



SAFETY STATEMENT

January 2025

Prepared By: John Hilland: BSc, MSSc, MSc, CertIOSH, MIIRSM



Health & Safety

Prepared By: John Hilland

Position: HSQE Consultant

To :

Position:

H&S Consultancy

Date: January 2025

SAFETY STATEMENT

	Changes Made:	Accepted by:
DRAFT Rev: 1 01/01/2025 John Hilland		

TABLE OF CONTENTS

1	SAFETY POLICY	7
2	SAFETY MANAGEMENT STRUCTURE	8
3	RESPONSIBILITIES	8
3.1	DIRECTORS	8
3.2	SITE MANAGER	9
3.3	SITE MANAGER OR AGENTS.....	11
3.4	EMPLOYEES – ALL AREAS	12
3.5	THE SAFETY REPRESENTATIVE – (ON APPOINTMENT)	14
3.6	TENANTS, VISITORS & CONTRACTORS	15
4	DOCUMENTATION AND DISTRIBUTION OF THE SAFETY STATEMENT	16
5	PROVISION OF SAFETY TRAINING AND INSTRUCTION	17
6	PROVISION OF PRACTICAL AND SAFE WORKING SYSTEMS	18
6.1	SAFE ACCESS AND EGRESS	18
6.2	FIRE SAFETY	18
6.3	WELFARE FACILITIES	19
6.4	ALCOHOL & DRUGS	20
6.5	MOBILE PHONES ON SITE	20
6.6	NOISE ON SITE	21
6.7	MANUAL HANDLING	21
6.8	TOOLS AND EQUIPMENT	22
6.9	CHEMICAL CONTROLS	23
6.10	MOBILE PLANT ON SITE	25
6.11	MEWP's	26
6.12	LIFTING EQUIPMENT	28
6.13	LADDERS / WORKING FROM HEIGHTS	29
6.14	FALL ARREST SYSTEMS AND HARNESS - INDUCED DEATH	30
6.15	HAZARD IDENTIFICATION & RISK ASSESSMENT	32
7	PROVISION OF PERSONAL PROTECTIVE EQUIPMENT	33
7.1	PPE TRAINING	34
8	CONSULTATION	35
9	HARASSMENT / BULLYING POLICY	36
10	STRESS POLICY	38
11	SMOKING POLICY	38
12	PREGNANT EMPLOYEES	39
13	FIRST AID	40
14	EMERGENCY / FIRE PROCEDURES	41
14.1	FIRE PREVENTION POLICY	41
14.2	EMERGENCY PLAN	41
15	ACCIDENT/INCIDENT REPORTING	42
16	DISCIPLINARY ACTION	43
17	MANAGING DIRECTOR/CEO'S ANNUAL REVIEW	43
18	MEMBERS OF PUBLIC, TENANTS, CONTRACTORS AND VISITORS.....	44
18.1	VISITORS AND TENANTS	44
18.2	SUB-CONTRACTORS	44
19	COVID 19.....	44

	C-19 COMPLIANCE OFFICER RESPONSIBILITIES AND DUTIES	ERROR! BOOKMARK NOT DEFINED.
20	RISK ASSESSMENTS.....	45
20.1	RISK ASSESSMENT PROCESS	45
20.2	HIERARCHY OF CONTROLS	45
20.3	SUMMARY	46
21	CONCLUSION.....	48
22	LIST OF APPENDIX.....	49
	APPENDIX 1 – INSPECTION AND TESTING OF FIRE PREVENTION EQUIPMENT	50
	APPENDIX 2 – FIRST AID BOX CONTENTS	51
	APPENDIX 3 – VDU USER CHECKLIST & VDU WORKSTATION SETUP DIAGRAMS.....	52
	APPENDIX 4 – INSPECTION AND TESTING SCHEDULE FOR ELECTRICAL EQUIPMENT	55
	APPENDIX 5 – PERSONAL PROTECTIVE EQUIPMENT REGISTER.....	56
	APPENDIX 6 – ACCIDENT / INCIDENT FORM.....	57

THE SAFETY STATEMENT

The *Safety, Health and Welfare at Work Act, 2005* requires PRS Household Services to prepare and have available for its employees, tenants, and contractors a safety statement setting out its policy on safety. In accordance with Section 20 – Hazard Identification and Risk Assessment, of the *Safety, Health and Welfare Act, 2005*.

This statement together with the following will be known collectively as the 'safety statement':

- Hazard identification and risk reduction guidelines,
- Allocation of responsibilities,
- Consultation procedure.

The Directors of PRS Household Services recognises the paramount importance of safety, health and welfare, to all its employees, in the successful conduct of its business. This Safety Statement, in accordance with the *Safety, Health and Welfare at Work Act, 2005*, outlines the policy of PRS Household Services for ensuring so far as is reasonably practicable, the Safety, Health and Welfare of its employees, the public, tenants, contractors and visitors. The Safety Statement sets out an action programme for safeguarding the Safety, Health and Welfare of PRS Household Services employees whilst at work.

PRS Household Services is committed to complying with the requirements of the *Safety, Health and Welfare at Work Act, 2005* and all other statutory requirements, Codes of Practice and National Standards.

The PRS Household Services provide cleaning services including common area cleaning in residential buildings, providing cleaning services to both public and business customers in residential dwellings.

It is important that you read this carefully and understand your role in the overall arrangements for Health and Safety at all PRS Household Services Sites.

Circulation
Name

Title

Safety Statement Revision:

The Directors are responsible for the issue, amendment and control of the Safety Statement. The Safety Statement will be reviewed on an annual basis by the Directors and will be changed accordingly as the responsible persons change, or as risks change or changes in legislation occur.

A statement of fact for inclusion in the end of the year's Annual Report as per the requirements of the *Safety, Health and Welfare at Work Act, 2005* will also be prepared on an annual basis.

1 Safety Policy

The *Safety, Health and Welfare at Work Act, 2005* requires PRS Household Services to prepare and issue a safety statement setting out its policy on safety. This statement together with the following will be known collectively as the 'safety statement'.

The Directors of PRS Household Services recognises the fundamental importance of safety, health and welfare, to all its employees, tenants, contractors and members of the public in the successful conduct of business. This Safety Statement, in accordance with *the Safety, Health and Welfare at Work Act, 2005*, outlines the policy of PRS Household Services for ensuring so far as is reasonably practicable, the safety, health and welfare of employees, tenants, contractors and visitors. PRS Household Services will comply with the requirements of the *Safety, Health and Welfare at work Act, 2005* and all other statutory requirements.

PRS Household Services will ensure so far, as is reasonably practicable:

- Safe and healthy working conditions,
- Safe equipment and systems of work,
- Provision of appropriate information, instruction, training and supervision,
- Provision, where necessary, of a competent person to advise and assist in securing the health, safety and welfare of employees and others.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement.

The Directors has overall responsibility for health and safety within PRS Household Services. The day-to-day management of health and safety on site is the responsibility of each Site Manager or Agents, employees and the safety representative. Employees share a responsibility with management in ensuring their own safety while at work. Persons other than employees (e.g. tenants, visitors, members of the public and contractors) also share in this responsibility.

Sufficient authority and resources, both financial and otherwise, will be made available to enable employees to carry out their responsibilities in a reasonable and efficient manner.

All employees will be made aware of and have access to this Safety Statement and arrangements for consultation with the employee representatives on health and safety matters will be an integral part of the company safety policy.

This Safety Statement will be subject to revision and is liable to amendment, if circumstances change. While the Safety Statement is management's program, in writing, for safeguarding safety and health in the workplace, it is also a proactive document and is part of a wider continual improvement and learning process in the area of safety, health and welfare at work.

Signed: _____

Date: _____

Signed: _____

Date: _____

Title: Directors

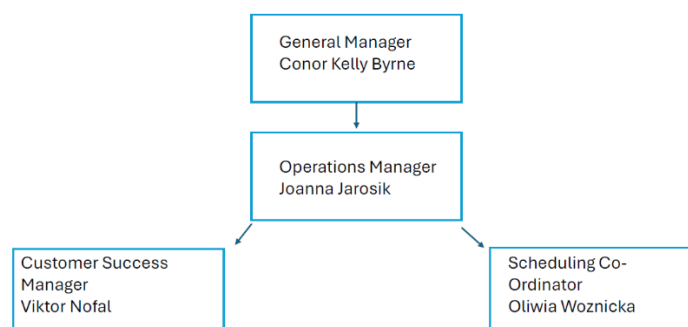
2 Safety Management Structure

The persons or titles listed below, within the company safety management structure are responsible directly or by formal delegation for:

- The effective implementation of the safety policy ensuring that their areas of responsibility are run in accordance with the policy.
- Ensuring that all employees are trained to manage the implementation and ongoing monitoring of this safety policy.

Safety Management Structure in PRS Household Services

PRS Organisational Chart



3 Responsibilities

Activities and Responsibilities for Health & Safety under the *Safety, Health and Welfare at Work Act, 2005*.

3.1 Directors

The Directors of PRS Household Services is the individual with ultimate accountability for the activities and results of the business. Safety begins at management level and the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests with the Managing Director/CEO.

The Directors has in his absence delegated day to day responsibility for safety to the Site Manager, Site Manager or Agents of each site. Acceptable health and safety practice will be achieved through the effective operation of a safety management system, safe systems of work, procedures and full employee co-operation.

The Directors shall:

- Demonstrate a commitment to safety, health and welfare by taking active steps to be aware of the safety record of the business and shall issue any necessary reasonable directives in the interest of the safety, health and welfare of all employees and third parties.
- The Directors will endeavour to ensure that there are sufficient funds and

facilities available to enable the safety policy and objectives as outlined in this safety statement to be reasonably implemented.

- On an annual basis, appraise the effectiveness of the safety statement and any safety management system operated by PRS Household Services
- Ensure that the responsibility for safety, health and welfare is properly assigned, understood and accepted at all levels of the company.
- Procure advice and assistance from consultants whenever necessary and take heed, together with remedial action, on any matters brought to his attention in relation to safety, health and welfare.
- Ensuring that competent Site Manager or Agents and appropriate materials are available at all times to meet the requirements of the safety legislation applicable to the Authority.
- Ensuring that employees under his control and others, including tenants, contractors/ visitors, are made aware of and comply with the company's health and safety statement and the organisation and arrangements for carrying it out. PRS Household Services Site manager to ensure this is applied
- Ensuring that this safety statement is available to all employees within his area of responsibility and appropriate third parties.
- Ensuring that all persons under his control are held accountable for their performance in relation to safety, health and welfare and that this performance is evaluated at the time of their annual review.
- Have an understanding of Irish health and safety legislation relevant to the company's operations.
- Ensure that all operational hazards within the company are addressed; the risks understood, and corrective measures are implemented to prevent danger to employees as far as is reasonably practical. PRS Household Services Site manager to ensure this is applied
- Take prompt corrective action where unsafe conditions and/or unsafe acts are noted or identified through accident/incident investigations. PRS Household Services Site manager to ensure this is applied
- Ensure that all relevant health, safety and welfare information regarding new methods of accident prevention, new legislative requirements and codes of practice are acted upon in so far as is reasonably practical.
- Discipline any member of staff failing to comply with the safety policy.

Activities and Responsibilities for Health & Safety under the *Safety, Health and Welfare at Work Act, 2005*.

3.2 Site Manager

- Ensuring that all employees receive adequate health and safety training, including any specialist training they might require, and:
- Investigate fully all reported accidents within 24 hours and advise on remedial measures to prevent a re-occurrence, and ensure all injured personnel are promptly referred to a Doctor or hospital for treatment if required.
- Ensure Site Safety Standards including the formulation of good housekeeping, maintenance and safety programmes are established.
- Ensure that Risk Assessments are conducted and reviewed for all work activities.

- Ensure that all statutory examinations and inspections of equipment are carried out and records maintained.
- Ensure that all employees, tenants, contractors are provided with the correct Personal Protective Equipment (PPE), and that the said personal protective equipment is maintained in a usable condition at all times.
- Ensure that all safety rules, regulations and procedures are kept under review so that they remain applicable to PRS Household Services .
- Ensure that all employees, tenant, contractors and visitors are familiar with emergency procedures, and that appropriate emergency facilities are available.
- Ensure that the company complies with all relevant Health and Safety legislation and that employees are aware of same.
- Ensure that procedures are put in place for consultation with employees in relation to the *Safety, Health and Welfare at Work Act, 2005, the Safety, Health and Welfare Act Work, (General Application) Regulations 2007 and the Safety Health and Welfare at Work (Construction) Regulations 2013.*
- Ensure that PRS Household Services through the implementation of the above strives for a philosophy of continuous improvement.

Activities and Responsibilities for Health & Safety under the *Safety, Health and Welfare at Work Act, 2005*.

3.3 Site Manager or Agents

Site Manager or Agents are responsible for ensuring that the employees under their immediate control and others, including Tenants, visitors and contractors, are made aware of and comply with the Safety Statement of PRS Household Services 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.
- Communicating with personnel under their supervision regarding standard policy procedures and conditions.
- Ensuring that all employees under their control 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 firefighting equipment is available within their area.
- Ensuring that good housekeeping practices and standards are maintained and in particular that Fire Exit routes and Emergency Exits at the place of work are kept clear and that Fire points are not obstructed at any time.
- Ensuring that thorough and prompt investigations are carried out into all reported accidents and that a completed Accident Report Form is submitted to the appropriate authority, e.g. Client or HSA.
- Considering representations about health and safety from employees under their control.
- Carrying out regular safety surveys on their sites and/or place of work.
- Ensuring all safety devices are correctly fitted adjusted and maintained.
- When applicable, ensuring that suitable Personal Protective Equipment and Clothing is supplied and worn by employees under their control.
- Maintaining safe working conditions and practices by being alert to and immediately correcting unsafe conditions so far as is reasonably practical.
- To organise his section or workplace so that operations or work are carried out to a satisfactory safety standard, so as to reduce the risk to persons, equipment and materials so far as is reasonably practical.
- To issue standard operating procedures in writing, where complex operational procedures are involved within the company.

Activities and Responsibilities for Health & Safety under the *Safety, Health and Welfare at Work Act, 2005*.

3.4 Employees – All Areas

Employees have general statutory obligations under the *Safety, Health and Welfare at Work Act, 2005, Chapter 2 Section 13*, which includes the following:

Employees must:

- comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
- if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,
- co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,
- not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,
- attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,
- having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,
- report to his or her employer or to any other appropriate person, as soon as practicable:
 - any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
 - any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
 - any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware

A person shall not intentionally, recklessly or without reasonable cause—

- misuse, damage or interfere with anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or
- place at risk the safety, health or welfare of persons in connection with work activities.

In addition, employees are reminded:

- **Only carry out duties you are trained to perform.**
- **Keep work areas clean and uncluttered.**
- **Be careful when moving items.**
- **Do not run.**
- **Any form of dangerous pranks or unauthorised hazardous activities is totally prohibited on company premises.**

Activities and Responsibilities for Health & Safety under the *Safety, Health and Welfare at Work Act, 2005*.

3.5 The Safety Representative – (On Appointment)

Part 4, Section 25(1) of the Safety, Health and Welfare at Work Act, 2005 states that employees may select a Safety Representative who has the following rights under the legislation:

- The Safety Representative can make representations on any aspects of safety, health and welfare at the place of work.
- The Safety Representative has the right to investigate accidents and dangerous occurrences in conjunction with the person responsible for health and safety. They shall not interfere with or obstruct the performance of any statutory obligation required to be performed by any persons under any of the relevant statutory provisions.
- In relation to the Health & Safety Authority.
 - ❖ Make oral or written representations to HSA inspectors on matters of safety, health and welfare at work.
 - ❖ To receive advice and information from HSA inspectors on matters of safety, health and welfare at work
 - ❖ To accompany a HSA inspector on any tour of inspection other than a tour of inspection made by a HSA inspector for the purpose of investigating an accident.
- The Safety Representative subject to prior notice to the employer may carry out workplace health and safety inspections to determine any potential hazards on the premises.
- The Safety Representative subject to prior notice to the employer may investigate potential hazards and complaints made by any employee whom he represents relating to that employee's safety, health and welfare at the place of work.
- The Safety Representative can also consult and liaise on matters relating to safety, health and welfare at work with any other safety representatives who may be appointed, whether or not those safety representatives work in the same place of work, in different places of work under the control of the employer or at different times at the place of work.

Employees shall be advised of their right to appoint / select a safety representative, refer to Section 8 of this Safety Statement for further details on the workings of the Safety Committee.

Activities and Responsibilities for Health & Safety under the *Safety, Health and Welfare at Work Act, 2005*.

3.6 Tenants, Visitors & Contractors

It is the responsibility of all company employees to ensure the safety of their visitors on the premises. All tenants, visitors (not including Contractors) to PRS Household Services including persons from the general public, salespeople, consultants, inspectors, etc., are bound by the following rules:

- They should observe the Company Safety Rules and any instructions given by Company personnel who enforce the Company Safety Policy.
- They should not visit or commence work on site until the relevant safety rules and information has been read understood and accepted.
- They should not work on the premises or on site unless covered by their insurance against risk.
- They should not enter unauthorised areas where they are not authorised to visit.

4 Documentation and Distribution of the Safety Statement

A copy of the Safety Statement will be issued to all relevant employees. The terms of the Safety Statement will be brought in an appropriate manner to the attention of all employees.

The Site Manager shall hold the master copy of the Safety Statement.

The Site Manager is responsible for the issue of new and revised Safety Statements. To ensure that each copy of the Safety Statement contains a record of all changes, the person responsible for Health & Safety will record changes or amendments on an amendment list, which will then be circulated to all on a circulation list.

Once signed off, this document is a public document and will be made available upon request to the Site Manager.

5 Provision of Safety Training and Instruction

PRS Household Services are committed to providing appropriate health and safety training for all employees, which will be sufficient to meet the company's obligations under the *Safety, Health and Welfare at Work Act, 2005* and other relevant legislation. The primary responsibilities for this rests with management in co-operation with specialists as appropriate and the Company expects that all employees will co-operate in any training provided.

All employees employed by PRS Household Services will receive induction training to ensure that they fully understand the hazards of the equipment and what safety precautions and emergency procedures are required. The training shall involve an introduction to the company's Safety Statement.

The Safety Representative, if/when appointed, will receive the necessary training as recommended by the HSA to carry out his/her role effectively. Training will be given, as necessary, to Management to ensure that they have the necessary skills and knowledge to organise the work safely without risk to health.

Training records will be maintained and will contain the following information:

- Date of training instruction or exercise,
- Duration of the training course,
- Name of Instructor delivering the training,
- Name of person's undertaking the training,
- Nature and content of the training course.

Additional training courses will be provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency. All employees are required to co-operate with the company in the implementation of its training programme.

6 Provision of Practical and Safe Working Systems

It is the policy of PRS Household Services to ensure that tasks are within the competence and capacity of each employee and the systems of work will be designed with that purpose in mind. They will include consideration for the safety and health of visitors/contractors.

6.1 Safe Access and Egress

In order to ensure that PRS Household Services Tenants, Visitors, Contractors and employees have a safe access and egress to and from their place of work at all times, the following controls will be maintained while working on company premises:

- ☐ PRS Household Services materials and equipment storage will not obstruct any fire or safety appliance, firefighting equipment or emergency exits on the construction site where work is being conducted.

The following will be maintained where applicable.

- ☐ Good housekeeping standards will be maintained at all times and all tools and equipment will be stored away safely.
- ☐ Access routes and aisle ways on all floors where work is being conducted will be kept clear of all stored materials at all times.
- ☐ Cables and other trip hazards will not be run across work areas.
- ☐ Adequate lighting will be provided during the winter months where employees are working to allow for safe access and egress if required.

6.2 Fire Safety



Fire extinguishers will be provided and correctly sited to meet safety requirements where required. These appliances are provided to deal with incipient fires. Trained personnel using these appliances should only tackle small fires.

All of PRS Household Services firefighting equipment is tested and serviced annually by certified contractors. In accordance with the recommendation of the appropriate *Irish Standard I.S 291.1998* for fire equipment, 30% of extinguishers will be discharged each year and relevant employees trained in the safe and efficient use of the equipment.

- ☐ PRS Household Services Tenants, Visitors, Contractors and employees are very aware of the potential of fire hazards as a result their activities or smoking on site. All our employees will take all reasonable care in our work activities to ensure we do not generate any potential fire hazards on company and/or clients sites.
- ☐ Combustible materials will not be allowed to build up on the company premises and will be removed to bins or skip on a regular basis.
- ☐ Any oily rags or waste, which is highly flammable, will be kept in metal containers and removed for appropriate disposal.
- ☐ Smoking will only be carried out in approved areas.

- ❑ Where hot work is carried out, with regards maintenance and or construction/alteration of premises, appropriate firefighting equipment will be maintained on site and in the vicinity of the hot works at all times.
- ❑ All firefighting equipment located on the premises of PRS Household Services will be in accordance with the requirements of the area that it is being located, as well as meet the required classification for that area based on the classifications as per I.S. 290: 1986 standard.



Class A: Wood, paper, cloth, trash, plastics—solids that are not metals.



Class B: Flammable liquids—gasoline, oil, grease, acetone. Includes flammable gases.



Class C: Electrical—energized electrical equipment. As long as it's "plugged in."



Class D: Metals—potassium, sodium, aluminum, magnesium. Requires Metal-X, foam, and other special extinguishing agents.

- ❑ Any flammable liquids used on site will be stored in suitable containers.

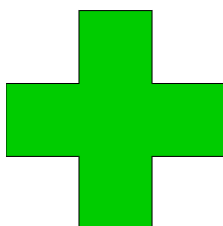
6.3 Welfare Facilities

The provision of welfare facilities required by legislation will be provided in accordance with the *Safety, Health and Welfare at Work (General Application) Regulations, 2007*

Employees are reminded that:

- Any person who is under medical supervision, or on prescribed medication and who has been certified fit for work, should notify the manager or Site Manager or Agents of any known side effects or temporary physical disabilities, which could hinder their work performance, and which may be a danger to either themselves or their fellow workers. Management will arrange to assign appropriate tasks for that person to carry out in the interim.

FIRST AID



The following personal hygiene and general welfare facilities are provided where necessary.

- ❑ First aid boxes are located at clearly marked locations where PRS Household Services has its employees working.
- ❑ There are also dedicated first aid facilities at the premises.
- ❑ Where PRS Household Services Tenants, Visitors, Contractors and employees are allowed to use the toilet facilities on a clients' site, they will leave them in the clean condition they find them in.



- ❑ When interacting with hazardous materials or in potentially dirty areas, staff will wash their hands before eating, drinking, smoking or leaving the site.



- ❑ All appropriate personal protective equipment will be supplied to PRS Household Services employees and contractors, which will include appropriate rain gear as necessary.
- ❑ All PRS Household Services delivery employees are obliged to care for the Clients facilities and not to damage or misuse them.

6.4 Alcohol & Drugs



The *Safety, Health & Welfare at Work Act, 2005*: Requires all employees to provide safe places of work and safe systems of work. This covers the management of staff such that they are not incapacitated by drugs or alcohol consumption to carry out their work without risk to others.

The *Road Traffic Act 1961 – 1995*: Renders it a criminal offence for a driver to be unfit through drugs and alcohol.

- Illicit drugs and alcohol - employees are not allowed to attend their workplace to carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary procedures.
- Any employee who in the opinion of Management shows apparent signs of the effects of intoxicating liquor or drugs, will be required to leave the Company premises immediately and will be asked to attend the company nominated medical doctor for a drug & alcohol test.
- Employees required to leave the premises will forfeit payment for the remainder of the shift / day.

In the interest of Safety and Health, PRS Household Services reserves the right to carry out random Drug and Alcohol tests on any of its employees on any of its operations at any time.

6.5 Mobile Phones on Site

- ❑ PRS Household Services Contractors and employees will not drive their vehicles while using their mobile phones.
- ❑ No mobile phone usage whilst operating any plant and machinery

6.6 Noise on Site



Where any of our activities generate a noise level above 80 dB(A), the Tenants representative will be informed immediately, as to the possible danger.

Where sub-contractor activities generate a noise level at or above 85 dB(A) our staff will be supplied with appropriate hearing protection and will wear it on site at all times.

- Where our operation generates 85 dB(A) or over, PRS Household Services employees will post blue and white mandatory signs on the need for hearing protection.
- Where the sub-contractor activity generates 85 dB(A) or over PRS Household Services employees will wear the appropriate hearing protection and ensure that any sub-contractors working for PRS Household Services will also wear their hearing protection.
- Any client employees who come into the noisy area generated by PRS Household Services employees will be informed of the hazard and advised to wear hearing protection.

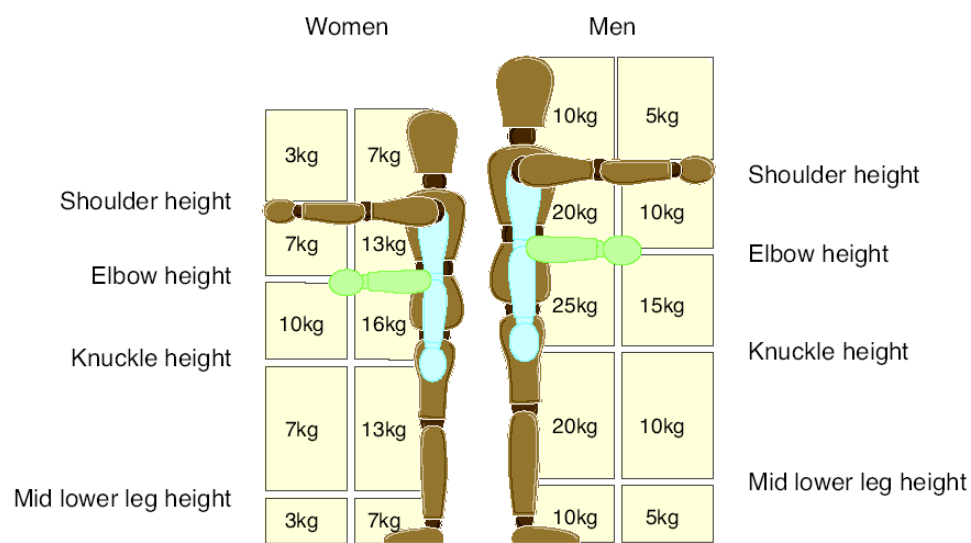
6.7 Manual Handling

All PRS Household Services expect all contractors and employees will be trained in safe manual handling techniques. Mechanical equipment will be used to reduce the level of manual handling on site by PRS Household Services contractors and employees where possible.

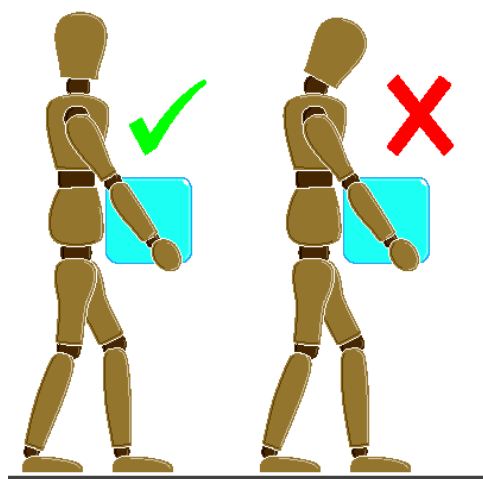
- PRS Household Services Contractors and employees will not attempt to lift loads beyond their physical capacity. The guidelines below should be used by all PRS Household Services Contractors employees when undertaking manual handling operations.

General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



- ❑ Check for rough surfaces, sharp or jagged edges, splinters etc. and use the appropriate protective clothing at all times.
- ❑ Do not allow the object being lifted impede your line of vision.
- ❑ Avoid slippery or other unsafe surfaces.
- ❑ All lifting will be carried out using the 8 principles of lifting:
 - Size up the load, make certain of good balance
 - Keep the back as straight as possible, tuck in the chin
 - Use the strong leg muscles rather than the weaker back muscles
 - Carry the load close to the body
 - Watch where you are going
 - Make sure the hands and feet are clear in placing loads
 - Always ask for help when needed
 - Use mechanical equipment where possible.



6.8 Tools and Equipment



All tools and equipment used by PRS Household Services Contractors and employees will be maintained in good condition and only operated by trained and competent employees.

Where any Contractor or employee is undergoing training he/she will be supervised by a competent person.

- ❑ No items of equipment or machinery will be operated without suitable guards.
- ❑ Any damage caused by equipment or employees on customers Site will be reported to the manager / Site Manager or Agents immediately.
- ❑ All portable electric tools will be disconnected when not in use.
- ❑ Power tools will not be used for applications other than those specified in the operating instructions of the power tool.

- ❑ All Contractors portable power tools will be maintained in good working condition and inspected on a regular basis.
- ❑ All operators of portable power tools will operate them at a rate for which they are intended, no power tool will be operated under excessive force for which it was never intended.
- ❑ No power tools will be modified, have guards removed or be used, except in a manner that complies with the manufactures instructions.
- ❑ Power cords on all portable equipment will be checked on a regular basis and every effort will be made to avoid contact with heat, oil and sharp edges.
- ❑ All operatives must have training in packing, lifting and compactors before usage.

6.9 Chemical Controls

A hazardous substance is described as any substance with the potential to cause harm, injury or damage to a person's health. In most working environments, we are exposed to hazardous substances, used in a controlled manner and circumstances.

Control of Substances Hazardous to Health – General Signage

GHS - Hazard Pictograms and Related Hazard Classes		
		
Expanding Bomb • Explosives • Self-reactives • Organic Peroxides	Corrosion • Skin corrosion/burns • Eye damage • Corrosive to metals	Flame Over Circle • Oxidizing gases • Oxidizing liquids • Oxidizing solids
		
Gas Cylinder • Gases under pressure	Environment • Aquatic toxicity	Skull & Crossbones • Acute toxicity (fatal or toxic)
		
Exclamation Mark • Irritant (eye & skin) • Skin sensitizer • Acute toxicity • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer (non-mandatory)	Health Hazard • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity	Flame • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides

Warning labels, such as those indicated above, are in the GHS pictogram format and are designed to alert users to the potential risks associated with the use of a particular substance. The following control measures should be put into place in all circumstances where hazardous substances are in use:

- ☐ All goods should have a corresponding Safety Data Sheet (SDS).
- ☐ All SDS should be communicated to the relevant staff.
- ☐ All safety controls advised, such as the use of PPE or spill control procedures, must be obeyed.
- ☐ Suppliers of hazardous substances are obliged to provide an SDS for each substance – where one has not been received it should be possible to request an SDS for an existing substance.
- ☐ Any emergency response procedures – such as spill control should be addressed and practiced as necessary.

Copies of all SDS received should be retained and be available for consultation as necessary.

- ❑ PRS Household Services Contractors and employees will be aware of the inherent hazards associated with any hazardous materials brought into the business.
- ❑ Suitable personal protective equipment applicable to the hazardous material will be supplied and worn by our staff when handling at all times.



- ❑ PRS Household Services contractors and employees will make themselves aware of any hazardous materials used on the premises.
- ❑ All hazardous materials brought on site will be stored in suitable chemical containers.
- ❑ All chemical containers will be fitted with an appropriate label providing the necessary information and symbol on the hazardous material.
- ❑ A material safety data sheet will be available on site for every hazardous material brought on site by PRS Household Services employees.

6.10 Mobile Plant on Site



PRS Household Services contractors and employees will park their vehicles in the approved car parking area at all times.

- ❑ Employees will only drive within the agreed speed limit on site.
- ❑ All our employees that drive company vehicles hold a full clean driving licence.
- ❑ All contractor vehicles leaving our premises will be in a road worthy condition, and any loads will be secure.
- ❑ Internal transport e.g. forklifts trucks, teleporters will not be operated, unless the person is fully CSCS trained.
- ❑ All mobile plant shall have operating reverse siren, flashing beacon and hooter, these are to be inspected as part of pre-start-daily checks. This inspection will also include brakes, lights, tyres and wheels. All defects must be reported to the management immediately.
- ❑ Dismounting of mobile plant will follow the principle of 'three points of contact' at all times. DO NOT jump from mobile plant, use foot holds and handrails at all times.
- ❑ When operating forklifts/teleporters ensure that the ground is level, and stable as unstable or inclined ground could cause overturning of the plant.
- ❑ At all times operators of mobile plant must ensure they are aware of pedestrians in their area as well as other mobile equipment.
- ❑ Forklifts and teleporters are lifting devices, they are not to be used for any other purpose than that which they were designed.

- ❑ Company vehicles are checked on a regular basis by the drivers to ensure tyres, wipers, brakes, lights and indicators are all in good working order and in good condition.
- ❑ PRS Household Services contractors and employees will request help when reversing if the vehicle is loaded or the area is very tight.
- ❑ Switch off the engine; remove the keys when leaving your vehicle.
- ❑ Speeding is not permitted on company and our customers premises.

6.11 MEWP's

All PRS Household Services contractors and employees will select the right MEWP for the job, taking into consideration the ground conditions, working height, the task including the range/sensitivity of movement and the anticipated load e.g. tools and persons.

The following controls will also be considered by PRS Household Services contractors and employees when operating MEWP's.

6.11.1 Safe Plant:

- Ensure the MEWP has a thorough examination by a competent person at least once every six months. Inspections may be more frequent depending on the use and operating conditions.
- **MEWP's will also have a daily check and a weekly inspection.**
- Ensure competent personnel undertake planned maintenance in accordance with the manufacturer's instructions. Particular attention will be shown to lubrication and electrical repairs which have caused problems historically, e.g. a fault from an electrical repair has caused outriggers to rise while in use.
- After a hydraulic leveling system hose failure, operatives will establish whether the carrier tilt will lock when it is brought back to ground level. If it does, people are at risk of being tipped out.
- Check if a different make or model of MEWP is delivered to the site. Check whether it is suitable for the task. This is important with poor ground bearing capacities. Control systems can vary, leading to operator errors. MEWPs designed to be used on firm level slabs should not be used elsewhere.

6.11.2 Safe Site:

- Ensure parts of a MEWP cannot protrude into roads or other transport routes. If this is not possible, safe systems of work will be used, (e.g. temporary road closure at quiet times).
- Check the work area for localised features, e.g. manholes, service ducts, potholes, etc. (e.g. a hole 75 mm deep caused an overturn).
- Check temporary covers are strong enough to withstand the applied pressure.
- Check temporary covers are secured and monitor them. Take similar action for permanent covers.
- Establish the load bearing capacity (general and point loading, e.g. outriggers) when working inside in a building or on a structure.

- Ensure there is supervision to ensure safe systems of work are appropriate and being used.
- Check for overhead crushing or contact hazards.
- Have agreed systems of communication (e.g. between MEWP operators and banksman during window erection work).
- Check weather conditions have not altered ground conditions (e.g. heavy or prolonged rain).
- Comply with permit-to-work systems where sites have them.

6.11.3 Safe Operation in Wind Conditions

- Establish limits for safe operation (e.g. maximum wind speed).
- All MEWP's (except those designed specifically for indoor use) are designed to operate in wind speeds up to a maximum which should be marked on the machine. Operation in wind speeds above this maximum will not be tolerated.
- The generally accepted design wind speed and also the maximum in which an operator can work comfortably, is **12.5 m/s (28 mph)**. This is the recommendation of the **International Powered Access Federation**.
- Wind speed can be measured from the platform with a handheld anemometer, but it is more usual to estimate using the Beaufort Scale of Wind Force (see below).
- It is very important to realise that wind speed increases with height and may be 50% greater at a height of 20 metres above ground level.
- Wind chill factor. On a calm day 10 degrees Centigrade is cool but not unpleasant. But with a wind of 20 mph the temperature experienced on the face and hands is 0 degrees centigrade and at freezing, the temperature - 15 degrees Centigrade. This makes it very important to wear warm clothing even though it might feel relatively warm at ground level before starting work.
- Care must be taken when handling window and door panels and other such materials which can act as "sails" and seriously affect the stability of a MEWP, especially in gusty wind conditions. For the same reason, signboards and the like must not be applied even temporarily to the platform.
- Operators will be made aware of the shielding and funnelling effects of high buildings which may cause high wind speeds on days when the wind speed in open areas is low.

Beaufort Scale:

The Beaufort Scale of wind force is accepted internationally and is used when communicating weather conditions. It consists of number 0 - 17, each representing a certain strength or velocity of wind at 10m (33 ft) above ground level in the open.

Description of Wind		Specifications for use on land	MPH	m/s
0	Calm	Calm; smoke rises vertically	0-1	0-0.2
1	Light Air	Direction of wind shown by smoke	1-3	0.3-1.5

2	Light Breeze	Wind felt on face; leaves rustle; ordinary vanes moved by wind	4-7	1.6-3.3
3	Gentle Breeze	Leaves and small twigs in constant motion; wind extends light flag	8-12	3.4-5.4
4	Moderate Breeze	Raises dust and loose paper; small Branches are moved	13-18	5.5-7.9
5	Fresh Breeze	Small trees in leaf begin to sway; crested wavelets form on inland waterways	19-24	8.0-10.7
6	Strong Breeze	Large branches in motion; whistling heard in telephone wires; umbrellas used with difficulty	25-31	10.8-13.8
7	Near Gale	Whole trees in motion; inconvenience felt when walking against wind	32-38	13.9-17.1
8	Gale	Breaks twigs off trees; generally, impedes progress	39-46	17.2-20.7
9	Strong Gale	Slight structural damage occurs (chimney pots and slates removed)	47-54	20.8-24.4

Using the above scale, operators of MEWP's have been instructed not to operate in conditions above Description of Wind Level 6. Strong Breeze.

6.11.4 Safe Operator:

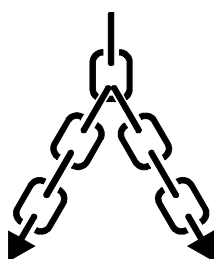
PRS Household Services Contractors and employees will.

- Ensure operators are trained and familiar with the performance and controls of the MEWP they are going to use,
- Ensure operators have any task-specific training,
- Ensure daily checks are done (in accordance with the manufacturer's instructions).
- Ensure operators know when further operation would be unsafe.
- Ensure that the operatives know how to position the MEWP for optimum use, and
- Ensure there is a system for recording faults, repairs and maintenance.

If there is still a residual risk of impact or persons falling after PRS Household Services contractors and employees will have assessed the risks and put the control measures in place, then the use of fall protection equipment will be required.

6.12 Lifting Equipment

Service and Testing of Lifting Equipment



A 6 monthly test will be conducted on all lifting equipment, and any repairs that are to be made shall be conducted by a competent testing agency.

After it has been tested on an approved test rig all lifting equipment will be issued a test certificate. All the items of lifting equipment that are tested and passed shall be returned to PRS Household Services .

Before any repairs are conducted on any item of lifting equipment, the testing agency shall inform PRS Household Services of repairs needed and costs of the repair. If and

when approved, the repairs are to be carried out and the equipment is then to be re-tested and certified.

On return to PRS Household Services will see to it that a detailed record of the test certificates and dates of testing are kept.

6.13 Ladders / Working from Heights

It will be the responsibility of each contractor to ensure that all work from heights will be carried out in accordance with the requirements of *Safety, Health and Welfare (General Applications) Regulations 2007* and in particular *Part 4*.

Work from ladders will only be conducted on the basis that the work has demonstrated that the use of ladders is suitable for the work being performed because of the low risk and –



- Short duration of use,
- Existing features on site that he or she cannot alter.

This assessment is in accordance with the requirements of *Schedule 6*, of the *Safety, Health and Welfare (General Applications) Regulations 2007* and in particular *Part 4*.

Ensure that the ladder is in good condition and is positioned securely against a solid structure at a safe angle (approximately 75 degrees with the horizontal). A good rule to follow is the 4 in 1 rule.

- ☐ Clean any mud or greasy substances from your footwear before climbing the ladder.
- ☐ Securely lash the top of the ladder to the structure to prevent movement, before commencing work.
- ☐ Always face the ladder and use both hands when climbing or descending. Three out of the four body contacts should be in contact with the ladder when climbing or descending. Carry your tools in special pockets or a shoulder bag or raise and lower them with a hoist/rope.
- ☐ Always work facing the ladder and hold on with one hand. If both hands are required for working, use a safety belt.
- ☐ It is dangerous to reach out too far in any direction from a ladder. If necessary, move the ladder across.
- ☐ Two ladders shall never be spliced together. Do not use a ladder as a horizontal member or a working platform for any purpose.
- ☐ Only one person is allowed on a ladder at any one time.
- ☐ Never work above the second top rung of a ladder. Do not straddle a ladder.

DO NOT use metal ladders or wire reinforced wooden ladders near electrical wires, circuits, fixtures or power lines.

- ☐ If necessary, have an assistant hold the bottom of the ladder to prevent movement and to warn any personnel and drivers of vehicles in the area.

- ❑ Stepladders are not permitted over three metres (10 ft) high. Do not stand on the top step. Be sure to lock the spreader bars. Do not use a stepladder as a straight ladder.
- ❑ Extension ladders shall not be used for heights over 12 metres (40 ft).
- ❑ Permanent vertical ladders over two metres (6 ft) high should have safety loops fitted.
- ❑ A safety harness and lanyard should be used at all times while carrying out work at height.
- ❑ Mobile Elevated Work Platforms (MEWP's) should be used to carry out work at heights when scaffolds are not a feasible option. All work conducted from MEWP's will be completed in accordance with the MEWP Method Statement.
- ❑ Only trained employees are to operate MEWP's at any time. All work equipment for 'Work at Height' must be inspected in accordance with Work Equipment for Work at Height inspection form (GA3).
- ❑ All MEWP's operated by contractors of PRS Household Services must be certified and come with completed GA1 and GA2 forms.
- ❑ The basket of the MEWP must not be overloaded with tools or bags of bolts when in operation.
- ❑ Work must never take place within 6mts of overhead power lines, without the written approval of the ESB Power Line Safety Officer.
- ❑ When operating MEWP's all areas around the MEWP should be cordoned off and safety signs must be erected to avoid dropping materials onto persons working below.

6.14 Fall Arrest Systems and Harness - Induced Death

Vigilance is needed to supervise persons to ensure harnesses and fall arrest devices are used correctly and safely. Prolonged suspension from fall arrest systems can cause orthostatic intolerance or suspension trauma which can quickly lead to death.

Suspension trauma or orthostatic intolerance results from a harness restricting blood flow from the legs. Harness restriction leads to pooling of blood in the legs which reduces the return blood flow to the heart. The brain, kidneys, and other organs are then deprived of blood and oxygen which leads to a lack of consciousness, serious injury and then death. A lack of consciousness can occur after five minutes.

Harnesses can become deadly whenever a person is suspended for durations in an upright posture, motionless with legs straight beneath the body. Unconscious or immobile workers suspended in their harness will not be able to move their legs and will not fall into a horizontal position, as they would if they fainted while standing. (If fainting while standing the body falls onto the ground and becomes horizontal which allows the blood to flow back to the heart and be pumped to the brain).

Three things happen that aggravate the problem. Firstly, the person is suspended in an upright posture with legs dangling. Secondly, the safety harness straps exert pressure on leg veins, compressing them and reducing blood flow back to the heart, leading to unconsciousness. Thirdly, the harness keeps the worker in an upright position, regardless of loss of consciousness, leading to death.

6.14.1 RESCUE PROCEDURES

Rescue

Rescue must be carried out very carefully or it can also cause death. Moving a person quickly into a horizontal position - a natural reaction - is likely to cause a large volume of deoxygenated blood to move to the heart if a person has been suspended for an extended period. The heart may be unable to cope with the abrupt increase in blood flow, causing cardiac arrest.

- Time in suspension should be limited to less than five minutes.
- Rescue suspended persons as quickly as possible.

Signs and symptoms of an individual who is approaching unconsciousness.

• Faintness	• Nausea
• Sweating	• Dizziness
• Paleness	• Unusually low heart rate
• Hot flashes	• 'Greying' or loss of vision
• Breathlessness	• Unusually low blood pressure
• Increased heart rate	

In the event of an emergency requiring the evacuation of operatives due to any of the following.

- Operative fallen out of MEWP, suspended from fall arrest device,
- MEWP's breakdown, operatives require assistance to egress,

Then the following procedures should be followed.

- Seek assistance in the first instance from other MEWP's operating within the site to extradite/rescue the operative suspended from the fall arrest device if unable to return him to the ground using the MEWP.
- In the event of breakdown, in the first instance seek assistance from other MEWP's operating within the site, if none available, seek assistance by calling the fire brigade for assistance.

6.15 Hazard Identification & Risk Assessment

Hazard Identification / Risk Assessment	Risk	Control Measures
<u>Weil's Disease</u> Weil's disease can be contracted by contact with water or soil contaminated by the urine of infected rats, by direct contact with a rodent or by ingestion of contaminated food or water. Infection usually follows by the penetration of bacteria through damaged skin, usually in a moist warm environment.	Low	➤ Operatives/Tenants/ Contractors have been instructed to report signs of rodent infestation in work areas to their managers immediately. ➤ Work areas should be cleaned out prior to commencement / re-commencement of work. Surgical gloves should be worn. ➤ Waterproof dressings and plasters are provided and should be used to cover cuts, scratches and abrasions. ➤ Operatives have been advised of the importance of good hygiene afterwards. They have been advised to avoid touching their mouths and noses and not to consume food in the work area. They have also been advised that hands, forearms and face should be thoroughly washed with soap and water before eating or drinking. ➤ Tools and other equipment or materials used in a potentially infected work area should be cleaned and disinfected with a solution of disinfectant and warm water.
<u>Tetanus</u> There is a danger of contracting tetanus from contact with contaminated soil on cuts.	Low	➤ Waterproof dressings and plasters are provided and should always be used to cover cuts, scratches and abrasions after washing the injured area. ➤ All employees of working on site are encouraged to keep their tetanus inoculations up to date.
Hazard Identification / Risk Assessment	Risk	Control Measures
<u>Sub-Contractors</u> Non-nationals with limited English language skills are extensively used on sites.	High	➤ Subcontractors are required to produce evidence they have adequate systems to ensure their non-English speaking staff understand safe systems and training.

Health & Safety Organisational Measures on Site

Training

- All new employees on site are given the site induction programme and receive Training, which emphasises all health and safety arrangements on site including site health and safety rules. The site manager maintains signed records of training.
- 'Toolbox' talks are provided regularly on a variety of topics, e.g., Hygiene, Manual Handling, Site Emergencies, Use of equipment etc. The training is given to managers who then give it to each of his operatives. Signed records are maintained of training.

Safety Statement

- The Safety Statement is available to all of the staff. PRS Household Services Site Manager or Agents have access to the main sub- contractor's safety Statement.

Accident Investigation & Reporting

- All Site Manager or Agents investigate accidents to staff on site and record the details..

Site Emergency Procedures

- Employees are made aware of site emergency procedures at induction and at 'toolbox' talks. Procedures, including the location of Assembly Points will be prominently displayed in staff areas etc.

Alone Working

- Employees are not permitted to 'work alone' on site.

First Aid

- Information on Certified First Aiders and adequate First Aid supplies are provided on site. The names of First Aiders and the locations of First Aid supplies are posted on site. Employees are also provided First Aid supplies, which are replenished by the Site Manager or Agents .

Hygiene facilities

- The PRS Household Services site must provide adequate toilet and washing facilities, with hot and cold running water, soap etc.

Facilities for Eating Food etc.

- The PRS Household Services site must provide adequate facilities where site employees may take their meals away from their workplace. Facilities are also provided for making hot drinks.

Personal Protective Equipment

The following Personal Protective Equipment (PPE) is required by all on site:

- Protective headgear, e.g., hard hats
- Protective footwear, e.g., steel toecap boots
- High-visibility clothing
- Safety harnesses and lanyards
- Eye protection, e.g., safety glasses
- Hearing protection, e.g., earmuffs
- Protective gloves, e.g., 'rigger' gloves

Note: Safety harnesses and lanyards are tested as required and records are maintained.

7 Provision of Personal Protective Equipment

It is the policy of PRS Household Services to ensure the required protective equipment. A Personal Protective Equipment (PPE) register shall be kept by contractors of all PPE issued to its employees. A copy of the register form is attached in Appendix 5. The Contractor working on behalf of PRS Household Services shall identify the appropriate protective equipment for tasks, which cannot be made safe by any other practicable means.

Responsibility for ensuring that the equipment is used properly rests with the Site Manager or Agents who will ensure that all employees within their area of responsibility are properly instructed in the maintenance and use of protective clothing and safety equipment.

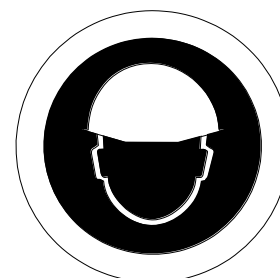
7.1 PPE Training

PRS Household Services is committed to ensuring that all its contractors and employees the necessary training with respect to the PPE required for use in the workplace. Prior to beginning work in an area that utilizes PPE, all new, re-hired and temporary employees shall receive training

It is the responsibility of the Site Manager or Agents to provide safety training specific to the job and the area in which any employee new to the area must work. Information regarding the use of new PPE shall be communicated to all affected employees by the Site Manager or Agents prior to introducing the PPE into the area.

7.1.1 Helmets

Hard hats are supplied to all personnel and must be worn at all times within designated areas. The use of helmets as requirement of law and is strictly enforced. Helmets that have been subject to impacts or any type of damage must be replaced immediately. (if required for a specific task)

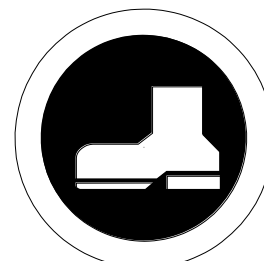


HEAD PROTECTION

7.1.2 Footwear

Safety boots, both rubber and leather, are fitted with steel toe caps and are supplied by the company. Other than for the initial issue of boots, you will be expected to produce the old ones in exchange for new boots.

Safety boots fitted with steel caps must be worn at all times on entering construction sites and or conducting any service or maintenance work.



FOOT PROTECTION

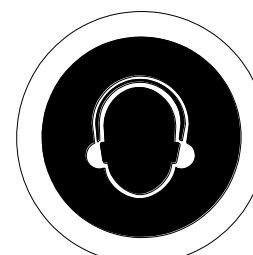
7.1.3 Gloves

Gloves should be worn wherever possible to prevent injury and chemical contact. Various types of gloves are available and must be selected carefully to ensure the type used is suitable for the task, particularly if working with chemical products. Gloves that are no longer in use should be disposed of properly into rubbish bins. Do not leave them lying around the workplace. Safety Data Sheets should always be referred to in order to ensure appropriate gloves are being worn.

7.1.4 Hearing Protection

Hearing protection should be worn in all designated areas. Power tools produce very high noise levels e.g. hammer drills, air powered tools.

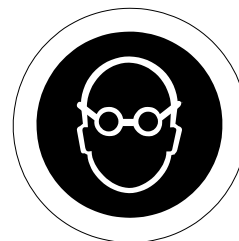
Various types of hearing protection are supplied by the Company, including earmuffs, ear plugs. Regardless of the type used, pay attention to the hygiene aspects.



HEARING PROTECTION

7.1.5 Eye Protection

Eye protection should be worn in all designated areas.



7.1.6 Respiratory Protection

The hazards posed by dust can usually be eliminated at its source by good management practices. Dust, where it is a problem can be protected against by the use of disposable dust masks. These masks are readily available as needed. The need for more specific types of respiratory protection for certain tasks is also readily available.



**BREATHING
PROTECTION**

7.1.7 Clothing

Close fitting clothing needs to be worn when working around moving machinery of any type.

7.1.8 Sun

Advice on the exposure to the Sun will be made to contractors and employees when required.

7.1.9 Rain

Wet weather gear must be worn as required

8 Consultation

PRS Household Services is committed to meeting its obligations under *Part 4, Section 25, of the Safety, Health and Welfare at Work Act 2005* on consultation. The Company is committed to a policy of co-operation and consultation between management and Contractors, tenants and staff and will take account of any representations made by staff members.

Consultation will be by a meeting of a Safety Committee Meeting, when required, chaired by the person responsible for Health & Safety. Health and Safety will also be an integral part of all management meetings occurring on a periodic basis.

The safety representative (on appointment) will be given the opportunity to receive appropriate on-going training. In this respect, they will undertake a safety representative course and will be given the option of undertaking further training if necessary.

Safety representatives will be given access to information as is necessary to fulfil their function and will be notified of any visit by a Health and Safety Authority Inspector. The safety representative will be expected to assist the HSA Inspector in order for them to discharge all of their functions under *Part 4, Section 25(1), of the Safety, Health and Welfare at Work Act, 2005*. Safety representatives will not be placed at any disadvantage as result of fulfilling their role.

The person responsible for Health & Safety will be responsible for co-ordinating consultation with the work force and providing appropriate information to the work force and their nominated safety representatives on all matters pertaining to safety, health and welfare.

The effectiveness of the consultation arrangements will be reviewed at regular intervals. PRS Household Services recognises the statutory rights of a safety representative as set out in *Part 4, Section 25 (1)*, of the *Safety Health and Welfare at Work Act, 2005* and is committed to co-operating with that person selected.

9 Harassment / Bullying Policy

In accordance with the general duties in *Part 2 General Duties*, of the *Safety, Health and Welfare at Work Act, 2005*, and the Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work 2021 and an anti-bullying/harassment policy is in place.

PRS Household Services is committed to providing a work environment free of any kind of bullying or harassment. This bullying and harassment policy applies to all persons involved in the operations of PRS Household Services and prohibits bullying or harassment by any employee of the company, including Site Manager or Agents tenants, co-workers and visitors, as well as by any person doing business with or for the company.

Harassment - occurs if any person feels intimidated, humiliated, patronised or embarrassed by the derogatory, offensive or discriminatory remarks or actions of others. Harassment may interfere with job performance, undermine job security or create a threatening or unpleasant work atmosphere.

Sexual harassment - is unwanted behaviour of a sexual nature by one employee towards another. Sexual harassment can be defined as conduct towards another person that is sexual in nature. Examples of sexual harassment include:

- Sexual gestures.
- Displaying sexually suggestive material, such as pictures or sending suggestive or sexually explicit correspondence.
- Unwelcome sexual comments or jokes.
- Unwelcome physical conduct, such as unnecessary touching, pinching etc.

Racial harassment - is unwanted behaviour of a racial nature by one employee towards another. Examples may include:

- Abusive language, mockery or racist jokes
- Display or circulation of racially offensive material
- Racial name calling
- Intrusive or persistent questioning about a person's racial or ethnic origin, culture or religion

- Exclusion from normal workplace conversation or social events i.e. frozen out.

Bullying -

is defined as repeated verbal, psychological or physical aggression by an individual or group against others that could be regarded as offensive, humiliating or intimidating. Any such activity is viewed as an act of misconduct.

Examples may include:

- Manipulating the victim's reputation by rumour, gossip and ridicule.
- Social exclusion or isolation.
- Preventing the victim from speaking by voicing loud criticisms or obscenities.
- Manipulating the nature of the work or the ability of the victim to perform their work, e.g. by overloading, withholding information or setting meaningless tasks.
-

PRS Household Services deplores all forms of harassment and seeks to ensure that the working environment is comfortable and secure for all.

The person responsible for this Policy is the Site Manager, but it is the responsibility of all employees to ensure the day-to-day practical application of the policies.

Where informal methods fail and harassment persists, employees are advised to bring a formal complaint and should do so in writing.

Employees are advised to remember to.

- Always give an accurate account of what happened and clearly state your grievance.
- At all stages in the grievance procedure the employee should be aware that they have the right to be accompanied by another member of the company.
- Every attempt will be made to resolve the grievance issue speedily and appropriately.
- The employee has a right to copies of meeting minutes taken at all stages of the procedure. It is recommended that the form attached should be used at all stages.
- The time limits are only a guide; they can be changed if all parties agree to it.
- The Site Manager will remain neutral throughout the grievance procedure and is available to any party who needs advice.
- Although grievances are often solved verbally, it is advisable to keep some form of written record of minutes taken if a case is ever appealed or referred to a third party.

PRS Household Services will immediately undertake an effective, thorough and objective investigation of the harassment allegations. Once the investigation is completed and determination is made regarding the alleged harassment/bullying, the result is communicated to the employee as soon as possible.

Any employee who brings a complaint of harassment will not suffer for having brought the complaint; however, disciplinary action will be taken against employees whose allegations of harassment are found to have been malicious.

10 Stress Policy

PRS Household Services adheres to all aspects of the *Safety, Health and Welfare at Work Act, 2005*, which obliges contractors and employers to identify and safeguard against ALL risks to health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Causes of stress in the workplace:

- Poorly organised shift work
- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill-defined work roles
- Highly demanding tasks
- The threat of violence

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards.

PRS Household Services will utilise the following methods of stress:

- Ensure that Site Manager or Agents are aware of the potential causes of stress and the early warning signs
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
- Where Site Manager or Agents are aware that a workload or conditions of work are particularly stressful, measures should be taken to reduce the workload or improve conditions.

11 Smoking Policy

No smoking is allowed in any enclosed area of the workplace. This policy is in accordance with *The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions*.

It is the objective of PRS Household Services to take as far as is reasonably practical, all reasonable steps to safeguard the health, safety and welfare of all employees and to meet or exceed all relevant safety regulations and legislative requirements. In accordance with this objective PRS Household Services will protect all employees, contractors and visitors from the discomfort and health risks associated with passive smoking.

Smoking shall not be permitted in any enclosed area of the workplace as defined by *The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions*.

All NO SMOKING signs are to be observed at all times.

Any person found to be smoking and in breach of this regulation will face disciplinary measures and may be liable to instant dismissal.

12 Pregnant Employees

The company adheres to the provision of the *Safety, Health and Welfare at Work (General Application.) Regulations, 2007*, and all leave entitlements. In anticipation of future growth of the company and the future employment of female employees, the following will apply with reference to pregnant employees.

These regulations apply to employees that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If Management is notified of any of the above, an assessment of any hazardous activities relating to the employee will be carried out. The following hazards must be considered:

- Physical shocks, including direct blows to the abdomen.
- Handling a load.
- Movement and postures, which are abrupt or severe, or give rise to excessive fatigue.
- Non-ionising radiation.
- Chemicals: (In particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents).

A pregnant employee must not be exposed to these hazards unless they are adequately controlled. Adequate control means:

- The hazard is reduced to a level, which will not harm the pregnant woman or the developing child or breast-fed child.
- If any of these risks are present, they must either be eliminated or safeguards put in place to protect the employee's health and safety.

These safeguards include:

- Changing the type of work, working hours, etc.
- Moving the employee to other safe work.

If these safeguards are not possible then the employee must be granted safety and health leave. This is paid leave, which continues until either the conditions change or else the pregnant employee becomes eligible for paid maternity leave.

Pregnant women and nursing mothers will have the facility to a rest area if necessary.

13 First Aid

The provision of information on the first aid equipment at each location as per legislation will be provided in accordance with the *General Application Regulations 2007, Part 7 chapter 2*

Information on the location of the First Aid Box is located within the premises of PRS Household Services will be provided at induction. This location of the first aid kit will be communicated to all employees working on the premises.

All injuries must be reported, if you use the First Aid box for any reason, record the usage and make sure you report the injury to the Site Manager or Agents.

Following an accident requiring first aid treatment, an accident report form must be completed. In the event of a serious injury the ambulance service must be called, the Managers must be notified and a full accident investigation carried out.

A check will be carried out regularly to identify any replacement stocks needed. Following this check, a list of stock required will be purchased. The restocking of the first aid boxes will be the responsibility of the person responsible.

14 Emergency / Fire Procedures

Evacuation drills will take place at PRS Household Services as required, generally once every six months. Employees/Tenants/Contractors are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency. After each evacuation a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary.

The *Fire Services Act, 1981* states that a fire register should be retained on the premises which notes the regular inspection and maintenance of all fire extinguishing systems, date of fire evacuation drill, testing of the emergency lighting and automatic detection systems.

A Fire Register is kept by PRS Household Services, or its agent and Tenants, and is the responsibility of the person responsible for Health and Safety. The fire register will include company details, specific duties for employees in the event of a fire on a client's site, a log of fire procedure notices and fire drills, an inventory of firefighting equipment held by PRS Household Services, a record of employee instruction/training and a maintenance/test/inspection schedule.

In the event of a fire, the register should be removed to the fire assembly point.

List of Emergency phone numbers

Ambulance	999/112
Gardaí	999/112
Fire	999/112
ESB	1800-372-999
Gas GNI (Leaks etc)	0800-085-8851



14.1 Fire Prevention Policy

The risks of a fire occurring on client's sites is considered low taking into account the following preventive procedures:

- Flammable liquids in containers in excess of 500 ml shall not be stored on the premises, other than for specific purposes.
- There will be proper waste receptacles, and these will be emptied on a daily basis.
- All electrical equipment conforms to ETCI guidance and is certified and maintained as such.
- All employees have received basic training on fire prevention.

14.2 Emergency Plan

- On discovering a fire, the person should immediately raise the fire alarm.
- Attempts to extinguish the fire should only be made after the fire alarm has been raised and if the person feels confident enough and has been trained to use the fire extinguisher/hose. At all times the persons attempting to extinguish the fire should place themselves between the fire and the exit route.
- On hearing the fire alarm all persons should immediately stop what they are doing and leave the construction site, assembling at their designated fire assembly points.
- The fire warden/s (Site Manager or Agents, and tenants) shall ensure that the correct numbers of persons are assembled at their assembly point and that all missing persons are accounted for.
- Integration with the any other overall fire plans will be included in the considerations as part of the PRS Household Services fire plan

15 Accident/Incident Reporting

All accidents and dangerous occurrences will be notifiable under the Health, Safety and Welfare at Work (Reporting of Accident and Dangerous Occurrences) Regulations 2016 to the Health and Safety Authority (HSA) by the Site Manager or Agents on the Accident Report Form and Dangerous Occurrences Form respectively.

If an employee is absent from work for more than three calendar days due to an industrial injury or illness, it is a statutory requirement that formal notice is given to the Health & Safety Authority on the appropriate form 'IR.1' (available on www.hsa.ie).

All notification of accidents or dangerous occurrences to the enforcement authority of the HSA will be completed by the person responsible for PRS Household Services or Agent

All accidents to a person, whether or not in the employment of the company, resulting in injury, however slight, must be reported to and recorded by the Site Manager or agents involved and the appropriate accident reporting form filled out and a copy sent to the person responsible for Health and Safety within 24 hours.

An Accident Report form is available for this purpose (shown in Appendix 6) and must be completed by the immediate superior of the person(s) involved in the accident. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required and as an aid in the identification of hazards so that the appropriate measures can be taken to prevent the accident from re-occurring.

Where an accident investigation is necessary, all employees, tenants and contractors are obliged to co-operate fully with such an investigation and to provide any information, which may be useful in establishing the circumstances leading up to the accident. All accidents investigated will have the investigation carried out by a Health and Safety representative and a written report shall be prepared.

16 Disciplinary Action

Where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of PRS Household Services to take disciplinary action on the matter.

The following basic procedure will be followed:

- Apart from any case of gross negligence of the Safety Regulations, which may warrant instant dismissal, the employee and agents shall be warned of any shortcomings and given a reasonable opportunity to put them right.
- Should it be necessary to take formal action a number of verbal warnings will be given. This warning will indicate the Specific Regulation, which has been breached, how it is to be rectified and the time limit in which it is to be achieved.
- A further warning will be given in writing, should the required improvement not result within the stated period.
- In any instances of alleged wilful breaches of the Safety Regulation, the case will be investigated rapidly and fully. Depending on the results of the investigation, the employee will either be dismissed, be given a written warning or return to normal work.
- All warnings for breaches of Safety Regulations will be noted in the employee's file.
- PRS Household Services may also implement other initiatives to enhance safety performance, from time to time. Such initiatives will be communicated to employees by the Managing Director/CEO.

17 Managing Director/CEO's Annual Review

The purpose of the Managing Director/CEO's Annual Review is to present an overview of the progress made by the company over a 12-month period in the areas of safety, health and welfare.

A report will be generated at the end of the Company financial year and may include the following information:

- Number of accident and / or incidents
- Number of first aid incidents.
- Number of workdays lost as a result of incidents.
- Full details of any safety training carried out during the year

Discussion of any areas of safety, health or welfare that need to be addressed in the future as a result of new legislation, incident history or any new work practices.

PRS Household Services welcomes any comments/queries or suggested initiative from any of its employees.

18 Members of Public, Tenants, Contractors and Visitors

18.1 Visitors and Tenants

PRS Household Services will ensure, as far as is reasonably practicable, the safety of tenants and visitors while on PRS Household Services premises.

When entering the PRS Household Services premises for the purpose of a business visit or to carry out work, all visitors and contractors shall report to Site Manager or Agents, security prior to entering the site.

While on the PRS Household Services site, visitors and tenants are to obey the safety rules and emergency procedures at all times. The tenants and their employees, who in the event of a fire alarm will be responsible to bring their visitor to the appropriate assembly point, should accompany all visitors.

18.2 Sub-Contractors

Sub-Contractors will not be allowed onto the premises to carry out work until the Company has checked and is satisfied with their Health and Safety record and insurances.

The sub-contractors must liaise with a PRS Household Services Site Manager or Agents and discuss and agree the safety precautions deemed necessary by either party. All sub-contractors are required to supply specific information and documentation as requested in the PRS Household Services failure to supply this information will constitute breach of contract and as such, the contract may be terminated.

19 Covid 19

Keep the company informed via the HSE website

20 Risk Assessments

20.1 Risk Assessment Process

Risk assessments have been conducted of all PRS Household Services activities and are attached to this Safety Statement. The risk assessment process involved the following:

- Identifying the hazards present within the workplace
- Identifying what risks are associated with each of the hazards identified.
- Recording the probability and severity of injury/illness associated with the hazard. Calculating the risk rating based on probability and severity (the risk rating is arrived at by multiplying the probability of injury x severity of injury - see below for details).
- Actions are suggested to reduce the risk (control options) in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- The hazards identified with a 'High' risk rating should be those that receive immediate attention. The implementation of the actions to reduce the risk should have a high priority.

Risk assessments should be reviewed annually and any necessary amendments made. They should also be reviewed if there is a change in circumstances e.g. new equipment, processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or new guidance being published.

20.2 Hierarchy of Controls

The crucial part of the risk assessment process is selecting the most appropriate method of risk or hazard control. The following 'hierarchy of controls' should be used when deciding on control measures, starting with the first in the list and working down to the last control measure which is the provision of personal protective equipment and clothing.

- 1) **Elimination:** Eliminating the hazard entirely from the workplace is the best way to control it.
 - Example: provide a trolley to move around paper boxes which eliminates the need to carry out manual handling.
- 2) **Substitution:** If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner.
 - Example: substituting a smaller package or container to reduce the risk of manual handling injuries.
- 3) **Isolation:**
Separate or Isolate the hazard from people. This method has its problems in that the hazard has not been removed. The guard or separation device is always at risk of being removed or circumvented.

Example: A guard is placed over a piece of moving machinery. If the guard is removed for maintenance and not replaced people are again at risk

4) **Engineering Solutions:** If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact.

- Examples of engineering controls are:
 - a. enclosure (enclose in a way that eliminates or controls the risk)
 - b. guarding/segregation of people
 - c. interlocks and cut-off switches
 - d. exhaust fans

5) **Administrative Solutions:**

These are the management strategies which can be introduced such as training, job rotation, limitation of exposure time, provision of written work procedures.

- Example:
 - a. Safe systems of work that reduce the risk to an acceptable level
 - b. Written procedures that are known and understood by those affected
 - c. Adequate supervision
 - d. Identification of training needs and provision of appropriate training
 - e. Information/instruction (signs, handouts)

6) **Personal Protective Equipment & Clothing:**

Personal Protective Equipment and Clothing should always be considered as a last resort. It can also be used as an interim measure to reduce exposure to a hazard.

- Examples of PPE include masks, ear-plugs, respirators, helmets, boots, safety shoes, overalls, etc.

20.3 Summary

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the hierarchy of control list the less effective the methods become.

Risk Assessment Method Used

$$(\text{Likelihood}) \times (\text{Severity}) = \text{Risk Rating (RR)}$$

		Severity				
		Negligible	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	5	10	15	20	25
	Likely	4	8	12	16	20
	Possible	3	6	9	12	15
	Unlikely	2	4	6	8	10
	Rare	1	2	3	4	5

Risk Rating	Priority	Action Required
LOW = 1 - 6	Action Needed	Low/Monitoring Required Assessment Recorded Controls Required as soon as practical
MEDIUM = 8 - 12	Action Needed	Controls Required Controls Documented Assessment Recorded
HIGH = 15- 25	Immediate Urgent Action Required	Work Prohibited / Ceased Controls Required Immediately Assessment Recorded Controls Documented Work Stoppage Documented

Risk Assessments conducted of PRS Household Services are a separate risk register of this Safety Statement.

21 Conclusion

The aim of PRS Household Services is to provide a safe and healthy working environment for its employees, staff, contractors and visitors. All requirements under the *Safety, Health and Welfare at Work Act, 2005* will be adhered to and where reasonably practicable implemented. This can be achieved with the help and assistance of all by:

- All employees observing the general rules of safety and health. It is the duty of every PRS Household Services tenant, contractor or employee to fully comply with all safety rules and regulations. All PRS Household Services contractors and employees should inspect their workplace and report any unsafe condition.
- Using all equipment in a safe and proper manner. Notify any persons likely to be affected by work that you are doing.
- All injuries sustained by PRS Household Services tenants, contractors, employees, however slight must be reported to your Site Manager or Agents .
- Wear the appropriate PPE for all tasks undertaken. Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves or others.
- Keeping work areas clean and tidy at all times.
- Making sure all corridors and passageways particularly those leading to escape routes, are kept free of obstructions at all times. Do not litter, use the bins provided.
- Taking care that fire points are not blocked or covered up in any way and that access in the event of an emergency is un-hindered and that fire extinguishers are ready for use if the need arises.
- Follow all safety signs and familiarise yourself with the Emergency Procedures.
- Vandalism of Site will result in instant dismissal.
- Report any defects to your Site Manager or Agents immediately.

This Safety Statement has been prepared based on conditions existing in the fabric of the workplace of PRS Household Services at the time of writing. It may be altered, revised or updated periodically in order to comply with any changes in conditions.

22 List of Appendix

- Appendix 1: Inspection and Testing of Fire Prevention Equipment, Annual Fire Precautions.**
- Appendix 2: First Aid Box Contents.**
- Appendix 3: VDU User Checklist, VDU Workstation Set-up Diagrams.**
- Appendix 4: Inspection and Testing Schedule for Electrical Equipment.**
- Appendix 5: Personal Protective Equipment Register**
- Appendix 6: Accident / Incident Form.**
- Appendix 7: Risk Assessments.**
- Appendix 8: Covid 19 Risk Assessments**
- Appendix 9: Staff Declaration – Signatures.**

Appendix 1 – Inspection and Testing of Fire Prevention Equipment

Summary of inspections and testing for Fire Prevention Equipment

	Equipment Type	Inspection Frequency
1.	Smoke detectors and fire alarm systems	Regular, ideally weekly. Supplemented by quarterly inspections and certifications by a competent person (typically part of arrangements under a Service Agreement).
2.	Control panel of fire alarm system	Fire Marshal should check daily. Servicing should be carried out according to the supplier's recommendations.
3.	Fire Extinguishers	Annual maintenance check and test discharged as per requirement I.S 291.1998. User to check monthly to ensure they have not been accidentally discharged seal is intact, they are correctly mounted (1 m from the floor), they are easily accessible and are not overdue for inspection by a competent person.
4.	Hose Reels	Checked monthly for valve leaks and fully run out and tested annually.
5.	Sprinklers	Weekly checks on pressures, alarm connections, trace heating arrangements. Tests required quarterly, half yearly, yearly and 3 yearly (details should form part of a service agreement).
6.	Emergency lighting for exit routes	Inspected by the user every week and fully tested for a min. of ½ hour every 3 months. Annual complete test and inspection where all batteries are completely discharged.
7.	Automatically closing fire doors (on alarm)	Checked every 3 months when alarm test is carried out.

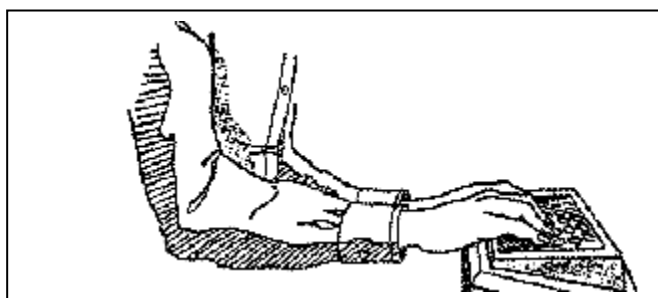
Note: Records to be kept of all inspections, tests, defects and action taken

Appendix 2 – First Aid Box Contents

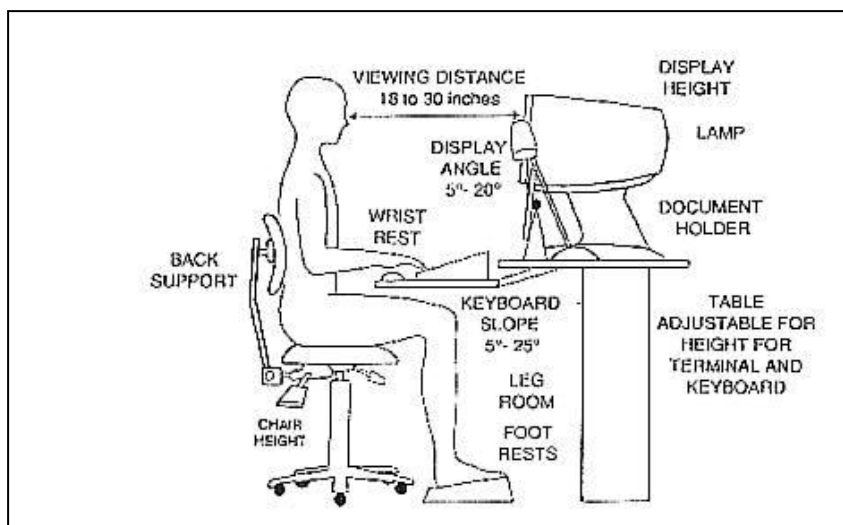
First-Aid Box Contents as per the HSA specification

Appendix 3 – VDU User Checklist & VDU WORKSTATION SETUP DIAGRAMS

- The following guidelines are intended to help employees and Site Manager or Agents understand and reduce health risks associated with computer workstations. Since no two bodies are identical, different styles, models, and sizes of furniture and accessories may be needed. Since a wide variety of products are available to suit individual and departmental needs, no specific product recommendations are made here. The best results are usually achieved when the individual is involved in the selection process.
- The work surface should be of sufficient area to accommodate the computer and all associated materials. There should be adequate space beneath this surface for the operator's legs and feet.
- The keyboard and mouse should be directly in front of the operator at a height that favours a neutral posture (23 to 28 inches). When placed at standard desk height of 30 inches, they are too high for most people. Raising the chair solves this problem for some individuals. An adjustable keyboard holder with mouse deck is usually the best solution. The objective is a posture with upper arms relaxed and wrists straight in line with the forearm. Wrist rests may also help and are built into most keyboard holders. For some people alternative keyboard and mouse designs may need to be considered.



- The monitor should be positioned at a distance of approximately arm's length and directly in front of or slightly to one side of the operator. The top of the screen should be no higher than eye level. A monitor placed on top of the computer can easily be lowered by relocating the computer. Stackable monitor blocks can be used to achieve the desired height. Adjustable monitor arms enable easy height adjustment for workstations with multiple users.



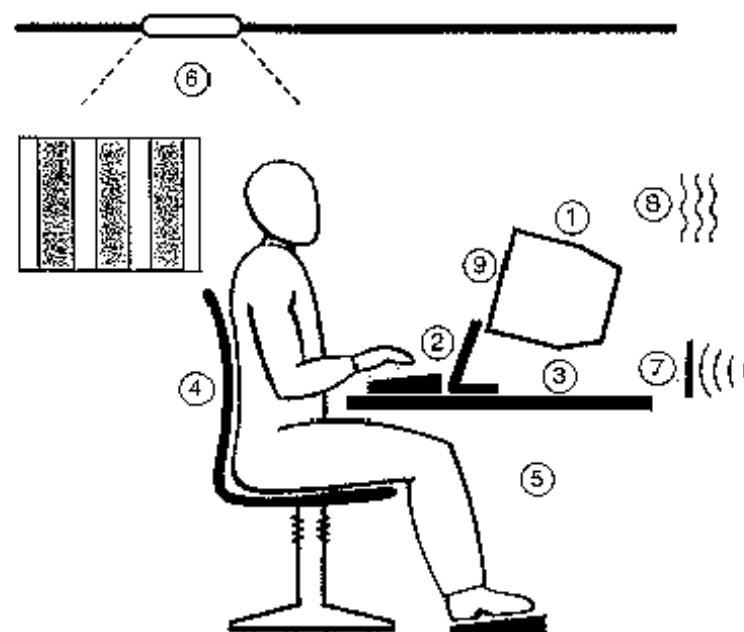
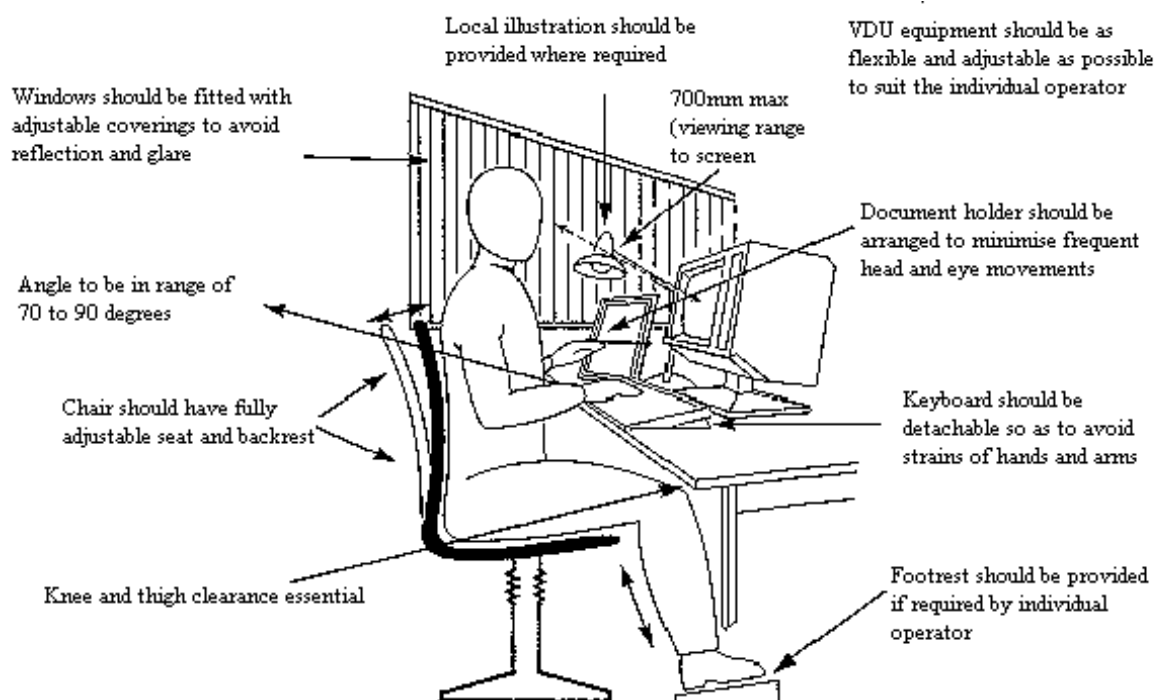
- A well-designed chair will favourably affect posture, circulation, the amount of effort required to maintain good posture, and the amount of strain on the back. An adjustable

seat back is best for support in the lumbar region. The user should be able to adjust seat height and seat pan angle from a seated position. Armrests are optional.

- Additional accessories can improve operator comfort. Document holders can minimize eye, neck and shoulder strain by positioning the document close to the monitor. A footrest should be used where the feet cannot be placed firmly on the floor. Task lamps will illuminate source documents when room lighting is reduced.
- Glare should be eliminated through methods that include reduction of room lighting; shielding windows with shades, curtains or blinds; positioning the terminal at a right angle to windows; and tilting the monitor to avoid reflection from overhead lighting. Glare screens are not normally necessary. Training All computer users should receive basic training in potential health effects that may result from poor posture and work habits, early warning symptoms, workstation adjustment, and other self-help protective measures. Site Manager or Agents should receive similar training to easily recognize problems and know what corrective measures to take.

VDU USER CHECKLIST

1. Adjust seat height so that lower arms are horizontal and wrists straight when operating keyboard.
2. Use footrest if feet can't touch floor.
3. Adjust height and tilt of backrest so that upper back is supported. This will help maintain natural curve in lower back.
4. Avoid slouching/leaning over by removing obstacles from under desk.
5. Adjust height of display screen so that angle of viewing is 15-20°.
6. Place document holder at equal distance and height to screen.
7. Adjust screen angle and window coverings to avoid unwanted reflections.
8. Adjust brightness/contrast controls.
9. Vary distance of display viewing distance during day.
10. Break up the day with regular changes of activity – away from the screen and keyboard.
11. Clean your screen.
12. Have regular eyesight tests for VDU work.



1. Screen: Readable and stable, image adjustable, glare free.
2. Keyboard: Usable, adjustable, key tops legible.
3. Work Surface: Allow flexible arrangement, spacious, glare free, document holder as appropriate.
4. Work chair: Appropriate adjustability plus foot rest.
5. Leg room and clearances: To facilitate postural change.
6. Lighting: Provision of adequate contrast, no direct or indirect glare or reflections.
7. Distracting noise minimised.
8. No excessive heat, adequate humidity.
9. Software: Appropriate to the task and adapted to user capabilities, provide feedback on system status, no clandestine monitoring.

APPENDIX 4 – Inspection and Testing Schedule for Electrical Equipment

Recommended electrical inspection and testing schedule ¹ for offices			
Equipment/ Environment	User Checks	Formal Visual Inspection	Combined Inspection and Testing
Battery operated (less than 20 volts)	No	No	No
Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights	No	No	No
Information technology, e.g. desktop computers, VDU screens	No	Yes Every 2-4 years	No if double insulated – otherwise up to 5 years
Photocopiers, fax machines; NOT handheld. Rarely moved	No	Yes Every 2-4 years	No if double insulated – otherwise up to 5 years
NOT handheld. Moved occasionally, e.g. fans, table lamps, slide projectors.	No	Yes Every 2-4 years	No
Double insulated equipment: HANDHELD e.g. Some floor cleaners	Yes	Yes 6 months-1 year	No
Earthed Equipment (Class 1): e.g. Electric kettles, toasters, some floor cleaners	Yes	Yes 6 months-1 year	Yes 1-2 years
Cables (leads) and plugs connected to the above	Yes	Yes 6 months-4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to

- 1 Experience of operating the inspection and testing schedule outlined in the table over a period of time, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test. This may be reviewed and decided upon either by a manager, with guidance from the relevant competent person, or by the team carrying out the electrical inspections.
2. “No” means no formal, recorded checks, but users should always visually inspect equipment to be used and respond to any evidence of fault or damage.

APPENDIX 5 – Personal Protective Equipment Register

**Personal Protective
Equipment
Register of Personal Issue.**

Contract No	Employee No.	Form No.	
-------------	--------------	----------	--

Employee Name

Description of Item	Issue Date	Qty	Code	Insp Date	Reissue	Signature
Safety Helmets Red						
Safety Helmets White						
Suit Overalls						
Rigger Gloves						
Safety Harness						
Safety Glasses						
Hi-Viz Vests						
Safety Goggles						
Earmuffs						
Ear Plugs						
Welding Visor						
Welding Goggles						
Welding Jacket						
Welding Gloves						
Safety Boots.						
Security Uniform						

Issued By	Received
-----------	----------

1. Top Copy to be Held By site Manager or Agents / Second Copy Held by Employee/Third Copy placed in PPE Register
2. Reissue will only be granted when old item is exchanged or inspected
3. PPE will be periodically checked by the Person responsible for Health & Safety
4. Any defects in PPE must be notified to the Site Manager or Agents
5. Employees responsibilities. Under Section 13 & 14 Safety Health & Welfare at Work Act 2005
 - Employees may not interfere with, damage or misuse any PPE issued to them.
 - Employees are responsible for the care and maintenance of their own PPE

APPENDIX 6 – Accident / Incident Form

PRS Household Services		Accident / Incident Report <i>Incident reports must be submitted to PRS Household Services within 24 hours.</i>	
PRS Household Services or Sub-Contractor:		Incident Date :	
		Incident Time :	
Location of Incident:		Date of report:	
Name of Injured:	Occupation of injured:	Date of Birth of injured:	
Witnesses:			
Please attach signed witness statements for all incidents involving personal injury			
Site Manager or Agents :			
Description of Incident (add additional documentation and sketches for, IR 1 incidents):			

Injury Management (TO BE COMPLETED BY FIRST AIDER).			
Body Part Affected:	Head ☐ . Neck ☐ . Trunk ☐ . Arm ☐ . Hand ☐ . Fingers ☐ . Leg ☐ . Ankle ☐ . Foot ☐ . Eye ☐ . Back ☐ . Chest ☐ . Multiple ☐ . Others:(Define)		
Nature of Injury / Disease:	Fracture of Spine ☐ . Other Fracture ☐ . Dislocation ☐ . Sprain / Strain ☐ . Amputation ☐ . Laceration ☐ . Bruising ☐ . Abrasion ☐ . Burn ☐ . Puncture Wound ☐ . Poisoning / Toxic Effect ☐ . F/Body ☐ . Internal Injuries ☐ Other		
Signs & Symptoms & Treatment:			
Injury Status:	First Aid ☐ .	Site First Aid ☐ .	Doctor ☐ .
Hospital ☐ .	Full Duties ☐ .	Alt Duties ☐ .	Lost Time ☐ .
Date of resumption of Work:		Object/equipment/substance inflicting harm:	
Anticipated absence if not back:			

Immediate causes: (What substandard actions & conditions caused the event)			
Basic Causes: (What personal action or fundamental job factors caused the event)			
Remedial Action to Prevent Reoccurrence:	By Whom	When By	Sign when completed
Employee's Comments:			
Employee's Name: _____ Signature: _____ Date: _____			
Site Manager or Agents 's Comments: (PRS Household Services)			
Site Manager or Agents 's Name: _____ Signature: _____ _____ Date: _____			
PRS Household Services – Site Managers Comments:			
Site Managers Name: _____ Signature: _____ Date: _____			

APPENDIX 7 – Risk Assessments

Risk Register Issued

APPENDIX 8 : Covid 19 Risk Assessment

Risk Assessment Issued

APPENDIX 9 – STAFF DECLARATION

I have read the safety statement and understand my obligations and duties therein. I understand that these obligations and duties are legal requirements under The Safety, Health & Welfare at Work Act, 2005.

<i>Name</i>	<i>Date</i>	<i>Name</i>	<i>Date</i>