.

35.6 General site organisation and tidiness is important. For example, ensure that: there is appropriate, safe and clear access (roads, walkways, ladders, scaffolds etc.) to and from all places of work, free from obstructions; safe systems for collecting, storing and disposing of excess or waste materials; adequate space for the storage of materials and
plant; and holes are fenced or covered and clearly marked; there are proper arrangements for collecting and disposing of waste materials; there is adequate lighting.

35.7 The Litter Pollution Act, 1997 requires that the owner or occupier of property which can be seen from a public place is obliged to keep it free of litter. Basically, any outdoor area of a property that is visible from a public place must be kept free of litter. In addition, the land along a public road in a built up area, you are required to keep the footpaths, pavements or grass verges in front of your property free of litter. The Main Contractor is responsible for tidiness of the public area boarding the site perimeter and is obliged to keep the place litter free, including large stones regardless of how the litter got there. Remove litter and rubbish from the site and in its vicinity thoroughly and often.

35.8 The Main Contractor needs to implement and maintain safe housekeeping practices, including – an adequate number of safety signs that are kept in good condition. Appropriate signs may include signs about –

- the direction to the site office or site amenities;
- where first aid and fire extinguishing equipment are kept;
- emergency assembly area,
- the means of access which must be kept clear;
- where hazardous substances are kept;
- who the Main contractor is;
- head and foot protection which must be worn; and
- authorisations required for the site

35.9 Daily Jobsite cleanup program:

- assign subcontractors responsibility for cleaning up either specific areas, or items
- back charge for labour if they don't follow through, remove them from the job if they refuse to participate
- pre plan job activities & deliveries and co-ordinate with subcontractors
- spell out requirements in contracts
- designate someone from each trade to do clean up
- use injured workers with light duty restrictions for clean up

Absolutely no materials to be thrown from any level of the building/scaffolding unless in an approved debris chute. Return tools to gang box or tool room when not in use to avoid clutter

Material Storage and Deliveries

35.10 On most construction sites the delivery, storage and access to materials can cause concern. On most sites with the inherent constraints on space, detailed consideration needs to be given during design to ensure that materials are safely delivered, stored without encroaching into traffic route, work areas and can be accessed without undue difficulty.

35.11 Delivery and storage of bricks, blocks, tiles, reinforcing bars or fabric, and steel or timber framed partitions, steel or timber trusses pose risks to deliveries and passers-by at a workplace.

35.12 Unless otherwise permitted, all construction materials must be stored onsite and not in the street or public space.

35.13 Improper storage arrangements for materials, equipment and hazardous substances can result in serious accidents. Materials should be stored in designated areas with stacking arrangements supervised by a competent person. Particular attention will need to be given to the storage of hazardous substances, how it is to be transported.
and used safely and only stored in properly labelled and approved containers in designated areas or compounds.

♦ Storage areas should be set up in level areas and secured
♦ Adequate clearance should be provided between stacks and all storage facilities kept secure and safe in terms of stability.
♦ Materials should be stacked in a stable area, away from excavations, and piled only to safe and convenient heights for distribution
♦ Determine method for retrieving materials from storage area at the time the material is first stored
♦ Use equipment whenever possible to move materials, and plan for adequate room to manoeuvre equipment
♦ Return surplus materials routinely to storage areas to avoid clutter
♦ Specific arrangements should be in place covering the storage of highly flammable liquids and gases, with designated stores well ventilated and sign posted as no smoking areas. Highly flammable liquids and gases should never be stored overnight in buildings and should be removed to a secure compound or designated store.
♦ Combustible material should not be stored along perimeter fencing where it could be maliciously set on fire.
♦ Flammable liquids should be stored:
  • in clearly marked containers that are grounded
  • in ventilated area
  • with clear access
  • away from any potential source of ignition
♦ Hazardous products and waste are:
  • properly stored
  • labelled
  • disposed of according to the MSDS and other relative regulations
♦ Suitable and sufficient lighting should be provided at all storage locations and along access routes. The lighting should be maintained on an ongoing basis and any defects corrected without delay.
♦ All sub-contractors will be provided with sufficient compound area to establish a designated storage area within. The area will also be properly signed. Storage locations are identified on a site layout incorporated in the Project Safety & Health Plan.
♦ Materials must be stored in such a way that will prevent damage, waste, injury and that perishable and high value materials are maintained appropriately.
♦ Storage of materials must, in any event be kept to a minimum

**Delivery**

35.14 Adequate space should be provided on site for delivery vehicles to off-load to the stores area so that local roads are not temporarily blocked. Careful planning of delivery times may also be necessary, and site staff given the authority to refuse deliveries at the wrong time if this results in local congestion. Before organising delivery, people responsible for the site need consider:

♦ The need for road or footpath closures – seek permits if necessary.
Identification and clear marking of a suitable unloading and/or storage area, within the workplace boundaries.

An unloading area of a size suitable to the amount of product and delivery method.

The most appropriate times for delivery.

Location of overhead electric power lines near to identified storage points.

Nomination of a suitable person to supervise unloading and storage.

The need to identify protection of site installation such as driveways, water, sewerage or gas lines, underground electricity or communication cables.

The safety of the unloading point in terms of stability i.e. capacity of scaffolding or structures to support the load, ground stability.

The purchaser should make clear to suppliers and carriers the requirements regarding delivery to the specific site. These include:

- The materials must not be placed on footpaths.
- During delivery, people or equipment must not come within three metres of overhead electric lines unless the permission of the relevant electric authority has been given. Even where materials can be delivered outside the three metre requirement, they should not be placed under overhead power lines.
- Pallets must not be stacked more than two high.
- Any material's handling equipment to be supplied for delivery by the carrier or site personnel.
- The means by which unloading areas are identified.
- The name of the person nominated as responsible for supervising the unloading.
- Site access arrangements and directions.

Unloading

The person in charge of unloading the material should:

- Determine the size, shape and centre of gravity of the material to be lifted,
- Identify the location of lifting equipment attachment points nominated by the designer, manufacturer or supplier
- Ensure the use of specific lifting equipment nominated by the designer, manufacturer or supplier.

Post delivery

After delivery, people responsible for the site need to ensure:

- Safe movement of the material within the site e.g. the use of cages, spreader bars or other means of preventing falling of the material, keeping non-involved persons clear of the moving product.
- Adequate space is provided to store the product.
- Any scaffolding or other structure can support the product during its further storage.

Floors and Access Ways.

- Walk areas should be kept clean from spills and leaks or covered until cleaned up
- Objects protruding at head height should be clearly flagged and covered with soft material
- All floors and access ways should be kept clear at all times
- They should be so arranged that they are the easiest and most obvious means of moving around the site, thus removing the temptation to take short cuts through operational or hazardous areas
- Stacked materials should not project into the access way or passageway
♦ Inclined ramps should have raised slats fixed on their surface with an opening to enable wheelbarrows, etc. to move safely along them.
♦ Get hoses, cords, and leads off the ground by using temporary S hooks through out the project.
♦ Floors and access ways should be cleaned regularly and kept firm and level to prevent sudden drops.
♦ Suitable and sufficient lighting should be provided and maintained on an ongoing basis.
♦ Loose timber should be safely stacked or disposed of and protruding nails should be removed or safely knocked back.

Welfare

♦ Welfare facilities, including toilets and canteens, should be kept clean at all times and inspected on a regular basis.
♦ Employees should be encouraged to maintain high standards of cleanliness in welfare facilities and to report any defects or deficiencies.

Canteens

♦ It is an offence under Article 47 of the Food Hygiene Regulations 1950-189 to operate a food business from an unregistered premises. In order to comply with the regulations, you are required to apply to the Board for registration of the canteen facility.

Environmental Health,  
Health Service Executive,  
Northern Area,  
Unit 13F,  
Blanchardstown Corporate Park,  
Blanchardstown,  
Dublin 15  
Tel.: 809 8360,  
Fax: 809 8377

The legislation covering canteens etc is:

Regulation (EC) No. 852/2004 on the Hygiene of Foodstuffs

The following National Standards Association of Ireland guides also apply;

I.S. 340: 1994 Hygiene in the Catering Sector
I.S. 341: 1998 Hygiene in Food Retailing and Wholesaling

Overhead Walkways and Ramps

♦ Materials or equipment should never be thrown down from a height.
♦ Walkways should be kept free from trip hazards at all times and adequate provision should be made to remove any slip hazards such as oil, ice, etc. from ramps or walkways.
♦ Suitable and sufficient lighting should be provided and maintained on an ongoing basis.
♦ Toe boards or other suitable protection should be provided to prevent tools, equipment or materials from falling to the level below.

Housekeeping checklist

35.18 Examples of housekeeping issues that need to considered include:
**General housekeeping** – e.g. Is there adequate safety signage? Are work areas tidy? Are access ways and scaffolds easily accessible and clear of debris?

**Supply arrangements** – e.g. Is there a designated area for deliveries? Is this area accessible and clear of debris?

**Waste removal** – e.g. Are there waste bins/rubbish chutes available close to all work areas? Is there a designated area for storing waste?

**Mechanical lifting** – e.g. Are there mechanical lifting devices provided to assist workers when lifting items?

**Storage areas** – e.g. Are there designated areas to store tools, equipment and materials?

**Ergonomics** – e.g. Do workers understand ergonomics issues such as layout of work area, use of mechanical devices etc.?

**DO NOT TOLERATE AN UNTIDY SITE**

### 36.0 SAFETY FILE

**Introduction**

36.1 The Safety file provides information needed during future construction work, including cleaning, maintenance, alterations, refurbishment and demolition. Information in the file is essential to those doing the work. It alerts them to risks and helps them to decide how to work safely. It can also provide information for future safety and health plans and is useful to:

- clients, who have a duty to provide information about their premises;
- designers during the development of further designs;
- PSDP & PSCS preparing for construction work;
- contractors preparing to carry out or manage such work.

**The Preparation of the File**

36.2 The PSDP must prepare the Safety File in strict accordance with the standardised requirements of the BRL Documents *Health & Safety File/Operating Maintenance Manual* and *Tenant’s Health & Safety Information/Operating Maintenance Manual*, issued separately.

36.3 The Safety File should be assembled as the work proceeds and not left until the end of the construction period. The Safety File is to be handed over for review and approval by BRL *4 weeks prior* to the *Practical Completion Certification* is issued. It is suggested that completed sections could be handed over for review as the information gathering is completed for that section.

36.4 Do not proceed with production of the final copies until authorised. Latest date for submission, four weeks before the date for submission of final.

### 37.0 COMPLETION AND HANDOVER

One of the most important stages in a project is when it nears completion and is handed over to the client.

37.1 It is also tempting to cut back on management resources at this stage. However, risks to employees and others not engaged in construction work can increase substantially as they visit the site or spend more time there. The risks to the construction workers can also increase, due to the presence and work of others not directly engaged or experienced in construction work.
37.2 To minimise such risks, the management of this phase needs to be considered well in advance of completion and hand-over to address:

- the nature, scope and duration of any finishing off work;
- how this work will be managed and by whom;
- how the site will be split up for phased handover, and access controlled to safeguard residents, clients’ employees and/or members of the public as well as construction workers.
- How access to the remaining construction site is implemented to segregate the construction vehicles & personnel and control of unauthorised access from the handed over portion.

38.0 FINAL CLEANING UP

The contractor is required to ensure the inside of the dwelling is clean and to clean up the work site by removing any building waste debris, dirt, rubbish, redundant signage etc. from both within the site boundary and adjacent to the external boundary prior to handover for move-in condition. In addition to this general requirement, certain construction signs could be left in place until after contract acceptance. However, before contract acceptance, require the contractor to remove all construction signs except those necessary to cover work performed on the last day prior to tenants moving in.
PART C

CONSTRUCTION OPERATIONS

1.0 UNDERGROUND/OVERHEAD POWER, SERVICES AND UTILITIES CABLES

Applicable Legislation Includes:

- Safety, Health and Welfare at Work (Construction) Regulations, 2006

Applicable Codes of Practice or Guidance Notes Includes:

- Code of Practice for Avoiding Danger from Underground Services, HSA, 2005
- Code of Practice for Avoiding Danger from Overhead Electricity Lines, ESB Networks 2008
- Avoidance of Electrical Hazards When Working Near Overhead Lines, ESB Networks, January 2004
- Avoidance of Electrical Hazards When Digging, ESB Networks, June 2005
- SAFETY DOCUMENT - Guidelines for Builders, safety on sites where gas mains are present, Bord Gais, April 2001

Existing services

1.1 Buried and overhead services are widespread and it should be assumed that they are present until it is proved otherwise. This part of the guide aims to help minimise the possibility of damaging them. The safe working procedures set out in the HSA’s guidance above, should be followed at all times.

The basic elements of a safe system of work involves:

   a. Correct use of Plans (to aid location of underground cables & pipes)
   b. Use of Cable Locating Devices
   c. Noting locations of existing surface features eg. Public Lighting poles, chamber covers, drainage etc.
   d. Use of Safe Digging Practice

These four key elements complement each other and all four should be used when working near buried services.

Identifying and Marking Hazards

1.2 The contractor must identify, reference, and clearly mark in particular all potential electrical and gas hazards prior to the start of any operations which could result in electrical contact or discharge of gas as well as other services.

1.3 Before the commencement of site hoarding & construction work, the PSCS must take into account the location of all the existing live services as identified by the PSDP in the Preliminary Safety & Health Plan. The PSCS must ensure all existing live services are positively identified and MARKED OUT ON SITE. This will include gas, water, electricity, surface water and foul drainage, telephone cables, fibre optics and cable television, (as well as the currently existing district heating piping and telemetry to the
tower and spine blocks). An accurate record is to be kept of their whereabouts by use of a plan, a risk assessment made on the condition of and risks posed by these services during the construction phase. This assessment must identify:

(a) the type of existing services;
(b) the location of the services and whether they are underground, overhead or contained within a structure;
(c) the depth of the service;
(d) the extent of the services, and
(e) the risks the services present, including the risks of electric shock, fire, explosion and an inrush of water.

1.4 If contact with an existing service poses a risk to the health and safety of any person, the PSCS must ensure the existing service is removed, diverted or disconnected, or otherwise isolated from the work to be carried out, so that contact with the service will be prevented.

1.5 Consideration must be given to the possibility of protection and/or diversion of the services prior to commencement of works.

1.6 A written **Pipe & Cable Locator Field Measurements Record** of the measures which were taken to locate such cables, pipes or other services are to be taken at every dig site.

1.7 Calibration tests should be conducted as per manufactures’ instructions and records of such tests kept on site.

1.8 Safe Work Method Statements must identify the risk of contact with utilities for specific work activities along with the site specific control measures for preventing contact.

1.9 Toolboxes meetings should be used to update site staff on utility location information and reinforce safe work procedures. Distribute utility location diagrams as part of toolbox meetings.

1.10 All supervisors, operatives should be instructed in the procedures to be followed. Any sub-contractors involved in excavation work should be issued with full information obtained from the survey and drawings etc. and should also be involved in any consultation procedures. All personnel on site should be instructed on the operation of a Permit-to-Work system if applicable. The appropriate PPE should be worn by all personnel at all times.

1.11 Close supervision is required for both direct labour and subcontractors undertaking activities during excavation and work around overhead utilities.

1.12 All appropriate provisions should be provided to safeguard the work force and any occupiers whilst work is in progress and the integrity of services should be in good safe order on completion of the project.

1.13 Contractors are required where there is a possibility of the plant coming into contact with underground/overhead cables, to liaise with the relevant services authority and provide all necessary protection to prevent injury to workers and damage to the services.

1.14 All services should be assumed to be live until disconnected and proved safe at the point of work. Written confirmation of disconnection should be obtained from the service owner before removing a redundant service.

Any works that exposes the utilities/services piping should be either backfilled or plated over or similar during out of work hours to prevent the
likelihood of vandalism or accidental contact to them, particularly water &
gas pipelines and electricity cables
1.15 The position of any services in or near the proposed work area should be pinpointed as accurately as possible by means of a locating device, in conjunction with any available cable maps or other suitable information. Maps will help the operator using the locator to interpret the signal, and so give the maximum information to those involved with the work before excavation starts.

1.16 While hum detectors (e.g. cable-locating devices set on power mode) are the easiest devices to use, they do not respond to unloaded or direct current cables. Furthermore, they may fail to detect lightly loaded low voltage cables (such as those used for street lighting) and high voltage power cables with balanced loading. A locator with a radio frequency detection mode may detect these cables, and therefore should be used for additional back-up checks. Even where a locating device does not give a positive reading there may still be cables present and these may still be live.

1.17 Locating devices may not be able to distinguish between cables or pipes running close together and they may be indicated as a single signal. Having found one cable or pipe does not mean that there are no others present.

1.18 Do not rely solely on cable and pipe location devices for the detection and location of cables and pipes.
SAFE DIGGING PRACTICE

1.19 These key elements – plans, locators and safe digging – complement each other, and all three should be used when working near buried services. Using only one may not be enough.

1.20 Excavation work should be carried out carefully and follow recognised safe digging practices. Once plans and a location device have been used, excavation may proceed, with trial holes dug using hand tools as necessary to confirm the position of any buried services. Special care should be taken when digging above or close to the assumed line of such a service. Hand held power tools and mechanical excavators are the main causes of danger and they should not be used too close to underground services.

1.21 In conjunction with location devices and plans, trial holes by careful hand excavation are essential before any excavation is commenced. Hand digging must continue until all of the services have been found. If there is any doubt as to where the service is located, stop work and consult with the service provider.

BORD GAIS GENERAL GUIDELINES

In order to work in a safe manner in the vicinity of gas mains the following general guidelines should be adhered to.

The Designer

The designer of a project has responsibilities under the Health and Safety legislation to ensure that the existence and location of utility services are determined to the best of their ability. Bord Gais maintains a record of its underground and over ground pipe work and installations. These records are available on request by contacting the Drawing Records Office on 1850 42 77 47.

These should be requested as early as possible in the project design stage whether a gas supply is required or not.

Drawing Records: 1850 42 77 47
For plant location enquiries

The Builder

Notwithstanding the responsibilities of the Designer in determining the existence and location of all utility services within a project, the contractor has a duty to check these on site. Utility records may occasionally be incorrect. A thorough check for services should be undertaken before any excavation takes place on site. The following procedures should be adopted in order to avoid potential loss of life, damage to property, damage to the gas network and delays or disruption to works.
Pre-excavation

- Obtain the most recent Gas Record Drawings from the Drawing Records Office.
- The location of any gas mains identified should be clearly marked. Services (i.e. Connections to customers) may not be shown on drawing records and should be located by observing meter positions.
- Observe existing or old valve covers etc. to confirm utility records. Determine depth of plant from chambers.
- Before any work is carried out in the vicinity of existing gas mains, trial holes should be dug by hand to confirm the position of the pipe and its depth.

During Excavation

- Pneumatic or mechanical breakers should only be used to break up solid surfacing where trial holes are to be dug to locate services. Hand tools are to be used for the remainder of the excavation.
- Small service pipes are not necessarily marked on record drawings and care should be taken to avoid snagging during excavation with mechanical tools or excavators. Services less than 63mm are not shown on As-laid drawings. A Banksman should accompany bulk excavators at all times.
- Mechanical excavation is not permitted within one meter (1.0m) of the established position of a main or associated equipment.
- Hand-held power assisted tools shall not be permitted within half a meter (0.5 m) of a gas main or associated equipment.
- Where it is necessary to excavate below the level of a gas main, the main shall, during all stages of the operation, be satisfactorily supported.
- Piling works should not be carried out within fifteen meters (15 m) of a gas main without first consulting Bord Gais.
- Welding or other hot works, including controlled fires, involving naked flames shall not take place in proximity to an exposed gas main without written notification to and approval from Bord Gais.
- Where it is necessary to lay a new service across an existing main, whether above or below, a minimum distance of 300mm shall be left between the outside of the main and the service to be installed. At such crossings, the backfill is to be satisfactorily packed and consolidated, and both the main and the new service shall be suitably supported to prevent any future settlement.
ESB Networks Procedure

Safe System of Work for Digging

These Guidelines apply to all work that involves penetrating the ground at or below surface level.

When working near buried services use

- Maps
- CAT – Cable Avoidance Tool
- Safe Digging Practice
- Company Policies & Procedures

Always be aware that the depth of cover may be very shallow and that there may be no bricks, warning tape or other protection in place. Always assume that there will be more services than you expect to find.

BEFORE You Start Digging

- Complete Job Site Safety Plan.
- Ensure you have appropriate Maps
- Remember that service connection cables & pipes from the main to buildings or public lights may not be shown.
- Look out for Services
- Always use Cable Locator (CAT) to trace all services
- Mark the positions of the cables & pipes using waterproof crayon, chalk or paint
- Highlight & Assess the Hazards and ensure all relevant staff are aware of the hazards, especially when electric cables and/or gas mains are in vicinity of work area.

Inspect Site Location. Look for indications of services
Mark the location of services on the surface before digging
Plans and Maps should be available & used on site before digging
Always assume that there will be more services than you expect to find
Cable Locator should always be used (in Power & Radio modes) before starting work and throughout the course of the work
Take Care. Wherever possible, hand dig close to buried services.
WORK USING
‘SAFE DIGGING PRACTICE’

1. Wherever possible, Hand Dig near buried services
2. Take special CARE using picks or insulated crowbars
3. Wear Gloves & other appropriate PPE (Personal Protective Equipment)
4. Do not use hand held power tools within 0.5 metres of marked position of electricity cables unless the no. of services makes it impossible or surface obstructions reduce the space available.
5. Do not use hand held power tools directly over marked line of cable UNLESS
   (a) You have already found the cable at that position by careful hand digging beneath the surface AND it is at a safe depth (at least 300mm) below the bottom of the surface to be broken OR
   (b) Physical means have been used to prevent the tool striking it.
6. When the surface has been broken out, use Cable Locator again to re-confirm the position of services. Frequency and repeated use should be made of CAT during the course of the work.
7. Before using a mechanical excavator in the vicinity of electricity cables, trial holes should first be excavated by careful hand digging. Confirm the depth of the cable(s) at the point of work. The excavator should not be operated within a radial distance of 300mm from the cable(s).
8. When using a Mechanical Excavator in the vicinity of electricity cables keep everyone clear of bucket and the excavator while it is digging
9. Where an electric cable is embedded in concrete, arrange for the cable to be SWITCHED OUT before breaking off concrete.
10. Do not use exposed electricity cables as a convenient step or hand hold.
11. Do not handle or attempt to alter the position of exposed electricity cables (unless under the direction of approved ESB personnel). Extreme care should be taken where joints have been exposed.
12. If an electricity cable, gas pipe or high pressure water mains suffer any damage, however slight, the owner should be informed immediately and people should be kept well clear of the area until it has been made safe by the owner.
13. Backfill around services with sand and use appropriate utility warning marker tape. Do not build into manhole or other structure or encase in concrete.

A copy of these procedures must be on display on the site at all times

Limitations of Existing Utilities/Service Providers Information & Maps

- Records provided by the various services and utilities organisations are not always accurate.
- The routes of older services may not have been recorded and so the absence of records should never be taken as proof that the area in question is free of underground services.
- Cast iron water pipes look very much like cast iron gas pipes.
- Not all electricity cables, particularly under roads, belong to the ESB.
- Many older services have been laid at much shallower depths than are specified nowadays.
- Service route lines shown on maps generally are shown diagrammatically or with few accurate reference points, thus do not show an accurate location of there whereabouts.
The BRL H & S M should be consulted whenever underground services precautions cannot be adhered to, for whatever reason, before the work is carried out for further advice.

2.0 PROCEDURES FOR REPORTING DAMAGE TO UTILITIES & SERVICES

Electrical/Public Lighting Cables

2.1 Should any electrical cables be damaged, then everyone in the vicinity should evacuate the area immediately and position themselves so that no-one can approach the damaged cable. The person in charge of the works should immediately contact the ESB or Public Lighting so they can deal with the matter promptly.

Emergencies /Electricity Interruptions 24 hour /7day service

1850 372 999

2.2 Damage to underground cables, associated ducting, overhead lines, or column foundations must be immediately reported to the DCC Public Lighting Division in order to ensure the safety of the general public and workforce personnel. No repairs must be undertaken without the prior approval of the Division. The Public Lighting Maintenance Inspector can be contacted at

01 - 222 4450

Gas Mains – Bord Gais Safety Procedures in Case of Damage to the Pipeline

2.3 In the event of the presence of gas being detected during operations, either as a result of damage to gas mains or for any other reason, the following emergency action must be taken immediately:-

(a) The person in charge must order immediate cessation of work and clear all employees and personnel from the vicinity of the pipeline damage.

(b) Notification of an escape of gas and precise details of the location must be conveyed immediately to the Bord Gais on their 24-hour Emergency Line

1850 20 50 50

(c) Employees should be stationed at a safe distance to prevent the general public from entering the affected area and to warn against smoking and the presence of naked lights. Barriers and signs should be erected whenever possible.

(d) All machines, excavators, compressors, dumpers, pumps, etc., in the area, must be switched off immediately and left standing. Naked lights and fires must be extinguished.

(e) Do not use mobile phones or two way radios near the gas leak.

(f) Do not try to repair the damage.

(g) The Site Manager/Supervisor should remain on the scene in order to ensure that the area is kept clear until the arrival of the Bord Gais employees and officials.

(h) The Bord Gais will make arrangements if An Garda Siochána assistance is required but this should not deter Site Management from requesting An Garda Siochána assistance at the outset if the situation is considered sufficiently serious.
(i) Assistance to be given as necessary, or as requested by Bord Gais, to safeguard persons and property.

As a matter of policy, **BRL WILL** report the incident to the Health and Safety Authority Inspector *whenever live electrical cables or gas mains are damaged by a contractor*.

**Other Services**

2.4 Should any other services be damaged, then the service provider must be notified immediately.

**Eircom Dial Before You Dig 1901**

**Eircom Emergency 1901**

**Client Contact Protocol**

2.5 Should any service be damaged, then the Dublin City Council -Regional Office and BRL must be notified immediately by the contractor on the following phone numbers:

<table>
<thead>
<tr>
<th>Dublin City Council.- Regional (Ballymun) Office</th>
<th>BRL</th>
</tr>
</thead>
<tbody>
<tr>
<td>222 5646</td>
<td>222 5660/5644</td>
</tr>
</tbody>
</table>

The Site Manager will complete the BRL Damaged Utility Report with photographs and returned to the BRL H S & E Manager.

A copy of these procedures must be on display on the site at all times.

**Note:** All damages to Utilities/Services will be repaired at Contractor's expense unless agreed otherwise by the utility/service provider.
3.0 TRAFFIC MANAGEMENT OF ROADWORKS

Applicable Legislation Includes:

- Road Traffic Act, 1961 to 2004
- Roads Act 1993
- Road Traffic (Signs) Regulations, 1997 Sl. No. 181 of 1997

Applicable Codes of Practice or Guidance Notes Includes:

- Directions for the Control and Management of Roadworks in Dublin City, Roadworks Control Unit of Dublin City Council, March 2005
- Guidance for the Control and Management of Traffic at Roadworks, DOT, Oct. 2007
- Traffic Signs Manual, Department of the Environment (DoE), 1996
- Guidelines for the Opening, Backfilling & Reinstatement of Trenches in Public Roads (2002), DEHLG

Introduction

3.1 It is very important to manage the local vehicular traffic and site plant and vehicles approaching the site as poorly managed traffic controls can cause a nuisance to the local residents in terms of congestion, noise, mud and dust and increase in travelling times and inconvenience. Traffic control measures applies to both vehicular and pedestrian traffic and it is the duty of everyone on site to ensure they act responsibly when coming to site, when on site and when leaving site.

3.2 This section is intended to cover safety aspects on all roadworks. The term "roadworks" applies to new roadway construction, resurfacing, planning/regulating, repairs, maintenance, installations or any other works to, above or under a public road.

3.3 All roadworks as defined above must be carried out in accordance with the above codes and legislation. In addition to the above, separate detailed requirements on the management of traffic at road works are to be found in the BRL BPM 4. Traffic Control and Management of Roadworks document.

T2 Application Requirements

3.4 The main contractor is to submit the TMP for review to the BRL H & S Unit minimum 10 days (this period will include the 7 days advance notification to DCC) in advance of commencement of works and prior to DCC in relation to all proposed roadworks in the Ballymun Regeneration Scheme area.

3.5 Once the TMP has been reviewed and where applicable amendments made, the contractor is to issue a Form T2 application to BRL who will process the application. The contractor is to then send the BRL reviewed TMP directly to the Roadworks Control Unit of Dublin City Council for approval and issuing permit/consent. The fee is then to be paid by the contractor.

3.6 All notifications must be submitted by the relevant main contractor and not by their sub-contractors.

3.7 For all approved T2 Applications a Direction/Permit/Consent will be issued in respect of the works, a copy of which is to be retained on site, and be available for inspection by Dublin City Council staff or members of An Garda Siochana.
Road Works – DCC Road Opening Licence Application Form

3.8 A Road Opening Licence (ROL) is a licence that allows the holder to excavate a specified section of the public road, (the public road includes carriageway/footway and associated grass verge), and carry out reinstatement (which may be permanent or temporary). The applicant must familiarise themselves with “Directions for the Control and Management of Roadworks in Dublin City” before proposing any works in the public road. This document is available from DCC Roadworks Control Unit (01 222 2246).

3.9 No excavation may be made in a public road/path without a Road Opening Licence. Under Section 13 of the Roads Act (1993), any person to do so shall be guilty of an offence.

Dublin City Council
Roads Maintenance Services,
Floor 2, Block 2,
Civic Offices,
Wood Quay, Dublin 8.
p: 222 2552     f: 222 2689

4.0 PLANT AND EQUIPMENT

Applicable Legislation Includes:

• Road Traffic (Construction, Equipment and use of Vehicle) Regulations, 1963
• Road Traffic (Lighting of Vehicle) Regulations, 1963
• Road Traffic Act, 1995

Applicable Codes of Practice or Guidance Notes

• BPM 3. Planning & Management of Mobile Plant & Equipment, BRL
• Safety and Workplace Vehicles, H.S.A

4.1 All plant, equipment and machinery owned or used on site by contractors must comply with statutory requirements and standards. Records of inspections, tests and thorough examinations should be maintained on site and presented to the PSCS upon request. Contractors should carry out regular inspections and audits of working activities to ensure that safety and statutory obligations are being met. Those who use or work with plant or equipment must be trained, certified and authorised.

All plant and vehicles shall be fitted with immobilises, locked and left in a safe condition when not in use.

Escorting Mobile Plant

4.2 At times it may be necessary to escort slow moving plant items travelling on the road. The following procedure shall be used as required:-

(a) At least one escort vehicle shall travel behind the plant item.
(b) All escort vehicles are to be equipped with at least one operating rotating yellow light and a sign ROAD PLANT AHEAD. Similarly all the plant items
shall be equipped with at least one operating rotating yellow light. The escort
vehicles and the plant items shall have (where they are fitted) headlights and
tail lights switched on. Escort vehicles and at least one of the plant items are
to be equipped with effective two-way radios.

(c) The plant items shall pull over periodically to allow traffic to pass so that the
queue of traffic following generally does not exceed 12 vehicles.

(d) Escort vehicles may be cars, utilities or trucks, however trucks used as
escorts shall not be heavily loaded and are not to be towing trailers. Up to
three plant items may be escorted in the one group using one or two escort
vehicles as prescribed above. In this case a distance of 60m to 80m shall be
maintained between the plant items.

5.0 PLANNING AND MANAGEMENT OF SITE MOBILE
PLANT & EQUIPMENT

Introduction

5.1 Workplace traffic is an important subject, not least because it is easy to develop an
existing system, as needs change, without ever fully appreciating the consequences.
The traffic routes should be designed with all of the necessary risk controls in place to
ensure that vehicles and pedestrians in a workplace are capable of using them safely
and efficiently.

5.2 Careful planning and procedures for mobile plant and transport will ensure that vehicle
movements at the workplace and activities such as loading/unloading, maintenance
etc., are carried out safely. The planning should cover the typical range of vehicles
operating on construction sites eg. telescopic material handlers, mobile cranes, heavy
goods vehicles, dumpers, passenger vehicles, etc.

Refer to separate details of the BPM 3. Planning & Management of Site Mobile Plant
& Equipment document.
6.0 DEMOLITION

Applicable Legislation Includes:


6.1 No demolition should take place without a written Safe Work Method Statement and Risk Assessment SPECIFICALLY FOR THE JOB and submitted to the H & S Unit for review. The method statement should be drawn up between the contractor, the Structural Engineer and the Project Supervisor Design/Construction Stage. Particular attention should be given to the loading exerted on existing floors during the demolition process. If a temporary works scheme is required this should be accompanied by the appropriate associated calculations and method statement. Demolition work should only be undertaken by experienced, trained and competent personnel and to be supervised by a suitably trained Site Manager.

6.2 Prior to demolition operations, the contractor's competent person must make an engineering survey of the building or structure, the competent person must be a registered Professional Engineer.

6.3 The written findings and recommendations of this survey will constitute a Demolition Plan, a copy of which must be given to the Client's appointed Engineer the client’s H & S Unit Manager and filed with the Project Safety and Health Plan. The removal plan must meet all the requirements of Engineer’s Report also be consistent with the contractor's Project Safety and Health Plan. It should address the following areas of concern:

1. Existing condition of the building or structure.
2. Possibility of collapse of any portion during demolition operations.
3. Condition of adjacent buildings or structures within 30 metres (if directed by the Engineer). To make this determination, the Engineer should consider whether the stability of adjacent buildings or structures will be significantly affected by demolition operations.
4. Description of type, size and location of equipment to be used in the demolition operations.
5. Sequence and preliminary schedule of removal activities. The schedule should also identify any critical operations which will require on-site monitoring by the contractor's competent person.
6. Bracing or shoring required to secure or stabilise deteriorated buildings or structures so that workers can perform operations safely.
7. Walls, supports and bracing necessary to accomplish the demolition of party wall structures.
8. Details of the shoring and shoring foundations necessary to prevent damage to adjacent property.
9. Designation and identification of non-access areas (areas that could become unstable or subject to collapse).
10. The presence of asbestos, lead or other hazardous materials, and the impact on demolition operations.
11. Plans for monitoring the building or structure during demolition operations. The contractor's competent person does not always have to be present, but should monitor the operations on a frequent and continuing basis, and be on-site to monitor any critical operations.
12. Plans for shutting off or maintaining utilities on the building or structure.
13. Maintenance and protection of traffic scheme.
6.4 **Demolition Plans** that must be prepared by a Professional Engineer shall be submitted to the Engineer 30 days prior to the commencement of demolition operations. Other removal plans shall be submitted 15 days prior to commencement. The Engineer should review the contractor's demolition plan to ensure that it addresses all appropriate specification requirements. If any obvious omissions are noted, the plan should be returned to the contractor with a request that the necessary information be provided. The rule of thumb should be "When in doubt ask for help!"

6.5 During the course of demolition operations, the engineer and the inspection staff must ensure that the contractor complies with all aspects of the demolition plan submitted. Inspectors must be knowledgeable about the specific aspects of the demolition operations for which they are responsible.

6.6 Any changes to the demolition plan must be submitted to the Engineer for review as noted above. The Engineer is responsible for ensuring the inspection staff is kept informed of all such changes.

**Dust and Air Pollution**

6.7 Dust pollution will be minimised during demolition if the building or structure to be demolished is completely screened with debris screens or sheets and demolition undertaken within the shell of the building until the last stages of the process. Original service roads should be utilised for site journeys until required for development.

6.8 The watering of the area should be undertaken where necessary to minimise dust transfer into neighbouring premises.

6.9 Stockpiles of earth or material for recycling should be damped down or otherwise suitably treated to prevent the emission of dust from the site. Stockpiles should be planned to minimise the effects of attrition and wind action. They should be sited and shaped to minimise the potential for dust generation. Handling of spoil should be kept to a minimum and the material deposited onto stockpile from the minimum practicable height.

6.10 The surface of long-term stockpiles should be stabilised.

6.11 The contractor should ensure that the area around the site is regularly and adequately swept to prevent any accumulation of dust from the site.

6.12 Spoil should be handled in such a way that it does not give rise to excessive dust. Watering of rubble chutes should be undertaken where necessary to prevent dust emission.

6.13 Skips and removal vehicles should be covered when leaving the site to prevent dust being deposited in the neighbourhood.
7.0 EXCAVATIONS

Applicable Legislation Includes:

- Safety, Health and Welfare at Work (Construction) Regulations, 2006

Applicable Codes of Practice or Guidance Notes

- A Guide to Safety in Excavations, HSA
- Code of Practice for Avoiding Danger from Underground Services, HSA

7.1 Digging and excavation shall be carried out under an Excavation Permit, supported by a written risk assessment and method statement. The Excavation Permit shall specify:

- The precautions taken to avoid causing damage to buried electrical cables, gas mains, fire water mains and other services.
- The precautions necessary to avoid collapse.
- Fencing and stop-log requirements to restrict access to persons and vehicles.

7.2 The written risk assessment and method statement shall be attached to the Excavation Permit. The risk of collapse shall, where possible, always be eliminated by sloping the excavation sides to a suitable angle.

7.3 Access to excavations shall be fenced off using proprietary steel mesh fencing and safety signs (plastic tape is not an acceptable alternative). Where vehicles are in use in the vicinity of the excavation, stop-logs shall be positioned to prevent vehicles from getting close to the excavation edge.

7.4 Where an excavation is over 1.25 metres in depth and a risk of the sides collapsing exists, the excavation shall be inspected by a competent person before persons first work in the excavation and thereafter every seven days while in use. A record of all such inspections shall be made on the statutory CR 9 form. Where such an excavation is more than 2 metres deep, an inspection with written record shall be carried out each day.

8.0 ACCESS EQUIPMENT

Applicable Legislation Includes:

- Safety, Health and Welfare at Work Act, 2005
- Safety, Health and Welfare at Work (Work at Height) Regulations 2006
- Safety, Health and Welfare at Work (Construction) Regulations, 2006
- Safety, Health and Welfare at Work (General Application) Regulations, 2007

Applicable Codes of Practice or Guidance Notes

- Code of Practice for Access and Working Scaffolds, HSA
- Preventing Falls in Scaffolding and False work, SG4:05, NASC

8.1 Arrangements for working at height shall be in accordance with the Work at Height Regulations. Erected steel tube scaffolding shall be subject to formal design. This shall be marked at all designated access points (by Scaftag or similar) to identify:

- Date of erection, supplier and competent person responsible;
- Designed loading (tonnes);
• Date of last inspection, name of competent inspector;
• Note that all access equipment shall have a clear and unambiguous method for notifying “out of use”;
• All aluminium tower access equipment shall be under the control of a competent person, trained to PASMA standard or equivalent and holding a certificate. Prior to use, each newly erected tower shall be inspected by such a competent person;
• Ladders shall be carefully stored, issued, used and managed to minimise unauthorised use;
• Ladders and step-ladders may be used as a means of access, but shall not be regarded as suitable working platforms/places of work.

8.2 The Contractor shall appoint a competent full-time Scaffolding Manager to supervise the provision of all scaffolding on site and to carry out all statutory inspections.

8.3 Persons engaged in the construction of such scaffolds shall hold FAS Construction Skills Certification Cards for “advanced scaffolding”, or an equivalent recognised by FAS. All scaffolds requiring design calculations under BS 5973 shall be certified by a competent Chartered Engineer or equivalent (e.g. degree qualified engineer with suitable experience).

8.4 System scaffolds shall be constructed in accordance with the manufacturer’s instructions except where these are being treated as “designed scaffolds”. In such cases the specific scaffolding design shall be approved in writing by a competent person. Copies of manufacturers’ instructions for system scaffolds and drawings for “designed scaffolds” shall be held by those building the scaffolds and by the Contractor’s Scaffolding Manager.

8.5 Permanent handrails shall not be used as load bearing supports for scaffolds.

8.6 All scaffolds with a working platform over 2 metres in height shall be inspected by the Contractor’s Scaffolding Manager when first brought into use, following modification or exposure to bad weather and once per day while in use. A written record of all inspections shall be maintained on the appropriate form CR 8. Prior to the first inspection, the person who constructed the scaffold shall issue the Scaffolding Manager with a scaffolding handover certificate signed by a competent person. This shall be then attached to the CR 8. All scaffolds shall bear a “Scafftag” inspection tag during construction, use and dismantling phases. During use, the yellow side of the tag shall be displayed outward in the “Scafftag” holder.

8.7 “Step-ups” (temporary platforms lower than 2 metres) shall be constructed to the same standard as scaffolds and shall be bear a “Scafftag” inspection tag during construction, use and dismantling phases. A statutory CR 8 form is not required.
9.0 HOISTING OPERATIONS IN PUBLIC AREAS

9.1 A contractor who has to place a mobile crane, hoist, concrete pump, vehicle on the public roadway or footpath will need to seek PRIOR APPROVAL for a permit from the DCC Roadworks Control Unit, Roads & Traffic Department, Ph. 222 2222, Fax. 222 2813. The application form can be downloaded by clicking on the link http://www.dublincity.ie and search for Mobile Crane/Hoist/Vehicle Application Form. When submitted to the Roadworks Control Unit, the application will be either approved with conditions, or refused by a Roadworks Control Inspector. If approved, a permit is then forwarded to the applicant after the relevant fee has been paid. Instant payment can be made by providing credit or laser card details.

9.2 The general public must be protected from construction activities including vehicle loading and off-loading within the public domain.

Hoisting operations must comply with the following:

- The vehicle carrying the material must be drawn up close to the kerb
- All hoisting must be vertically from the hoisting zone and Crane Arcs must be confined within the site periphery and must not be swung over the road or adjoining property unless agreed otherwise with the Council, Gardai and third party land and property owners.
- Materials must be raised without delay to the requisite height and then directly on to the building site. The roadway must be kept clean and all materials removed as soon as possible.

9.3 Precautions must be fully specified and include the following measures:

- The use of Banksmen and traffic controllers
- Restriction on the hours of operation of these activities (non peak hours)
- Machinery to be used
9.4 When using cranes or mobile lifting equipment, take the following steps to prevent disruption to public areas:

- Ensure equipment does not restrict public thoroughfares and pedestrian access or, where restricted access is unavoidable, use gantries or other overhead protection
- Determine lifting zones for medium to long term use of the equipment
- Protect pavements and streets and conduct dilapidation surveys before and after works have taken place
- Implement procedures and lifting techniques to ensure safety on adjoining streets and footpaths
- Use traffic management controls and signage.

9.5 Unless otherwise permitted, an obstruction must not protrude from premises causing it to interfere with pedestrians or traffic in a public place.

9.6 Unless otherwise permitted, all construction materials must be stored onsite and not in the street or public space.

9.7 When a crossover is required for vehicular access to the site, consider:

- The type and size of trucks entering the site
- The loading and potential for damage to the existing crossover and footpath
- The nature of protection of crossover and pavements
- The need for a dilapidation survey of the footpath before and after works have taken place

1. **No hoist for lifting materials or fixed crane shall be erected in or on any road without prior approval from the Authorised Officer.**

2. The hoisting of building materials such as heavy structural steel, timber, concrete, concrete blocks, bricks and similar materials that may be hoisted outside a building under construction shall be in accordance with the following requirements:

- The vehicle carrying the material shall be drawn up close to the kerb.
- All hoisting shall be vertically from the hoisting zone. The materials being hoisted shall not be swung out over the street or road. They shall be raised without delay to the requisite height and then swung directly on to the building site. At all times while hoisting is in progress, the boom gates at the ends of the hoisting zone shall be at right angles to the kerb.

**No hoisting of heavy materials over a footpath shall be carried out while pedestrians are present under any overhead protective awning.**
APPENDICES

APPENDIX 1

KEY PERFORMANCE INDICATOR TARGETS

For the coming year, the H & S Manager has set the following KPI targets for the 2007 reporting period:

1. 20% reduction of Lost Time Injuries from 2006 results
2. 30% reduction in HSA Prohibition Notices from 2006 results
3. 35% reduction in HSA Improvement Notices from 2006 results
4. 20% reduction in community complaints from 2006 results
5. 100% compliance with the recycling of Construction & Demolition Waste
APPENDIX 2

OVERALL HEALTH & SAFETY MANAGEMENT TEAM STRUCTURE

B.R.L. Managing Director
Ciaran Murray

Deputy MD
Séamus Lyons

BUILDING CONSTRUCTION
Chief Architect
Deputy Chief Architect + Snr Exec. Archs & Area Project Managers
Building Inspectors / Clerk of Works
Consultant Project Architects

CIVIL ENGINEERING
Senior Engineer + Landscape Architect
Civil Works Inspectors / Clerk of Works
Consultant Engineers / PSDS

COMMUNITY LIAISON
Project & Contracts Liaison Manager
Eamon Farrelly
Community Support Structure
Ballymun Neighbourhood Council Estate Forums

HEALTH & SAFETY
Health, Safety & Environmental Manager
John Rizzolo
Design & Construction Stage Coordination
Jim McMahon
Safety Monitors
Brian Kinsela
Safety Administrator
Mary Reidy
Assistant Safety Admin
Fiona Dalton

P.S.C.S. Representatives, Contractor’s H & S Advisors+ others
APPENDIX 3

HEALTH AND SAFETY RESPONSIBILITIES

HEALTH, SAFETY & ENVIRONMENTAL MANAGER

The following is a general description of the brief named in the Ballymun Regeneration Ltd. Health & Safety Management Team structure as Health, Safety & Environmental Manager.

The Health, Safety & Environmental Manager will be responsible for managing the team of safety professionals/specialists as outlined in the Health & Safety Management Team structure and will delegate tasks as appropriate to the various members of the team.

The Health, Safety & Environmental Manager will be an integral part of the Project Management Team and will, accordingly, influence the timing and phasing of the various works to be undertaken on an ongoing basis with particular close consultation with the Design Safety Co-ordinator together with the Construction Safety Co-ordinator.

The function and duties of the Health, Safety & Environmental Manager shall include but are not limited to;

- Ensuring all Client duties are performed in compliance with legislation, including the Safety, Health And Welfare At Work (Construction) Regulations, 2006, i.e. to appoint a competent individual, company or partnership to undertake the duties involved, in respect of every Contract, a Project Supervisor for the Design Stage and a Project Supervisor for the Construction Stage,
- Ensure best practice standards are communicated to all contractors undertaking work on behalf of BRL in accordance with the BRL SHECM Strategy Document,
- Issue or ensure all relevant Health & Safety documentation is included for each Tender package including but not limited to;
  - Preliminary Health & Safety Plans
  - BRL SHECM Strategy Document
  - BRL Tenderer Health & Safety Management System Questionnaire
- Review and assess tenderer’s Health & Safety documentation including response to the BRL Tenderer Health & Safety Management System Questionnaire,
- Arrange pre commencement Health & Safety meetings between the appointed PSCS & Senior Health & Safety Manager/Advisors & BRL to review safety aspects of the work and emphasise BRL commitment to Health & Safety best practice. Also, communications paths to be developed by PSC’s to pass on all relevant safety information to those doing work,
- The H,S & E Manager will be responsible for hazard identification and risk assessments in connection with the overall scheme and the resulting interaction between individual sites and interface with construction workers, residents, visitors and the general public and the cumulative impact of all other developments taking place throughout the scheme including construction traffic management issues,
- Disseminates the resultant recommendation/s from BRL risk assessments to the relevant parties,
- Develop and produce all relevant company policy documentation required for the efficient execution of the team roles,
- Investigates all accidents involving major injury and dangerous occurrences,
- Organise and chair safety committees,
- Respond to all community complaints regarding any Health & Safety issues and take appropriate action as required,
- Attend all formal meetings with the various community liaison groups and attend from time-to-time Contractor site meetings,
- Safety Audits will be undertaken from time-to-time (for the purposes of keeping BRL informed as to the Contractors Health & Safety performance on site),
• Relay items of concern, identified by the BRL Safety Monitors, to the PSCS/Contracts Manager & Contract Administrator,

• Ensure all appropriate Health & Safety awareness information, seminars and training such as Fás Safe Pass is provided to all BRL employees regularly visiting building sites i.e. BRL Architects & Consultants or those working on the building sites i.e. BRL Clerk of Works,

• To identify and organise health and safety training for employees on health and safety issues as required,

• Promote the raising of the standard of safety awareness in the construction industry,

• Organise continuing promotion of safety awareness amongst school children of the dangers of building sites and activities,

• Review details of all Contractors’ accidents/incidents summary reports compiled by the Safety Administrator,

• Review the function, roles and the adequacy of the Health & Safety Management Team resources,

• Conduct regular team meetings.
DESIGN PROCESS CO-ORDINATOR (DPC)

The following is a general description of the role named in the Ballymun Regeneration Ltd. Health & Safety Management Team structure as ‘Design Process Co-ordinator’ (DPC). This position reports to the H S & E Manager.

This is not a statutory appointment or a role specifically required under any Irish legislation, but a role designed to facilitate the Ballymun Regeneration Ltd. Overall Health & Safety Management Team’s desire to co-ordinate appointed parties relevant to the projects.

As the Ballymun Regeneration Scheme is a multi-faceted scheme with many different aspects controlled by individual parties in the roles of ‘Project Supervisor Design Process’ (PSDP), a level of co-ordination on behalf of the client, Ballymun Regeneration Ltd. will take place in order to provide additional safeguards against breach of the PSDP duties.

The Design Stage Co-ordinator will:

- Carry out tender stage, site wide hazard and risk assessments,
- Upon request, initiate reviews of given preliminary health and safety plans. This does not entail ensuring all risks, which may be deemed foreseeable at that time are attended to by the document,
- Establish regular and ongoing contact with named representatives of each of the identified parties in the role of ‘Project Supervisor Design Process’,
- Monitor the individual roles of each PSDP and report to the Overall Health & Safety Management Team Leader any discrepancies regarding the fulfilling of the duties undertaken by the PSDP,
- Monitor the individual roles of each PSDP and report to the Overall Health & Safety Management Team Leader any anticipated breach or variation from recognised best practice execution of the role,
- Monitor the individual roles of each PSDP with a view to cross co-ordination of the roles and report to the Overall Health & Safety Management Team Leader any perceived conflicts,
- In particular, concentrate the monitoring effort to help facilitate the appointed PSDP parties execute their duties,
- Ensure, as much as practicable, the scheme wide cross dissemination of health and safety related design stage information as appropriate,
- Develop and produce all relevant documentation required for the efficient execution of the role,
- Ascertain BRL risk assessment outcome and report same.
CONSTRUCTION STAGE CO-ORDINATOR (CSC)

The following is a general description of the role named in the Ballymun Regeneration Ltd. Health & Safety Management Team structure as ‘Construction Stage Co-ordinator’ (CSC). This position reports to the H S & E Manager.

As the Ballymun Regeneration Scheme is a multi-faceted project with many different aspects controlled by individual parties in the roles of ‘Project Supervisor Construction Stage’ (PSCS) a level of co-ordinating on behalf of the client, Ballymun Regeneration Ltd. will take place in order to provide additional safeguards against breach of the PSCS duties.

The Construction Stage Co-ordinator will:

- Report directly to the team leader
- Obtain each month, traffic flow details from each site.
- establish regular and ongoing contact with each of the ‘Safety Monitors’, to co-ordinate their activities.
- co-ordinate the individual role of each ‘Safety Monitor’ and report to the Team Leader any proposed new ‘areas of concentration’ as the works on the scheme progress.
- provide backup to the ‘Safety Monitors’ in the form of clarification, interpretation, representation to other parties, and practical backup in the execution of the role.
- ascertain BRL risk assessment outcome and report same.
- upon request, the Overall Health & Safety Management Team Leader will initiate reviews of given construction stage health and safety plans. This does not entail ensuring all risks, which may be deemed foreseeable at that time are attended to by the document.
- assist the Safety Monitors with a view to suggested improvements in cross co-ordination of the roles of PSCS among the projects.
- constantly review the ‘Safety Monitors’ role to concentrate their co-ordinating effort on areas of specific concern as relevant to the projects at any given stage. This will be combined with an ongoing effort to facilitate the ‘Principals of prevention’ are foremost in the decision making process of all suggestions put forward to the Overall Health & Safety Management Team Leader.
- ensure, as much as practicable, the scheme wide cross dissemination of health and safety related information during construction phase as appropriate.
- develop and produce all relevant documentation required for the efficient execution of the role
- will assist the team leader with any perceived conflicts involved in the execution of various PSCS roles to enable them to make informed suggestions to the PSCS representatives on improvements to the execution of the multiple projects.
SAFETY MONITOR

The following is a general description of the role described in the Ballymun Regeneration Ltd. Overall Health & Safety Management Team structure as ‘Safety Monitor’

The Safety Monitor will:

- Establish regular and ongoing contact with each member of the OHSMT and report directly to the DSC/CSC.
- Monitor the individual roles of each appointed PSCS and report to the DSC/CSC any perceived discrepancies regarding the fulfilling of the duties undertaken by the PSCS.
- Conduct ongoing site works monitoring in an effort to help ascertain if the ‘Principals of prevention’ are in constant use during execution of site works.
- Monitor on an ongoing basis, the activities of each appointed PSCS with regard to their interaction with the public, residents, businesses and other construction activities.
- Monitor on an ongoing basis the ‘on site’ activities controlled by each appointed PSCS and report to the DSC/CSC any perceived discrepancies regarding the fulfilling of the duties undertaken by the PSDP, and current best practice in actual execution of the works.
- Regularly review the construction stage health and safety plans to ascertain if areas of specific concern, have been adequately attended to. Suggested alterations/additions will be communicated to the Team Leader and the DSC/CSC.
- Execute the necessary scoring methodology in order to provide a safety performance indicator among individual parties involved on the projects. These indicators may be used to produce statistics to the Safety Administrator for compilation.
- Execute all relevant instruction from the team leader in order to evenly distribute the workload of the Ballymun Regeneration Ltd. Overall Health & Safety Management Team.
- Attend from time to time relevant site meetings to help prevent / resolve issues of concern raised by their actions.
- Take action on items of immediate concern noted during observations of works sites if they are of an immediate/serious risk nature or of a small and less significant nature. This will be actioned on infrastructural contract works by directly conversing with the relative works supervisor at the worksite and with regard to the traditional enclosed construction sites, by directly conversing with the site/construction manager.
- Record all their observations, deemed, in their opinion to be of a relevant nature, including those actioned by immediate interaction on their part.
- On a weekly basis collate all their recordings into a condensed and short report to be issued to the DSC/CSC, Team Leader and relevant PSC before noon on Fridays. (This may be done in conjunction with the safety Administrator.)
SAFETY ADMINISTRATOR

The following is a general description of the role named in the Ballymun Regeneration Ltd. Overall Health & Safety Management Team (OHSMT) structure as Safety Administrator.

The role is essentially an administration role responsible for the efficient running of the day-to-day needs of the safety team members.

The Safety Administrator will:

- Collect & collate all relevant documentation from each member of the OHSMT. The Safety Administrator will collate the following documentation relevant to the Ballymun Regeneration Scheme:
  - health & safety plans
  - risk assessments for identified hazards
  - traffic management plans
  - minutes of design safety reviews
  - minutes of all site progress meetings
  - minutes of all safety related meetings
  - PSD / PSC prequalification questionnaires
  - safety statements from direct contractual relation contractors and bodies
  - method statements
  - safety statistics from contractors
  - copies of accident and incident reports

- Maintain records of BRL appointed PSC’s performance; produce scored league tables and publish same.

- Ensure the collation of all contractor related safety issues which reflect upon the PSD \ PSC parties health and safety performance record.

- Arrange meetings requested by team members

- Control filing and retrieval of all safety related documents, correspondence etc.

- Type for all team members, reports, policy documents, etc

- In particular ensure that a structured route for information flow operates within the Health & Safety Management Team.
APPENDIX 4

CLIENT CODE OF CONDUCT/PROJECT SITE SAFETY RULES

These rules are designed to keep you safe whilst at work. You must comply with them and any health and safety method statements that are brought to your attention. If you are in a position of authority such as a Charge hand, Supervisor/Manager you have the added responsibility of not only complying yourself, but also ensuring that persons under your control also comply. If these rules are broken, you must ACT to put matters right - never walk away from an unsafe situation. The rules apply to everyone working on the site. Any persons found contravening the rules may be subject to disciplinary action, which could include exclusion from site.

All operatives and subcontractors are required to comply with the following:-

1 General Safety and Safe Working Practices

The PSCS shall ensure, through its policies, training and supervision that all personnel are aware of basic requirements including:

- Respect for good site practice and avoidance of horseplay;
- Prohibition on urination other than in provided toilets;
- Respect for other people, including no use of foul, abusive or racist language, no aggressive or violent behaviour, harassment or bullying.
- Report any hazards or potential hazards you see immediately to the site office.
- Visitors must remain accompanied by a site representative at all times.
- All injuries, however minor, must be reported to the site office where first aid facilities exist.
- Create the minimum of disruption;
- Carry out all works in a safe manner;
- Conduct yourself in a manner that will not cause offence to others;
- Any incident, which effects the Client, must be reported to the PSCS.
- No Hot Work will be permitted without the issue of a permit.
- Protect the property from damage, dust etc.
- All services to the premises must be maintained unless an agreement to turn off any service has been made with the Client and an instruction issued by the PSCS.
- Animals, pets, etc. are not allowed on site.
- Smoking is strictly forbidden in the designated No Smoking areas.
- Personal stereos and radios are not permitted on site.
- Drugs or alcohol are prohibited on site, if on medication advise your Supervisor.
- Vandalism and graffiti will not be tolerated, nor will horseplay.
- All incidents injuries, unsafe conditions and emergency situations must be reported to the Site Management and your supervisor as soon as possible.
- All reasonable measures shall be taken to minimise noise arising from building operations so that surrounding neighbours, site personnel and passers by are inconvenienced as little as possible.
- No fires, whatsoever for the burning of rubbish or other waste will be permitted on site at any time.
- Before using or storing any hazardous substances, a copy of the respective MSDS is to be given to the site Management.
- All safety signs are to be complied with in full.
- Proprietary plastic caps shall protect exposed reinforcing bars, formwork tie bars and projecting scaffold tubes where they present a risk of injury or impalement.

2 General Housekeeping and Cleaning

- Tools and materials must be kept tidy so that they do not obstruct access, doorways, footpaths etc.
Work areas must be kept in a clean and tidy state, and materials stored safely. Access routes must be kept clear of rubbish and debris. Don't leave litter - use the bins provided.

3 Personal Protective Equipment
- Safety helmets must be worn in specified areas of the site at all times, protective footwear and Hi Viz waistcoats must be worn on site, additionally operatives must wear correct PPE as per work method statements, material safety data sheets or manufacturer's recommendations during specific work activities or as decided by site management.
- Wear sensible dress (shirt with sleeves and full length trousers) which reflects seasonal changes in the weather.

4 Traffic and access
- Vehicles must not be parked on the footpaths, verges or obstruct the line-of-site of the site entrance and approach roads and neighbouring driveways.
- Maintain safe access in and out of the premises;
- There is a 10 Km/h speed limit for all vehicles on site.

5 Plant, equipment and cranes
- No person without specific approval is to alter or remove any plant, equipment or safety device on site.
- At the end of each working day all plant and vehicles left on site will be immobilised or locked away.

6 Ladders and Handrails
- Ladders will be correctly secured ad access and egress to them kept clear at all times.
- Ladders at ground level shall be removed or access restricted, at the end of each working day.
- All working platforms higher than 2m must have double handrails and toe boards.

7 Electrical Safety
- All electrical power tools, plant & machinery must not exceed 125 V ac.
- No doubling up of leads or adapters to be used on site.
- The Contractor shall ensure that all trailing electrical leads and hoses are suspended where possible and are maintained so as to minimise tripping hazards.
- Portable electric lights shall not be permitted unless fixed to a stable tripod or to the structure and supplied at 110 volts AC. The supply to all other portable lamps shall not exceed 25 volts AC.

8 Training
- All site operatives must have Fás Safe Pass Training BEFORE working on site

9 Working at Heights
- Safety harnesses are to be worn when there is a potential fall and danger of injury.
- No Contractor or person is permitted to dismantle, alter or adapt any scaffold provided for their use at any time. Only competent authorised scaffolders are permitted to erect, alter or dismantle scaffolding.
- The scaffolder in charge of the work is to fill in a hand-over certificate and keep it on site until the scaffold has been dismantled.

10 Failure to Comply
Failure to comply with the above rules will result in the following action against the offending operative/contractor:
- A verbal warning in the first instance confirmed in writing.
• Dismissal from the site if the offence is not addressed or rectified.
• In the case of serious breaches of the safety rules the company reserves the right to dismiss the offending party from site immediately.
APPENDIX 5

BRL NON PERFORMANCE ESCALATION/ACTION OFF ROUTE

BRL Safety Monitors carry out daily observations
Reports issued to, PSCS/Contracts Manager, Site Safety Officer, Contract Administrator

Recurring issues brought to the attention of the DP/CS Co-ordinator

ACTIONED ?

NO

Recurring issues brought to the attention of the DP/CS Co-ordinator

CORRECTIVE ACTION TAKEN ?

YES

Record outcome - End

NO

DP/CS Co-ordinator raises Recurring issues to the attention of the PSCS/Site Manager

H & S M brings matter to the attention of BRL Managing Director

ACTIONED ?

NO

BRL Managing Director & H&S Manager raise issue with Contractor's Managing Director

CORRECTIVE ACTION TAKEN ?

YES

Record outcome - End

NO

DP/CS Co-ordinator brings outstanding matters to the attention of the H&S M

H & S M raises issue in writing to BRL Managing Director & Contractor's Managing

ACTIONED ?

NO

Appropriate Action to Follow

YES

Record outcome - End

H & S M raises issue with PSCS/Contracts Manager Non Conformance Notice to be issued

ACTIONED ?

NO

1-Po-CSM: Project SHECM Strategy
APPENDIX 6

BRL PROJECT SITE INDUCTION REQUIREMENTS

Everyone working on BRL PROJECT SITES will go through a health and safety induction process before they are allowed to commence work on site.

To ensure people have relevant information and training for their work, the PSCS need to ensure adequate induction for all who are new to a site; this is particularly important for young workers and those who are new to the industry or those whose first language is not English. This induction process will concentrate on site specific health and safety issues, will be given by site management IN A FORM, manner and language which is understood by all attending and will include as a minimum the points below.

This presentation shall maximise the use of photographs, illustrations and drawings. Where the presentation is made to non-English speakers, the presentation shall be in the appropriate language (by translation for small numbers and by a specific language version for more significant numbers).

Induction is not intended to provide the general health and safety information and training that people need to do their job, but it should include explanation of the following:

**Part 1: Objective**

Objective of this Safety Induction is to **ensure that all personnel are aware of the safety requirements on this site.**

a) Senior management commitment to health and safety;

**Part 2: Project Team Members & Organisation**

b) Introduction to Key members of the Site management team, the individual’s immediate line manager and any other key personnel;

**Part 3: General Introduction and Layout of Site**

(Instructor to indicate the following, using a general layout of the site)

c) The outline of the project;

d) Site layout, boundaries and security, notice boards.

e) Site details
   - Address
   - Telephone number
   - fax number

f) Hours of Work

g) Facilities available, including welfare facilities

h) Arrangements for first aid; Location of First Aid Posts / Room on site and recognition of First Aiders – (request if any first aiders in the group to make themselves known).

i) Operatives car parking arrangements- Identify any areas that are “Out of Bounds” – e.g. No parking on the site entrance approach roadways or residence car parking bays.

**Part 4: Communication & Consultation**

j) Methods of Consultation on this project including method statement briefings, toolbox talks etc.

k) Arrangements for reporting accidents and other incidents;

l) Procedure for reporting unsafe acts, near misses and safety infringements that require attention
m) Any site-specific health and safety risks, for example in relation to access, transport, site contamination, hazardous substances and manual handling;

n) Arrangements for consulting and involving workers in health and safety, including the identity and role of any:
   • appointed trade union Safety Representatives,
   • representatives of employee safety, Safety Representative
   • safety committees.

o) How to raise issues of a confidential nature

p) Information about the individual's responsibilities for health and safety.

**Part 5: Environmental procedures**

q) Environmental issues – sediment & water pollution, noise, dust, re-fuelling, concrete & plant, machinery washout, waste management

**Part 6: Hazard Identification & Control Procedures**

r) Control measures on the site, including:
   • Client Code of Conduct/Project Site Safety Rules;
   • permit-to-work systems;
   • traffic routes;
   • security arrangements;
   • hearing protection zones;
   • arrangements for personal protective equipment, including what is needed, where to find it and how to use it;

s) Specific site wide risks eg.
   • Contaminated land,
   • HV electricity,
   • Gas,
   • Confined spaces,
   • Use of electricity,
   • Hazardous substances,
   • Health hazards,
   • Safe use of plant, machinery, portable tools
   • Manual handling etc.

t) Safe use Scaffolding

u) Arrangements for housekeeping and materials storage;

**Part 7: Emergency Procedures**

v) emergency procedures, including fire precautions, the action to take in the event of a fire, escape routes, assembly points, responsible people and the safe use of any fire fighting equipment;
**Part 8: Disciplinary Procedures**
(Instructor to explain company procedure for continual breach of safety rules as follows):

w) Personal responsibilities and conduct, and disciplinary measures
   * Verbal warning
   * Written warning
   * Removal from site

**Part 9: Training**

x) Additional training planned, such as ‘toolbox’ talks;

**Part 10: Open Discussion**

Everyone must sign the health and safety induction register Form: **BRL F1-CSM** to confirm that they have received induction training and the Safe Pass, CSCS registration card status of each person must be checked and recorded.

Inductions are a way of providing workers with the specific information they need to know about the particular arrangements and risks related to a specific site. They are not an end in themselves and are pointless if everyone switches off because they have heard it all before or they cannot understand what they are told.

Delivery of Induction information should be carried out by senior management or at least in attendance in addressing and supporting the delivery of the training and message.

This is one of the first opportunities a company has of instilling and developing a positive ‘safety culture’ followed by positive safe role modelling.
FORM: BRL F1-CSM Checklist for Site-Specific Induction

The foreman/supervisor of the inductee must ensure that this site induction is carried out before the person undertakes any activities in the workplace.

COPY TO BE KEPT ON SITE WITH SAFETY INDUCTION RECORDS

Inducted By: …………………………………… Signature: ……………………………… Date: …………...

<table>
<thead>
<tr>
<th>No.</th>
<th>Items Covered</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Competencies and qualifications of inductee established</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Have you shown the person what to do in an emergency and identified the location of the:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• Assembly point &amp; evacuation route?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Closest medical facility?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Contact details of emergency services?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Provisions for emergency communications?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>Have you shown the person:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• The location of the first aid facilities/kits?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Who the first aiders are &amp; how to obtain treatment?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Have you shown the person where all relevant fire fighting equipment is located? Eg: Fire extinguishers, hose reels, etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Have you introduced the person to the Health and Safety Officer/Safety Representative?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Have you shown the person where all the facilities are located?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Canteen</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• Drying room/seating etc.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Toilets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• First Aid facility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Drinking water</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Have you discussed and clearly stated the procedures for reporting incidents, injuries, hazards, etc?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Do they have the correct PPE available? Eg. Hard Hat, Safety Glasses, Safety Boots, Long Sleeve Shirt, Hi- Viz Vest, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Have you ensured that the person has been taken through relevant safe work method statements and/or JSAs for the tasks to be performed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Is any specialised equipment required/set up and have they been trained to use the equipment?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Have you discussed and given a copy of the Client Code of Conduct/Project Site Safety Rules and site disciplinary procedures?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Have you explained the site security procedures?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Do they have any further questions or need clarification on any point/s and/or topics?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Inductee Name: ………………………………………………… Nationality: ………………………………………..
Address: ……………………………………………………………………………………………………. Phone Number: ………………………………………..
Employer: …………………………………………………………………………………………………
Next of Kin: ……………………………………… Phone Number: ………………………………………
Safe Pass Card N0. ………………………………… Date. …………………………………
CSCS CARDS: TYPE …………………………… N0. ………… EXPRIRY DATE: …………………………………
TYPE …………………………… N0. ………… EXPRIRY DATE: …………………………………

I, the undersigned, have participated in the Site Induction during which I had the Site Specific Health & Safety Rules and the items above have been covered and explained to me. I understand the standards expected of me and I agree to work safely and comply with these standards and procedures at all times.
**Form: BRL F2-CSM  Checklist for Visitor Induction**

Site personnel must ensure that this Visitor Induction is carried out before the person enters any operational zone on the project.

**Copy to be kept on site with safety induction records**

<table>
<thead>
<tr>
<th>No.</th>
<th>Items Covered</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Has the visitor signed in at the site office/security?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Have you shown the visitor what to do in an emergency?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• How to contact help on the site?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• How an emergency is raised?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Have you shown the visitor the location of the Emergency Assembly Point &amp;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evacuation Route/s?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Have you explained how to get treatment for an injury?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Have you shown the visitor the location of the first aid facilities/kits and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>how to obtain treatment/assistance?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Have you explained to the visitor what to do if you become separated?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Does the visitor have the correct PPE?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Hard Hat, Safety Glasses, Safety Boots, Long Sleeve Shirt, Hi Viz Vest,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Does the visitor know how to wear the PPE properly?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Have you identified the major hazards and no-go zones on the site?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Do they have any further questions or need clarification on any point?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have participated in the Visitor Induction during which I had the Site Specific Health & Safety Rules explained to me. I understand the standards expected of me and I agree to comply with these standards and procedures during my visit.

**Visitor Surname:**

**First Name:**

**Signature:**

**Date:**

**Inducted By (Title)**

**Name:**

**Signature:**

**Date:**

**Accompanied By (Title) where required**

**Name:**

**Signature:**

**Date:**
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