

Delmec Engineering

Company Health & Safety Statement

Ref: **ISO 9001:2015**

Ref: **ISO 14001:2015**

Ref: **ISO 45001:2018**

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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
19.0	February 21	New risk assessments added to the reference tables
20.0	February 21	Safety Statement update to reflect ISO 45001:2018
21.0	April 22	First aiders & General Manager names updated. New risk assessment added to the reference tables.
22.0	May 22	Updated to include Stop Work Policy
23.0	May 23	Full Review
24.0	Oct 24	Full Document review and Update

Table 1 Revision History

2. Abbreviations

AED	Automated External Defibrillator
CRA	Chemical Risk Assessments
C.E.O	Chief Executive Officer
GRA	General Risk Assessment
HR	Human Resources
HSA	Health AND Safety Authority
HSEQ	Health, Safety, Environment and Quality
ISO	International Standards Organization,
MEWP's	Use of Mobile Elevating Working Platforms
RAMS	Risk Assessment and Method Statement
PFPE	Personal Fall Protection Equipment
SHWW Act	Safety Health and Welfare at Work Act 2005
SRA	Site Risk Assessment
WRA	Workshop Risk Assessment

3. Introduction

The purpose of this Safety Statement is to comply with Section 19 and 20 of the Safety, Health, and Welfare at Work Act 2005 (SHWW Act 2005) to ensure the safety, health, and welfare of all employees in the workplace working for or on behalf of Delmec Engineering Ltd.

The SHWW Act 2005 requires Delmec Engineering Ltd, as an employer to prepare a written safety statement stating the way in which the Safety Health and Welfare of our Employees and those affected will be achieved.

This safety statement is based on the identification of the hazard and an assessment of the risk encountered in our business. The safety statement will outline the arrangement to be made and the resources provided for ensuring the Safety, Health and Welfare of all our employees. It will specify the duties as per the Safety, Health, and Welfare at Work Act 2005, about employees, management and their respective responsibilities.

This Safety Statement is available to and will be brought to the attention of our employees, sub-contractors and to others who may be affected by this safety statement. It is available to view on our Document Management System, Almir Live:

<https://delmec.almirlive.com/Applications/DocumentControl/viewDocument/618/#>

4. Scope

Delmec Engineering Ltd is the trusted partner of choice for Telecommunications Tower Infrastructure solutions with operations, projects, and customers in over 40 countries including Ireland, the United Kingdom, Europe, Africa, and Asia.

Our core activities include but not limited to “The provision of engineering, fabrication and associated services for the telecommunication and general Industries.”

All services offered by the company come under the scope of the management system:

- General steel fabrication
- Steel fabrication specifically for the telecom sector.
- Tower and monopole design, manufacture, and supply
- Telecom site structural design
- Structural climb downs of surveys
- Telecoms site build
- Build, Rigging and Commissioning

Other points relevant to the scope of our management system are:

- We do not discharge any trade effluent at head office or on sites.
- We ensure that waste activities under our control are completed by permitted/licensed contractors.
- We do not exceed any environmental noise requirements at head office or on sites.
- We do not generate any hazardous emissions from our workshop or site activities.
- When working on site, we are generally allocated a space for our infrastructure (which may include a compound, site office, drying room, toilets, storage container, workshop). We are responsible for maintaining our allocated space and infrastructure in line with our own and client standards.

Our head office and workshop are based at Unit 10A Barrowside business park, Graiguecullen, Co Carlow R93 E3W7.

Where Works are carried out outside of Republic this Document will be updated to include Regional specific Statutory and Legislative requirements.

5. Revising this document:

This Safety Statement is a continuous document and will be reviewed at least annually by the Company Directors in consultation with the HSEQ Department. The Safety Statement may also be reviewed:

- a meaningful 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.
- at the request of the Health and Safety Authority, the Company's insurers or in the event of changes in legislation.
- in the event of any accident, incident, or dangerous occurrence in order to avoid such happenings being repeated.
- Where 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.
- When suggestions or representations put forward by employees shall be considered and where appropriate included in the updated Safety Statement.
- Where the creation of a new department, the introduction of a new process,
- Where reviewed the business expands outside of the existing scope or where it is deemed the scope or part of the scope are no longer applicable.
- Where the transfer of responsibilities from one manager or director to another.
- so, references to a non-existent part of the organisation must be removed.
- Where there is a change of premises (which will alter such arrangements as fire safety procedures, evacuation and assembly or alarm testing).
- Where changes in legislation, Approved codes of Practice, Codes of Practice, Guidance notes, Irish Standards, International Standards, etc require so.
- changes in technology that may affect the interpretation of "reasonably practicable".

6. References

- Safety Health and Welfare at Work Act 2005
- Safety, Health, and Welfare at Work (General Application) Regulations 2007 to 2020
- Safety, Health, and Welfare at Work (Construction) (Amendment) Regulations 2020"
- Chemicals Act 2008 and 2010
- Road Traffic Act 2016
- European Communities (Machinery) Regulation 2008 to 2015
- Safety, Health, and Welfare at Work (electromagnetic fields) Regulations 2016
- Public Health (Tobacco) Acts 2002 to 2013
- Fire Services Act, 1981 and 2003
- Companies (Auditing and Accounting) Act 2003
- European Communities (Sustainable Use of Pesticides) Regulations 2012
- General Data Protection Regulations
- Irish Aviation Authority Small Unmanned Aircraft (Drones) and Rockets Order 2015
- European Union (Personal Protective Equipment) Regulations 2018
- Code of Practice for Safety in Roof work
- Code of Practice on the avoidance of dangers from overhead powerlines 2019
- Code of practice for the avoidance of dangers from underground services
- Code of Practice for the Chemicals Regulations
- Code of Practice: Rider- Operated lift trucks: Operator training & Supplementary Guidance
- Code of Practice for the Storage of LPG Cylinders & Cartridges
- Protection of the Environment Act 2003
- Environmental Noise Regulations 2018
- Litter Pollution Act 1997 (as amended 2017)
- Waste Management (Amendment) Act 2001
- WEEE Regulations 2014
- Chemical Act (Amendment) 2010
- Waste Management (Facility Permit and Registration) (Amendment) Regulations 2015
- Waste Management (Collection Permit) (Amendment) Regulations 2016.
- European Communities (Shipments of Hazardous Waste Exclusively within Ireland) Regulations 2011
- European Communities (Sustainable Use of Pesticides) Regulations 2012

Note: A list of applicable legalisations for other regions outside of Ireland will be maintained locally.

7. 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 ISO45001.
- 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:



Chief Executive Officer

06/04/2023

7.1 Additional Policies

In Addition to the HSEQ Policy Delmec Engineering Ltd has implemented several Policies to fulfil our Legal and Statutory requirements. All our Policies are available to view on our Document Management system Almir Live and will be communicated to our Employees.

Reference	Title	Revision
Delmec Policy 04	RF Policy	04
Delmec Policy 05	Traffic Management Policy	04
Delmec Policy 06	Working at Height Policy	04
Delmec Policy 07	Electrical Work Policy	04
Delmec Policy 08	Interaction with Public Policy	04
Delmec Policy 09	Bullying and Harassment Policy	04
Delmec Policy 10	Driving for Work Policy	04
Delmec Policy 11	Power Tools Policy	06
Delmec Policy 12	Alcohol & Drugs Policy	03
Delmec Policy 13	Lifting Operations Policy	05
Delmec Policy 14	Manual Handling Policy	05
Delmec Policy 15	Lone Working Policy	06
Delmec Policy 16	Branding Policy	01
Delmec Policy 17	Delmec IT Policy	04
Delmec Policy 20	Recruitment and Selection Policy	06
Delmec Policy 23	Communications Policy	03
Delmec Policy 24	Learning and Development Policy	02
Delmec Policy 25	Transfer of Learning and Development Policy	02
Delmec Policy 26	Code of Conduct Policy	03
Delmec Policy 27	Key Account Manager Policy	03
Delmec Policy 28	Expenses Policy	01
Delmec Policy 29	Corporate Social Responsibility Policy	02
Delmec Policy 30	Out of Country Remuneration Policy	02

Table 2 List of Company Policies

Reference	Title	Revision
Delmec Policy 31	Foreign Travel Policy	01
Delmec Policy 32	Data Retention Policy	02
Delmec Policy 33	Data Protection Policy	02
Delmec Policy 35	Continuous Professional Development Policy	01
Delmec Policy 36	Modern Slavery Statement	01
Delmec Policy 37	Annual Leave Policy	03
Delmec Policy 38	Covid 19 Policy Statement	01
Delmec Policy 39	Workplace Wellbeing Policy	02
Delmec Policy 40	Remote Working Policy	01
Delmec Policy 42	Flexible Working Hours Policy	03
Delmec Policy 43	Maternity Leave Policy	01
Delmec Policy 44	Paternity Leave Policy	02
Delmec Policy 46	Parent's Leave Policy	04
Delmec Policy 47	Employee Volunteering Policy	02
Delmec Policy 48	Social Media Policy	02
Delmec Policy 49	Employee Referral Incentive Program	02
Delmec Policy 50	Dignity and Respect at Work Policy	02
Delmec Policy 51	Retirement Policy	02
Delmec Policy 52	Email, internet & Telephone Policy	02
Delmec Policy 53	Right to Disconnect	02
Delmec Policy 54	Equality, Diversity & Inclusion Policy	01
Delmec Policy 55	Work Experience Policy	01

7.2 HSEQ Management system

Delmec Engineering Limited has an International Standards Organization, (ISO), certified integrated Management System for Health & Safety, Environmental, and Quality to

- ISO 9001:2015 Quality Management
- ISO 14001:2015 Environmental Management system
- ISO 45001:2018 Occupational health and safety Management system

Our Current certification is valid to February 21st, 2024.

7.3 HSEQ Objectives:

As Part of our Integrated management System, Senior Management set a number SHEQ Objectives for the Company to achieve. The Following is a list of Objectives set for 2023 / 2024.

Item	Dept.	Objective	Action Required
1	Quality	Reduce Customer Complaints.	Review and Monitor Feedback Register items received in Relation to Customer complaints
2	Quality	Feedback Register items to be responded to/ addressed within 3 weeks of raising. –Ongoing (Continuous Improvement Process).	SLA of 90% Closed withing 3 weeks of entry
3	Quality	Implement AlmirLive – Document Management – scheduled as phase 1. Refer to the 18-month implementation plan.	Implement Plan
4	Quality	Improve Employee Quality Induction by introducing a more comprehensive program with a verification of the employees understanding upon completion.	Review Induction Procedures and Process and develop update as required
5	H & S	Zero Reportable Accidents and Incidents	Review accidents and Incidents
6	H & S	ISO 45001 Recertification	Prepare for Certification Audit Feb 2024
7	H & S	HS Budget - Ensure Annual HS Budget is below Target	Monitor Budget on Regular basis
8	H & S	HS Awareness - 4 workshops with Departments 1 per Quarter on HSE matter	Establish Workshop with various departments
9	H & S	HS training - Complete Appointed person for Lifting course	Organise training
10	Env	Zero Reportable Environmental Incidents	Review accidents and Incidents
11	Env	ISO 14001 Recertification	Prepare for certification Audit Feb 2024
12	Env	Reduce energy usage - Office heating - Identify alternative methods	Review cost of upgrading heaters
13	Env	Waste Management - Monitor the generation of waste and efficient segregation for recycling	Monitor Waste Management
14	Env	Reduce energy usage	Feasibility Study on the use of Electricity in the Delmec Offices Carlow for justification of Solar Power Systems

Table 3 Company Objectives 2023/ 2024

8. Roles and Responsibilities:

8.1 Organisational Chart

Our Organisation Chart is available for All employees to View. If you want to setup the view org browser, then complete the following steps.

1. Open Netsuite
2. Click on Personalise (top right)
3. Click suite apps (top left)
4. Double click on Employee Directory

8.2 Employer Duties

- To ensure the safety, health, and welfare at work of his or her employees
- To manage and conduct work activities in such a way as to ensure the safety, health and welfare at work of all employees.
- To manage and conduct work activities in such a way as to prevent any improper conduct or behavior likely to endanger employees.
- As regards the place of work concerned, the employer must ensure the design, provision and maintenance of:
 - a safe, risk-free place of work,
 - safe means access to and egress from it.
 - plant and machinery that are safe and without risk to health.
- To ensure safety and the prevention of risk arising from the use of articles or substances or the exposure to noise, vibration, radiation or any other ionizing agent
- To provide systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be safe and risk free.
- To provide and maintain facilities and arrangements for the welfare of employees at work.
- To provide information, instruction, training and supervision, where necessary
- To implement the safety, health and welfare measures necessary for protection of employees, as identified through risk assessments and ensuring that these measures take account of changing circumstances and the general principles of prevention specified in Schedule 3.
- To provide protective clothing and equipment where risks cannot be eliminated or adequately controlled.
- To prepare and revise emergency plans and procedures.
- To report accidents and dangerous occurrences to the relevant authority (prescribed under section 33)
- To obtain where necessary the services of a competent person for the purpose of ensuring safety and health at work
- To ensure that all safety measures consider both fixed term and temporary workers and that that any measures taken do not involve financial cost to his or her employees.

8.3 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.
 - Use all safety equipment and personal protective equipment issued.
 - 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.
 - 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.

8.4 C.E.O. and Company Directors:

- The C.E.O. of Delmec Engineering Ltd Kealan Delaney along with the C.O.O, Operations Managers and 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.

8.5 Responsibilities of Chief Operating Officer

- 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.

8.6 Senior Managers/Head of Operations Ireland / Head of Systems / Head of Shared Services

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.

8.7 Health, Safety and Environmental Manager

- To maintain up to date knowledge and adhere to all Company policies and procedures, Health and Safety procedures, requirements, and safe work practices.
- To actively promote the Company's high standards of quality and service
- Regularly review and update the HSE plan in conjunction with the Head of Shared Services ensuring that Environment, Health, and Safety is firmly embedded within the culture of the organisation and its employees.
- Management, development, and co-ordination of the HSE team.
- Proactively support and drive the operational teams to ensure continuous improvement, reduce risk and implement change management to improve on current processes.
- Ensure compliance and promote good work practices in relation to health, safety and welfare management systems.
- Carry out internal auditing & inspection of the EHS system to ensure continuous improvement of the system.
- Provide support and guidance to the Management Team on HSE matters including the development of statistics, management reviews, targets and objectives.
- Develop, manage and deliver training and coaching on key HSE topics as necessary. Ensure HSE training is proactively managed for both employees and contractors on site.
- Responsible for the HSE Training Needs Analysis, training evaluation of all operational training activities for the company both in Ireland and International.
- Develop specific site method statements, risk assessments, site induction and safe systems of work for both factory and site work and ensure they are being adhered to.
- Advise, monitor, evaluate and develop HSE policies and procedures that ensure compliance with current Irish and International legislation, and industry best practice.
- Take a leadership role in waste management across the organisation.
- Develop, implement and maintain an effective internal environmental auditing programme. Review on an ongoing basis the Sites' current activities and related environmental obligations to ensure legal compliance.
- Lead on accident, incident investigations and root cause analysis studies. Ensure appropriate corrective action and statutory reporting occurs in a timely and efficient manner.

8.8 Quality Manager

- To maintain up to date knowledge and adhere to all Company policies and procedures, Health and Safety procedures, requirements, and safe work practices.
- To carry out your duties in a resource-efficient way and actively support Delmec's Environmental Policy and its objectives within the remit of your role.
- To actively promote the Company's high standards of quality and service
- Manage the ISO system and certifications within Delmec, ISO recertification, surveillance audits, and system implementation.
- Conduct ISO audits and quality checks in Delmec business units.
- Manage and lead a small team of QA resources internationally.
- Perform quality audits of site works, workshop, offices etc.
- Conduct quality issue root cause analysis and implement corrective actions.
- Develop and deliver quality training programs.

- Develop and maintain quality control systems and checks.
- Monitor and act on quality control statistics.
- Lead, participate and support continuous improvement initiatives.
- Monitor and review feedback register and ensure corrective actions.
- Create and monitor document registers for document control and communication.
- Support lean green belt projects.
- Liaise with clients, suppliers and contractors regarding vetting and documentation control.
- Demonstrate a positive work ethic that will represent the company's culture and corporate values.

8.9 Health and Safety Officer

- To maintain up to date knowledge and adhere to all Company policies and procedures, Health and Safety procedures, requirements, and safe work practices.
- To carry out your duties in a resource-efficient way and actively support Delmec's Environmental Policy and its objectives within the remit of your role.
- To actively promote the Company's high standards of quality and service
- Maintain and make approved changes to the records and documents on Delmec Management System (DMS)
- Audit and review of systems and sites
- Ensure the accidents and incidents database is kept up to date, any incidents logged appropriately, and reports prepared.
- Induction process for new starters
- Maintain mobile phone tracker and key register.
- Act as Safety Representative for Delmec
- Update the training register and calibration register.
- Calibration of equipment
- Ensure that all administrative work relating to your role are dealt with in a timely manner.

8.10 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.

8.11 Project Supervisor Construction Stage (PSCS)

Where Delmec Engineering Ltd are appointed as PSCS:

- Develop and update the Construction Stage Safety and Health Plan.
- Coordinate the implementation of the Construction Regulations.
- Organise cooperation between contractors.
- Notify the HSA before work commences, if applicable.
- Coordinate the checking of safe work procedures and monitor compliance.
- Coordinate arrangements to ensure workers have Safe Pass and relevant CSCS cards.
- Coordinate measures to restrict entry to site.
- Coordinate the reporting of accidents to the HSA.
- Coordinate the appointment of a Safety Representative, when there is 20+ people on site.
- Appoint a Safety Advisor when there is 100+ people on site.
- Provide required safety file information to the PSDP.

8.12 Project Supervisor Design Phase (PSDP)

Where Delmec Engineering Ltd are appointed as PSDP:

- Identify hazards arising from the design or from the technical, organizational, planning or time related aspects of the project.
- Where possible, eliminate the hazards or reduce the risks.
- Communicate necessary control measure, design assumptions or remaining risks to the PSCS so they can be dealt with in the safety and health plan.
- Ensure that the work of designers is coordinated to ensure safety.
- Organize co-operation between designers.
- Prepare a written safety and health plan for any project where construction will take more than 500 person days or 30 working days or there is a particular risk and deliver it to the client prior to tender.
- Prepare a safety file for the completed structure and give it to the client.
- Notify the Authority and the client of non-compliance with any written directions issued.
- The PSDP may issue directions to designers or contractors or others.

8.13 Safety Representative:

- 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.

8.14 Persons contracted for specific projects must:

- Comply with The Safety Health and Welfare at Work (Construction) Regulations 2013 and all other relevant statutory requirements.
- Complete Contractors Assessment Pack.
- Provide suitable Safety Statement to 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.

8. Risk Management

8.1 General

Delmec Engineering will assess all activities under our control to assess the Hazards and complete a risk assessment. The risk assessment matrix table in table 4 below will be used to assess the likelihood and severity of the risk. Risk assessments are categorised as follows:

1. General Risk Assessment - GRAXXX
2. Site Risk Assessment - SRAXXX
3. Workshop Risk Assessment - WRAXXX
4. Chemical Risk Assessment - CRAXXX

Likelihood (L)		Severity (S)		L x S= RR							
						Likelihood	5	10	15	20	25
1	Rarely happens	1	Negligible	Risk Score Rating			4	8	12	16	20
2	Unlikely to happen	2	Minor injury	1 to 4	Low		3	6	9	12	15
3	Probably could happen	3	Serious injury	5 to 10	Medium		2	4	6	8	10
4	Likely to happen	4	Critical injury	11 to 16	High		1	2	3	4	5
5	Certain to happen	5	Death	20 to 25	Extreme		Severity				

Table 4 Risk Assessment matrix

8.2 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.

8.3 Risk Assessment Index

All Risk Assessments are maintained on Almir Live and must be referenced to ensure the most up to date Risk Assessment used. The following list of Risk Assessments is for guidance purposes only. All risk assessments must be reviewed and update to site specific conditions prior to use in a task.

8.3.1 Chemical Risk Assessments

Reference	Title
CRA01	Anchorset Green
CRA02	Anti-Spatter
CRA03	Argoshield
CRA04	Bovivet Gel
CRA05	Butane Risk Assessment
CRA06	Castrol GTX 10W-40
CRA07	Chlorine Bleach
CRA08	Coolant Cutting Fluid
CRA09	Crown Trade Full Gloss
CRA10	Deodorizing Fluid
CRA11	Diesel Fuel
CRA12	Eco Degreaser
CRA13	Fischer Hand Foam
CRA14	Futuris Tip Dip Paste
CRA15	HILTI HIT MM

Table 5 Chemical Risk Assessments

Reference	Title
CRA16	Hydraulic Oil
CRA17	Metaflux 70-40 Zinc Paste
CRA18	Multipurpose Lubricant Spray Oil
CRA19	Multi-use product- aerosol
CRA20	Nippon Ant Killer Powder
CRA21	Oxygen Compressed
CRA22	Propower Butane Gas
CRA23	RAID Fly & Wasp Killer
CRA24	Roof 7
CRA25	Safety Thread
CRA26	Swarfega Lemon
CRA27	Tec 7
CRA28	Unleaded Petrol
CRA29	Urinal Blocks Blue

8.3.2 General Risk Assessment

Reference	Title
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 and Installations
GRA16	Vehicles
GRA16.1	Vehicles loose plant & equipment
GRA16.2	Vehicles - Security
GRA16.3	Vehicles - Driving
GRA16.4	Driving - Fatigue

GRA17	Stress
GRA18	Working at Height
GRA18.1	Working at Height from ladders
Reference	Title
GRA18.2	Working from Mobile Elevated Working Platforms
GRA19	Offices
GRA19.1	Offices - Manual Handling
GRA19.2	Offices Furniture & 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 Risk Assessment
GRA24	Electromagnetic field
GRA25	Crane Operations
GRA26	Delmec Foreign Travel Risk Assessment
GRA27	Drone Operations
GRA28	Huawei Commissioning Process Risk Assessment

GRA29	Slip Trip Fall Risk Assessment
GRA31	Coronavirus Risk Assessment

GRA32	Project Risk Assessment
GRA33	Interaction with public Risk Assessment

Table 6 General Risk Assessments

8.3.3 Site Risk Assessment

Reference	Title
SRA01	Welding Hotworks
SRA02	Cutting Plasma Cutting Grinding
SRA03	Fitting
SRA04	Electrical Cables
SRA05	Dust
SRA06	Lone Worker General Site Work
SRA07	Dynamic Cone Penetrometer
SRA08	Tower Inspection
SRA09	Tower Foundation Excavation
SRA10	Outside Work
SRA11	Fitting and Hotworks
SRA12	Lone Worker Tower
SRA13	Site Fire Precautions
SRA14	Confined Spaces
SRA15	Access & Egress
SRA16	Site Survey
SRA17	Chemical-Biological Hazards
Reference	Title

SRA18	Security
SRA19	Excavations
SRA20	Asbestos
SRA21	Drilling Activities
SRA22	Generators
SRA23	Fuel Storage and Transfer
SRA24	RF Hazards
SRA25	Interaction with Public
SRA26	Weather Conditions
SRA27	Decommissioning Units
SRA28	Climbing towers with bird netting in place
SRA29	Abseiling Risk Assessment
SRA30	Electromagnetic Field Risk Assessment
SRA31	Location of Underground Services
SRA32	Working on a Rooftop
SRA33	Step Ladders (A-Frame)
SRA34	Bees Risk Assessment

Table 7 Site Risk Assessment

8.3.4 Workshop Risk Assessment

Reference	Title
WRA01	Welding
WRA02	Fitting
WRA03	Dust Fumes
WRA04	Kingsland Shearing Punch
WRA05	HPM L1 Hole Punch
WRA06	Workshop Press
WRA07	Halo Press Brake
WRA08	Halo Guillotine
WRA09	Profiler
WRA10	Band Saw
WRA11	Belt Sander
WRA12	Pedestal Drill
WRA13	Radial Drill

Reference	Title
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 Rev
WRA20	Electromagnetic field

Table 8 Workshop Risk assessments

8.4 Particular Risks

Prior to commencement of works Delmec Engineering Ltd. will assess, if required, the Particular Risks associated with the Works.

Non-exhaustive List of Work Involving Particular Risks to the Safety, Health and Welfare of Persons at Work

1. Work which puts persons at work at risk of—
 - (a) falling from a height,
 - (b) burial under earthfalls, or
 - (c) engulfment in swampland, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or construction site.
2. Work which puts persons at work at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a statutory requirement for health monitoring.
3. Work with ionizing radiation requiring the designation of controlled or supervised areas as defined in Directive 96/29/Euratom⁴
4. Work near high voltage power lines.
5. Work exposing persons at work to the risk of drowning.
6. Work on wells, underground earthworks and tunnels.
7. Work carried out by divers at work having a system of air supply.
8. Work carried out in a caisson with a compressed-air atmosphere.
9. Work involving the use of explosives.
10. Work involving the assembly or dismantling of heavy prefabricated component.

8.5 Design Risk Assessment

As Part of Our role as Designer, PSDP and PSCS Delmec Engineering Ltd will support or facilitate the Completion of the Design Risk Assessment as Applicable. The design Risk Assessment will:

1. identify hazards arising from the design.
2. Assess how serious the risk is, and
3. Decide what control measures are to eliminate or reduce these risks.
 - A. Where Delmec Engineering Ltd are the Designer our Design team will cooperate with the PSDP and the PSCS providing the necessary updated documented Design Risk Assessments
 - B. Where Delmec Engineering are appointed as PSDP we will ensure the Design Risk is completed and all design works are coordinated and communicated with other designers.
 - C. Where Delmec Engineering are appointed as PSCS we will ensure to cooperate the requirements of the PSDP and Designers and communicate any issues with the Design Risk Assessment

8.6 Risk Assessment and Method Statement (RAMS)

Prior to commencement of any works Project Managers will be responsible for developing and implementing a Site-Specific RAMS (Risk Assessment and Method Statement) using Form 075. The RAMS will be specific to the Works and will address the control measures to be implemented.

Method statements provide a step-by-step description of the safe system of work for high-risk activities. They allow such activities to be suitably planned, organised and controlled.

The method statement will be in writing and must be clearly communicated to all persons involved in the activity, using a language that is understood by all. It will include, at minimum, the following information:

- Job details (location, main contractor, description of the works, start date, estimated completion date, etc.)
- Schedule of responsibilities
- Details of selected work methods
- Details of plant/equipment, hazardous materials to be used
- Details of ancillary equipment
- Name of appointed duty holder(s)
- Emergency arrangements and details
- A complete plan setting out the sequence of the operation, taking account of relevant site hazards and control measures (i.e., from site preparation, through arrival of the equipment on site, any necessary erection, positioning of the equipment, lifting and placing of load(s), dismantling of equipment, to moving off site)
- Author of method statement, signature, and date.

9. General Arrangements

9.1 Delmec Absolute Rules

The Absolute Rules are specific rules identified to ensure our Employees implement the correct measures at all times.

Never exceed speed limits or travel at speeds which are dangerous for the type of road, vehicle, or conditions.		Specific tasks and equipment use , only for trained and authorized workers.	
Never use a handheld phone whilst driving and only make calls by pulling over or using hands free devices, when it is safe to do so.		Before starting the work , inspect, ensure good conditions and sign working areas.	
Never work under the influence of substances (alcohol or drugs) which are illegal or in excess of legal levels or where this impairs the individuals' ability to perform tasks.		Prepare, adjust and use the PPE and tools properly.	
Never undertake any street or underground work activities unless competent to do so.		Perform and follow all work plans and permits.	
Always wear seat belts when travelling in, or operating vehicles		When travelling , plan ahead, check the vehicle, use safety devices and take extreme care and caution.	
Never carry out electrical work on electrical equipment, circuits and gear if you are not qualified.		After finishing the work , remove the signage and collect the waste, materials and tools.	
Always use suitable Personal Protective Equipment (PPE), a safety harness and fall protection equipment when working at height (harnesses must be always attached when working at height).		Do not undertake any task if you are not in optimal health condition or if you are taking medication or under the influence of drugs or alcohol.	
When working in the proximity of power, we always maintain the required safe distance and use the correct insulated equipment.		Do not manipulate or bypass the safety devices.	

Table 9 Absolute Rules

9.2 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 unauthorized 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.

9.3 Site Safety Rules

ALL PERSONNEL MUST:

- Have a valid Safe Pass and attend site induction before starting work on site.
- Seek permission/sign in before accessing the site.
- Observe and obey site rules and signage.
- Report any unsafe work practices and damage to equipment.
- Have the necessary training for the job/activity that they are doing.
- Wear the appropriate personal protective equipment at all times during work.
- Work in a safe manner
- Respect fellow workers and the environment
- Familiarise themselves with emergency and First-Aid procedures.
- Respect the neighboring environment and Minimise noise, dust and vibration.
- Respect the local area traffic requirements/restrictions and be particularly mindful of the hazards to children.
- 'Watch out' for fellow workers and attend any safety training, toolbox talks or meetings as requested.
- Avoid working alone 'out of hours' unless safety procedures are in place.
- Person responsible for updating 'Site Rules' and ensuring that they are displayed in a public place (e.g., canteen):
- Wear safety helmets, safety footwear and hi-vis jackets at all times. The vest must be clean, yellow/orange in colour and the name of the contractor/company must be clearly visible. Any person who is not wearing such a vest will not be permitted to enter on site.
- Wear Safety gloves when involved in in Specific Tasks as outlined in the Risk Assessment
- Wear other personal protective equipment when undertaking the work for which it is supplied, e.g., eye protection, ear defenders, gloves, dust masks, safety harness.
- Keep the place of work and storage areas in a tidy state and clear of rubbish.
- Keep access routes clear of obstructions.
- Ensure hazard and safety warning signs and notices are in place on site.
- Place all waste/debris only in designated containers or areas.
- Comply with all permits to work conditions.
- Restrict vehicle movements to routes, areas, and speeds as designated.
- Note: These rules apply to all, including managers, supervisors and workers.

ALL PERSONNEL MUST NOT:

- Interfere with the safe operation of the structure/site.
- Operate mechanical/mobile plant unless specifically trained.
- Travel on mobile plant unless being the operator or a proper seat is fitted.
- Throw down any items from a height.
- Alter scaffolding or scaffolding towers or remove barriers erected for the protection of openings and edges unless trained and instructed to do so.
- Use damaged tools or access equipment.
- Remove guards from tools or machines.
- Use electrical tools which are not 110v or lower.
- Change abrasive/cutting wheels unless trained to do so.
- Enter confined spaces and excavations without proper authority.
- Carry out work on roofs, hot work or work on electrical installations without proper authority.

9.4 Client Rules

At all times Delmec Employees must and will obey Client Specific Rules and requirements. Client Specific Rules and Requirements will be communicated to our Employees at induction stage and regular intervals thereafter.

9.5 Disciplinary Action

Delmec is committed to treating all staff fairly and equitably and to helping employees perform effectively. However, there may be occasions when it will be necessary to invoke Disciplinary Procedures which are designed to protect the interests of both Delmec and its employees. Each employee's right to natural justice and fair procedures will be always upheld. For full details on our disciplinary procedures refer to HSEQP30 Disciplinary Procedure.

Depending on the severity of the incident and following a comprehensive investigation Disciplinary sanction may apply, in brief, as follows:

1	Informal Caution/Counselling	Failure to achieve required standards or a first instance of misconduct may result in an informal caution/counselling from your manager.
2	Stage 1 - Verbal Warning	If conduct, attendance or performance does not meet acceptable standards the employee will normally be given a formal Verbal Warning
3	Stage 2 -Written Warning	Should conduct, attendance or performance not improve satisfactorily, or if a further offence occurs, or if, following Stage 1, corrective action has not been taken, a Written Warning will be given to the employee.
4	Stage 3 - Final Written Warning or Disciplinary Suspension without Pay	If there is still a failure to improve and/or conduct, attendance or performance is still unsatisfactory, or if the misconduct is sufficiently serious to warrant it, a Final Written Warning will normally be given to the employee
5	Stage 4 – Dismissal	If conduct, attendance or performance is still unsatisfactory and the employee still fails to reach the required standards, Dismissal will normally result. Only the appropriate Senior Manager can take the decision to dismiss.
5.	Gross Misconduct	<p>The following non exhaustive list provides examples of conduct which will normally be regarded as gross misconduct:</p> <ul style="list-style-type: none"> · Breach of any of the Absolute rules - Theft · Fraud · Dishonesty · Deliberate falsification of records · Removal of records without authority · Disclosure of confidential information without authority · Any threats or acts of violence/assault against any person or property

		<ul style="list-style-type: none"> · Deliberate damage to company/client property · Reporting to work under the influence of alcoholic liquor or illegal drugs · Smoking in the workplace · Persistently poor time keeping · Serious negligence which causes/may cause unacceptable loss, damage or injury · Bringing the name of the Company into disrepute · Serious act(s) of insubordination or refusal to carry out reasonable instructions · Unauthorised computer access · Copying of Company computer files · Serious breach of Delmec Safety Policy · Serious breach of Delmec Dignity at Work Charter · Breach of Internet /E mail and or social media Policy including cyber bullying · Circulating offensive, obscene, or indecent emails · Bullying including cyber bullying, harassment and Sexual Harassment to any person inclusive of activities on any internet-based application · Failure to attend a substance test as prescribed under the Company Drug/Alcohol Policy · Flagrant disregard for health and /or safety precautions likely to endanger any person or property in or on the Company's sites · Unauthorised and unapproved absence · Poor standards of work · The taking/borrowing of goods, services and money from clients · Behaviour which causes difficult working relations or damages the employer's reputation.
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Table 10 Disciplinary Actions

9.3 Offices, Warehouse and Workshop

- All Offices, Warehouse and Workshop locations will be maintained with sufficient Welfare facilities in place and are regularly cleaned.
- Adequate Fire Fighting and Emergency Response equipment will be available and maintained.
- Canteen Facilities are available for all Employees to facilitate the provision of:
 - sufficient tables and seats with backs, for taking meals.
 - ventilated, lighted, kept in a clean condition and shall not be used for the storage of building materials.
 - for boiling water and,
 - facilities for heating food.
 - An adequate supply of wholesome drinking water and possibly another suitable non-alcoholic beverage, should be provided at a convenient point or points.

9.4 Parking of Vehicles

All Vehicles parked at the Delmec Office/ Workshop and Warehouse locations shall reverse park. All Vehicles attending site locations must also reverse park.

Reverse Park means backing into parking space: By reverse parking, you avoid backing out blindly into oncoming traffic or into the path of pedestrians. You can see your surroundings more clearly. In an emergency, it's much quicker to get into your vehicle and drive straight out.

9.5 Plant and Equipment

9.5.1 General

A register of all Delmec plant and equipment will be maintained on Almir Live under “Asset Management”. Asset Management is subdivided into 3 Categories:

- Calibration
- Maintenance
- Compliance

9.5.2 Inspection Requirements

Inspection Type	Applicable Y / N / n/a	When	By Whom	Verified by
GA1 – Thorough Examination of Lifting Equipment	Y	Annually	Owner	PICW
GA1 – Thorough Examination of Lifting Appliances	Y	Every 6 months		
GA2 – Weekly Inspection of Lifting Appliances	Y	Weekly	Operator	PICW
GA3 – Work at Height Inspections	Y	Weekly	User	PICW
AF3 – Thorough Examination of Excavations	N/A	Weekly	Civils Contractor	PICW
AF4 – Inspection / Examination of Personal Flotation Devices	N/A	Weekly	User	PICW
Power Tools	Y	Weekly	User	PICW
Electrical Work Equipment for sites >110	Y	6 months	PAT tester	PM's
Electrical Work Equipment for Offices and Workshop >110	Y	Annually	PAT tester	PM's
PPE	Y	Weekly	User	PICW

9.5.3 Use of Plant and Equipment

1. Only Delmec operatives with the appropriate training and certification are authorised to operate Plant and equipment under the direct control of Delmec.
2. Plant and Equipment will be allocated to Delmec Employees and a register maintained on Almir Live.
3. All Delmec Employees allocated Plant and Equipment will ensure a weekly inspection of such equipment is completed and available on request.
4. All Delmec Employees must report any defects or damage to plant and equipment in their control to their supervisor immediately.
5. Only Delmec Authorised Plant and Equipment to be used by Delmec Employees.
6. HR will Maintain a register of trained and authorised personnel.

9.5.4 Supplier / Contractor Plant and Equipment

Supplier / Contractor Plant and Equipment will comply with Delmec requirements on the use of Plant and Equipment in the following manner.

1. Where a Supplier / Contractor provides the Plant or equipment for Delmec Employees the correct Statutory Inspection or examination Certification is to be provided prior to arriving on site. The certification will be checked by Delmec Supervision.
2. Supplier / Contractor will be responsible for maintaining such certification.
3. Supplier / Contractor operating Plant and Equipment on Site will comply with Delmec Plant and Equipment weekly inspection requirements.
4. Supplier / Contractor will provide training records of authorised users.
5. Where Delmec Employees are operators of Supplier / Contractors only trained operatives are permitted to use and will be responsible for completing weekly/ daily inspections.

9.6 Working at Heights

9.6.1 General

- Delmec Employees and those working on our behalf will always operate on the principle of 100% Fall Protection. Where this cannot be achieved works will cease until adequate control measures can be achieved and implemented on site.
- All Personnel Working at Heights will be required to complete a Fitness to work medical as part of their contract of Employment. This Medical will be completed with an authorised Medical Practitioner on a periodic basis as determined by industry best practice and Delmec Engineering Ltd.
- All Personnel Working at Heights will be competent to do so and will have specific training in Tower Climbing and Rescue, Roof top Training and MEWP training. Other training as specified.

9.6.2 Working on Towers

- Only Personnel with Climbing and Rescue training and experience to climb will be permitted to Climb Towers.
- All personnel authorised to Climb Towers will be medically certified to do so.
- When Climbing Towers there must be always at least 2 people on site.
- Rescue Procedures and Equipment must be in place prior to climbing.
- All Climbing equipment must be inspected and certified periodically and before use.

9.6.3 Roof Top Activities

- Site specific risk assessments to be carried out.
- Where Employees are exposed to leading edges Fall Arrest Systems must be in place.
- Trained and competent persons to work on rooftop.
- Adequate PPE including harness to be worn where Specifically required.
- Tools, equipment, and materials to be kept away from edges of works area.
- No work to take place within 1.5m of an unprotected edge.
- Where sufficient edge protection is not in place a horizontal safety line must be set up and in place.
- Harness and double lanyards to be used on all access ladders to rooftop.
- PICW to monitor weather conditions & no works to take place in inclement weather.

9.6.4 Use of Mobile Elevating Working Platforms (MEWP's)

- Only authorised personnel are permitted to operate MEWP's.
- Exclusion zones to be Implemented when using MEWP's.
- Prior to commencement GA1 (Thorough Examination) cert to be checked by PICW
- Operator to complete GA2 (Weekly Inspection sheet) prior to operating MEWP.
- All personnel in the Man basket must wear a harness and be always hooked off.
- When lifting equipment using an MEWP a lift plan must be completed, Form 199.

9.6.5 Use of Ladders

1. Work is only carried out from a stepladder when the job is of short duration and low risk Ladder is suitable (Standards EN131).
 - Class 1 Heavy Duty & Industrial Use,
 - Class 2 Light Trade Use
 - Class 3 Domestic
2. Use must not be used for construction work) for the work to be carried out Stepladders are used as per the manufacturer's instructions
3. Employees are trained in the correct and safe use of stepladders
4. Stepladders are checked (e.g., check for splits, cracks, damaged rungs, stiles, feet, platform, steps, restraint cords / threads and locking mechanisms) before use, reported defects are dealt with promptly and unsafe equipment is taken out of use.
5. Use Stepladder is regularly inspected by a competent person and records are kept using GA3

9.7 Lifting Operations

- All Lifting operations will be planned.
- All Crane lifts will be contract lifts and have an appointed person to complete the lift plan.
- All trained personnel to Sling Loads
- All Personnel will be trained in Manual Handling of Loads.

9.8 Traffic Management

- Where Delmec Works require and interface with the Public such as Road Crossings, Lifting Operations, Excavation works, Road Closures, Etc. the Project manager will ensure adequate traffic Management Plans and associated licenses are in place and implemented and the place of Works.
- Where Traffic Management Operations are on a public Road it will be under the control of competent person with CSCS Signing Lighting and Guarding Qualifications.
- Traffic Management plans will be designed and implemented on Site to ensure the works can be carried out safely for both Employees and Members of the Public.

- Where works are carried out on behalf of Delmec by Contractors they will be responsible for ensuring adequate Traffic Management Plans are implemented.
- All Traffic Control Measures are inspected regularly to ensure they are installed correctly as per the TMP.

9.9 Driving for work

- All personnel must have the appropriate training to operate the Vehicle.
- Comply with Local Traffic rules.
- Complete Vehicle Inspection sheet prior to use of any Company Vehicles
- Assess the driving conditions prior to commencing your trip and it is safe to do so.
- Report any Traffic Incidents immediately to your Line Manager and HSE Manager
- Comply with Local Traffic Rules.
- Do not Drive under the influence of any intoxicants (Alcohol & Drugs)
- Plan your Journey.

9.10 Excavation Works

- Prior to commencing PM to ensure all relevant service drawings are in place
- Delmec Form 035 Permit to Dig to be completed by excavation crew.
- Area to be scanned to verify services locations.
- Excavation Works to be barriered off at all times.
- Access and Egress to be assessed.
- Where required ensure adequate traffic management plans are in place.
- Waste material to be removed by licensed Waste removal contractor only.

9.11 Live Electricity

9.11.1 Electrical Equipment

- Only trained competent electricians are permitted to undertake electrical work.
- Risk Assessments are carried out to identify hazard, assess risks from electricity and to identify suitable controls to reduce the risk level. See GRA06, GRA10, SRA04 and WRA18.6.
- All electrical equipment and installations will be maintained by a competent person.
- PAT Testing will be carried out on all portable electrical appliances.
- Records are kept, including training records, PAT Testing records and accident/incident reports.
- Portable electrical equipment must be visually checked by the operator before use.
- When work is required on Live Electrical equipment refer to HSEQP11 Lock Out Tag Out for LOTO procedures.
- All electrical equipment used on construction sites must be 110V.

9.11.2 Overhead and Underground Services

- All Works near Overhead and Underground services must be planned and in compliance with the Code of Practice for Avoiding Danger from Overhead Electricity Lines and Code of Practice for Avoiding Danger from Underground Services.
- When Carry out Excavation works the Supervisor in Charge must ensure competent person with CSCS Locating underground services scans the area.
- Exclusion Zones are in place as per the COP Avoiding Danger from Overhead Electricity Lines and Avoiding Danger from Underground Services.
- Ensure the most up to date service drawings are available.
- Prior to commencing works complete the relevant permits
 - Doc Name: Delmec Form 037 overhead cables.
 - Doc Name: Delmec Form 035 Permit to Dig.
- Supervisor in charge of the works must ensure they “Dial Before you Dig”.

- Gas Networks Ireland: 'Dial Before You Dig' enquiries: 1850 427 747.
- EIR 'Click Before You Dig' <http://support.eir.ie/article/clickbeforeyoudig> Eir Home: 1800 773 729
- ESB: Phone: 1800 928 960 OR 01 8582060 to find out if there are any electricity cables in the vicinity of your excavation site OR Email dig@esb.ie

9.12 PERMITS TO WORK

Depending on what work activities are being carried out, permits to work may form a part of the safe system of work. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been identified. Typical types of work activity where permits to work are used include:

Element Of Works	Required Y/ N	Authorisation by
Permit to dig	n/a	PICW
Work at height	yes	PICW
Hot work	n/a	PICW
Electrical works (temporary/commissioning works)	Yes (DC WORKS)	INC
Confined spaces	n/a	PICW
Roof access.	N/A	PICW
Working Near / Under OH Lines	N/A	PICW

Table 11 Permits to Work

9.13 Hazardous Materials

1. A register of Hazardous materials will be Maintained by the HSEQ Department on Almir Live
2. The register will include all Hazardous materials used on Delmec works.
3. Safety Data Sheets (SDS) will be maintained for all Hazardous Materials and made available to Employees on Almir Live. Site Operatives will also be given a Hard copy to refer to while on site.
4. The Register will assess the use of each Hazardous Substance.

9.3 SITE SECURITY ARRANGEMENTS

When setting up on site, the following areas may need to be assessed:

Item	Y	N	N/A	Control Measure
Site boundary security (e.g., Heras fencing, hoarding)	X			Palisade / Pedestrian Barriers Fencing in place
Site compound safety (e.g., separating people from moving vehicles, adequate lighting, storage and delivery arrangements)	x			Palisade / Pedestrian Barriers Fencing in place
Offices	x			Secured and alarmed
Signage	X			Site Signage,
Works area, which must be secured to prevent access by members of the public	X			Existing Site Security fence
Plant and equipment, which must be secured, and keys removed	X			All keys to be removed from vehicles when not in use and Vehicles to be Locked

Access routes, which must be kept unobstructed and clean.	X			Ensure Pedestrian access is maintained. Clean as you go policy in place
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Table 12 Site Security

9.4 TRAFFIC / PEDESTRIAN MANAGEMENT

Item	Y	N	N/A	Control Measure
Site entrance, sight lines, signage, lighting, and pedestrian footways	X			Detailed in Site Specific Method Statement
Deliveries, collections, and set-down areas	X			Detailed in Site Specific Method Statement
Parking	X			Observe Local Requirements and do not block Local access. All Company Vehicles to reverse Park. All personnel access Delmec owned property/ facilities will reverse park.
On-site traffic and pedestrian routes	X			Traffic Management Plans
Safe procedures for reversing on site.	X			All Vehicles to reverse park where possible

Table 13 Traffic / Pedestrian Management

9.5 Stop Work Orders

All employees and contractors have the responsibility and authority to stop work activities immediately, without fear of reprisal where they consider an imminent danger to be present. The danger may pose a threat to their own health and safety or the health and safety of others. It may also adversely affect the local environment.

Timing is a critical factor. There should not be any delay in calling for a stop work order. There shall be no blame or fault placed on an employee or subcontractor for calling for a stop work order even if following an investigation, it was deemed unnecessary.

Work that has ceased a stop work order shall not be resumed until all safety aspects are cleared.

9.6 Safety Consultation/Safety Representative

Delmec Engineering Ltd recognises the importance of employee consultation in contributing to a safe workplace. To facilitate consultation Paul McCarthy and Ryan Gates have been selected to act as Safety Representatives.

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.

9.7 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.

9.8 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.

9.9 Fitness To Work Assessment

Prior to commencing Employment and depending on the roles and responsibilities of an Employee a fitness to work medical assessment will be required. The Medical assessment will be completed in confidence by a Medical Practitioner in line with Industry requirements.

Medicals will be required but not limited to the following:

- Senior Management Roles
- Climbing Activities
- Working at Height activities
- Operating Plant and Equipment

Follow up Medicals will be repeated on a periodic basis depending on the specific requirements.

9.10 Health and Wellbeing

Delmec Engineering Ltd have incorporated the services of Zevo Health – Wellbeing 360 Digital Health Platform and is available to all our Employees.

Wellbeing 360 Digital Health Platform is designed to support employee's physical, mental, and emotional wellbeing in an all-in-one digital wellbeing solution. To access this service all you have to

do is scan the QR code below or download the Zevo Health app in the Google Play or Apple Stores and register on the app using our unique Company Code 235855.

Zevo Health App features include:

- Zevo Therapy – allows you to easily connect with experts in counselling and mental health support. Booking a session with a counsellor has never been easier and is only a few clicks away when needed.
- Zevo Challenges – Make getting fit and healthy fun with our employee wellbeing challenges. Personal Challenges allow you to create individual challenges based on your own interests, improving overall health and building better habits. You can also set up challenges with colleagues such as step and meditation challenges or create Team Challenges between teams.
- Zevo Academy – Access to research-backed learning from leading international experts across 3 key areas of Move, Nourish and Inspire presented in a variety of formats including Masterclasses, Meditations, Recipes and Webinars. Explore a wide range of topics including CBT for anxiety and weight loss programs. The academy also provides a huge library of meditations to improve sleep or reduce stress.
- Assess your own wellbeing and build better habits with your individual Wellbeing Score and Mood Tracker, giving you greater insight into how you are functioning and prompt you with ideas for your own unique wellbeing improvement across Mind, Physical, Sleep, Nutrition and Life Balance.

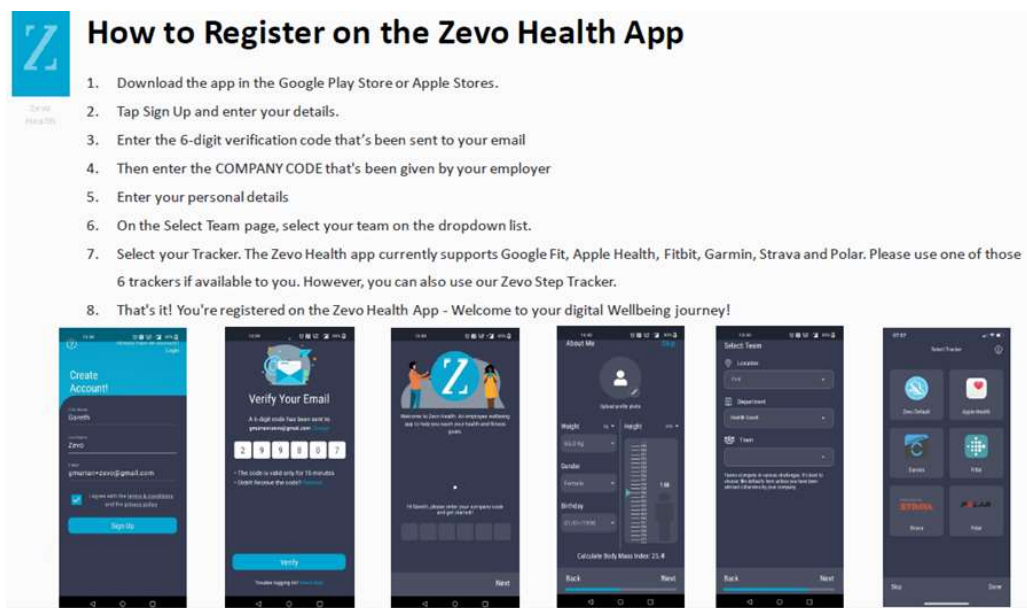


Figure 1 ZEVO Health Registration



Figure 2 QR Code ZEVO Health

9.11 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 the 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.

9.12 Vulnerable Workers

Vulnerable worker is categorised under four headings:

- Pregnancy at work
- Young persons
- Work-related stress and dignity at work
- Non-English-speaking workers.

Each group has its own special requirements that must be complied with (see below).

It is important to identify and carry out the related actions for each vulnerable group to ensure their safety, health and welfare while at work.

9.12.1 Pregnancy at Work

On becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, we will assess the specific risks arising from the employment to that employee and take action to ensure that the individual is not exposed to anything that would damage her health or that of her developing child.

On receipt of an appropriate medical certificate, take the following actions:

- Make sure that a specific risk assessment for that employee is undertaken, taking account of any medical advice that the employee has received
- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure that the employee does not carry out these activities
- If a risk cannot be eliminated, or reduced to an acceptable level, then:
 - o Adjust the employee's working conditions or hours of work or both; and
 - o If this is not possible, provide alternative work; or
 - o If this is not possible, grant the employee health and safety leave
- Ensure that pregnant, postnatal, or breastfeeding employees have suitable facilities to rest or feed.

9.12.2 Young Persons

Regarding young people at work, i.e., those less than 18 years of age, you need to:

- Carry out a risk assessment before employing a young person (over 16 years but under 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity
- Put in place all required control measures identified by the risk assessment, taking account of:
 - o Their lack of experience, maturity or awareness of risk
 - o Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
 - o the physical and psychological capacity of the young person

9.12.3 Work Related Stress and Dignity at Work

No employee's workload is so great that he or she will have to consistently work overtime.

- No worker is subjected to harassment from, or degrading behaviour by, colleagues or managers.
- Everyone in the workplace treats others with respect and courtesy.
- No person has to work in an environment that is unsafe and in which there are risks of accidents.
- Workers are trained so that they can do their jobs effectively and safely.
- Everyone knows what his or her core job is.
- A 'Dignity at Work Policy' is in place, outlining procedures to address bullying and harassment at work.

9.13 Waste Disposal

It is the policy of Delmec Engineering Ltd. to:

- Minimise 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 contractors.
- Take particular care to dispose of paint or chemical containers appropriately (as recommended by the manufacturer).

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

9.14 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 (as required)
- Hearing protection (as required)
- Gloves (as required)
- Hard hat with chin strap
- 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.

10. Communication

10.1 Meetings

HSEQ is top of the agenda at all meetings:

The Following is a non-Exhaustive list of the Core meetings held in Delmec.

Meeting	Attendees	Frequency	HSEQ Relevance
Management Review Meeting	Senior Management	Annually	Implementation of ISO Standards
HSEQ Team Meeting	HSEQ Team members (Ire & Int)	Weekly	Action items: Updating on HSEQ matters
Safety Committee Meeting	Committee members	Quarterly	As per agenda
Ireland Operations Meeting	HoO, PM's, Line Managers, admin, HSEQ Managers	Weekly	Review of inspections, Good Catches, communication of issues
International Operations Meeting	HoO, PM's, Line Managers admin, HSEQ	Weekly	Review of inspections, Good Catches, communication of issues
Senior Management Meeting	Senior Management	Biweekly	Meeting updating on HSEQ matters
HSE Weekly Meeting	HSE Manager & Head of Shared Services	Weekly	Updating on HSEQ matters

Table 14 Meeting Schedule

10.2 Other means of Communication

1. Toolbox talks/ Team Briefings: will be held on a regular basis and conducted by supervisor. TBT's will be based on relevant issues or Topics. Toolbox talks provide a convenient and cost-effective method of communicating and involving employees and contractors in issues that are happening on site. Toolbox talks should be carried out on a regular basis and should last no longer

than 10 to 15 minutes. Regular toolbox talks help to reinforce a positive safety message, which will lead to greater hazard awareness on site and safer work practices.

2. Workshops: will be held on a periodic basis with all departments and Site Teams. The purpose of the Workshop is to discuss changes and Improvements to the Management System, implementation of new systems, improvements arising from Accidents and Incidents, issues or suggestions arising from Employee Input, areas of improvement and receive feedback from employees.
3. Safety Alerts and updates via email etc.
4. Safety Notice Board
5. Daily Risk Assessment
PICW's will complete a Daily Risk Assessment before the works commence to ensure the hazards are identified and the required control measures are in place.
6. Health and Safety Committee
As part of Delmec Engineering Ltd Senior Managements commitment to Health and Safety Consultation with our employees we want to expand our existing Health and Safety Committee to ensure there is representation from both Ireland and International operations and from each of the relevant departments.
. The Objectives of the Health and Safety Committee is to:
 1. To provide a forum that facilitates Employee participation on the steps taken to safeguard the Safety Health and Welfare within the Workplace.
 2. Increase the Awareness of Health and Safety from Employer to Employee developing a stronger Health and Safety Culture with in Delmec.
 3. Raise the Health and Safety Standards across Delmec.

The Intention is to meet on a Quarterly basis for approx. 1- 2hrs, (online / Face to face) to discuss but not Limited to:

1. Risk-protection and prevention measures and outcomes.
2. HSE information to be provided to employees:
3. Updates on the Company Safety Statement, Policies and HSE Management system updates
4. Relevant Information on Accidents and Incidents
5. Relevant information on recent Inspections and Audits
6. Relevant information from Good Catches.
7. HSE training updates
8. Observations, Suggestions, concerns raised from Employees.
9. Input from Safety Committee Members to enhance the Safety Culture Within the Company
10. AOB

Outcome?

Minutes will be generated and circulated to All Delmec Employees and Senior Management with Actions identified.

11. Monitoring and Measuring

11.1 HSEQ Inspections / Audits

1. HSEQ department:

The HSEQ department will conduct random HSEQ Inspections / Audit's on current live sites such as Installations, Civils, and maintenance works. All Site Inspections are recorded on Geopal. Other areas which will be inspected on regular basis will include the Offices, workshop, and Storage yards.

Where an issue is identified during an inspection it will be communicated to the supervision in charge.

11.2 Site Compliance

Task	Frequency	Responsible
GA1 Certification Lifting Equipment	Prior to Use	PICW
GA2 Weekly Inspections Lifting equipment	Weekly	PICW
GA3 Weekly Inspections Working at Heights	Weekly	PICW
Site safety audits	As required	HSEQ / PM
Risk assessments, method statements	Prior to commencement	Project Manager
Emergency procedures, First Aid	Weekly	PICW
toolbox talks	As required	PICW
Identifying particular risks		PM
Accident and Incident Reporting	As required	PM/ PICW
Construction Stage Plan is kept up to date and adjustments are made	As required	PM
Ensuring co-ordination, communication and co-operation between contractors on site	As required	PM
Ensuring the site is secure and only authorised people are on site	On Going	PICW
Carrying out inductions	As required	PICW
Ensuring records are maintained, e.g., induction, Safe Pass, CSCS and PPE provision	As required	PICW
Ensuring Safety Data Sheets are filed, and appropriate control measures are in place	As required	PICW
Ensuring accidents are investigated, reported (where required) and remedial measures are in place to prevent re-occurrence	As required	HSE Manager
Ensuring risk assessments are carried out and updated as necessary	As required	PM/ HSE Manager
Ensuring method statements and SSWP forms are completed when required	Prior to commencement	PICW
Co-ordinating the provision and upkeep of adequate welfare facilities	As required	PM
Ensuring the site is secure and only authorised people are on site	As required	PICW
Carrying out inductions	Prior to commencement	PICW
Ensuring records are maintained, e.g., induction, Safe Pass, CSCS and PPE provision	Prior to commencement	PICW
Ensuring statutory forms and registers are collected and filled out as required	Prior to commencement	PICW

Table 15.1 Site Compliance

11.3 Contractor and Suppliers

All Contractors and Suppliers will be subject to HSEQ approval process prior to commencing with Delmec. Forms 136 and 44 will be completed by each Contractor / Supplier. Contractors working on behalf of Delmec will be subject to random HSEQ Inspections and Audits. Results of the Audit or Inspections will be communicated to the respective Contractor. Any actions or issues will be discussed with the Contractor and a planned close out time agreed.

At a minimum All Contractors working on behalf will be required to provide the following (non-exhaustive list):

1. Company Safety Statement
2. Company HSE Policy
3. Training records and Matrix
4. Method Statement
5. Risk Assessments
6. First aid and Emergency protocols
7. Insurance Certification
8. Competency assessment

11.4 Office and Workshop inspections

On a monthly basis an inspection of the Offices and Workshop will be conducted with the appropriate Manager. The Inspection will be recorded, and any actions / Observations will be discussed and communicated with the Manager Responsible for the area.

11.5 External Audits and Inspections

- External Audits: Delmec will partake in annual Surveillance Audits to maintain ISO Certification for ISO 9001:2015, ISO 45001: 2015,
- Delmec will participate in any required Client inspection and Audits and where required will complete any actions in prompt manner.
- Statutory Audits and Inspections

12. Accident, Incident and Emergency Preparedness.

12.1 Emergency Procedures in the event of an Accident

Delmec Group shall ensure that an effective access and evacuation emergency plan is in place and ensure that employees receive site specific safety induction. Safe access shall be provided for emergency vehicles, and the emergency services shall be informed of restrictions at all times. An access and evacuation route and an emergency plan shall be in place prior to the commencement of any works. All operatives shall be briefed on said plan during the method statement briefing.

Delmec Group shall nominate a P.I.C.W and follow the proceedings below:

- Observe the accident location and status of injured or ill person.
- If there is risk of further injury, remove the cause or if this is not possible move the injured person.
- Activate the Emergency Response Team/ activate the emergency evacuation siren/shout to warn all personal to proceed to the designated assembly point.
- The assembly points shall be clearly marked (at this site at existing compound access gates)
- A nominated person shall go to entrance of site and wait for emergency services.
- A head count shall be carried out and checked against the site sign in register.
- A list of missing persons shall then be drawn up by the P.I.C.W. who will in turn notify the emergency services, the principal contractor and planning supervisor.
- See that first-aid is administered.
- If ambulance/emergency services are called, call security to make sure the exact location is given and that the services can access the site as near as possible to injured/ill person.
- Establish location of the hospital and appoint a suitable person to travel with the injured/ill person.
- Notify the family of the injured/ill person and arrange transport for them to hospital.
- Gather all information immediately about the occurrence and what led up to it.
- Obtain witness statements and write them down as they are given.
- Complete the accident report form.
- Take sketches/photographs of the area where the accident happened.
- If the HSA are to inspect the location of the accident, do not move anything unless further serious risks have to be avoided.
- P.I.C.W must notify the site HSEQ Manager who in turn shall notify the emergency services, project supervisor and clients immediately.

Personnel may be called upon to act responsively in an emergency situation such as Fire, First aid, Road Traffic Accident. For the purposes of safety management Delmec will train personnel to deal with given situations. It is not reasonably practicable to train for every situation that is likely to occur. Listed are the likely personnel that would take charge.

First aid provision: At least one person on site will be fully trained in the provision of First Aid.

Road Traffic Accident: This will be reliant on the circumstances, but in most cases the driver of the vehicle will take charge.

12.2 STANDARD OPERATING PROCEDURES TOWER RESCUE

1. Maintain your own safety.
 - Never rush in, take a couple of seconds to assess the situation.
 - Call to the injured party.
 - Be aware of anything that could cause harm.

“Be part of the solution. Not part of the problem”

- Assess the situation.
- Try to identify the cause the accident.
- Identify hazards e.g., loose steel work, RF, etc.
- Seek backup Call 999/112

“Don’t panic be calm and speak slowly and clearly”.

- Give your name and exact location as per site file.
- Request the service of trained rescue climbers.
- If other rigging teams are in the locality seek their assistance, remember not all emergency services are trained or equipped for mast rescue.
- Identify a position from which to carry out the operation.
- Make a plan, Keep it simple as possible.

2. Rescue system safety

- Check the equipment.
- Ensure that you have sufficient equipment to affect a rescue before you leave the ground,
- Establish communications with all involved,
- Identify the point of safety the casualty is to be moved to
- Make sure all involved know the rescue procedure and their role.
- Using PFPE climb to a position above the casualty.
- Secure yourself to the structure.
- Deploy rescue Kit.
- Attach rescue & safety lines at adequate points above the victim.
- Attach to safety line.
- Attach descender to rescue line and connect yourself via the short sling.

Tower Rescue Procedure

Rescue system safety

- Ensure all connectors are fully closed.
- Place load on system & Check for possible fouling
- Disengage your fall arrest lanyards and pole rope.
- Descend to casualty.
- Casualty Safety
- Approach casualty slowly and carefully
- Try to establish communications with casualty offer reassurance.
- Remember your priority is to:
- Preserve life.
- Prevent further injury.
- Promote recovery.
- Attach casualty to your backup system.
- Attach casualty to long sling on descender via his sternal attachment point.
- Remove slack in system & locks off descender.
- Disengage casualty from PFPE.
- If possible raise casualty using short lifts
- As last resort use cut away technique, cutting away from ropes and casualty.
- Turn casualty and place between legs.
- Check for possible fouling.
- Descend the in a steady and controlled manner.
- Monitor casualties’ condition.

- Avoid jolting.
- Select the easiest route.
- Evacuate casualty to safety.
- On reaching a place of safety, assess the condition of the victim i.e., breathing.
- bleeding breaks and render first aid as necessary.

Tower Rescue Procedure: Suspension trauma

If the casualty has been suspended for 20mins or more ensure the casualty is maintained in a sitting position with the knees in a bent position,

For further information on suspension trauma visit

www.suspensiontrauma.info or

www.wahsa.co.uk

PLAN YOUR RESCUE BEFORE WORK COMMENCES

THIS DOCUMENT MUST BE READ ON EACH AND EVERY TOOLBOX TALK SO THAT CONTENTS BECOMES SECOND NATURE TO EACH AND EVERY EMPLOYEE

12.3 Emergency Procedures in the event of a Fire

In the event of you discovering a fire:

- If the fire is a small one, use an available and suitable extinguisher.
- Go immediately to the designated assembly point assigned to you.
- Wait at the assembly point until you have been accounted for.
- Do not return to the site until the fire warden informs you it is safe to do so, or the fire brigade, **NO OTHER PERSON** can advise you to return to the site.
- **Fire procedures:** Site senior person to take on role of fire warden.
- **REMEMBER DO NOT PUT YOUR, OR ANYONE ELSE'S LIFE IN DANGER WHILE DEALING WITH FIRE, LEAVE IT TO THE PROFESSIONALS**

12.3.1 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.

12.3.2 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.

12.4 EMF/RF Emergencies

Emergencies resulting from EMF/RF accidents may range from minor burns to possible bodily injury and even fatalities. In any emergency, the primary concern must always be the protection of personnel from radiation hazards.

In case of emergency notify all other persons in the area immediately of the hazard. Follow the guidelines below:

Working within a pre-tested area:

- The emission test for the site should be consulted to facilitate the onsite risk assessment.
- In the event of an acceptable RF level being recorded the work area may be entered using a RF monitor.
- The RF monitor must be calibrated before use.
- Should the meter alarm, the crew should leave the area immediately and the PICW should contact the PSCS for further instructions.
- Delmec Safety Manager should be informed immediately.

Working within an un-tested area:

- Where an emission test is not available for a potentially hazardous area an RF test must be completed using a suitable RF meter.
- The PICW must ensure that the meter has a valid calibration certificate and is tested prior to entering the potentially hazardous area.
- All areas on the rooftop within the work area should be tested by the PICW with the meter at arm's length, sweeping the area both in a horizontal and vertical plane. Only when levels are within the ICNIRP occupational levels should any crew member enter the work area using a personal monitor.
- If levels exceed the ICNIRP occupational levels during testing, the PICW should ensure that no crew member enters the area & the PICW should contact the PSCS for further instructions.
- Where levels exceed the ICNIRP occupational levels, the PICW should contact JMA Contracts HSEQ Dept for further instructions.

Spare batteries for RF meter should be available at all times (Type AA)

In the event of an emergency:

- Request all persons to vacate the area at once and notify the HSEQ Dept immediately giving details of the emergency.
- Make no immediate attempt to mitigate the problem as others may be contaminated.
- Prohibit entry to the contaminated area(s). Do not allow persons who are potentially contaminated to leave the vicinity of the accident.
- Permit no person to work in the area until the approval of the HSEQ Advisor is secured.
- Under no circumstances should an untrained person attempt to examine or clean up the radioactive material.
- Following exposure always seek medical advice.

12.5 Environmental emergencies

The following potential environmental emergencies may be foreseen at Delmec:

- Fire (combustion of fuel or chemical) or fire within the site
- Explosion
- Leak or spillage.

Response to a spill or leak:

- Immediately alert the site manager
- Do all that is possible to prevent pollution of water or land
- Contain the spill or leak using the available spill response materials
- Collect the contained leak and all associated materials
- Treat the collected materials as having the same hazardous properties as the spilled chemical/oil
- In the event that the spill cannot be effectively contained, call the emergency services and keep personnel away from the area
- Report the incident to the HSEQ Manager.
- Record the incident.

The HSEQ Manager is responsible for ensuring that actions are agreed in order to resolve the cause or causes of the emergency. This shall be dealt with following the Non-conformance, Corrective and Preventive Action Procedure.

The HSEQ Department may delegate responsibility for the completion of identified actions to individual personnel within the organisation.

12.6 Breakdown & Accident (including to and from site)

- At all times Company vehicles shall be driven and used as per company procedures, the Highway Code, the Road Traffic Act, and all other applicable Regulations. If you are in any doubt as to your course of action do not hesitate to contact your Supervisor, or the Vehicle section at Head Office Accra, Ghana.
- In the unlikely event of your vehicle breaking down, think of other road users first; get the vehicle off the road if possible. Put the hazard warning lights on and post warning signs in place, (at least 45 meters away), and in front.
- If it's dark, or the visibility is poor put your sidelights on, do not stand where you prevent others seeing the lights.
- Vacate the vehicle and stand away in a safe place.
- If you are on the motorway and your vehicle develops a problem, try to leave the motorway at the next available exit; if you are unable to do this:
 - Pull into the hard shoulder, keep well left, turn wheels to the left.
 - Do not attempt even simple repairs.
 - Try to stop by an emergency phone.
 - Everybody leaves the vehicle by the left-hand door.
 - Assemble as far up the verge as possible.
 - If you have to walk to the phone keep well in, use Hi-Vis
 - After the break down rejoin by building up speed on hard shoulder
- If you are involved in an accident or stop to give assistance:
 - Use 4 ways to warn others.
 - Switch off engine,
 - Arrange for emergency services.
 - Move uninjured person's away from the scene, motorways use hard shoulder.
 - Do not move injured people unless they are in imminent danger.
 - Do not remove cycle helmets unless safe to do so.
 - Be prepared to give first aid.
 - Stay at the scene until emergency services arrive.
 - Any accident-causing injury MUST be reported to police.

- Do not use a mobile close to flammable liquids.

A detailed list of emergency numbers shall be contained within the relevant method statement(s).
The P.I.C.W will contact the following in the event of an emergency: -

The nearest accident and emergency service facilities to the site location are detailed in the relevant site-specific Method statement. The following are general Emergency contact numbers.

12.7 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

12.8 FIRST AIDERS

The following staff members are trained in Occupational First Aid for the Offices in Ireland

Description	Number
Paulina Grabkowska	059 914 3059 –Unit 9
Mihai Culava Toma	086 411 2452
Ewa Zganiacz	059 9143059/ 087 1010 112 – Upstairs Unit 9
Ryan Gates	Unit 10
Luke Doyle	Wexford Road / Unit 9
Andrei Toma	Unit 9

The following staff members are trained in Occupational First Aid for Site Operations:

Alex Florea	Adam Doyle
Adam Chowaniec	Cristian Samoila
Anthony Curran	Calvin O'Toole
Canice Coogan	Arkadiusz Jankowski
George Badea	Vaidas Lapas
Cosmin Oprita	Costel Paraschiv
John Hegarty	Martin Sheerin
Jon Jones	Patrick King
Niall Coakley	Paul Byrne
Leonard Samoila	Stephen Dowling
Mark Reade	Victor Grig
Marcin Wilczynski	Vlad Cristescu
Arturas Hiksa	Rolandas Adomavicius

Note:

12.9 First Aid Equipment

- 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 in the office at the top of the stairs in 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 HSE Manager.

Automated External Defibrillator (AED) - Located in U10 reception area.

12.10 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 a 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 online at 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.

12.11 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.

12.12 Accident Reporting/Investigation

12.12.1 Documentation:

Delmec Form 26 Accident Report

HSA Form No. IR1: Form of Notice of Accident (see www.hsa.ie).

HSA Form No. IR3: Form of Notice of Dangerous Occurrence
(See www.hsa.ie).

Accident/ Incident Register

Procedure:

All accidents without exception are reported to the and the HSE Manager Keith Amond.

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, an 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 HSE Manager or those appointed on their behalf in conjunction with the injured party will complete this.

The Accident Report Form should be completed as soon as possible after the accident by the Supervisor/ HSE Department 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 HSE Manager is normally responsible for investigating all significant accidents. The HSE Manager 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.

The HSE Manager 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?

We the undersigned confirm our understanding of the content of this Hauling Plan and associated documents and confirm compliance to the requirements therein. Should it not be possible to implement any aspect of the Hauling Plan, or we become aware of any hazard not addressed we will immediately bring it to the attention of the PICW / Line Manager. This is to be signed by all involved.

[illegible]