

Health & Safety Policy

Celtic Gardens

SAFETY STATEMENT

Reviewed/Revised 29th April 2017

Celtic Gardens

Statement of general policy	03
Safety, health, and welfare at work (General Application) Regulations 2007	04
Resources & responsibilities	04
Organisation (assignment of responsibilities)	04
Personal Hygiene	04
Protective Clothing	04
Safety Equipment	04
Written Data	04
Consultations	05
Co-operation of employees	06
Responsibilities of site foreman	06
Employees responsibilities	07
Sub-contractor & self-employed persons	08
Hazards and resources for mitigating risk identified	09
Identification of hazards	09
Eliminating hazards	09
Personal protective equipment	09
Safe systems of work	10
Instruction and training	10
Safety induction	10
Safety, health and welfare at work (General Application) Regulations 2005	11
Site specific safety plans	11
Safety, health and welfare at work (construction) regulations 2006, S.I. no. 504 of 2006.	12
Act: Public health (tobacco) acts 2002 and 2004 section 47 smoking prohibitions	12
Purpose	12
Policy	12
Implementation	12
Drug and Alcohol Policy	12
Policy infringements	13
Smoking cessation	13
Procedure if a person smokes in contravention of the law prohibiting smoking in the workplace	13
Review and Revision of safety statement	14
Programmed Implementation of safety statement	14
Appendices – these are resources to support the internal implementation of the statement & are not part of the safety statement	
Appendix 1: Specimen Site Specific Safety Plan –	15
Appendix 2: Hazards and Resources for Mitigating Risks Identified –	17
Appendix 3: Chain Saw Use / Tree Surgery Project Assessment -	18

Celtic Gardens, 15 Seapark, Clontarf, Dublin 3

SAFETY STATEMENT

This statement is drawn up in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007, the Safety, Health and Welfare at Work Act 2005 and Safety Health & Welfare at Work Construction Regulations 2006.

It will be issued to and must be read by all employees of **Business**, be on display to all visitors / customers and its conditions and obligations adhered to strictly.

STATEMENT OF GENERAL POLICY

The management of this **business** is committed to the promotion of health and safety measures for all our employees, Sub – Contractors, customers and visitors.

It is therefore our policy to ensure, in so far as is reasonably possible the safety, health and welfare of all our employees at work, our customers, Sub – Contractors, and visitors.

In particular the **Business** has a responsibility to provide or attend to the following:

1. As regards any place of work and public areas at **15 Seapark, Clontarf** under our direct control and on worksites in so far as they are under our control, the design, provision and maintenance of it in a condition that is, in so far as is reasonably practicable, safe and without risk to health.
2. In so far as is reasonably practicable, as regards any place of work and public areas at our **15 Seapark, Clontarf** premises under our control and on worksites in so far as they are under our control, the design, provision and maintenance of safe means to enter and exit from it.
3. The design, provision and maintenance of plant and machinery that are, in so far as is reasonably practicable, safe and without risk to health.
4. The provision of systems that are planned, organised, performed and maintained so as to be, in so far as is reasonably practicable, safe and without risk to health.
5. The provision of such information, instruction, training and supervision as is necessary to ensure, in so far as is reasonably practicable, the safety and health at work of our employees, customers and visitors.
6. In circumstances in which it is not reasonably practicable for **Celtic Gardens** to control or eliminate hazards in a place of work and public areas at our premises under our control and on worksites in so far as they are under our control, or in such circumstances as may be prescribed, the provision and maintenance of such suitable protective clothing or equipment, as appropriate in so far as is reasonably practicable that are necessary to ensure the safety and health at work of our employees, customers and visitors.
7. The preparation and revision as necessary of adequate plans to be followed in emergencies.
8. To ensure, in so far as is reasonably practicable, safety and the prevention of risk to health at work in connection with the use of any article or substance.
9. The provision and the maintenance of facilities and arrangements in so far as is reasonably practicable for the welfare of our employees at work, our customers and visitors.
10. The obtaining where necessary, of the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, in so far as is reasonably practicable, the safety and health at work of our employees, customers and visitors.
11. Management & Employees of **Celtic Gardens** will co-operate with all other parties who may be present at specific work locations.
12. **Celtic Gardens** will comply with all applicable sections and regulations in relation to the SHAWAW Act 2005 and General Application Regulations S.I. 504 2007.

Signed:

Owner

Karol Wawrzak

Date 29.04.2016

ORGANISATION (ASSIGNMENT OF RESPONSIBILITIES)

In discharge of the **Celtic Garden's** duties in respect of the Safety, Health and Welfare at Work (General Application) Regulations 2007 the Company has allocated resources and responsibilities as follows.

Mr Karol Wawrzak has overall responsibility in so far as is reasonably practicable for the implementation and control of health and safety measures affecting all employees including:

1. Managing and conducting all work activities so as to ensure the safety, health and welfare of people at work (including the prevention of improper conduct or behavior likely to put employees at risk*).
2. Designing, providing and maintaining a safe place of work that has safe access and egress, and uses plant and equipment that is safe and without risk to health.
3. Prevention of risks from the use of any article or substance, or from exposure to physical agents, noise, vibration and ionizing or other radiations.
4. Planning, organizing, performing, maintaining and, where appropriate, revising systems of work that are safe and without risk to health.
5. Providing and maintaining welfare facilities for employees at the workplace.
6. Providing information, instruction, training and supervision regarding safety and health to employees, which must be in a form, manner and language that they are likely to understand.
7. Cooperating with other employers who share the workplace so as to ensure that safety and health measures apply to all employees with all relevant safety and health information.
8. Providing appropriate protective equipment and clothing to the employees (charges may apply).
9. Appointing one or more competent person to specifically advise the employer on compliance with the safety and health laws.
10. Preventing risks to other people at the place of work.
11. Ensuring that reportable accidents and dangerous occurrences are reported to the Health and Safety Authority.

He will also have specific responsibility for safety matters with respect to machinery and premises.

In the implementation of the Company's Safety Policy **Karol Wawrzak** will have specific responsibility for the following:

Personal Hygiene - in so far as is reasonably practicable and given the nature of the task being undertaken that standards of personal hygiene are to be as high as can be expected.

Biological Agents

Exposure to micro-organisms such as bacteria, viruses, parasites and fungi may cause an allergy, infection, poisoning or toxic effect. If it is suspected that biological agents are present, a controlled thorough examination of the area must be carried out to identify these agents. It will be necessary to seek medical advice, and to vaccinate those likely to be exposed (e.g. for Hepatitis A, Hepatitis B and tetanus). Weil's disease is a severe form of leptospirosis with fever, jaundice and muscle pain, transmitted by rats via contaminated water and is a potential risk for anyone working close to sewers and waterways. Appropriate PPE should be worn.

Protective Clothing - The issuing and regular inspection of protective clothing to ensure that in so far as is reasonably practicable they are functional and appropriate to the task being undertaken and to re-issue replacements as the need arises.

Safety Equipment - The issuing and regular inspection of safety equipment to ensure that in so far as is reasonably practicable it is in full working order, compatible with the operation being undertaken and to issue replacements for damaged or misplaced safety items.

As per schedule 1 (parts B) of the General application Regulations 2007, all lifting equipment and attachments such as slings / ropes / shackles will be thoroughly inspected by a competent person at least every six months and labelled / marked as such. Such equipment will also be visually inspected prior to each use by our employees.

Written Data - The gathering and safe storage in so far as is reasonably practicable of up-to-date technical information on all chemicals and other hazardous substances used in the promotion of the **Business's** business. This also includes the issuing of safety statements, etc. It further includes ensuring that the

Business complies in so far as is reasonably practicable with any changes in legislation which affect the safety standards within our operations. **The storage of relevant data will include up to date MSDS sheets compliant with the REACH regulations in order to provide vital hazard information for all substances in use including fire fighting measures and first aid measures in relation to each substance / material in use at any given time.**

In compliance with Part 7 Chapter 2 of the General Application Regulations 2007 and in line with the risks identified a trained first aider will be made available The First aider is *Karol Wawrzak*.

The **Business** further commits itself in so far as is reasonably practicable to investigating fully new products and resources as they become available and to provide all reasonable finances to ensure are working conditions in so far as is reasonably practicable for our employees, contractors working on our behalf and any visitors to the **Business**.

The Annual Report of the Owner of the Company will contain an evaluation of the Company's Safety Performance.

CONSULTATIONS

In accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007 **Celtic Gardens** undertakes to:

Employers must consult their employees with regard to safety, health and welfare at work and must provide them with certain information on these matters.

As part of the consultation process, employees have the right to select safety representative(s). Employers must provide certain information on safety, health and Welfare at the workplace to the employees or to their safety representative(s). These arrangements require the employer to:

- Consult with employees or their safety representative(s) (or both) on any proposed measures likely to substantially affect their safety, health or welfare at work.
- Provide employees or their safety representative(s) (or both) with the results of the risk assessment and consult with them on the preparation of the safety statement.
- Provide employees or their safety representative(s) with other relevant information, including details of any reportable accidents, illnesses or dangerous occurrences, the names of any competent persons appointed to advise on safety and health matters and the preventive and protective measures to be taken to avoid risks (i.e., a copy of the safety statement). This information has to be in a form, manner and language likely to be understood by the employees.
- Refrain from penalising any employee for acting in accordance with safety and health laws or for reporting complaints regarding safety and health matters at work.
- Recognise that safety representatives have various rights, including the right to:
 1. Inspect the place of work.
 2. Investigate accidents and dangerous occurrences (as long as this does not interfere with an investigation being carried out by an Inspector).
 3. Investigate complaints made by employees (after giving reasonable notice to the employer).
 4. Be given time off from work, without loss of remuneration, to receive appropriate training.
 5. Accompany an Inspector carrying out an inspection at the workplace.
 6. Make representations to the employer on safety, health and welfare.
 7. Make representations to, and receive information from, an inspector.
 8. Consult and liaise with other safety representatives in the same undertaking.

CO-OPERATION OF EMPLOYERS / MANAGERS / DESIGNEES.**RESPONSIBILITIES OF SITE FOREMAN / EMPLOYEE IN CHARGE ON SITE**

1. Comply with relevant laws and protect their own safety and health, as well as the safety and health of anyone who may be affected by their acts or omissions at work.
2. Ensure that they are not under the influence of any intoxicant to the extent that they could be a danger to themselves or others while at work.
3. Not engage in any improper conduct that could endanger their safety or health or that of anyone else.
4. Participate in safety and health training offered by their employer.
5. Make proper use of all machinery, tools, substances, etc. and of all personal protective equipment provided for use at work.
6. Be familiar with the Safety and Health Regulations and the company policy applicable to the work on which you are engaged and insist that the prescribed standards are observed.
7. Ensure so far as is reasonably practicable that safe systems of work are in place.
8. Maintain a tidy workplace and appoint a person responsible for regular clean up.
9. Ensure that adequate access and exit facilities exist throughout the site in compliance with the Regulations.
10. Helmets and Safety Footwear are provided for all direct employees to be worn at all times. All other personal protective equipment is provided and must be used by all personnel on site as necessary. **Do not allow anyone to work without helmets or necessary equipment, if required.**
11. Make certain that all plant and machinery operators are only employed on equipment for which they have been properly trained.
12. Ensure that all machinery and plant including power/hand tools are in good condition.
13. Ensure the safe handling and storage of all tools, plant and materials.
14. Provide good, sound, scaffolding and platform areas, which conform to the accepted industry Code of Practice and nominate competent persons for the erecting or dismantling and altering of such scaffolding.
15. Ensure all ladders are sound and tied while in use.
16. Ensure all sub-contractors comply with the site safety procedure.
17. Ensure that all power and hand tools are 110 volts and leads are in good repair.
18. Ensure that floor and stairs openings are guarded or covered over and the stairs have handrails.
19. Before commencing underground excavation work, check with the relevant authority in relation to pipes, cables, services, etc. Any excavation deeper than 1.2m must have sides shored or battered back.
20. Show a personal example by wearing the safety equipment provided.
21. Ensure that the site has, where necessary, suitable perimeter fencing, warning signs and hazard tapes to keep children and others out of the site and away from dangers.
22. Ensure General Purpose Fire Extinguisher(s) is available for emergency use during a fire and ensure first aid box is provided with the necessary equipment.
23. Ensure proper containers/lock up is available for storage of flammable liquids/substances.

24. Ensure all accidents are reported at the earliest opportunity to the client/ client's representative and his/hers own management.
25. Ensure all accidents are recorded in the Accident Book and any accident/incident which causes an employee to be off work for more than 3 days is reported to the Health and Safety Authority (HSA) on the appropriate HSA Form.

EMPLOYEE'S RESPONSIBILITIES

It is the duty of every employee, while at work, to take reasonable care for their own safety, health and welfare and that of all others who may be affected by their actions or omissions while at work and further it is the duty of every employee to co-operate fully with the Management to enable us to discharge our obligations.

In particular every employee has a duty to co-operate by:

- Comply with relevant laws and protect their own safety and health, as well as the safety and health of anyone who may be affected by their acts or omissions at work.
- Ensure that they are not under the influence of any intoxicant to the extent that they could be a danger to themselves or others while at work.
- Not engage in any improper conduct that could endanger their safety or health or that of anyone else.
- Participate in safety and health training offered by their employer.
- Make proper use of all machinery, tools, substances, etc. and of all personal protective equipment provided for use at work.

Using in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or item provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.

Reporting to immediate supervisor and/or Management without unreasonable delay any defects of which he/she becomes aware of in plant, machinery, vehicles, equipment, place of work or system of work, which might endanger safety, health or welfare.

Assisting in maintaining yards, stores, machinery, vehicles and operational sites etc. in a clean and tidy condition so as to provide a safe place to work.

Co-operating with Management and any other person to such extent as will enable Management or the other person to comply with the relative statutory provisions.

Not intentionally or recklessly interfering with or misusing any appliance, protective clothing, convenience equipment or other means or item provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.

Assisting in investigating accidents or near misses and providing any information which may be useful in establishing the circumstances surrounding the accident.

Take all reasonable measures to protect themselves from extreme natural climate related hazards such as ultra-violet radiation, wet, heat and cold.

Where advice and persuasion fails to achieve compliance with safety and health rules it is **Celtic Gardens** policy to pursue the matter through the relevant disciplinary procedure.

SUB-CONTRACTOR & SELF-EMPLOYED PERSON

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

HAZARDS AND RESOURCES FOR MITIGATING RISK IDENTIFIED

IDENTIFICATION OF HAZARDS

Celtic Gardens hereby undertake to carry out regular hazard inspections internally and the following is the person charged with the responsibility to implement this task.

1. Karol Wawrzak

The **Business** also further undertakes in so far as is reasonably practicable to make use of the advice available through the National Authority for Safety, Health and Welfare at Work. Should the need arise the **Business** will also engage the services of competent consultants and bodies with special skills and services to supplement the hazard inspections.

The inspections will concern themselves with all aspects of our operations and will take account of all of the following potential hazards:

- Entry/Access/Exit problems including doors, floors, steps, ladders etc.
- Electrical Safety including standards at fuse boards, wiring standards etc.
- Fire Safety.
- First Aid.
- Handling and storage of chemicals.
- Heat and humidity.
- Lighting and ventilation.
- Machinery Safety including both production and maintenance risks.
- Maintenance operations.
- Manual handling operations/posture.
- Noise and vibration.
- Systems of work.
- Transport operations.
- Use of protective equipment.
- Weills disease – (Leptospirosis).
- Lock Out Tag out.

ELIMINATING HAZARDS: **Celtic Gardens** commits itself in so far as is reasonably practicable to dealing with the hazards identified - firstly on the basis of their elimination if possible by engineering means, be that machine guarding, replacement of hazardous substances with benign or less hazardous substances, provision of special tools or access arrangements etc. This approach will take into account the norms in our industry, the expert advice available and objective standards or guidelines where they are available.

Note: Hazards identified and resources for mitigating risk are described in detail in Appendix 2

PERSONAL PROTECTIVE EQUIPMENT: Through experience and on the advice of competent health and safety specialists we have developed a policy on the use of personal protective equipment. The use of this protective equipment is obligatory on all personnel in the **Business** and this includes management, staff, contractors and visitors. The **Business** intends to regularly review this policy and to update it as required. The review will consider the experiences to date, changes in work arrangements and the use of new chemical substances, materials, equipment, machinery and processes. The **Business** will in so far as is reasonably practicable provide all employees with the recommended protective safety equipment appropriate to the task in hand.

SAFE SYSTEMS OF WORK: It is the **Business** policy to ensure in so far as is reasonably practicable that tasks are within the competence and capacity of the employee. The systems of work will be designed with that purpose in mind. It is clear that some processes necessarily give rise to risks, which, can only be controlled by adherence to proper procedures. The training provided to workers will in so far as is reasonably practicable identify the areas where care and skill must be exercised.

It is the policy of **Celtic Gardens** when purchasing new equipment, altering existing equipment or changing a system of work, to study such proposed purchases or changes to ensure so far as is reasonably practicable that they are without significant hazard.

Systems of work include all normal work be it landscaping, grounds maintenance, tree surgery, interior landscaping, nursery work, machine repairs, hard landscaping construction and work by contractors on our behalf. They include consideration for the safety and health of visitors/clients.

INSTRUCTION AND TRAINING: **Celtic Gardens** recognises that even with the best engineered work arrangements, people may still need clearly defined safety procedures and instructions. For that reason there is a substantial commitment by the Business to identifying safety training needs, to carry out that training and to measure the competence of trainees.

The Business may also from time to time undertake specific training exercises and expects that all employees will co-operate fully in the training provided.

Certain tasks in our operations require that strict safety procedures be followed. Where this arises the employees involved will receive special instructions. It is essential that no person undertakes a potentially hazardous task without instruction.

SAFETY INDUCTION: **Celtic Gardens** has established the following safety induction procedure for all employees.

The resources available for the safety induction procedure are as follows:

- **Celtic Gardens Safety Statement**
- **Appendix 1 to Safety Statement – Specimen Site Specific Safety Plan**
- **Appendix 2 to Safety Statement - Hazards identified and Resources for Mitigating Risk.**
- **Appendix 3 to Safety Statement – Chain Saw Use / Tree Surgery Project Assessment**
- **Appendix 4 to Safety Statement - Fire and Emergency Plans, Welfare and First Aid Arrangements**
- **Appendix 5 to Safety Statement - Company Safety Manual**
- **Operator Manuals** - covering all machinery, equipment and materials including small lawnmowers, hedge trimmers, strimmers and chemicals. **Note:** All employees are required to read and be conversant with the **Operator Manuals** for all machinery, equipment and materials including small lawnmowers, hedge trimmers, strimmers and chemicals.
- **Safety Training Videos:**
 - Outdoor Maintenance Professional - Part I*
 - Outdoor Maintenance Professional - Part II*
- **Questionnaire linked to Safety Induction/Training Videos**
- **“Rules of the Road” booklets**
- **Arboriculture Code of Practice**
- **Toolbox Talks**

As part of the Company safety induction, all employees are required to read and understand the sections of the Company Safety Statement together with Appendices 1 and 2 described above as they relate to their work / task. All employees are required **to view the Safety Training Video, and** to complete the questionnaire to establish that they have achieved an acceptable level of comprehension of the safety induction programme / **contents of the videos.**

The above measures apply to all new and existing employees.

Where employees are required to operate machinery, implement a procedure/new work practice or handle materials not covered by the above, they will receive specific safety induction relating to the machinery or materials concerned.

SAFETY, HEALTH AND WELFARE AT WORK ACT 2005 (S.1. NO. 328 OF 2005) – Section 17 - duties related to construction work

- 1) If **Celtic Gardens** are appointed as Sub-Contractors to a site covered by the above statutes it is the **Business's** responsibility to act in accordance with same by:
 - following the directions of the supervisor (construction stage)
 - follow the safety procedures as set out in the main contractors safety plan
 - compile a safety file and hand it over to the main contractor upon completion of the project.

- 2) If **Celtic Gardens** are employed as main contractors on a project covered by the above legislation, it is the **Business's** responsibility to:
 - a) Draw up a Safety plan to cover works on the project
 - b) Ensure that all work on the project, including that of sub-contractors employed by the company is carried out in a safe manner as laid out in the regulations.
 - c) Compile a Safety File and submit it, including the safety file of any sub-contractor to the Client upon completion of the project as implied by section 17 (sub-section c) of the Safety Health & Welfare at Work Act 2005.

- 3) If **Celtic Gardens** are employed as designers on a project covered by the above legislation, it is the companies responsibility to draw up a Safety Plan (Design Stage) applying the principles of prevention, to mitigate risk to contractors who subsequently carry out the work.

The company will also inform the Health and Safety Authority if any project is to last longer than 30 days or 500 man days. While it would appear that horticulture related landscape work undertaken by landscape contractors would not fall within the remit of this legislation, some construction projects, which incorporate landscaping work may do so.

SITE SPECIFIC SAFETY PLANS

A site specific safety audit shall be carried out for **all** sites where the Company is providing services, resulting in the production of a **site-specific safety plan**.

The purpose of the safety audit is to:

1. identify whether working on the site concerned involves hazards, which need to be highlighted, and for which standard resources are required to mitigate the risks identified.
2. identify whether working on the site concerned involves additional hazards, which need to be specifically provided for, and for which non-standard resources are required to mitigate the risks identified.
3. This information can also be used to subsequently update the company safety statement as relevant.

A specimen Site Specific Safety Plan / Method Statement is included in Appendix 1 to serve as a template for a site specific safety audit.

A site specific safety plan / method statement may also be required by a client or a main contractor, where the **Celtic Gardens** is a sub-contractor on the site concerned.

The management of **Celtic Gardens** should seek a site specific safety plan from its own sub-contractors where the Company safety audit indicates a need for same.

Celtic Gardens have complied with the requirements of the regulations as applicable to the scale and nature of their operations with specific reference to welfare facilities, reporting of accidents and training. With regard to training all employees must have completed the Fas Safe Pass Course and be in possession of current Safe Pass Cards.

All future employees will be required to receive the Fas Safe Pass training and to attain a Fas Safe Pass Card.

ACT: Public Health (Tobacco) Acts 2002 and 2004 Section 47 Smoking Prohibitions

Purpose

Exposure to second-hand smoke/Environmental Tobacco Smoke (ETS) also known as passive smoking is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same airspace nor the provision of ventilation can eliminate exposure to ETS and the consequent health effects of such exposure. This policy has been developed to protect all employees, services users, customers and visitors from exposure to ETS, to ensure compliance with legal obligations to ensure a safe working environment.

Policy

This is the policy of **Celtic Gardens** that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the entire workplace with no exceptions this includes company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

Implementation

Overall responsibility for policy implementation rest with the occupier, manager or other person for the time being in charge of the workplace this includes forepersons. All staff has an obligation to adhere to, and facilitate the implementation of this policy.

The person in charge **Karol Wawrzak** shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new and prospective employees, consultants and contractors shall be given a copy of the policy on recruitment/induction by the person in charge.

Drug and Alcohol Policy

Celtic Gardens aspires to having an alcohol and drug free workplace. If an employee is misusing substances, such as alcohol, tranquilizers or an illegal drug, it may interfere with the worker's attendance or work performance, or may constitute a health and safety risk to themselves and/or others.

Statistics show that alcohol and drug abuse are increasing in the workplace. This leads to accidents. In a high risk industry such as construction, alcohol/ drugs and work are not compatible.

You are far more likely to have an accident on site when under the influence of alcohol/drugs. When working on site you require all your brain functions to save you from possible injury.

The use of alcoholic beverages or the use of illegal drugs, narcotics or controlled substance when on site is strictly prohibited. Employees must not report for duty or be on Employer's premises while under the influence, or have on their possession any alcoholic beverage or illegal substances otherwise they will be removed from site.

Employees must report to their Site Manager and the Company Health and Safety Advisor, if they are receiving medication which may affect their ability to carry out their work safely and without risk to health. Any information will be kept strictly confidential. The Site Manager will then be in a position to manage their work accordingly or assign other low risk duties to the individuals while on medication.

Signed Karol Wawrzak. Date 29.04.2016.

Policy Infringements

Infringements by staff will be dealt with under local disciplinary procedures. Infringements by customers, clients etc., will be dealt with in accordance with the procedure set out below.

Employees, consultants, contractors, customers and visitors who contravene legislation prohibiting smoking in the workplace are also liable to a criminal prosecution with an associated fine.

Smoking Cessation

Information on how to obtain help quitting smoking is available from The National Smokers Quitline (1850 201 203) or the Health Promotion Service of the local health board.

Procedure if a person smokes in contravention of the law prohibiting smoking in the workplace

Draw the person's attention to the "No Smoking" signs and advise that they are committing an offence by smoking on the premises.

1. Advise the person that it is also an offence for the occupier, manager and any other person for the time being in charge of the premises to permit anyone to smoke in contravention of the law.
2. Advise the person that the business has a smoke-free policy to ensure a safe working environment for staff and customers, and that under the policy staff are obliged to refuse service to customers who persist in smoking.
3. If the person continues to smoke immediately request that they leave the premises.
4. If the person refuses, implement normal procedure for antisocial/illegal behaviour in the premises.
5. Maintain an appropriate record of all such incidents and notify all staff of action taken.
6. In all cases where physical violence is threatened or encountered, notify and/or seek the assistance of the Gardaí.

REVIEW AND REVISION OF SAFETY STATEMENT

In accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007 this statement may be revised as necessary to take account of changes in responsibility, hazards, machinery, personal protective equipment and new legislation or standards.

The Safety Statement must be reviewed and revised if found necessary at least once a year in consultation with staff. The review must be completed by **29.04.2018**.

Revisions in response to changes in legislation must be implemented at the earliest possible date after the legislation comes into force.

As and when the safety statement is revised all employees will be issued with an up-dated copy for their attention.

PROGRAMMED IMPLEMENTATION OF SAFETY STATEMENT

The implementation of this Safety Statement must be set out in an annual month by month programme to be prepared within one month of the beginning of the business year and reviewed/renewed within one month of the beginning of each subsequent business year.

A program of delivery of toolbox talks over a 6 to 12 month period on subjects / hazards listed in Hazard Identification section p.9 above is one such method of staged implementation of this safety statement. During staged implementation of the safety statement, higher risks will be dealt with first.

Appendix 1

Sample
Safety and Health Plan

Contractor / Company Name:

Job / Work Site Location:

Emergency Contact Numbers:

Company / Contractor Safety Representative:

1. EMERGENCY MEDICAL TREATMENT: (Indicate how minor injuries will be treated, number of employees training in first aid / CPR, name and location of facility for treating serious injuries)

2. REQUIRED TRAINING:

Lockout/Tagout	Yes	No	NA
Confined Space	Yes	No	NA
Hazard Communication	Yes	No	NA

Emergency Response	Yes	No	NA
Forklift	Yes	No	NA
Mobile Crane	Yes	No	NA
Welding Safety	Yes	No	NA
Hearing Conservation	Yes	No	NA
Respiratory Protection	Yes	No	NA
Rigging	Yes	No	NA
Scaffolding	Yes	No	NA
Excavation	Yes	No	NA
Trenching	Yes	No	NA
PPE	Yes	No	NA
Fall Protection	Yes	No	NA
Manlift	Yes	No	NA
Lead/Asbestos	Yes	No	NA
Fire Extinguisher	Yes	No	NA
Chain Saws	Yes	No	NA

3. Employee Certifications / (CSCS qualification): (Indicate any certification required for specific tasks, i.e. asbestos removal, or attach Certificate copies)

4. Safety Meetings: (Indicate frequency of meetings)

Daily Weekly Monthly

Site EHS Requirements / Controls

1. Do you have or understand the following?

Lockout/Tagout Program	Yes	No	NA
Confined Space entry Permit	Yes	No	NA
Hot Work Permit	Yes	No	NA
Safe Work Permit	Yes	No	NA
Trenching Permit	Yes	No	NA
Scaffolding Permit	Yes	No	NA
Fire Impairment Permit	Yes	No	NA
Jack Hammer Permit	Yes	No	NA
Pipe Line entry Permit	Yes	No	NA
Emergency Alarms	Yes	No	NA
PPE Requirements	Yes	No	NA
Chemicals MSDS reviewed	Yes	No	NA
Radiography Permit	Yes	No	NA
Personnel Basket Permit	Yes	No	NA
Power Line Permit	Yes	No	NA
How to report an emergency	Yes	No	NA
Restricted Areas	Yes	No	NA

Subcontractors Working on Site: (List all subcontractors that will be working on site, contact persons and telephone numbers).

Designated Storage Areas:

Personnel Authorised to work on Specific Project:

Signed; _____ **Date** _____

Position; _____

Appendix 3

Risk Assessment Record

Hazard/ Work Activity Assessed :

#1) Use of Chain Saw

H – High Risk M – Medium Risk L – Low Risk

Eye injury. Severe Laceration, Amputation

Control Measures.

1. Visual checks must be completed by operatives on tools prior to their use.
2. Tools are required to be suitable for the purpose for which they will be used.
3. Eye protection is to be provided and used whenever work is done using tools where there is risk of flying particles or other pieces of the tool breaking off.

Information, Instruction and Training

1. Operatives are to be trained in the correct method of use, inspection and maintenance requirements of chain saws.

Personal Protective Equipment

Safety Helmet	<i>x</i>
Ear Defenders	<i>x</i>
Safety Boots	<i>x</i>
Goggles / Visor	<i>x</i>
Overalls / Protective trousers.	
Gloves	<i>x</i>
Ear Plugs	
Hi Vis Clothing	