



Alpha mechanical Services Ltd

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SAFETY STATEMENT & POLICY | REVISION No .01.

NOTICE:

- 1. THIS STATEMENT IS TO BE DISTRIBUTED TO ALL COMPANY EMPLOYEES.**
- 2. THE TERMS OF THIS SAFETY STATEMENT SHALL BE BROUGHT TO THE ATTENTION OF ANY PERSON, ON SITE OR IN ANY OTHER PLACE OF WORK WHO MAY BE AFFECTED BY THE CONTENTS WITHIN THE SAFETY STATEMENT.**

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SECTION 1: ALPHA MECHANICAL SERVICES SAFETY STATEMENT.

The Partners of Alpha mechanical Services are dedicated to the endorsement of safety, quality and the environment as a key area of priority across all aspects of its business. It is therefore committed to provide mechanical installations in a manner which is safe, protects the environment and improves the quality and delivery of all company services.

In accordance with the above undertaking, Alpha mechanical services will;

- comply with all related regulatory and legislative requirements as well as pertinent standards (ISO9001,ISO14001 and OHSAS18001).
- Endeavour to develop and strengthen partnerships with regulatory authorities
- Continually identify hazards and risks which may impact the company's operations.
- Continually monitor and improve site management while cultivating industry best practices so as to provide a safe working environment, and, as far as is reasonable possible reduce any negative environmental impacts.
- Supply and manage quality products and services in a manner which meets and satisfies customer requirements.
- Monitor and improve performance measurement through the continuous review of safety and quality.
- Engage with employees to encourage participation in safety awareness.
- Engage in regular auditing, reviewing and updating of Alpha heating and plumbing safety and quality standards.
- Consistently strive to improve emergency preparedness and response procedures
- Apply and adhere to the General Principles of Prevention of accidents.



Responsibility for implementation of the policy outlined in this document rests with the owners of Alpha mechanical services.

Successful implementation of the Alpha mechanical services safety policy requires commitment from all employees, visitors, suppliers and contractors. It is the responsibility of employees to comply with the rules and procedures set out in this document. Employees must also comply with the company's statutory obligations. They therefore must be continuously aware their explicit and implicit responsibilities to their own safety and the safety of others.

To ensure compliance with the policies and procedures set out forthwith, the contents of this document are communicated, implemented and maintained to all employees on a regular basis.

Alan Kelly

Date: 1st January 2014



SECTION 2: GENERAL PRINCIPLES OF PREVENTION

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



SECTION 3: ORGANISATION AND RESPONSIBILITIES

Management is tasked with the ultimate responsibility for safety within the company. The management structure for Alpha mechanical services is as follows:

Alan Kelly

Vincent Geraghty

3.0 OVERALL RESPONSIBILITIES

1. Health, safety, welfare, quality and the environment at Alpha mechanical services.
2. Effective implementation of health and safety in the work place.
3. Appraisal of the effectiveness of the business policies and ensuring any necessary changes are made.
4. Ensuring that the Company Safety Statement is up to date and is understood by all employees.
5. Maintaining a good standard of housekeeping in the workplace.
6. Reviewing absences due to accident or injury in the workplace.
7. Ensuring that all personnel are aware of, and adhere to, the requirements of the safety management system.
8. Ensuring that the training needs of all employees are acted upon and maintaining appropriate training records.



3.1 ALAN KELLY SHALL.

1. Ensure that adequate provision for Health and Safety is made in planning and pricing contracts
2. Issue work commencement notices to H.S.A. on Form AF.2
3. Prepare a supplementary statement and other statutory requirements for new projects when required
4. Ensure that the provisions of this policy statement are implemented for new projects when required
5. Ensure that site Managers / Foremen under his control will implement this policy and comply with statutory requirements.
6. Ensure that plant and machinery allocated to each site are in accordance with regulations and inspected as required.
7. Ensure that all personnel recruited for or assigned to each site are suitable for and competent to carry out the work on site.
8. Ensure that Sub-Contractors and self-employed persons are aware of Company Health and Safety Policy.
9. Ensure that suitable Safety Statements have been received from all SubContractors.
10. Ensure that company accident procedures are adhered to on sites under their control. Also that all Sub-Contractors are aware of these procedures and have agreed to observe them.
11. Ensure that any necessary Health and Safety training is given to site personnel. This includes safepass and manual handling training and where applicable any other relevant training to enable operatives to carry out their duties safely.
12. Ensure that all personnel on site are aware of their responsibilities.
13. Maintaining good housekeeping standards throughout the sites.
14. Ensuring the implementation of health and safety in the work place.



15. Ensure Material Safety Data Sheets (MSDS) for all existing and new chemicals are available on site. Ensure all employees have access to m.s.d.s. sheets for any chemicals being used on a day to day basis and implement the use of a care of substances hazardous to health cabinet where required.
16. Conserving natural resources and achieving site reduction targets.
17. Ensuring that waste is managed and disposed of according to the correct procedures.
18. Ensuring that waste does not accumulate to pose a nuisance or a threat to the environment and that the waste is only removed by site approved waste contractors.
19. Ensuring awareness and implementation of the company Safety Statement.
20. Ensuring all appropriate safety and quality related legislation is adhered to
21. Updating occupational risk assessments and ensuring that required controls are implemented as appropriate.
22. Arranging for the immediate rectification of any safety related defects in the work places with the relevant person as far as is reasonable and practicable.
23. Ensuring that the Control of Work (i.e. Work permit) procedure is operated effectively in their area of control.
24. Communicating and consulting with employees on safety related issues
25. Identify safety training needs and appropriate training programmes where applicable i.e. safepass and manual handling training.
26. Identifying and updating health and safety related objectives and targets.
27. Conducting internal audits.
28. Purchasing, hiring or leasing of any machinery or equipment is effected to comply with relevant legislation, the best available safety standards, and codes of practice.
29. Ensuring all equipment is placed on a monitoring/maintenance/calibration programme as appropriate. 30. Updating, maintenance and control of safety related site plans and drawings as necessary.



3.2 SITE MANAGER / FOREMAN

Responsible to the appointed Project / Contract Manager, each site Manager Foreman is responsible for applying the principles of the operations under their control and its implementation.

Site Manager/Foreman shall:

1. Be familiar with the Safety and Health Regulations and company policy applicable to the work on which you are engaged and insist that the prescribed standards are observed.
2. Ensure so far as is reasonably practicable that safety systems of work are in place.
3. Maintain a tidy workplace. Arrange for regular clean-up periods. Appoint a person responsible. Insist that all persons on site, employees, Sub-Contractors, self-employed and visitors wear safety helmets. Do not allow anyone to work without helmets.
4. Ensure that adequate access and egress throughout the site comply with the regulations.
5. Provide safety equipment/clothing, ensure its proper use by all personnel on site.
6. Make certain that all plant and machinery operators are only employed on equipment for which they have been properly trained.
7. Ensure that all machinery and plant including power and hand tools are maintained in good condition.
8. Report defects in plant and equipment.
9. Ensure that adequate fire fighting equipment is available and replace used or defective equipment.
10. Ensure the safe handling and storage of all tools, plant and machinery.
11. Ensure that First Aid boxes are maintained properly.
12. Ensure all ladders are sound and tied while in use.
13. Ensure that all power tools are 110 volts A.C.
14. Ensure all Sub-Contractors comply with the site safety procedures.
15. Ensure that all floor and stair opens are guarded or covered over if they fall under Alpha mechanical services responsibilities.



16. Maintain all safety records on site, i.e. general register (accident record book).
17. Record and investigate all accidents and dangerous occurrences with a view to preventing recurrence.
18. Show a personal example by wearing the safety equipment provided.
19. Ensure that all welding equipment is in both safe and good working order.
20. Ensuring that waste is managed and disposed of according to the correct procedures
21. Facilitating the completion of safety audits.
22. Arranging for the immediate rectification of any safety related defects in the work places for which they are responsible as far as is reasonable and practicable.
23. Conducting internal audits.
24. Ensuring Company rules and procedures are observed at all times.
25. Ensuring that waste is managed and disposed of according to the correct procedures.
26. Maintaining a good standard of housekeeping in their work areas.
27. Ensuring that PPE is provided, worn, maintained and stored as appropriate in their area.



3.3 PARTNERS RESPONSIBILITIES

1. Ensure the company's Health and Safety policy is brought to the attention of all employees.
2. Authorise the purchase of safety equipment and literature.
3. Ensure that any necessary Health and Safety instructions and training are made available to employees
4. Ensure that Health and Safety training courses are arranged for selected employees as necessary.
5. Monitor the Health and Safety performance of Alpha mechanical services.
6. Ensure that the company's obligations for Health and Safety of persons other than the company's employees are taken into consideration i.e. Sub-Contractors, Clients, Consultants and the public.
7. Co-operate with employees in their selection of a Safety Representative (if they chose to select and appoint one), facilitate the appointed person in the performance of his/her duties and taking account of representations on matters of safety made by the Safety Representative or other employees. Currently Vincent Geraghty has been appointed as the safety representative and is a trained occupational 1st aider.
8. Consult and liaise, as necessary, with main contractors or employees on any aspect of safety at work.
9. Providing training sessions in the areas of spill control, chemical handling and awareness and emergency response.
10. Ensuring that safety and quality audits are carried out as required.
11. Regular inspection of the work place.
12. Ensuring that all fire equipment is regularly inspected and serviced and fire drill and evacuation procedures are practiced as required by the fire services act.
13. Assisting with the investigation of accidents, dangerous occurrences and damage to property, as required.
14. Effecting safety and environmentally related induction training of new employees and contractors.



15. Ensuring that adequate First Aid facilities are available and properly maintained at all locations.
16. Reviewing safety related documentation from contractors.
17. Overall co-ordination of safety and environmental management at Alpha mechanical services.
18. Updating employees on any new or proposed safety or environmental legislation.
19. Ensuring that group safety records (including accident records) are maintained.
20. Assisting and advising site management on health and safety training for all employees.
21. Ensuring the safety and environmental management requirements are established, implemented and maintained.
22. Ensuring that the Register of Environmental Aspects and Impacts is reviewed and updated as necessary.
23. Maintaining a library of safety and environmental literature and documentation.
24. Controlling the safe movement and disposal of waste, both hazardous and non-hazardous, from site and ensuring that waste disposal companies are licensed and bona fide, and all appropriate records are maintained as required.
25. Co-ordinating safety and environmental monitoring and other tests with external contractors and reviewing the results.
26. Preventing pollution through a combination of substitution, elimination, engineering controls and monitoring as appropriate.
27. Ensuring that the Register of safety and environmental regulations are current and maintained, and access is available to relevant legislation.
28. Evaluating the MSDS's of new or modified materials before they arrive on site. Where applicable, chemicals will be stored in a purpose built care of substances hazardous to health cabinet.
29. Providing safety and environmental training as necessary to site personnel.
30. Working with relevant site personnel to prevent or reduce hazards or risks through a combination of substitution, elimination, engineering controls and monitoring as appropriate.



31. Undertaking regular site safety and environmental inspections and making recommendations where necessary.
32. Attending Safety Committee meetings.



3.4 THE SAFETY REPRESENTATIVE WHERE APPLICABLE WILL

Comply with the relevant requirements of the Safety, Health and Welfare at Work Act (2005), some of which are listed below:

1. Making representations to an employer.
2. Investigate accidents and dangerous occurrences.
3. Making oral or written representations to safety inspectors as required.
4. Receiving advice and information from Inspectors.
5. Conducting Safety Inspections.
6. Investigating potential hazards or complaints.
7. Accompanying an Inspector if requested.
8. Currently Vincent Geraghty is the designated safety representative and is a trained occupational 1st aider



3.5 DUTIES OF EMPLOYEES

It is the responsibility of all employees of Alpha mechanical services to,

1. Take reasonable care of your own Safety, Health and Welfare and that of any other person that may be affected by your acts of omission while at work.
2. Co-operate with your employer and any other person to such an extent as will enable your employer or other person to comply with any of the relevant statutory provisions as regards to Safety, Health and Welfare.
3. Use in such a manner so as to provide the protection intended any suitable appliance, protective clothing, convenience, equipment or other means or things so provided (whether for use alone or for use by you in common with others) for securing your Safety, Health and Welfare while at work.
4. Report to your foreman or supervisor without unreasonable delay any defects in the plant, equipment place of work or system of work, which might endanger Safety, Health and Welfare of which you become aware of.
5. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment, or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the Safety, Health & Welfare of persons arising out of work activities.
6. Use correct tools and equipment for the job.
7. Keep tools in good condition.
8. Safety helmets must be worn whilst site. Employees are directed to study the Company Safety Policy statement and confirm that this has been done.
9. Employees are encouraged to make suggestions, or raise concerns and are hereby consulted initially on Health and Safety matters.
10. Develop a personal concern for Safety for yourselves and for others.
11. To avoid any action which would be a source of danger to yourself and/or others and ensure that you do not engage in any acts of personal injury etc.
12. Employees must not carry out any tasks which they feel they are not competent to carry out or which involves unreasonably high risks.
13. Being aware of Alpha mechanical services safety Policy and its requirements.
14. Ensuring housekeeping is maintained to a high standard and preventing hazards due to slips, trips and falls at all times, eg. Keep emergency exits clear etc.



15. Being aware of the location of spill kits and fire extinguishers in their working area, evacuation routes, exits and assembly areas and immediately evacuate the building on hearing the emergency evacuation siren.
16. Adhering to health and safety procedures relevant to their area.
17. Ensuring that all accidents, incidents or dangerous occurrences are reported immediately.
18. Ensuring that defective or substandard equipment, premises or systems of work that pose a risk to health and safety are reported immediately.
19. Co-operating with Alpha mechanical services Management on all safety related matters.
20. Being aware of the hazards and the risks associated with their work activities and where these risks are recorded.
21. Taking immediate preventative action when a hazard is identified.
22. Being aware of the actual or potential environmental impacts of their activities and the measures required to control same.

Alan Kelly is responsible for,

1. Advising and assisting on all matters in relation to the safety aspects of mechanical work.
2. Conducting hazard audits (Portable Hand Tools and Electricity) as required, reviewing the register of regulations.
3. Implementing and updating as necessary the Procedures for mechanical work.



3.6 SUB-CONTRACTORS AND SELF EMPLOYED PERSONS

Are responsible for:

1. Sub-Contractors and self-employed persons shall provide their Safety Statement when requested to do so.
2. Self-employed persons must conform generally with the duties and responsibilities of direct employees.
3. Sub-Contractors must produce evidence when requested showing that appropriate Employers Liability and Public Liability Insurance is in place.
4. Sub-Contractors and self-employed persons have a duty to bring to the attention of and anyone else who may be affected by any process or use of materials which may endanger Health and Safety while at work.
5. Sub-Contractors and self-employed persons shall comply with the requirements of this Safety Statement and co-operate with site management in providing a safe place of work a safe system of operation and wearing of protective clothing.
6. Sub-Contractors must ensure all their employees and others under their care are provided with and wear safety helmets and safety footwear.
7. Sub-Contractors employees and self-employed persons must attend, when notified, any safety courses prepared for workers on projects.
8. All Sub-Contractors shall have a duty to report any defect in the plant and equipment, place of work, or system of work without unreasonable delay.
9. Sub-Contractors must only use competent and suitable persons on site.
10. Sub-Contractors must get the consent of to engage persons other than their direct employees on site.
11. Sub-Contractors must ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to Health and Safety.



SECTION 4: ACCIDENT PROCEDURES

When a serious accident occurs the procedures below will be followed,

The Site Manager must be notified immediately. The Site Manager or other nominated persons must take charge of the proceedings as follows:

1. Observe accident location and status of injured person.
 2. Call for immediate medical assistance or emergency service.
 3. If an ambulance is called make sure exact location is given so that the ambulance can access the site as near as possible to the injured person.
 4. Notify the site foreman and the Health & Safety Manager.
 5. Establish the location of hospital and appoint a suitable person to travel with the injured person.
 6. Gather all information immediately about the accident and what led up to it.
 7. Obtain witnesses statements, write them down as they are given.
 8. Complete the Accident Report Book and Report Form and check with the Managing Director before sending to the Health and Safety Authority (HSA), as required.
 9. If the HSA are to inspect the site and location of accident, do not move anything unless further serious risks have to be avoided.
 10. Alpha mechanical services partner to notify insurance company and seek guidelines on further reports, investigations and position of company.
- Accidents must be reported to the HSA using Form IR 1
 - Dangerous Occurrence must be reported to the HSA using Form IR 3



SECTION 5: INFORMATION & TRAINING FOR SITE PERSONNEL

Appropriate training will be given to personnel on site as required. All personnel have, at a minimum, received training in the following:

- FAS Safe Pass
- Manual Handling

All employees will be made aware of the specific risk assessments for this site and be made aware how to eliminate these risks as far as is reasonably practicable.

Additional training requirements may be identified by the person in charge and arranged in conjunction with Head Office, as appropriate. Tool Box Talks are provided by Alpha mechanical services, to employees on site on a regular basis. All Alpha mechanical Services employees are made aware of the location of the 1st aid box on site and who the designated safety representative is.



SECTION 6: IDENTIFICATION OF HAZARDS RISK

1. ASSESSMENTS

1.1.GENERAL

The identification of hazards and an assessment of the risks to Health and Safety at the place of work are the basis on which the policy of protective measures is founded.

The following potential hazards have been identified as likely to occur on projects in which Alpha mechanical services are contracted to,

And will endeavour to as far as is practicable to eliminate these hazards by the use of preventative procedures as outlined in the individual risk assessments. Where the necessary action is within the control of another contractor or other parties, this will be communicated to them at the particular workplace.

- Risk Assessments are included in Site Specific Safety and Environmental Plan

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