


# Delmec Engineering

## Company Standards "Safety Statement"

Ref: **ISO 9001:2015**  
Ref: **ISO 14001:2015**  
Ref: **OHSAS 18001:2007**

<b>Delmec Engineering Ltd. Approvals</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>
Kealan Delaney		07/01/2020

<b>Delmec Engineering Ltd. Distribution List</b>	
<b>Name</b>	<b>Position</b>
Ivan Daly	Chief Operations Officer
Kealan Delaney	Chief Executive Officer
Pat O'Brien	Head of Operations Ireland
Patrick O Brien	Head Of HSEQ

## Contents

Section 1: HSEQ Policy .....	4
Section 2: Emergency Contacts .....	5
2.1 First Aid .....	5
Section 3: Employee Duties .....	6
Section 4: Organisational Chart .....	7
4.1 Health And Safety Roles And Responsibilities .....	7
4.1.1 Responsibilities of the General Manager .....	7
4.1.2 The Department Managers/Head of Operations Ireland / Head of Systems .....	8
4.1.3 Supervisors (Workshop Supervisor, Site Supervisors) .....	8
4.1.4 Other Workers (Employees) .....	9
4.1.5 Safety Representative Matthew Hennessy & Paul Mc Carthy .....	9
4.1.6 Contractors and Self Employed .....	10
Company Safety Rules.....	10
Section 5.0: Emergency Procedures.....	11
5.1 Fire.....	11
5.1.1 Company Buildings. ....	11
5.1.2 Work Sites:.....	11
5.2 Serious Injury: .....	11
5.3 Other Emergencies:.....	12
5.4 Accident Reporting/Investigation .....	12
Section 6: General Arrangements .....	14
6.1 Safety Consultation/Safety Representative.....	14
6.2 Induction Training .....	15
6.3 Ongoing Training.....	15
6.4 Visitors Policy And Procedure.....	15
6.5 Waste Disposal.....	16
6.6 Personal Protective Equipment .....	16
Section 7.0: Revision Of Safety Statement.....	17
Section 8.0: Resources Provided For The Management Of Safety Health And Welfare. ....	18
8.1 Finance .....	18
8.2 Time .....	18
8.3 Training.....	18
8.4 Professional Advice .....	18
Section 9.0: Employee Declaration.....	18
Part 2: Hazard Analysis and Risk Assessment Methodology.....	19
Risk Assessment/Hazard Analysis Content: .....	20
General Risk Assessments (GRA) .....	20
Workshop Risk Assessment (WRA).....	21
Site Risk Assessment (SRA).....	22
Chemical Risk Assessments.....	23

Revision History		
Issue	Date	Reasons for Issue / Re-Issue
17.0	April 2020	Documentation update to the General manager and employees roles and responsibilities.
18.0	May 2020	The Corona Virus Risk assessment has been added to the General Risk assessments located at the end of the safety statement

## Section 1: HSEQ Policy

### Our Vision

Delmec Engineering intends to be acknowledged as a HSEQ Industry Leader in Engineering and infrastructural services to the telecommunications sector providing innovative solutions meeting the needs of our customers in line with the global principles of sustainable development, responsible care and Quality Management Systems.

### Our Principles

We conduct our businesses with respect and care for the environment and a commitment to the prevention of pollution, and without compromising the health and safety of people, whether employees, customers or citizens around the world. We are committed to the elimination of hazards and the reduction of risks throughout the business.

We continuously improve our business processes while meeting or exceeding legal or regulatory requirements and appropriate international standards.

We provide high quality products and services to make our customers successful and add value to our business. We provide an environment for open and transparent communication of HSEQ matters.

We recognize that the skills and involvement of our employees are essential for understanding and fulfilling the needs of our company and customers. We are committed to providing a safe working environment, including safe workplace transport, and ensuring the consultation and participation of workers in HSEQ matters. We provide the necessary resources to achieve our vision.

### Our Commitment

In order to follow these principles Delmec Engineering will:

- Integrate HSEQ into the business strategies and processes.
- Manage HSEQ effectively by developing, implementing, and maintaining a best practice, process oriented, integrated management system.
- Assess and manage the HSEQ risks of the business throughout product life cycle and the environmental impacts from past practices.
- Measure HSEQ performance and develop annual and long term HSEQ objectives to achieve continuous, sustainable improvement.
- Verify compliance with internal and external requirements through audits and strive for compliance with International standards such as ISO 9001, ISO 14001, or OHSAS 18001.
- Address HSEQ issues and their impact on practices, processes, and products to align our business with public and customer expectations.
- Promote HSEQ awareness and enhance confidence of internal and external stakeholders in our business by informing, consulting, training and advising.
- Hold every employee accountable for their commitment to our principles.

Signed: 

Date: 24/04/2019

Chief Executive Officer

Uncontrolled when printed

## Section 2: Emergency Contacts

Description	Number
Office	059 9143059
Company Doctor	059 9133330
Ambulance	112 OR 999
Gardai (local station) Carlow	059 9131505
Fire Service	112 OR 999
Flogas	041 9831041
ESB (emergency number)	1850 372999
H.S.A.	1890 289 389
E.P.A	053 9160600

### FIRST AIDERS

The following staff members are trained in Occupational First Aid:

Description	Number
Pat O'Brien	086 816 4349 – Upstairs Unit 9
Matthew Hennessy	059 914 3059 - Workshop
Patrick O'Brien	059 9143059/ 0860210418 – Upstairs Unit 9

### *2.1 First Aid*

A First Aid box is kept near the reception entrance on the Workshop floor.

A First Aid box is kept in the reception area in Unit 10a.

A first aid box is kept on the top of the stairs Unit 9.

First Aid Kits will be taken to all company activities off the premises, these are kept in the company vehicles.

Person responsible for keeping First Aid kits stocked is the Head of Systems.

## Section 3: Employee Duties

The employees of Delmec Engineering Ltd have a legal responsibility to ensure Health and Safety at Work.

Employees have the following duties under Section 13 of the Safety, Health and Welfare at Work Act 2005.

- To take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions.
- To co-operate with their employer or any other person to enable the employer or other person to comply with statutory obligations.
- To correctly use any appliance, protective clothing, convenience, equipment or other means provided for securing safety, health and welfare.
- To attend required safety training where reasonably required to do so by employer.
- To report to their employer, without delay any defects of which he/she becomes aware in equipment, place of work or system of work, which might endanger safety, health or welfare.
- Not to intentionally or recklessly interfere with any safety measure provided.
- Any such action will lead to disciplinary procedures being applied.
- To be familiar with the full safety procedures and safe work methods as provided by the employer.

In addition each employee of Delmec Engineering Ltd. is required to report to their supervisor immediately any accident resulting in loss or injury and any dangerous occurrence which could have resulted in loss or injury.

## Section 4: Organisational Chart

HR – Documents > Private HR Documents > Accountability Chart > Current Structure

### *4.1 Health And Safety Roles And Responsibilities*

#### **C.E.O. and Company Directors:**

The C.E.O. of Delmec Engineering Ltd Kealan Delaney along with the General Manager, C.O.O, Operations Managers and the Company Directors has ultimate responsibility for all aspects of Health and Safety in the business.

The Company Directors have overall responsibility for the running of the Company and as such are responsible for protecting the health and safety of all affected by the company's activities.

The Company Directors will provide the necessary resources to implement and administer the Safety Policy as set out in Section 1.0 of this document and will ensure that appropriate arrangements and systems are put in place to enable the effective management of the Health and Safety function.

They will actively encourage, monitor and participate in initiatives designed to improve Health and Safety in the workplace.

To achieve this, the C.E.O. and Company Directors ensure that the responsibilities and authorities for relevant roles are assigned, communicated and understood for the Health and Safety within the company as follows;

#### **4.1.1 Responsibilities of the General Manager**

- Facilitate the implementation of all aspects of the company Health and Safety Policy in accordance with relevant legislation and with the company Safety Statement.
- Facilitate the provision of necessary safety training for employees.
- Authorise purchase of safety equipment, literature etc.
- Ensure that the Safety Statement is made available to all employees and contractors.
- Ensure all statutory forms are provided and completed where necessary.
- Review all incidents/accidents in the workplace.
- Monitor the Health and Safety performance of the business.
- Conduct a Safety Audit, in conjunction with an outside competent person if necessary, in preparation for the annual review of the Safety Statement.
- Ensure that any Contractors employed by Delmec Engineering Ltd provide suitable Safety Statements before commencing work.
- Review the Accident Register every two months.
- Ensure that all Delmec's process are delivering their intended output
- Ensuring the promotion of customer focus throughout the organization
- Actively ensure that all employees are providing a high quality product/service

## 4.1.2 The Department Managers/Head of Operations Ireland / Head of Systems

The Department Manager is responsible for the day to day running of the area under their control as such they shall work to implement the health and safety policy.

To protect the Health and Safety of all affected by the Company's activities the Department Manager will;

- Ensure that they are familiar with relevant Health and Safety Regulations and with Company Safety Policy.
- Ensure in so far as is reasonably practical that safe systems of work are in place for all company activities.
- Establish consultative process (safety meetings etc.) with employees, safety representative and contractors.
- Regularly monitor all safety procedures including accident prevention and emergency procedures.
- Ensure adequate personal protective equipment (PPE) is available for hazardous tasks.
- Actively monitor the wearing of required PPE by all as appropriate.
- Maintain adequate access and egress in the workplace.
- Ensure employees and contractors are suitable and competent (trained) to carry out their work.
- Record and investigate all accidents to employees, contractors or others as outlined in Accident Procedure in this Safety Statement.
- Report regularly to the Company Directors on the Health and Safety performance of the Company.
- Show personal example by working safely and taking all necessary safety precautions.
- Ensure that all Delmec's process are delivering their intended output
- Ensuring the promotion of customer focus throughout the organization
- Actively ensure that all employees are providing a high quality product/service

## 4.1.3 Supervisors (Workshop Supervisor, Site Supervisors)

Delmec Engineering Ltd Supervisors will ensure that employees under their immediate control and others including visitors or sub-contractors will be made aware of the company's health and safety policy. Each supervisor will:

- Show personal example by working safely and taking all necessary safety precautions.
- Provide effective supervision particularly to new employees and to workers undergoing training.
- Maintain safe working conditions and correct without delay any unsafe conditions or practices that may arise.
- Ensure workers and others receive adequate instruction on health and safety issues for jobs under their control.
- Ensure all safety measures including guards and PPE are in place and used properly.
- Maintain high standard of housekeeping.
- Communicate emergency procedures to those under their control.
- Report any accidents without delay.



- Ensure that workers are competent to carry out tasks assigned.
- Ensure that any sub-contractors or others sharing a workplace also adopt safe systems of work and do not endanger health and safety of Delmec workers or others.
- Conduct risk assessment on new work sites if not already completed by the HSEQ Manager.
- Ensure First aid facilities are available for workers.
- Check that adequate welfare facilities are in place.
- Ensure that all Delmec's process are delivering their intended output
- Ensuring the promotion of customer focus throughout the organization
- Actively ensure that all employees are providing a high quality product/service

#### 4.1.4 Other Workers (Employees)

Any person employed by Delmec Engineering Ltd. must:

- Use all safety equipment and personal protective equipment issued.
- Use the correct tools and equipment including Personal Protective Equipment (PPE) for the job.
- Report any dangerous conditions or situations to the Managing Director or Production Manager without delay.
- Suggest ways of preventing, eliminating or minimising hazards.
- Co-operate in any activity necessary to comply with safety legislation.
- Produce evidence of training/competence to employer when requested.
- Take reasonable care to protect the safety, health and welfare of all affected by his/her work activities.
- Obey all Company safety rules.
- Ensure that all work/service being produced is of high quality

#### 4.1.5 Safety Representative Matthew Hennessy & Paul Mc Carthy

- To carry out inspections on notice to the employer after accidents, dangerous occurrences, or imminent danger situations.
- To investigate accidents and dangerous occurrences (as long as they do not obstruct anyone else performing a statutory obligation)
- To investigate complaints made by employees
- To accompany Inspector on inspections – but not accident investigations
- To accompany Inspector on an accident investigation, only if the inspector agrees
- To accompany Inspector when interviewing employees re accidents if the employees request it and Inspector agrees
- To make representations to employer
- To make oral or written representations to an Inspector
- To receive advice and information from an Inspector
- Consult or liaise with other safety representatives at the same place of work or at other places of work controlled by the same employer
- To investigate potential hazards
- Reasonable time off to acquire knowledge and training and to carry out function without loss of pay
- The Safety Representative, once elected, will need training in order to fulfil their function. While

they have many rights within the Act they have no duties, other than those of employees generally. The Safety Representative will normally interact with Safety Officer and other members of Management through regular meetings.

#### 4.1.6 Contractors and Self Employed

As Delmec Engineering Ltd occasionally contracts out some work activities the Board of Directors recognise that it has a duty of care as outlined in the Safety Health and Welfare at Work Act 2005 to take all reasonably practicable steps to secure the safety of sub-contractors and their employees.

Therefore resources including time, training, finance and professional advice will be set aside to implement procedures and controls developed to eliminate or reduce risks in the workplace to an acceptable level.

#### **Persons contracted for specific projects must:**

- Comply with The Safety Health and Welfare at Work (Construction) Regulations 2013 and all other relevant statutory requirements.
- Provide suitable Safety Statement to Patrick O Brien of Delmec Engineering Ltd before commencing work.
- Adhere to duties of employees and safety rules as listed on previous page.
- Produce evidence as requested of appropriate Employers Liability and Public Liability insurance cover.
- Co-operate with Delmec Engineering Ltd to provide a safe place of work and safe systems of work.
- Agree to comply with the requirements of this Safety Statement.
- Ensure all their employees and others under their care are provided with and wear suitable PPE where necessary.
- Use only competent and suitable workers on the job.
- Use only safe, well maintained tools and equipment on the job.
- Provide evidence of employee competence as requested, e.g. training records, skill cards, etc.
- Bring to the attention of Delmec Engineering Ltd the intended use of any material or process which may endanger Health and Safety e.g. Hot Work, chemicals, etc.
- Obtain consent from Delmec Engineering Ltd before engaging persons other than employees on the work site.

#### ***Company Safety Rules.***

- No smoking in enclosed work areas.
- No horseplay, running or reckless behavior.
- Any employee or contractor reporting for work under the influence of substances will be immediately suspended and dealt with under our Disciplinary Procedures.
- Keep work area tidy.
- Do not operate equipment unless trained and authorised to do so.
- Respect the property and equipment of the client, the employer and other employees.
- No unauthorised persons allowed in work area.
- All accidents, incidents or near misses to be reported without delay.
- Respect the dignity of all other persons in the workplace.

## Section 5.0: Emergency Procedures

### 5.1 Fire

#### 5.1.1 Company Buildings.

Under the Fire Services Act 1981 it is the duty of Delmec Engineering Ltd to:

- Take all reasonable measures to guard against the outbreak of fire.
- Ensure as far as is reasonably practical the safety of persons on the premises in the event of an outbreak of fire.
- The following procedure must be followed in the event of a fire in the Company buildings.
- First Raise the Alarm and notify any others on the premises.
- Fight the fire only if it is safe and you are trained to do so.
- Switch off power if safe to do so.
- Evacuate the building closing doors on the way behind you.
- Fire Wardens to sweep the building.
- Proceed immediately to designate Assembly Point (at Front Gate) of Unit 10.
- Contact the Fire Service by dialing 112 or 999 giving clear directions to the exact location of the fire.
- Do not re-enter the building for any reason until given all-clear by Fire Service.

#### 5.1.2 Work Sites:

- Raise the alarm and notify all others in the area immediately.
- Remove vehicles and equipment to a safe distance if safe to do so.
- Contact the Fire Service by dialing 112 or 999 giving clear directions to the exact location of the fire.
- Do not put yourself or others at risk by fighting fire. Fight the fire only if safe to do so and if trained in use of firefighting equipment.
- Follow instructions of Fire Service.
- Notify the HSEQ Manager of any fire, large or small.

### 5.2 Serious Injury:

In the event of an accident causing major injury to any person in a workplace Ivan Daly/ Patrick O'Brien must be informed immediately and must then direct the following procedures.

- Observe accident location and status of injured person.
- Call for immediate medical assistance and/or emergency services.
- Administer First Aid if trained to do so.

- Ensure full and clear directions are given to emergency service to aid speed of response.
- Get suitable person to travel to hospital with the injured person.
- Inform appropriate next of kin.
- Inform the Managing Director and HSEQ Manager without delay.
- Collect as much information as possible about circumstances and details of the accident.
- Take photos of the area where the accident occurred.
- Obtain witness statements and write them word for word.
- Write up Accident Report Book and Form IR.1( complete on line at [www.hsa.ie](http://www.hsa.ie)) and send to HSA where required i.e. if accident results in injured person being absent from work for over 3 days or a member of the public is injured – the HSEQ Manager is responsible for carrying this out.
- Do not move anything unless there is a risk of further injury until the accident scene has been investigated by the insurance company and the HSA where required.

### 5.3 *Other Emergencies:*

Any serious accident or incident will be treated as an emergency.

- 1 Assess the nature of the emergency as quickly as possible.
- 2 Call for assistance.
- 3 Raise the alarm if necessary.
- 4 Prevent the emergency from spreading e.g. shut off, electricity, water, gas etc.
- 5 Call the appropriate emergency service e.g. ambulance/ fire service.
- 6 Evacuate if necessary and assemble at appropriate Assembly Point for a head count.

### 5.4 *Accident Reporting/Investigation*

#### **Documentation:**

Accident Register/ HSEQ-Documents > Current > 03-Templates > Delmec Form 26 Accident Report

HSA Form No. IR1: Form of Notice of Accident (see [www.hsa.ie](http://www.hsa.ie)).

HSA Form No. IR3: Form of Notice of Dangerous Occurrence  
(see [www.hsa.ie](http://www.hsa.ie)).

Accident/ Incident Register

#### **Procedure:**

All accidents without exception are reported to the General Manager John Kennedy and Head of Systems Patrick O'Brien.

All accidents including minor injuries (cuts and bruises), without exception are to be recorded.

All accidents involving lost time, visits to doctor or hospital and dangerous occurrences involving significant damage to plant or equipment are to be recorded on the accident and incident register.

If the accident involves absence from work for more than 3 days not including the day of the accident, a HSA form No. IR1 must also be completed by Head of Systems /HSEQ Assistant.

If the dangerous occurrence falls within the definitions given on HSA Form No. IR3, then this form has to be completed.

On the accident/ incident register on the Delmec Management System the following information must be noted:

- o Name of person injured.
- o First Aid treatment (and time of treatment).
- o Time, date, location of accident.
- o How it happened.

The Head of Systems in conjunction with the injured party should complete this.

The Accident Report Form should be completed as soon as possible after the accident by the Supervisor/ Head of Systems or Person in Charge of Works on site.

Witnesses should be questioned immediately. The person to whom the accident happened should be questioned as soon as medical treatment, etc. has been given. It should be clear to all that the purpose of the questioning is not to assign blame but to get to the root cause as to avoid similar incidents in future. In carrying out the questioning and the subsequent investigation the check list should be addressed as appropriate.

The Head of Systems is normally responsible for investigating all significant accidents. The Head of Systems will assist in investigating reportable accidents i.e. over 3 days absence from work due to work related injury/illness. Results of investigations will be used to determine root cause and to identify remedial actions to mitigate against recurrence of similar incidents.

Next of Kin details are kept in personnel files. The Head of Systems will contact the designated next of kin where a person at work has an accident that requires attending a hospital.

If either HSA Form No. IR1 or IR3 require to be completed these shall be copied on completion, the original sent as soon as possible to the HSA at the address given on the form; the copy retained on file, which should be available for inspection by an inspector from the HSA at any time in the future. These forms can also be filed in online at [www.hsa.ie](http://www.hsa.ie).

The Head of Systems in conjunction with the HSEQ Assistant will carry out regular reviews of the Accident Register.

Accident Report Details / Investigation Check List

Suggested aspects of an accident which should be kept in mind, and addressed if appropriate or relevant, by the Supervisor reporting the accidents on the Accident Report Form.:

- What instructions, if any, were given to the person before the accident?
- Was the person familiar with the operation?
- Was the person trained on the operation involved?
- When was training given?
- By whom?
- Were there written instructions/Procedures?
- Were the Procedures being followed correctly?
- Who was in charge at the time of the accident?
- Where was he/she at the time?
- Was personal protective equipment/clothing required?
- Was it worn correctly?
- Condition of protective equipment before accident?
- Condition of protective equipment after accident?
- Distance of accident from safety fire extinguisher/fire blanket?
- Was first aid treatment administered?
- What is the extent of the injury?
- Was the first aid equipment serviceable?
- Did it work correctly?
- Were there any obstructions in the way to the first aid equipment?
- If equipment involved:
  - what equipment?
  - state of the equipment?
  - was a defect in the equipment responsible?
  - last serviced/maintained (date)?
  - by whom?
  - Any other material factors relevant to the particular operation at the time?

## Section 6: General Arrangements

### 6.1 *Safety Consultation/Safety Representative*

Delmec Engineering Ltd recognises the importance of employee consultation in contributing to a safe workplace. To facilitate consultation Matthew Hennessy and Paul McCarthy has been selected to act as Safety Representative.

Employees are encouraged to put forward submissions or suggestions regarding health and Safety issues to the Safety Rep.

All reasonably practical steps will be taken to act on any concerns or suggestions.

Also regular meetings are held with all employees at which Health and Safety issues are discussed.

Health and Safety issues affecting contractors are communicated to them through site induction meetings and regular meetings as necessary.

Employees and contractors are encouraged to contact the company with any concerns they may have.

## 6.2 *Induction Training*

On commencing employment with Delmec Engineering Ltd all new workers will undergo training in the functions and duties of their position.

Induction training will also cover the following Health & Safety issues:

- Fire and Emergency procedures.
- Common hazards in the workplace.
- Company Safety rules.
- Site Health and Safety Rules (if required)
- Good housekeeping practice.
- HSEQ Policy.
- Delmec Engineering Ltd Safety Statement
- Risk Assessments
- Display Screen Equipment
- Environmental Training
- Driving for Work
- General Health and safety rules
- Any other relevant Safety information.
- 

## 6.3 *Ongoing Training*

Training needs will be assessed regularly and where a requirement for further training is identified arrangements will be put in place for such training to be provided by a competent person.

Signed attendance records will be kept for all training completed.

## 6.4 *Visitors Policy And Procedure*

A visitor is any person other than an employee or contractor (including suppliers delivering goods), who has been given permission to be at the premises or worksite for a specific named purpose.

Visitors shall include the following:

- Potential contractors quoting for work or preparing plan for a contract,
- Representatives of potential or existing suppliers of goods or services.
- Representatives of regulatory or statutory bodies e.g., County Council, HSA etc.

The following procedure applies to all visitors:

- Delmec Engineering Ltd will be notified of any expected visitors.
- Visitors should make an appointment in advance.
- Visitors must report to the reception on arrival and sign in.
- Visitors must always be accompanied on premises by an authorised person.
- Visitors must comply with any safety signs or instructions in the workplace.
- Visitors must sign out at reception before leaving the premises.

## 6.5 *Waste Disposal*

It is the policy of Delmec Engineering Ltd. to:

- Minimize the amount of waste generated.
- Recycle as much as possible of waste materials.
- Dispose of any waste generated on the site in a safe and appropriate manner.

To achieve these aims Delmec Engineering Ltd will:

- Return packaging to suppliers where possible.
- Where reasonably practicable use most environmentally safe procedures and products.
- All waste must be disposed of in an authorized and environmentally safe manner using only licensed contractor.
- Take particular care to dispose of paint or chemical containers appropriately (as recommended by manufacturer).

NOTE: It is the responsibility of each sub-contractor to properly dispose of waste generated by them.

## 6.6 *Personal Protective Equipment*

Delmec Engineering Ltd recognises its duty to provide PPE to employees where risks cannot be eliminated or reduced to an acceptable level.

The PPE provided shall consist of:

- Safety footwear
- High Vis Clothing
- Eye protection (if required)
- Hearing protection (if required)
- Gloves (if required)
- Hard hat with chin strap (if required)
- Any additional PPE identified on the daily risk assessment

In addition where risk assessment determines a need for further protection this will be carefully



selected to provide adequate protection for all activities involved.  
This will include:

- Fall prevention equipment.
- Respiratory protection.

The requirement for PPE will be identified under the “Control Measures” section of the Risk Assessment carried out in the preparation of this Safety Statement.

Employees are reminded of their legal duty to wear/use any PPE or safety equipment provided.

## Section 7.0: Revision Of Safety Statement

- This Safety Statement is a continuous document and will be reviewed at least annually by the Company Directors in consultation with the HSEQ Department.
- Where a significant change occurs in the activities of the Company which has an impact on Health and Safety, the Safety Statement will be revised to take account of risks arising from and controls required for such changes.
- The Safety Statement may also be reviewed at the request of the Health and Safety Authority, the Company’s insurers or in the event of changes in legislation.
- In preparation for the annual review, a safety audit will be carried out by the Company Management with the assistance of an external competent person where necessary.
- The Safety Statement will also be reviewed in the event of any accident, incident or dangerous occurrence in order to avoid such happenings being repeated.
- Regular Safety meetings will be held at which there will be ongoing review of
- Safety procedures and the Safety Statement will reflect decisions made at these meetings.
- Suggestions or representations put forward by employees shall be considered and where appropriate included in updated Safety Statement.

## Section 8.0: Resources Provided For The Management Of Safety Health And Welfare.

Delmec Engineering Ltd is committed to providing the necessary resources to properly manage Safety, Health and Welfare at work.

These resources include:

### *8.1 Finance*

Each year sufficient funds will be made available to provide training, safety signs, protective equipment etc. The amount budgeted will be reviewed annually and increased if necessary.

### *8.2 Time*

Sufficient time will be allocated for safety meetings and staff consultations.

### *8.3 Training*

All new employees will receive induction training. All employees will receive manual handling training. Regular training needs assessments will be carried out.

### *8.4 Professional Advice*

Where necessary the services of a professional competent person will be employed.

## Section 9.0: Employee Declaration

I have read and received the Safety Statement of Delmec Engineering Ltd.

I understand my responsibilities and duties listed in Section 3.0 and Section 4.1.4.

SIGNATURE

PRINT NAME

DATE

## Part 2: Hazard Analysis and Risk Assessment Methodology.

This involves the systematic identification of hazards in the workplace which could cause harm to individuals or groups of people.

The risk of this harm being realized is evaluated to identify the harm that may be caused, the persons or groups who are at risk and to measure both the likelihood and severity of injury which could be caused.

Controls are identified for each hazard to eliminate where possible or to reduce the risk to an acceptable level.

All risk assessments are reviewed annually or when there is a change in the process.

### **RISK LEVEL**

The level of risk from each hazard is derived from a combination of the frequency of exposure to the hazard, the probability of injury occurring and the likely severity of the resulting injury.

Risk level in this Safety Statement is categorized as LOW, MEDIUM, HIGH or EXTREME

Low Risk involves infrequent exposure, low probability of injury and any injury that may occur is likely to be of minor nature.

Medium Risk involves frequent exposure to minor injury or slight probability of serious injury.

High Risk occurs where there is frequent exposure to serious injury or slight probability of death.

Extreme Risk occurs where there is a distinct probability of death or serious disability resulting from a particular hazard.

## *Risk Assessment/Hazard Analysis Content:*

### General Risk Assessments (GRA)

- GRA01 Machinery with moving parts
- GRA02 Manual Handling
- GRA03 Housekeeping
- GRA04 Fire
- GRA05 Material Storage
- GRA06 Electrical Services & Equipment
- GRA07 Compressed Air
- GRA08 Personal Protective Equipment
- GRA09 Noise
- GRA10 Portable Power Tools
- GRA11 Hand tools
- GRA12 Disc Cutters & Grinders
- GRA13 Forklift Truck
- GRA14 Lifting Equipment
- GRA15 Modifications & Installations
- GRA16 Vehicles
  - GRA16.1 Vehicles - Loose Plant & Equipment
  - GRA16.2 Vehicles - Security
  - GRA16.3 Vehicles - Driving
  - GRA16.4 Driving - Fatigue
- GRA 17 Stress
- GRA18 Working at Height
  - GRA18.1 Working at Height from Ladders
  - GRA18.2 Working from Mobile Elevated Working Platform
- GRA19 Offices
  - GRA19.1 Offices - Manual Handling
  - GRA19.2 Offices - Furniture and Equipment
  - GRA19.3 Offices - Filing Cabinet
  - GRA19.4 Offices - Office Machinery
  - GRA19.5 Offices - Display Screen Equipment
- GRA20 Bullying and Harassment
- GRA21 Loading/unloading
- GRA22 Product Risk Assessment
- GRA23 Working with live electricity
- GRA 24 Electromagnetic Field
- GRA 25 Crane Operations
- GRA26 Foreign Travel
- GRA27 Drone Operations
- GRA28 Huawei Commissioning Process Risk Assessment
- GRA29 Slip Trip Fall Risk Assessment
- GRA30 Working on a rooftop
- GRA31 Corona Virus Risk Assessment

## Risk Assessment/Hazard Analysis Content:

### Workshop Risk Assessment (WRA)

- WRA01 Welding
- WRA02 Fitting
- WRA03 Dust/Fumes
- WRA04 Kingsland Shearing Punch
- WRA05 HPM L1 Hole Punch
- WRA06 Workshop Press DMP 1070 - 100
- WRA07 Halo Press Brake
- WRA08 Halo Guillotine
- WRA09 Profiler
- WRA10 Band Saw
- WRA11 Belt Sander
- WRA12 Pedestal Drill
- WRA13 Radial Drill
- WRA14 Section Roller
- WRA15 Large Section Roller
- WRA16 Milling Machine
- WRA17 Painting
- WRA18 Workshop Yard
  - WRA18.1 Ground Stock Steel
  - WRA18.2 Racked Steel
  - WRA18.3 Manual Handling
  - WRA18.4 Operating Vehicles
  - WRA18.5 Debris
  - WRA18.6 Portable Electrical Equipment
- WRA19 Manual Crane
- WRA20 Electromagnetic Field

## Risk Assessment/Hazard Analysis Content:

### Site Risk Assessment (SRA)

- SRA01 - Welding/Hot work
- SRA02 - Cutting/Plasma Cutting/Grinding
- SRA03 - Fitting
- SRA04 - Electrical Cables
- SRA05 - Dust
- SRA06 - Lone Workers General Site Work
- SRA07 - Dynamic Cone Penetrometer Operation
- SRA08 - Tower Inspection
- SRA09 - Tower foundation excavation
- SRA10 - Outside Work
- SRA11 - Fitting and Hot Works
- SRA12 - Lone Worker Tower
- SRA13 - Site Fire Precautions
- SRA14 - Confined Space Entry
- SRA15 - Access and Egress
- SRA16 - Site Surveys
- SRA17 - Chemical/Biological Hazards
- SRA18 - Security
- SRA19 - Excavations
- SRA20 - Asbestos
- SRA21 - Drilling Activities
- SRA22 - Generators
- SRA23 - Fuel Storage
- SRA24 - RF Hazards
- SRA25 - Interaction with the Public
- SRA26 - Weather
- SRA27 - Decommissioning Units
- SRA28 - Climbing Towers with Bird Netting in Place
- SRA29 - Abseiling
- SRA30 - Electromagnetic Field

## Risk Assessment/Hazard Analysis Content:

### Chemical Risk Assessments

Anchorset Green  
Anti-Spatter  
Argoshield  
Bovivet Gel  
Butane  
Castrol GTX 10W-40  
Chlorine Bleach  
Coolant Cutting Fluid  
Crown Trade Full Gloss  
Deodorizing Fluid  
Diesel Fuel  
Eco Degreaser  
Fischer Hand Foam  
Futuris Tip Dip Paste  
HILTI HIT MM  
Hydraulic Oil  
Metaflux 70-40 Zinc Paste  
Multipurpose Lubricant Spray Oil  
Multi-use product- aerosol  
Oxygen Compressed  
Propower Butane Gas  
RAID Fly & Wasp Killer  
Roof 7  
Safety Thread  
Swarga Lemon  
Tec 7  
Unleaded Petrol  
Urinal Blocks Blue  
Vitrified Grinding Wheels  
Zinc Galvanising Spray  
Carbon Steel Electrodes  
Cement  
Dissolved Acetylene  
Finish Powerball  
Finish Rinse Aid  
Finish Salt  
Lavender air freshener  
Metaflux 70-42 Alu-Zinc Spray  
Roundup  
Vision Air Fresher