



Safety Statement & Risk Assessments April 2019

**Malmac Construction Ltd
14 Drumcrow Rd
Glenanne
Co. Armagh**

COMPANY SAFETY STATEMENT

Rev: April 2019

Safety Statement & Risk Assessments April 2019

Site Supplement to Safety Statement

Project Name	
Project Address	
Anticipated Duration	Start Date – Finish Date -
Malmac Site Manager	Name – Number -
Malmac Safety Officer	Name- Number-
Main Contractor	
Main Contractor Site Manager	Name- Number-
First Aiders	Name/s- Number/s-
Nearest Hospital	
Nearest Doctors	

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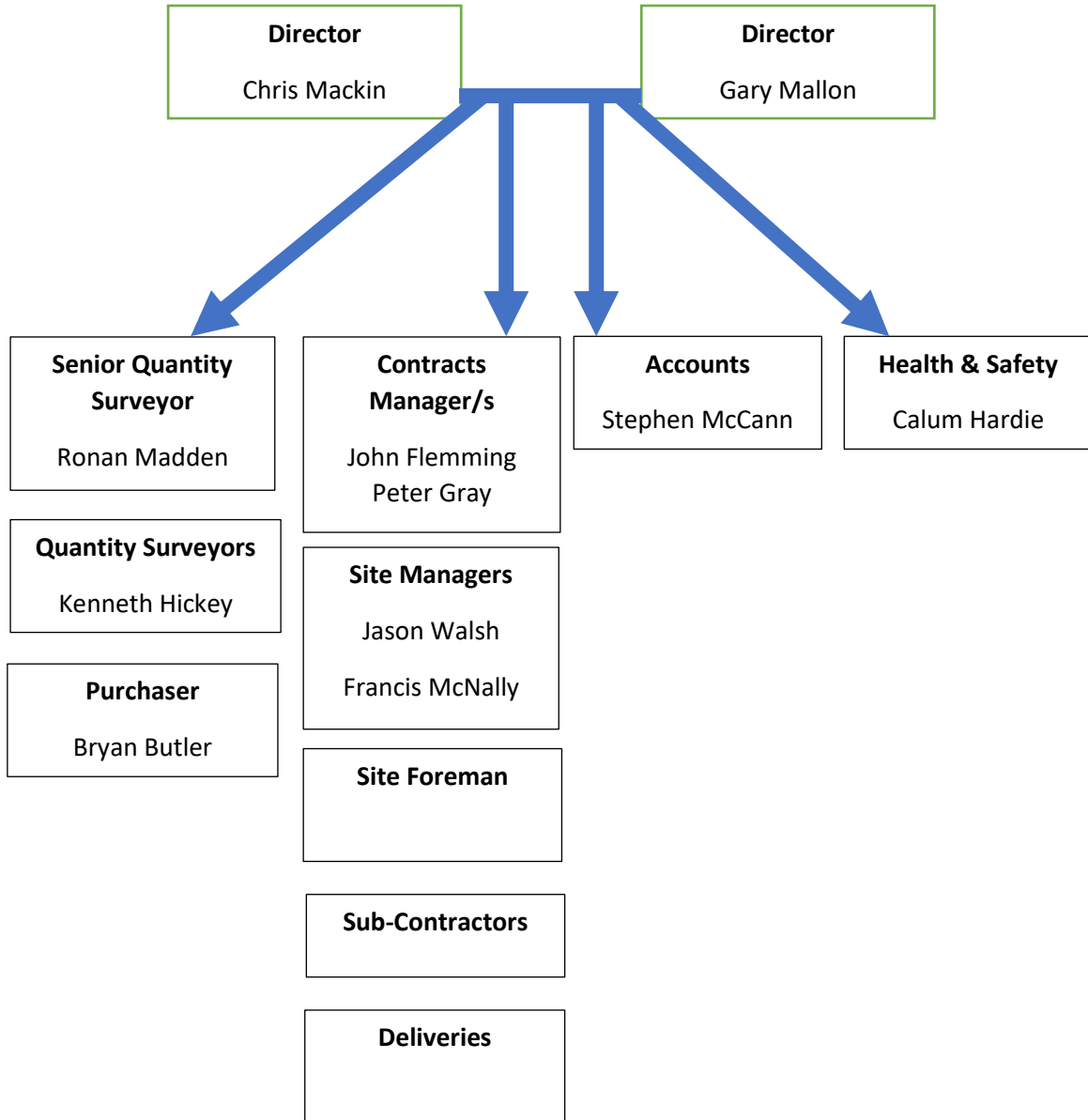
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Company Organisation Flow Chart



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Revisions of Safety Statement

Date	April 2019
Revision/s	Amalgamation of Safety statement and risk assessments. Additional risk assessments Update of organisational flow chart

Date	
Revision/s	

Date	
Revision/s	

Date	
Revision/s	

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Section 1 Policies

General Statement of Policy

It is policy of this company to comply with the Safety Health & Welfare at Work Act 2005, the Safety, Health and Welfare at Work, (General Application) Regulations 2007 to 2016 Amendments (no. 1, to 3) the Safety, Health & Welfare At Work (Construction) Regulations 2013, and all amended regulations and any other relevant regulations, Acts, codes of practice; and to ensure so far as reasonably practicable the safety, health and welfare of all employees whilst at work, and to provide such information, training and supervision, needed for this purpose.

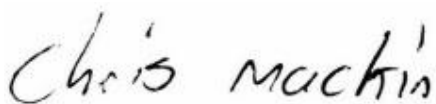
It is the policy of this company to protect, so far as is reasonably practicable, persons not employed by this company who may be affected by our activities.

All employees have the responsibility to co-operate with supervisors and managers to achieve a safe and healthy workplace is maintained and to take reasonable care of themselves and others whilst at work.

It is policy of this company to consult all staff and employees on matters of Safety, Health and Welfare at Work of employees and others who may be affected by our activities. All those who work directly for, or services are engaged and any other persons are hereby notified of the company policy and are encouraged to comply with their duties under the 2005 Act; the General Applications Regulations 2007-2016 & Safety, Health and Welfare Construction Regulations 2013; and to notify the company management of identified hazards in the workplace.

The allocation of duties for safety matters and particular arrangements to implement the policy are set out in the company safety statement.

The policy will be kept up to date particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed as required.

A handwritten signature in black ink that reads 'Chris Mackin'.

Chris Mackin - Managing Director

Date: 25/4/19

A handwritten signature in black ink that reads 'Gary Mallon'.

Gary Mallon - Managing Director

Date: 25/4/19

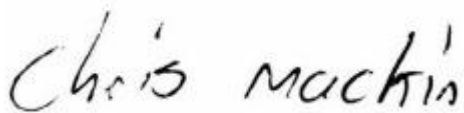
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Dignity at Work Policy

The company commits itself to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All who work here are expected to respect the right of each individual to dignity in their workplace. All staff will be treated equally and respected for their individuality and diversity. Bullying in any form is not accepted by MALMAC Construction Ltd and will not be tolerated.

All individuals, whether directly employed or contracted by MALMAC Construction Ltd have a duty and a responsibility to uphold this dignity at work charter.

Supervisors and managers in the workplace have a specific responsibility to promote its provisions.

A handwritten signature in black ink that reads 'Chris Mackin'.

Chris Mackin - Managing Director

Date: 25/4/19

A handwritten signature in black ink that reads 'Gary Mallon'.

Gary Mallon - Managing Director

Date: 25/4/19

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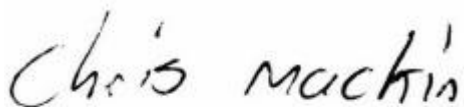
Environmental Policy

The Company will control its activities to avoid causing unnecessary and unacceptable risks or adverse effects on the environment in line with the requirements of the current Environmental Protection Act as far as reasonably practicable.

The company will continue to develop and improve standards by making use of available technology and developed, together with a waste recovery and recycling approach. Plant, vehicles and equipment will be maintained and operated to provide the maximum environmental protection as far as practicable.

Local community interests will be taken into account and positive communication with the community entered into where appropriate. Clients, employees, contractor, self-employed the general public and all other person who may be affected will be made aware of any company activity which may affect the environment.

Natural habits and wildlife will be respected and where appropriate and within the control of the company, maintenance, restoration or creation of habitats will be encourage.

A handwritten signature in black ink that reads 'Chris Mackin'.

Chris Mackin - Managing Director

Date: 25/4/19

A handwritten signature in black ink that reads 'Gary Mallon'.

Gary Mallon - Managing Director

Date: 25/4/19

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Quality Policy

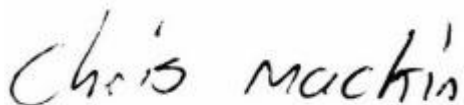
The Company's quality objectives are to complete projects in accordance with the agreed programme, specification and cost, to the highest standards of quality and efficiency whilst ensuring that statutory and regulatory requirements are complied with and Client expectations are met.

The Directors are fully committed to the Quality Management System and its continued improvement and has assigned responsibility in this regard to specific people;

1. Managing surveyor,
2. Site mangers,
3. Site foreman
4. Environmental health and safety manager

whose duties include ensuring that Management Review meetings are held at regular intervals to review the system's effective operation and development.

The effectiveness of the Quality Management System depends on a full commitment from all personnel. Management and staff are encouraged and motivated to implement the system as a matter of company priority. Subcontractors are obliged to comply with the system as a condition of appointment.

A handwritten signature in black ink that reads 'Chris Mackin'.

Chris Mackin - Managing Director

Date: 25/4/19

A handwritten signature in black ink that reads 'Gary Mallon'.

Gary Mallon - Managing Director

Date: 25/4/19

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Section 2 Responsibilities

Managing Directors Responsibilities

- i. Overall responsibility for safety, health and welfare in this company is that of **Chris Mackin and Gary Mallon - Managing Directors.**
- ii. Consultation on all safety, health and welfare matters in this company is the responsibility of the Directors.
- iii. The Directors shall delegate specific responsibilities to the company management personnel.
- iv. The Directors shall include in the company annual report, a report on health and safety in the company as required under the Safety Health and Welfare at Work Act 2005
- v. **Chris Mackin and Gary Mallon** are responsible for this policy being carried out at the sites.
- vi. The management and supervisory personnel shall be responsible for ensuring the policy is adhered to and implemented on all building and civil engineering sites and other work places.
- vii. **Chris Mackin and Gary Mallon** are responsible for ensuring that this policy is carried out with regard to consultations, safety training, safety inspections, investigating accidents, monitoring and maintenance of the Safety Policy and advise management on all matters relating to safety, health and welfare.

General Duty of Employer's to Employee's

- i. Manage and conduct work to ensure so far as is reasonably practicable the safety, health and welfare of employees.
- ii. Manage and conduct work to prevent so far as is reasonably practicable any improper conduct or behaviour likely to put safety, health and welfare of employees at risk.
- iii. Ensure so far as is reasonably practicable safety and health in relation to exposure to noise, vibration or ionising or other radiations or any other physical agent
- iv. Provide safe systems of work.

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- v. When determining measures necessary for protection of safety, identifying hazards, assessing risks and preparing safety statements take account of general principles of prevention.
- vi. Appoint competent person.

Responsibilities of Foremen and Supervisors

- i. Be familiar with the safety and health regulations and company policy applicable to the work on which you are engaged and insist that the prescribed standards are observed.
- ii. Ensure that all sub-contractors are signed up to the MALMAC Construction Ltd Method Statement & Safety Statement and that their employees are signed up to both their Method & Safety Statements.
- iii. Ensure so far as reasonably practicable that safe systems of work are in place.
- iv. Maintain a tidy workplace. Arrange for regular clean-up periods.
- v. Ensure that adequate access and egress is maintained throughout the work area.
- vi. Ensure safety equipment/clothing is properly used by all personnel on site.
- vii. Make certain that all plant and machinery operators are over 18 years of age and only employed on equipment for which they have been properly trained.
- viii. Ensure that all machinery and plant including power and hand tools are maintained in good condition & records kept of all tests & inspections carried out.
- ix. Report defects in plant and equipment to hire companies & exchange immediately.
- x. Ensure that adequate firefighting equipment is available and replace used or defective equipment.
- xi. Ensure the safe handling and storage of all tools, plant, chemicals & materials.
- xii. Ensure that first aid boxes are maintained properly.
- xiii. Ensure that all ladders are sound and tied while in use.
- xiv. Ensure all sub-contractors comply with the site safety procedures.
- xv. Ensure all tools and power are 110 volts or lower.
- xvi. Maintain all safety records on site, i.e. Accident Report Book, AF and GA.
- xvii. Record and investigate all accidents with a view to preventing recurrence.
- xviii. Ensure that appropriate safety precautions are taken in respect of any overhead electric cables.

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- xix. Show a personal example by wearing the safety equipment provided.

Responsibilities of Safety Officer's

- i. Monitor all aspects of safety, health and welfare in the company.
- ii. Carry out periodic site surveys and document findings for management.
- iii. Advise management on Laws, Regulations and Directives which impinge on company activities.
- iv. Advise on and monitor statutory tests on plant and equipment.
- v. Provide for Foremen/Supervisors, the accident report book and other statutory forms for each site.
- vi. Monitor accidents/dangerous occurrences on sites.
- vii. Provide or organise training courses to meet identified needs.
- viii. Liaise with the appointed site Safety Rep. or Safety Committee on matters relating to health and safety.
- ix. Monitor compliance with 'hard hat' policy and on type of personal protective equipment/clothing required.
- x. Consult with the Health and Safety Authority when required.
- xi. Meet the HSA Inspector on visits to the company workplace.
- xii. Action any improvement, prohibition notices or prohibition orders have been served on the company.
- xiii. Investigate any reportable accident.
- xiv. Arrange for suitable first aid boxes, properly stocked, for each site and monitor on sites.
- xv. Arrange for training of suitable employees on first aid.
- xvi. Facilitate the appointment of a site safety representative.

Responsibilities of Employee's

- i. To study the sections of the Company Safety Statement relevant to your work activities and to confirm to your Employer that you have done so.
- ii. To take reasonable care of your own safety, health and welfare and that of any other person that may be affected by your acts or omissions while at work.

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- iii. Co-operate with your employer and any other person to such an extent as will enable your employer or other person to comply with any of the relevant statutory provisions with regard to safety, health and welfare.
- iv. Use in such manner so far as to provide the protection intended any suitable appliance, protective clothing, convenience, equipment or other means or things so provided (whether for use alone or for use by you in common with others) for securing your safety, health and welfare while at work.
- v. Report to your Supervisor or Employer without unreasonable delay any defect in the plant, equipment, place of work or system of work which might endanger safety, health and welfare of which you become aware.
- vi. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment, or other means or thing provided in pursuance of any of the relevant Statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
- vii. Use correct tools and equipment for the job. Do not use tools, machinery or equipment requiring special training if you have not received such training.
- viii. Keep tools in good condition.
- ix. To wear safety helmet, hi-vis vests and safety boots whilst at work on site and to make proper use of any safety helmet, harness or any other personal protective equipment provided for your safety and health.
- x. Employees are encouraged to make suggestions or raise concerns and are hereby consulted initially on health and safety matters.
- xi. Develop a personal concern for safety for yourselves and for others.
- xii. To avoid any action, which would be a source of danger to yourself and/or others.
- xiii. Report all accidents and dangerous occurrences to your supervisor.
- xiv. Produce SOLAS Safe Pass & relevant CSCS cards and any other legally required training certificate when requested by PSCS or their employer.
- xv. Must not be under the influence of an intoxicant to extent that would endanger own or others safety and health.
- xvi. If reasonably required submit to appropriate, reasonable and proportionate tests by or under the supervision of medical practitioner.

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- xvii. Must not engage in improper conduct likely to endanger his or her safety, health and welfare or that of any other person affected by their action.
- xviii. Attend training reasonably required.
- xix. Report work being carried on or likely to be carried out in a manner to endanger safety.
- xx. Report any contravention of relevant statutory provisions that may endanger safety.

Transport Drivers

- i. Drivers must hold a current driving licence for the appropriate class of vehicle and be authorised by management.
- ii. Drivers are responsible at all times for the safety of the vehicle and load.
- iii. The vehicle must be checked daily by the driver and any defects report to management.
- iv. Do not remain in your vehicle if materials are being loaded by means of a crab, excavator or similar.
- v. Effective wheel chocks must be used when tipping materials over the edge of an embankment, earthwork or hole.
- vi. Passengers may only be transported in the cab if a suitable seat is fitted to carry passengers and permission has been obtained from management – do not carry more passengers than the legal permitted amount.
- vii. Do not travel on the back of a vehicle unless adequate means have been provided to ensure the safety of the passengers.
- viii. Do not use the vehicle for towing unless it is equipped for the purpose.
- ix. Do not leave any vehicle unattended unless the engine has been stopped, the hand brake applied and keys removed.
- x. Keep your travelling speeds appropriate to the conditions and speed limits stated on site.

Responsibilities of Sub-Contractor's and Self-Employed Persons

- i. Sub-contractors and self-employed persons will have their own method and safety statement and be signed by their employees and provide same when requested. All MALMAC Construction Ltd principle contractors must sign up to MALMAC -

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Construction Ltd Safety, Health, and Welfare Statement, Method Statements and any other policy documentation related to Safety, Health and Welfare as maybe amended at induction or thereafter should amendments be made.

- ii. Self-employed persons will conform generally with the duties and responsibilities as for employees.
- iii. Sub-contractors will produce evidence when requested, showing that appropriate Employers Liability and Public Liability insurance is in place.
- iv. Sub-contractors and self-employed persons have a duty to bring to the attention of **Malmac Construction Ltd** and anyone else who may be affected by any process or use of materials or substances, which may endanger health and safety while at work.
- v. Sub-contractors and self-employed persons shall comply with the requirements of this Safety Statement, Method statements and co-operate with Site management in providing a safe place of work and a safe system of operation; and will provide and use personal protective equipment and clothing, as necessary, for the safe execution of their work.
- vi. Sub-contractors will ensure all their employees and others under their care are provided with and wear safety helmets, safety boots and other personal protective equipment necessary for the safe execution of their work.
- vii. Sub-contractor's employees and self-employed persons will attend any safety courses prepared for workers on projects managed by this MALMAC Construction Ltd.
- viii. 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.
- ix. Sub-contractors will only use competent and suitable persons on site.
- x. With regard to Safety, Health and Welfare sub-contractors will ensure that their managers, supervisors and employees are aware of the obligations place upon them with regard to Safety, Health and Welfare.
- xi. Sub-Contractors and Self-employed persons will co-operate with the Project Supervisor appointed for the Construction Stage (PSCS) and provide to the PSCS information, as appropriate, including a copy of their Safety Statement, and will take into account any directions of the PSCS.
- xii. Sub-Contractors and Self - employed persons will provide to the PSCS information, as

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appropriate, in relation to any death, injury, condition or dangerous occurrence which is required to be notified to the Health and Safety Authority, under the 1993 Regulations.

- xiii. Ensure that all relevant persons under their control have received safe pass training and any relevant CSCS training.

Contractors (Company) responsibilities under Safety, Health and Welfare at Work (Construction) Regulations

- i. Comply with the above regulations. (minimum on-site requirements).
- ii. Co-operate with PSCS and provide information, including a relevant safety statement.
- iii. Take account of any directions of the PSCS. (Project Supervisor Construction Stage).
- iv. Provide the PCSC with information on any death, injury, condition or dangerous occurrence which contractors are required to report to the H.S.A.
- v. Apply the requirements of the Third Schedule of these Regulations in a consistent manner.
- vi. Comply with the appropriate requirements of the Fourth and Fifth Schedule of these Regulations.
- vii. Ensure that all persons under their direct control, on a site, have received specified training and have been issued with a SOLAS Safe Pass Card or recognised equivalent.
- viii. Ensure that all persons, under their direct control, on a construction site, who engage in specified tasks/skills are in possession of the SOLAS Construction Skills Card or approved equivalent.
- ix. The company will furnish to the PSCS written confirmation that the persons under their control, on a construction site are in possession of the relevant card or certification, on the date they first start work on site.
- x. Appoint, in writing, one or more persons as a Safety Officer if more than 20 persons are under the direct control on one site or more than 30 persons on multiple sites, of the contractor, at any one time.
- xi. Comply with these regulations in the erection, installation, working and use of any plant or equipment and erection or alteration of scaffold.
- xii. Provide information to and consult with employees or Site Safety Representative.

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Section 3 Arrangements

Accident Procedures

All sub-contractors or their employees who receive an injury through an accident at work or suffer ill health caused through a work-related illness should report the incident as soon as practical to their immediate Supervisor or the Directors.

All injuries must be recorded in the MALMAC Construction Ltd.'s site accident book.

When a serious accident occurs MALMAC Construction Ltd Emergency Arrangements and the procedures below will be followed.

The Site Supervisor/Foreman should be notified immediately. The Site Supervisor or other nominated persons will take charge of the proceedings as follows:

1. Observe accident location and status of injured person.
2. If there is risk of further injury and the area cannot be made safe, seek appropriate advice and move injured person to safety. If there are signs of back injuries keep injured person's spinal column as straight and supported as possible to prevent damage to spinal cord.
3. Call for immediate medical assistance or emergency service.
4. See that first-aid etc., is administered as required by a competent person.
5. If an ambulance is required make sure exact location is given and that ambulance can access site as near as possible to the injured person, send someone to meet the ambulance.
6. Establish location of hospital and appoint a suitable person to travel with injured person.
7. Notify family of injured person and if required arrange for transport for them to hospital
8. Notify Managing Directors, Safety Officer, PSCS and Safety Representative.
9. Gather all information immediately about the accident and the sequence of events prior to the accident.
10. Obtain witnesses statements; write them down as they are given and take sketches/photographs of area where accident happened.
11. Record details in MALMAC Construction Ltd Site Accident Report Book and if injured person is absent from work for more than three consecutive days, complete Form of

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Notice of Accident IR 1 and check with Managing Director before recording with the HSA as required.

12. If HSA are to inspect the site and location of the accident, do not interfere with the scene of the incident unless further serious risks have to be avoided.
13. Notify the insurance company and seek guidance on any further reports, investigations and position of company as required.
14. Where appropriate to the scale and nature of the project, prepare Emergency Procedures to be followed in the event of a major accident such as fire, explosion, collapse of scaffolding or building, etc. Nominate persons to take charge of an emergency and inform sub-contractors and their employees and any other persons who may be affected, of the procedures to be followed.

Welfare Facilities

The main contractor for whom MALMAC Construction Ltd are contracted by, will provide welfare facilities for works on site. These will include sanitary facilities with adequate hand washing amenities; with adequate table's and seating; with facilities for boiling water, drinking water and heating food; and a drying room for depositing of wet clothing where required.

Sub-contractors and their employees must maintain all facilities in a proper and hygienic manner and report to the management if standards of the facilities are not satisfactory.

First Aid

- i. There will be suitable and adequate first aid equipment available.
- ii. Sub-contractors to have a First Aid kit for their employees.
- iii. The First Aider will be responsible for the maintenance of appropriate first aid supplies and must maintain details of treatment given in the MALMAC Construction Ltd' site ACCIDENT BOOK.
 - a. **NB.** All Principle Contractors shall keep their own company accident book and site-specific accident report book; and any other appropriate record of accidents and incidents.

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- iv. MALMAC Construction Ltd principle sub-contractors and their employees must be made aware that in the event of a medical emergency; the first aiders will be contact followed by professional medical assistance if required.

Fire Fighting Equipment

- i. Site offices/vans will be equipped with suitable fire extinguishers.
- ii. Each sub-contractor using heat producing equipment will be required to provide their own fire extinguisher and take suitable safety measures to prevent fire and/or the spread of fire.

Personal Protective Equipment (PPE)

Supply and Issue

All MALMAC Construction Ltd principle sub-contractors and their employees or any sub-contractors or self-employed persons employed by the principle sub-contractors, should provide their own personal PPE, for example helmets, boots, Hi-vis vests, gloves, eye protection, ear protection, dust masks etc.

General guidelines

1. All persons on site will wear a safety helmet, safety boots and hi-vis vest at all times.
2. All MALMAC Construction Ltd principle subcontractors and their employees or any sub-contractors or self-employed persons engaged by same engaged by same shall wear clothing suitable for their work, sufficiently tight fitting to avoid catching in objects or machinery.
3. All MALMAC Construction Ltd principle sub-contractors and their employees or any sub-contractors or self-employed persons engaged by same shall wear goggles, earmuffs, dust mask, safety harnesses, gloves as required for their specific jobs.
4. Always ensure that safety equipment is of the right type, of good quality and in good condition and to an approved standard.
5. All equipment and clothing are maintained in a hygienic condition, free of any defects and will be the responsibility of the user to ensure this.

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6. All MALMAC Construction Ltd principle sub-contractors are responsible for providing all necessary PPE to their employees.
7. Training in the use of PPE (i.e. respirators) is to be provided if necessary, by the principle sub-contractor to their employees.
8. PPE should be properly stored when not in use to prevent damage.

Training

Training will be provided as required under the Safety, Health and Welfare Act 2005, Safety, Health and Welfare (General Application Regulations) 2007 to 2016 and the Safety, Health and Welfare (Construction) Regulations 2013 and all other relevant legislation.

- All employees will receive induction training to ensure that they fully understand the hazards to which they may be exposed. It is the sole responsibility of the principle sub-contractor for ensuring that their employees and sub-contractors or self-employed persons attend any such training and that MALMAC Construction Ltd will not be held liable for non-attendance.
- All employees shall receive training on the proper use of scaffolding loading bays at the PSCS induction.
- Manual handling training will be given to employees who are required to lift materials.
- Tool box talks will be carried out regularly (approx. two per month) on topics such as hand tools, working from heights, ladders etc.
- Where necessary all principle sub-contractors and their employees or sub-contractors or self-employed persons engaged by same will receive training to operate tools and equipment.
- Appointed First Aider's will be given appropriate training.
- All MALMAC Construction Ltd sub-contractors and their employees or sub-contractors or self-employed persons engaged by same will complete the SOLAS Safe Pass training programme and any relevant CSCS training.
- Training records will be maintained and will include name of instructor, date, duration, content and names of person who received training.

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Consultation with Sub-contractor and their Employee's

MALMAC Construction Ltd will consult with all principle sub-contractors and their employees any sub-contractors and self-employed persons engaged by same relating to matters of safety, health and welfare.

- MALMAC Construction Ltd will facilitate the appointment of a site safety representative where required.
- All MALMAC Construction Ltd principle sub-contractors and their employees and sub-contractors or self –employed persons engaged by same will receive a copy of the relevant sections of this safety policy as required.
- Consultation takes place in the form of site inductions; toolbox talks; communication of method statements and safety committees. MALMAC Construction Ltd will facilitate the appointing of a safety representatives where there are more than 20 persons on site under the control of MALMAC Construction Ltd.
- Consultation takes places also through an open-door policy where principle sub-contractors and their employees can openly communicate any issues with MALMAC Construction Ltd management.

NB. principle sub-contractors are responsible for consultation with any sub-contractors or self-employed persons engaged by them.

Monitoring of Health and Safety

- Managers and Supervisory staff must check that all work under their direct control is being carried out in accordance with this safety statement and risk assessments.
- Safety inspections will be carried out at regular intervals of the workplace by MALMAC Construction Ltd Management or appointed staff.
- Meetings to discuss health and safety will be held at regular intervals between the Safety Supervisor and MALMAC Construction Ltd management.

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Protection of the Public

- The work area/ site should always be made secure as possible against trespass by children, especially at times when the site is vacant or after working hours. All perimeter fencing, doors and gates will be secured.
- All ladders should be removed at the end of each working period or made incapable of use by boarding the rungs.
- All plant should be immobilised at the end of each working period.
- Materials should be safely stacked.
- Adequate protection will be provided around all work areas.

Traffic Management

- Only persons who are competent and where required hold the appropriate certificate/ CSCS or equivalent ticket will be permitted to operate plant and machinery.
- Operators will maintain a speed of less than 10mph at all times and much lower speeds in built up areas.
- High visibility clothing is a prerequisite for entering work areas.
- Constant vigilance must be maintained for pedestrians in the area.
- Pedestrians must not step in front of any vehicle until it has come to a complete stop.
- **Principle** Sub-contractors and their employees and sub-contractors or self-employed person engaged by same, must keep clear of all vehicles. They must not enter an area where plant or machinery is operating unless they are working there themselves. They must not walk under operating loads. Where other workers or visitors have to access an area where machinery is working, they must ensure that the operator is aware of their intention to do so.
- When a principle sub-contractor or their employees or his deliveries are responsible for muck and other debris on the roads (both public and private roads) they will ensure that they are cleaned to maintain the safety of both traffic and pedestrians.

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Disciplinary Policy

In cases of unsatisfactory conduct or for the non-compliance with the company safety rules, and site safety rules the following steps will be taken:

- A. Verbal warning (recorded in the site management's dairy)
- B. Written warning (final or otherwise)
- C. Final written warning / or suspension with or without pay
- D. Dismissal

Note: Gross misconduct may lead to instant dismissal, without notice and/or prior verbal or written warnings.

The Directors may instruct a subcontractor to remove an employee from site for a breach of **Malmac Construction Ltd** safety rules without prior warning.

Alcohol, Drugs and Intoxicants Policy

- Principle Sub-contractors or their employee's sub-contractors or self-employed person must never attend work under the influence of alcohol or drugs.
- An intoxicant includes alcohol and drugs both legal and illegal substances, therefore, over the counter medications are included.
- Employees must report to management if they are taking medication that may pose a risk to others on site.
- Employees should report to management if they feel another employee is under the influence and poses a risk to themselves and others at work.
- If an employee is considered to be under the influence of an intoxicant; they can subject to disciplinary action; attending work under the influence is considered gross misconduct and will result in a written warning and the employee may be sent home.

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Anti-Smoking Policy

It is the policy of **Malmac Construction Ltd** that all enclosed places of work, including company vehicles are smoke free and that all employees have a right to a smoke free environment.

- Smoking is prohibited throughout all enclosed places of work with no exceptions.
- This policy applies to all employees, consultants, contractors, and visitors.
- It is the duty of site management to ensure this policy is adhered to.

Waste Management

Principle sub-contractors and their employees and sub-contractors or self-employed persons engaged by same, will maintain their work area in a clean and tidy fashion and will comply with the arrangements agreed with them for the removal of waste. They will use skips that have been designated for waste.

Waste shall not be destroyed or otherwise disposed of on site in a manner which is liable to be injurious to health or which may be destructive to the environment.

Asbestos

No work relating to asbestos containing materials will be undertaken. If asbestos, or what is suspected to be asbestos, which was not identified during the initial assessment of the works is discovered, work must be stopped immediately. Employees of this company are not permitted to handle asbestos products.

Monitoring and Review

The Company's health and safety statement will be reviewed each year. However, if there is a change in legislation, change in work activities, or names of person responsible for managing health and safety this document will be revised.

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Risk Assessments

Risk Definition and Matrix

Likelihood Categories

Category	Definition
1	Unlikely
2	May Happen
3	Likely
4	Very Likely
5	Certain

Severity Categories (Safety)

Category	Definitions
1	First Aid, Near Miss
2	LTA (1 Day), Medical Treatment
3	LTA (3 Day), Dangerous Occurrence
4	Single Fatality
5	Multiple Fatality

Categories and Definitions

Category	Definitions
Low (L)	Acceptable level of risk. Risk is controlled as far as reasonably practicable. Existing Controls to be continuously monitored.
Medium (M)	Should aim to reduce risk further to As Low As is Reasonably Practicable . (ALARP)
High (H)	Unacceptable level of risk. Hazard MUST be avoided or level of Risk reduced significantly & reliably by controls.

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Risk Matrix

		CONSEQUENCE				
		1	2	3	4	5
PROBABILITY	5	LOW	MED	HIGH	HIGH	HIGH
	4	LOW	MED	HIGH	HIGH	HIGH
	3	LOW	MED	MED	HIGH	HIGH
	2	LOW	LOW	MED	MED	MED
	1	LOW	LOW	LOW	LOW	LOW

Risk controls:

Risk controls which may be considered are (generally in descending order of effectiveness):

- Enclosure, isolation, barriers, guarding, segregation, reduced-time exposure
- Safe systems of work, training, supervision
- Written procedures
- Information, instruction, warnings, signs, labels
- Personal protective equipment (PPE)

Note: after application of control measures, the risk level should be reduced to a “**Low**” otherwise the foreseen measures for controlling the risk must clearly be described.

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Hazard: Access & Egress

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
Slips, trips and falls. Struck by plant or machinery	4	4	High	<ul style="list-style-type: none"> • All persons to use the walkways provided • Persons to have Hi-Viz on at all times. • Plant and machinery to have flashing beacon lights and reversing alarms • Walkways to be stoned and flat. • Persons to be fit and able to perform tasks and not under the influence. • Persons to report any pre-existing injuries. • Work hours to be adhered too. • Report any concerns. 	Low	Main Contractor Malmac Foreman Workers/Employees Sub-contractors

Hazard: Dermatitis

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
Skin Irritation Eyes, Nose and Throat Irritation	5	3	High	<ul style="list-style-type: none"> • Persons to be briefed on risk assessments for specific products. • Gloves to be worn throughout the day. • Full length trouser and t-shirts to be worn throughout the day. • Wash hands, arms and face regular i.e. before breaks and leaving site. This is necessary after skin has been contaminated. • Report any issues. 	Low	Malmac Foreman Workers/Employees Sub-Contractors

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Hazard: Working at Heights

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
<p>Falls from height</p> <p>Loading bay operations</p>	5	5	High	<ul style="list-style-type: none"> • Scaffold erected by Scaffolding Company and signed of prior to use. • Do not enter scaffold that is under modification or incomplete. • Scaffold to be tagged and signed of in last 7 days. • Do not tamper with the scaffold. • Housekeeping to be of a high standard with half width the bay kept clear at all times. • Do not work where there is an exposed edge. • Report any defects. • Do not overload scaffold. • Loading bay operations: <ul style="list-style-type: none"> ○ Starting with gates closed and over the barriers. ○ Open the gates. ○ Lift barrier up and over whist staying behind it. ○ Barrier is now horizontal 180degrees from starting position. 	Low	<p>Scaffolding Contractor</p> <p>Malmac Foreman</p> <p>Workers/Employees</p> <p>Subcontractors</p>

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				<ul style="list-style-type: none"> ○ Materials are landed whilst you stay behind the barrier. ○ Once materials are landed and teleporter is away, lift the barrier back to starting position. ○ Close the gates and secure. <ul style="list-style-type: none"> ● Report any defects with the operations to Site Foreman. 		
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Hazard: Silica Dust (Masonry Products)

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
Lung Disease Cancer	5	4	High	<ul style="list-style-type: none"> ● Use water suppression for all silica works, damp down prior to sweeping. ● FFP3 respirator where ever silica dust is present. ● Gloves to be worn. ● Wash hands face etc before breaks and before leaving site. ● Use protective measures when cutting or sweeping masonry dusts. ● If you feel that you have respiratory problems inform management and contact your doctor. 	Low	Malmac Foreman Workers/Employees. Sub-contractors

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Hazard: Consaw

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
Noise, eyes, dusts, vibration, manual handling	5	4	High	<ul style="list-style-type: none"> • All persons to have abrasive wheel training who use consaws. • Consaw to be in good order and checked prior to use and maintained in line with manual. • To be used in line with instructions. • Correct blade to be used. • Gloves, glasses and hearing defenders to be used. • Water suppression to be used and FFP3 respirator. • Vibration resistant gloves should be worn. • Manual handling training required for all persons and the use of manual handling techniques. • Be aware of blade and that it does not cut into planks in situ or if using planks on the ground for bearing that they are not damaged. If damaged remove from site. 	Low	<p>Malmac Foreman</p> <p>Workers/Employees</p> <p>Sub-contractors</p>

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Hazard: Hand Tools

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
Cuts or abrasions Stabbing wounds Particles in eye	5	3	High	<ul style="list-style-type: none"> All tools to be in good order and well maintained. Appropriate tools to be used for the job. Defective tools to be removed from site. Mandatory PPE when using hand tools is gloves, glasses and boots, hi viz and boots. Operators must be experienced in the use of tools or under the instruction of an experienced operator. 	Low	Malmac foreman Worker/Employee Sub-contractor

Hazard: Particles in eyes

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
Eye irritation Infection Loss of sight	5	3	High	<ul style="list-style-type: none"> All workers to wear safety glasses when onsite. PPE is to be supplied by your employer. Goggles to be worn when using acid or exposed to dusts. Wash eyes with running water if something goes into them. Wash hands prior to touching eyes. Report any concerns to management. 	Low	Malmac foreman Main contractor Workers/Employees Sub-contractors

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Hazard: Plant

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
Overturning Overloading Striking Persons or Objects	5	5	High	<ul style="list-style-type: none"> • Plant to have valid GA1. • Plant to have valid GA2 and perform checks in line with prestart works. • Operatives to have CSCS tickets that are valid. • Operatives to be aware of SWL of scaffold loading bays. • 15km/hr max speed limit. • Never have a load obscure your vision. • Only drive on roads/ hauls roads provided. • Seat belt to be worn at all times. • Plant to be maintained, greasing, cleaning windows and mirrors, keep steps clean, screen wash topped up, oil checked and cab clean. 	Low	Plant operative Malmac Foreman Sub-Contractor

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Hazard: Manual Handling

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
Musculoskeletal injury	5	3	High	<ul style="list-style-type: none"> • All persons to have manual handling training certificate that is valid (Lasts for 3 years). • If persons require manual handling training, they can ask Malmac safety consultant who will perform the training. • Workers are to avoid manual handling loads below the thigh and above the shoulder. • Only carry one block at a time. • Ensure that pathways are clean and clear for walking. • Gloves to be worn for additional grip. • Pre-existing injuries to be informed to foreman. • Heads or cills are not to be manually lifted, teleporter to land in position. 	Low	Malmac Foreman Worker/Employee Sub-contractor

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Hazard: Noise

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
Hearing loss Tinnitus	5	3	High	<ul style="list-style-type: none"> • All persons to have access to hearing protection. • Consaws are the most common tools creating noise and must be used with ear defenders on. • If there are multiple jobs involving noise then rotate the task. • Report any concerns you have. • If you have pre-existing injuries then inform foreman. • If you experience any symptom's, seek medical advice. 	Low	Malmac Foreman Workers/Employees Consaw operatives Sub-contractors

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Hazard: Trestles

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
Falls from height	5	4	High	<ul style="list-style-type: none"> • Trestles to be erected by competent persons. • Trestles to have Scaff tag signed off indicating they are fit for use. • Trestles to be erected as per manufacturer’s instructions. • Consideration for falling over trestles as trestles may need to be built on opposite side for fall protection. • Ground conditions to be prepared by main contractor and be flat and level. • Ladder to be used for access and egress • Maximum 4 block per 1m. • Trestles to be checked prior to use. • Do not tamper/ alter trestles. 	Low	Malmac Foreman Trestle Erector Worker/Employees Sub-contractor

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Hazard: Materials Falling from Heights

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
<p>Persons struck by falling objects</p> <p>Damage to property</p>	5	4	High	<ul style="list-style-type: none"> • Housekeeping to be of a high standard with half the width of the scaffold clear at all times. • Bricks and blocks to be stacked on the inner side of the bays. • Weight restrictions in place. <ul style="list-style-type: none"> ○ 16 blocks either side of transom. ○ 60 brick either side of transom. ○ Loading bays, half bale of block and tub of mortar or full bale of block and no mortar. • Loading bay gates to be closed at all times. • Consideration when unstrapping blocks or bricks by ensuring that they are vertical and not likely to fall. • When stripping pallets complete a level before moving onto the next level. • Be aware of persons below and stop works if necessary. 	Low	<p>Scaffold Contractor</p> <p>Malmac Foreman</p> <p>Main Contractor</p> <p>Workers/Employees</p> <p>Sub-contractors</p>

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Hazard: Brick Acid Works

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
Chemical Burns to Skin and Eyes	5	3	High	<ul style="list-style-type: none"> • Chemical resistant gloves to be worn when using acid. • Goggles to be worn (not glasses). • Skin to be covered. • Do not be smoking or near hot works when in use. • Do not allow acid to stay on areas as it is corrosive i.e. scaffold, window frames. Wash it off thoroughly as soon as possible. • Be aware who else is working in the area. • Be aware of where facilities are for washing skin or eyes. • Report any issues. 	Low	Malmac Foreman Main Contractor Worker/Employees Sub-contractor

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Hazard: Mortar

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
Skin irritation Eye irritation	5	3	High	<ul style="list-style-type: none"> • Silos to be filled by supplier and no workers are to be involved in the works. • When using mortar gloves and glasses must be worn. • Cover skin at all times with clothing. • Wash of any contamination. • Be aware of where the wash facilities are. • Report any issues. 	Low	Malmac Foreman Supplier Worker/Employees Sub-contractors

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Hazard: Loading Bays

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
Falls from height Materials Falling	3	5	High	<ul style="list-style-type: none"> • Operation of gates: <ol style="list-style-type: none"> 1. Starting with the gates closed and barrier over the gates. 2. Open the gates and walk back with the barrier so that it goes up and over. 3. Remain behind the barrier at all times. 4. Materials are landed. 5. Once materials are landed lift the barrier back to starting position. 6. Close the gates and secure. • Never leave the barrier in a vertical position. 	Low	Malmac Foreman Worker/Employees

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Hazard: Adverse Weather

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
Dizziness, fainting, dehydration	4	3	High	<ul style="list-style-type: none"> • Persons are to keep hydrated during warmer weather. Urine colour should be monitored. • Persons exposed to direct sunlight should take regular breaks in the shade. • If persons feel dizzy or lightheaded, they are to report and stop works. • Work activities are to be organized so that strenuous activities are out of the warmest parts of the day. • If necessary, works are to stop. 	Low	<p>Malmac Foreman</p> <p>Worker/Employees</p>

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Hazard: Children and Young Persons

Risk	Likelihood	Severity	Rating	Controls	Residual	Responsibility
All types of injuries due to young age and inexperience	4	4	High	<ul style="list-style-type: none"> Children and young persons to be under the direct control of experienced persons. Children and young person's not to be exposed to hazardous substances or high-risk activities. Children and young persons to be trained in each aspect of works until deemed competent. Safe system of works to be completed for each young person prior to starting. 	Low	Malmac Foreman Worker/Employees Employee Supervising children/young persons

