



NISCAYAH LIMITED

SAFETY STATEMENT

'IT'S MY RESPONSIBILITY'

V.6
09/2010



I confirm that I have read and understood the contents of this Safety Statement and should I fail to understand any part I will bring it to the attention of my Supervisor/Manager without delay:

Name:

Signature

Date:

I will comply with all Site Safety Rules and wear all Personal Protective Equipment where required:

Name:

Signature

Date:

Table of Contents

Safety Policy	Page 4
Legal Responsibilities of Niscayah	Page 5
Legal Responsibilities of Employees	Page 6
Organisational and Arrangements for Safety	Page 7
Preventative and Protective Measures	
Section 1 General	Page 9
Section 2 In the Office	Page 14
Section 3 Working in the Warehouse/Stores/Repairs area	Page 15
Section 4 Working On-Site	Page 16
Company Vehicles	Page 19
Contractors	Page 20
Appendix 1: Persons Responsible	Page 21
Appendix 2: Nine General Principles for Prevention	Page 22

Safety Policy

Niscayah Limited considers Health and Safety at work to be of fundamental importance. The Safety Policy of Niscayah is to ensure the health, safety and well being at work, of every employee, contractor, trainee and visitor, in so far as is reasonably practicable.

The Niscayah management is committed to providing and maintaining a safe place of work, safe systems of work, safe equipment and safe procedures, in so far as is reasonably practicable, and in accordance with relevant legislation.

In particular, it is our policy to:

- Ensure, so far as it is reasonably practicable, the health, safety and welfare at work of all staff and other persons affected by our actions;
- Provide and maintain a safe working environment which has adequate facilities and arrangements for the health, safety and welfare of staff;
- Provide such health, safety and welfare training, information, instruction and supervision as may be necessary for personnel at all levels;
- Have in place a designated person responsible for safety in the company who is competent to ensure arrangements specified in the safety statement are in place;
- Inform staff of their duties and obligations under relevant legislation;
- Provide equipment, systems of work and arrangements for the use, handling, storage and transport of the articles we use in our work that are safe and without risk to our health;
- Provide all staff with personnel protection and clothing suitable for the task to which they are assigned;
- Provide and maintain safe access to and egress from any place of work under our control and ensure emergency plans are in place for each place of work;
- Promote personal responsibility and effort by staff at all levels to minimize health and safety hazards to themselves, other staff and persons who may be affected by their acts or omissions;
- Maintain a Safety Statement as required by law;
- Bring the Safety Statement to the attention of staff and others as required by law, in a form, manner and as appropriate, language that is reasonably likely to be understood;
- Place a copy of the Safety Statement in appropriate public locations in our offices as well as our website – www.niscayah.ie. It is also available upon request from HR.

For the system to be effective, it requires the commitment of all. Staff are reminded that compliance to the Health & Safety Policy is compulsory.



Willie Tighe
Managing Director
Niscayah Limited
Sept 2010

Legal Responsibilities of Niscayah Limited

Both employers and employees have specific legal responsibilities with regard to providing a safe and healthy place of work.

In summary, Niscayah is obliged under Safety, Health and Welfare at Work Act 2005, Safety, Health and Welfare at Work (Construction) Regulations 2006, OHSAS 18001:2007 and the General Application Regulations 2007 to:

- Provide a safe place of work
- Prevent improper conduct or behaviour (violence, bullying, horseplay)
- Provide safe means of access and egress
- Provide safe plant and machinery
- Provide safe systems of work
- Prevent risk to health from the use of any article or substance
- Provide information, supervision and training
- Provide maintenance of facilities and arrangement for the welfare of employees
- Provide services of competent persons to advise and assist Niscayah management in securing the safety, health and welfare at work of employees
- Provide suitable protective clothing and equipment where hazards cannot be eliminated
- Prepare and revise emergency plans
- Prepare risk assessments and safety statements
- Report accidents to the Health & Safety Authority
- Ensure that the nine general principles of prevention listed under Schedule 3 of the Safety, Health and Welfare at Work Act (2005) and the application of these principles in the construction regulations (S.I. 504 of 2006) are adhered to. The nine general principles of prevention are listed in Appendix 2.

Legal Responsibilities of Niscayah Employees

The duties of employees under the Safety, Health & Welfare at Work Act 2005 are stated in Section 13 of the Act. The employee has a duty to co-operate with other duty holders so far as is necessary to enable those persons to comply with the appropriate relevant statutory provisions.

An employee must:

- Comply with safety and health legislation, both in the 2005 Act and elsewhere
- Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work
- Not be under the influence of alcohol and/or drugs
- If reasonably required, submit to any appropriate, reasonable and proportionate tests by or under the supervision of a medical practitioner
- Co-operate with management to ensure compliance with legal safety obligations
- Not engage in improper conduct such as violence, bullying or horseplay
- Attend appropriate health and safety training as required
- Correctly use PPE provided for protection

Employees also have a responsibility to report immediately to their supervisor or manager any incident that has resulted in an injury being sustained to themselves, another employee or the public.

Organisational and Arrangements for Safety

The Company requires and expects all persons who are employed by the company, sub-contracted to the Company, visiting the company's premises, sites of operation or to whom the company owes a duty of care to conform to the Safety Policy of the Company and comply with the arrangements made to implement the policy.

Mr Willie Tighe, Managing Director has overall responsibility for the implementation of the Company Safety Statement and in conjunction with the Human Resources Manager, Sheenagh McCullagh will:

- Supervise the drafting and publication of the Company Safety Policy and subsequent amendments or additions
- Ensure the adequate provision is made at the earliest stage of every project for the implementation of the Safety Statement and all statutory requirements
- Assess training needs and make necessary arrangement for these to be satisfied
- Arrange to take the chair at company safety committee meetings
- Initiate investigation into accidents and incidents. Receive reports and determine remedial measures
- Monitor the company's safety performance

The Management team (see Appendix 1) are delegated the responsibility of Health & Safety on the projects and departments under their control. They are responsible for:

- Identification and appropriate control of all hazards
- Ensure all necessary arrangements are made to comply with the Safety Statement and H&S legislation
- To receive and take appropriate action on all information regarding safety
- Monitor the safety statements of sub-contractors employed by the company
- Control and monitor the activities of sub-contractors

The Company Surveyors and Sales team (see Appendix 1) are responsible for ensuring that all jobs are planned properly taking into account all the risks involved in the jobs. All jobs should be risk assessed and all relevant risks are documented in a Risk Assessment/Method Statement. This is passed onto the relevant supervisor to communicate to his Engineers.

The Company Supervisors (see Appendix 1) are responsible for ensuring that the employees under their immediate control and others, including visitors, are made aware of and comply with the Safety Statement and arrangements for carrying this out, by:

- Being fully familiar with the company's Safety Statement and any subsequent revisions.
- Showing through personal behaviour, that only the highest standards of safety are acceptable.
- Ensuring that all employees in their sections receive adequate safety training and instruction appropriate to their tasks.



- Ensuring that all employees under their immediate control are aware of actions to be taken in case of emergency and that properly maintained fire fighting equipment is available within their area.
- Ensuring that good housekeeping standards are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed.
- Ensuring that thorough and prompt investigations are carried out into all reported accidents and that a completed Accident Report Form is submitted to the HR Manager.
- Considering representations about health and safety from employees under their control.
- Carrying out regular safety surveys in their departments or area.
- Ensuring all safety devices are correctly fitted, adjusted and maintained.
- Should ensure that reasonable safety considerations are observed by any contractors working within the premises and that they are aware that any work carried out must be in accordance with current health and safety regulations and any codes of safe practice governing the work being done.

The Engineers and office staff are responsible for their own safety, health and welfare and any other person who may be affected by their actions or omissions while at work. They must comply with the Company Safety Statement at all times.

Compliance with Safety Policy will be facilitated by external and internal competent persons (consultants & employees) in Health & Safety through the Human Resources Manager.

Communication of our Health & Safety policy and procedures will be as follows:

Management: through management meetings
Supervisors: through Operations meetings
Sales: through sales meetings
Administration staff: regular staff meetings
Engineers: through toolbox talks

The Safety statement is also published on our intranet - <https://intra.systems.local/ireland/Niscayah-Ireland/>
And on our website www.niscayah.ie

Preventative and Protective Measures

Section 1: General

In order to understand our Health and Safety guidelines satisfactorily, you will need to identify the appropriate sections and read them. Sections 1-4 constitutes company hazard audits.

Safety Management System

Managing work safely is a priority within Niscayah. To this end, the company has a documented health and safety management system.

Risk Assessments

The company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments are contained in the Health & Safety Management system and will be carried out as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk Assessments will be carried out by the appropriate Surveyor / Supervisor/manager of the area where risk is identified.

Niscayah Risk-Assessments and Safety Statements are reviewed on a regular and on-going basis. If you are aware of potential hazards or risks in your place or area of work, please bring them to the attention of your manager immediately

Fire & Emergency Plan

In the event of a fire at the company, priority is to evacuate employees safely. The following precautionary measures are in place:

Management Fire Precaution Measures

- Prevention of fire through working practices
- Instruction and training on fire related matters
- Maintenance of building
- Regular emergency evacuation drills

The following are the fire safety facilities in place:

Fire Wardens

Fire Wardens have been trained to monitor evacuations and to tackle fires where appropriate. Fire Wardens are Christina Pollard (A3) and Sheenagh McCullagh (A1/2).

Fire Fighting Facilities

Extinguishers: There are many portable fire extinguishers situated around the buildings. The type of extinguisher is determined by its location and the hazard likely to be found. The extinguisher types are water, foam, carbon dioxide and dry powder.

The following people have been trained on the use of fire extinguishers: Leona Mubarek, Christina Pollard, Keith Coyle and Christy Nolan.

Fire Extinguishers

Class	Type of Risk	Extinguisher	Colour
Class 'A' Fire	Paper, Wood, Cardboard	Water	Red
Class 'B' Fire	Flammable liquids, Petrol, Oil, Diesel	Foam	Cream
Class 'C' Fire	Gases, Lpg	Dry Powder	Blue
Electrical Fire	Electrical Fires	Carbon Dioxide	Black

Fire Blankets are provided in the staff canteen.

Fire Alert Facilities

Fire Alarms: The fire alarm is activated by various break glass units, which are strategically located near exit routes. Breaking the glass sounds the alarm and alerts all building occupants. The fire call points are coloured red with a small glass front.

Fire Escape Facilities

Emergency lights will remain illuminated even when the mains supply has failed. These lights are positioned centrally over the Fire Exit doors and in the protected stairwells. There are emergency escape route signs over the doors to escape routes, which will remain illuminated in the event of a mains power failure.

Site Plan

PLEASE ENSURE THAT YOU FAMILIARISE YOURSELF WITH ALL ESCAPE ROUTES AND YOUR DESIGNATED ASSEMBLY POINT UPON COMMENCEMENT OF EMPLOYMENT WITH THE COMPANY

Emergency Procedure

The following is the procedure on locating a fire in the building. Every employee should familiarise himself/herself with this procedure.

Action in the event of a fire

1. Sound the fire alarm
2. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting
3. Alert other staff and Fire Wardens in the immediate area of the fire and contact the Fire Brigade (9 for outside line, then 999), giving them the address clearly and any other direction necessary.
4. The Fire Wardens will order an evacuation of the premises

Evacuation Procedure



A continuous sounding of the Alarm is the signal for everyone to leave the building by the nearest exit. The Fire Wardens will order an evacuation of the premises and will check going through each room that it is empty.

Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designed assembly point so that they can be quickly accounted for.

Proceed to your designated assembly point. A roll call will be taken of all employees. Inform HR if an employee, contractor or visitor is absent.

The Fire Assembly point is outside the main building in the overflow car park

Remain at the assembly point until the 'all clear' is given

**Walk Quickly, Do Not Run
Do Not Re-Enter The Building**

Fire Drill

A fire drill shall be undertaken at least twice per year and recorded in Safety File

First Aid

First Aider for the office is Christy Nolan. First Aid boxes are located at the following points and will be looked after by trained First Aid personnel:

- In the end cupboard in the kitchen
- With Christy Nolan

If you have an accident and require first aid, please report to the first aider. You will be required to fill out an Accident Form regarding the injury. Should the injury be of a serious nature, the emergency services can be contacted through dialling 9 and then the emergency number 999. Please state location and nature of injury clearly when phoning the emergency services. Please inform Human Resources.

Display Screen Equipment

Under Chapter 5, Part 2 of the General Application Regulations Niscayah will evaluate health and safety at workstations with particular reference to eyesight, physical difficulties and mental stress. Appropriate steps will be taken to control any risks identified. This assessment will be conducted by an appropriate competent person.

As a guide to ensuring you are ergonomically optimised,

- Adjust chair and screen to find the most ergonomically correct position. Broadly speaking, your forearms should be approximately horizontal and your eyes at the same height as the top of the VDU.
- Make sure you have enough workspace to take whatever documents or other equipment you need. A document holder may help avoid awkward neck and eye movements.
- Arrange your desk and computer screen to avoid glare. Ensure neither you nor the screen is directly facing windows or bright light. Adjust curtains or blinds to prevent unwanted light.

- Ensure there is space under your desk to move your legs freely.
- A space between you and the keyboard can be helpful for resting the hands and wrists when not keying. Try to keep your wrists straight when keying. Key a soft touch on the keys and do not over stretch your fingers.
- Keep the mouse within easy reach so it can be used with the wrist straight. Do not work with your mouse arm stretched. Move the keyboard out of the way if not being used.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions and make sure the screen surface is clean.
- Ensure that text is large enough to read easily on your screen and select colours that are easy on the eye. Characters on the screen should be sharply focused and should not flicker or mover.
- Don't sit in the same position for long periods. Avoid repeated stretching to reach things you need, instead, rearrange your workstation.

Accidents, Injuries, Dangerous Occurrences and Near Misses

All accidents, dangerous occurrences and near misses should be reported to your manager and to Human Resources to ensure that where possible, action can be taken to prevent a recurrence.

All fatal accidents to Niscayah staff at work or to contractors or visitors on Niscayah premises or any fatal accident involving Niscayah plant, apparatus, property or activity must be reported, without delay, to the Human Resources Manager.

All injuries must be promptly written up onto an Accident Report Form. All accidents and incidents which result in injury or loss, must be reported and investigated.

Manual Handling

Never perform any activities involving pushing, pulling, lifting, stacking and carrying without considering the following:

- Are you able to lift or move it?
- The distance you have to carry or move the load
- Height of shelves and load
- Access to storage area
- Lighting and visibility

All Niscayah staff are trained in the manual handling of loads. Refresher training is also provided periodically. Managers/Supervisors should be alerted to poor practices in manual handling and have instructions to remind staff of the proper technique whenever necessary.

Electricity

The use of electricity poses significant hazards. Misuse can result in fire, explosion personal injury or death. Employees are responsible for the reporting of any electrical defect.

Defective plugs, sockets and leads cause more accidents than the appliances themselves.

1. Visually inspect plugs and leads for damage and report any defects.

2. Any signs of overheating, please inform a first aid person.
3. Do not ignore obvious signs of internal faults such as faulty switching. This often indicates electrical shorts.
4. Report any equipment that is not working properly

PAT testing of all electrical equipment is done on a periodic basis.

Slips, Trips & Falls

Slips, trips & falls may be caused by poor housekeeping, trailing leads, files/stationary left in the pathway of others or poor lighting.

1. Don't allow trailing of leads to cause tripping
2. Practice good housekeeping regularly
3. Ensure stairways remain clean and tidy
4. Ensure all passageways to work stations are kept tidy

Signage

Safety signage is used throughout the premises

- Signage with a blue background is safety instruction
- Signage with a green background is location of safety equipment or safety information
- Signage with a yellow background is warning of danger
- Signage with a red background is prohibition (safety don'ts) or fire fighting equipment

Pursuant to General Application Regulations 2007, safety signboards put in place after 1 November 2007 should not contain text. This is because the symbols or pictograms on a signboard are intended to be understood, independently of the language ability of the worker viewing it.

Staff Safety Representation

Safety Representative in the Systems Management Department is Shea Stamp. We do not, at present, have a Safety Committee but should employees wish to elect a representative or get a Safety Committee together, please contact Sheenagh McCullagh on 212.

Bullying & Harassment (including Sexual Harassment)

Niscayah has a Company Policy on Bullying and Harassment (including sexual harassment). A copy is available to staff through HR department.

Vulnerable Employees (eg pregnant women, young persons etc)

Separate risk assessment will be conducted for vulnerable employees such as pregnant employees and young persons.

Preventing & Managing Work-Related Stress

Niscayah has a Company Policy on Preventing & Managing Work-Related Stress. A copy is available to staff through HR department.

Section 2 In the Office

Even whilst you are working in an office, you have responsibilities, these include

- Co-operating with your employer on Health and Safety issues
- Reporting any defects to your manager or supervisor
- Using any equipment, tools or machines safely

Working with Computers

Visual Display Units (VDU's)

The main problem associated with these are related to the design or set up of the workstation.

Be comfortable – be safe

1. Adjust your seat height so that your arms are horizontal and your wrists are straight when operating the keyboard
2. Adjust the height and tilt your backrest so that your upper back is supported
3. Remove obstacles from under your desk to prevent slouching or leaning
4. Use a footrest if your feet don't touch the floor
5. Adjust the height of your display screen so that the angle of viewing is 15-20 degrees
6. Adjust brightness and contrast controls
7. Vary the display viewing distance during the day
8. Place your document holder at an equal distance and height to the screen
9. Take frequent short breaks away from the screen

Chemicals

Small quantities of chemicals are used in the office; this includes printing inks, toners, cleaning chemicals and correction fluids etc.

If you use them regularly, familiarise yourself with the instruction on their use and dispose of them correctly.

Section 3 Working in the Warehouse/Stores/Repairs area

The following are hazards that have been identified in the warehouse/stores/repairs area.

Slips, Trips & Falls

Slips, trips & falls may be caused by poor housekeeping, trailing leads, files/stationary left in the pathway of others or poor lighting.

- Don't allow trailing of leads to cause tripping
- Practice good housekeeping regularly
- Ensure stairways remain clean and tidy
- Ensure all passageways to work stations are kept tidy

Manual Lifting and Handling

- If the load is awkward or too heavy 'get help'.
- Check for sharp edges – use gloves where necessary
- Check to see that there is adequate room to lift the object, a clear path to your destination that you can see where you are going and that there is adequate room for setting the object down
- Do not let the object obstruct your vision
- Make sure your back is warm, particularly on a cold day: cold muscles tear easily
- Keep your feet slightly apart and one foot forward to maintain your balance
- Bend your knees and drop alongside the load
- Keep your back straight and your head up. This helps your spine to stay straight.
- Test the load first; if it is too heavy, get help
- Lift the load using your leg muscles, not your back
- Keep the load as close to your body as possible

All staff are trained in manual handling. Refresher training will also provided periodically. Managers/Supervisors should be alerted to poor practices in manual handling and have instructions to remind staff of the proper technique whenever necessary.

Hazardous Substances

If a container or carton carries symbols or words that are:

- | | | |
|-------------|-------------|------------|
| * Flammable | * Explosive | * Oxidant |
| * Corrosive | * Toxic | * Irritant |

Find out the hazards, risk and precautions required. Do not leave anything to chance. Always read the instructions.

Electrical

Ensure when using the plug board that you take the following precautions:

- Ensure plug board is in a secure location
- Ensure all electrical supply points are clearly marked
- Ensure all temporary electrical supplies are of the correct approved standard

Foot Protection

Safety footwear must be worn at all times in the warehouse and stores area.

Section 4: Working On-site

Customer's sites can range from building sites to office space. The hazards and risks are numerous. A risk assessment is done by our Surveyors for each and every individual site so that our Engineers are aware of what they have to deal with. The relevant risk assessments can be found in the Safety Management system.

The most common hazards and mitigating resources for on-site activities are:

Working at Heights:

Safety, Health and Welfare at Work (Work at Height) Regulations 2006, set out the basic principals for safe work at height. When considering work at height, a risk assessment should be carried out in order to identify what the hazard is and the degree of risk present.

The Work at Height Regulations do not ban ladders but require consideration to be given to their use. They require that ladders should only be considered where the use of other more suitable work equipment such as low level access equipment, towers scaffolds or temporary stairs is not appropriate.

As a guide, only use a ladder or stepladder:

- Where the work is of short duration – ladders are not suitable where they are in one position for 30 minutes or more;
- Where the risk is low, i.e. because the nature of the work makes a fall unlikely, or where there is a fall that the nature of the fall would be unlikely to cause injury;
- For 'light work' - ladders are not suitable for strenuous or heavy work;
- For work that does not involve carrying heavy or awkward tools or equipment;
- Where a handhold is available both for climbing the ladder and in the working position;
- Where you can maintain three points of contact (hands and feet) at the working position. On a ladder where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On stepladders where a handhold is not practicable a risk assessment will have to justify whether it is safe or not.
-

On a ladder or stepladder **do not**:

- Overload it - the person and anything they are taking up should not exceed the highest load stated on the ladder;
- Overreach - keep your belt buckle (navel) inside the stiles and both feet on the same rung throughout the task.

When working on ladders and step ladders you should avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete), by having the rungs or steps facing the work activity.

Where side-on loadings cannot be avoided you should prevent the ladder from tipping over, for example by tying the ladder to a suitable point. Otherwise a more suitable type of access equipment should be used.

You should avoid holding items when climbing (for example by using tool belts):

- On a ladder where you must carry something you must have one free hand to grip the ladder;
- On a stepladder where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:
 - the height of the task;
 - a safe handhold still being available on the stepladder;
 - whether it is light work;
 - whether it avoids side loading;
 - whether it avoids overreaching;
 - whether the user's feet are fully supported; and
 - whether you can tie the stepladder.

Edge Protection

Always ensure that edge protection is in place in your working area.

The means of protection must be:

- Of sufficient dimensions, strength and rigidity for the purposes for which they are being used;
- Placed, secured and used to ensure they do not become accidentally displaced; and
- Placed as to prevent the fall of any person or of any material or object.

Avoid stacking site materials near to the edge of a floor or where they can easily be knocked over any edge protection.

Electricity

Unlike most other hazards which can be seen, felt or heard, there is no advance warning of danger from electricity and it can kill.

- Do not make temporary taped cable connections.
- Report any defects in electrical equipment to your supervisor.
- Never use damaged equipment.
- Do not jam wires into sockets with match sticks etc.
- Do not let cables cross access walkways or site roadways without being protected.
- Keep trailing cables away from water.
- Never overload plugs or cables.

Hand Tools

Make sure all hand tools are in good condition. Use protective equipment where required. Use the correct hand tool for the job. Do not use any tools with cracked or damaged handles. Never use electrical test equipment or hand tools with damaged insulation, always check before use. Keep hand tools tidy, do not leave on platforms or in work areas and never drop or throw from a height.

Portable Power Tools

Use power tools only for that job for which it is designed. Always wear protective equipment even if it is only for a minute. If you need advice on what equipment is needed with each tool, look at the symbols on the box or call your Supervisor.

Lone Work

It is sometimes the case where Engineers work alone. The risk of working alone will be assessed by our Surveyors and/or Engineers themselves before working on site and the appropriate measures put in place to control any risks to working alone.

Use of Protective Equipment

Protective clothing and equipment is the last resort to guard against risk but where it is provided it is for employee protection and must be used. All Personal Protective Equipment are provided free of charge to relevant employees and are of the approved standards.

ID Cards

ID cards are issued to you on starting with the company. It is valid for 2 years. ID cards must be worn at all times while on the customer site. If you lose your ID card, please notify HR immediately.

Safepass/MEWP cards

All engineers must undertake the safepass course and carry their safe pass card with them at all times. If applicable, an engineer must also have their MEWP card.

Gloves

Must use when handling chemicals, abrasives, sharp or excessively coarse materials. Make sure they provide the proper protection.

Hard Hat

Available from our Stores department. It is industry approved safety helmet. It must be worn at all times while on a building site and at all stages of the job. If your safety helmet becomes damaged, request a new one.

Eye Protection

Eye protection may be required for different processes eg grinding, welding, burning or using chemicals. It only takes a fraction of a second to lose an eye – ensure you are wearing your eye protection even if the job only takes a few seconds.

Hearing Protection

Loud noises will damage your hearing so when noise levels are high you must wear ear protection. Your supervisor will show you how to use equipment properly ie how to fit ear plugs properly. Ensure you follow the advice.

Foot Protection

Safety footwear must be worn at all times on sites.

Company Vehicles

General

Drivers must hold a full and valid driving licence. Employees must inform the Company immediately if their driving licence is suspended or if they have received points on their licence.

Drivers must obey the rules of the road at all times.

You are required to take good care of the vehicle and ensure that it is properly supplied with fuel, oil and water and that the tyres are kept correctly inflated.

Ensure that the vehicle is serviced at the correct intervals.

THIS IS YOUR RESPONSIBILITY

Accidents

All accidents must be reported to the Andrea Rundle (Financial Controller) Any accident or damage to vehicles must be reported within 24 hours.

An accident form must be completed promptly and returned to Andrea for processing.

At the scene of an accident, you must obtain name, address and contact number of third party along with registration number of vehicle and insurance details if possible. Try to obtain name address and contact number of any witnesses to the accident.

You are obliged to give company name, address and telephone number and inform third party to contact fleet department for insurance details.

In the event of yourself, passengers or third party sustaining injury, you must report the accident to An Garda.

Mobile Phones

Mobile ear piece set shall be supplied for use with a mobile phone in a company vehicle.

It is illegal and dangerous to use a hand-held mobile phone whilst driving a vehicle. If you do not have a mobile ear piece set

- Do not use a mobile phone or
- Park and switch off engine to receive and make all phone calls

First Aid Kits

All vehicles should carry first-aid kits. If you require a first-aid kit or you want to check the first aid kit, please contact Christy Nolan on 210.

Contractors

Section 12 of the Safety Health and Welfare at Work Act 2005, sets out the duty the employers owe to those who are not employees ie subcontractors. Niscayah will make the appropriate assessment of the competence of a sub-contractor to undertake a particular task where there is the potential for exposure to risk.

Procedures for Contractors coming onto site

Insurances must have been received by Financial Controller before any works are started by Contractors.

Contractors must report to relevant Supervisor

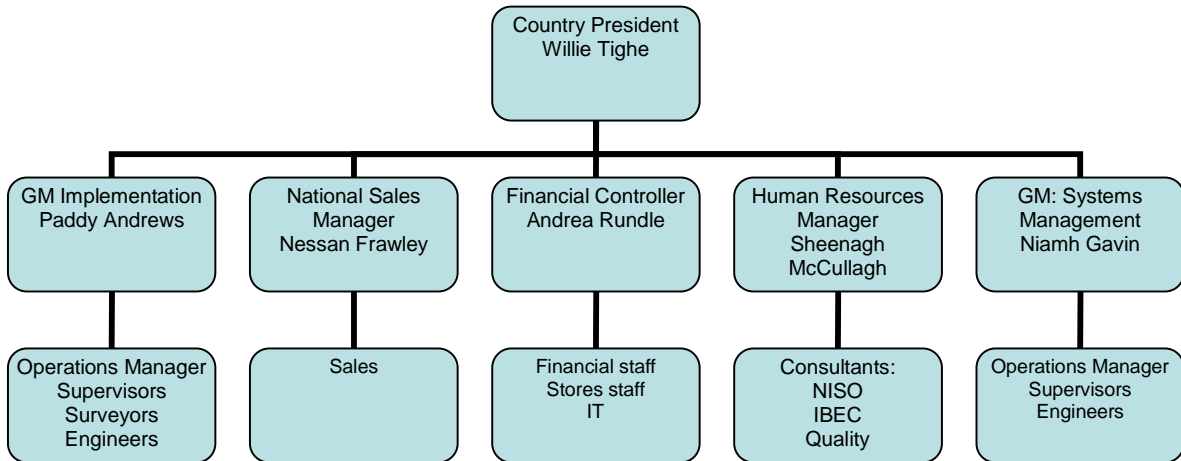
Contractors must ensure that:

- They comply with the provisions of Niscayah Safety Statement and that their own company's Safety Statement, and site specific risk assessments and method statements are made available in advancement of commencement of work.
- All work is carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site
- Wearing of Personal Protective Equipment at all times
- All staff have in-date safe passes and carry current ID cards
- All plant and equipment brought onto the premises is safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking;
- Any injury sustained by a contractor is reported immediately to a Niscayah Supervisor
- No contractor will work on the premises unless adequately covered by insurance against risk.
- All contractors used by the company will be licenced by the Private Security Authority.

Appendix 1

The Country President will amend this appendix as changes in personnel arises.

The Management Team



The Management and Operations Team are:

- Paddy Andrews
- Nessan Frawley
- Niamh Gavin
- Andrea Rundle
- Sheenagh McCullagh
- James Wynne
- Michael Waters

The Company Sales Team are:

- * Sean Hynes
- * Damien Dunne
- * James O'Brien
- * Keith Justice

The Supervisors and those who supervise Engineers are:

- * Andrew O'Cleary
- * Des Hegarty
- * John O'Connell
- * Derry Kiely

Appendix 2

Nine General Principles of Prevention

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

Source: *Safety, Health and Welfare at Work Act (2005), Schedule 3*