

Health & Safety Statement

Scotch Corner
Material Recovery Facility (MRF)
Monaghan

Exomex Ireland Ltd
T/A McElvaney's Waste & Recycling

MC ELVANEY'S
Waste & Recycling

Your Recycling Partner

HSS 01

January 2015

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SUMMARY

This chapter must be read and signed by the Managing Director. It is a declaration by the Managing Director stating that he/she will do all that is reasonably practicable to prevent injury/damage to people or property.

➤ Chapter 1 – Declaration of Intent.

➤ Chapter 2 – Description of the Workplace.

The type of work carried out by the client is discussed / categorised in this chapter.

➤ Chapter 3 – Legal Requirements.

This section discusses the legislation (2005 Act) which deals with the duty of the employer, the employee, role of Safety Rep etc.

➤ Chapter 4 – Resources.

This chapter takes a look at the different elements which are used on a daily basis within a business.

➤ Chapter 5 – Welfare Facilities.

This section deals with the facilities which an employer must provide for the employees, anti-bullying policies, vulnerable groups, no smoking policy, pregnant employees and sexual harassment.

➤ Chapter 6 – First Aid.

This chapter outlines the client's responsibility to provide adequate first aid facilities and a qualified first aider, who is also named in this chapter.

➤ Chapter 7 – Lone Work.

This chapter discusses employees working on their own.

➤ Chapter 8 – Hazards.

Definition of what a hazard is.

➤ Chapter 9 – Training.

This chapter discusses the training which is required in the relevant industry i.e. construction industry, transport industry, catering etc.

➤ Chapter 10 – Transport.

This chapter deals with company vehicles. Competent drivers, maintenance as per manufacturer's recommendations.

➤ Chapter 11 – Risk Assessment and Risk Rating.

This chapter is the most important chapter in the Safety Statement. From the on-site visit carried out by one of our consultants, hazards were identified, the degree of risk to the employer, employee or members of the public was calculated and a control measure suggested. This information was tabulated and can be found in this chapter.

➤ Chapter 12 - Risk Assessment for Scotch Corner.

This chapter contains the risk assessment for the Material Recovery Facility (MRF) & Waste Transfer Station Scotch corner.

➤ Chapter – 13 Accident Investigation Forms and Risk Assessment.

These forms are self-explanatory and must be completed and sent to the Health & Safety Authority in accordance with the instructions on the form. Please read these instructions.

➤ Chapter – 14 Emergency Procedures.

A list of emergency telephone numbers can be found in this chapter. Also a basic action/evacuation plan which can be used in the event of a fire/emergency.

➤ Chapter – 15 – Monitoring terms of the Safety Statement.

This chapter outlines that the Director must comply with the Companies Act by drafting an annual report which is submitted to the Health & Safety Authority.

➤ Chapter 16 – Reviews and Records.

This chapter states an annual review of the Safety Statement must be carried out and any accidents, dangerous occurrences, inspections etc. must be recorded.

➤ Chapter 17 – Annual Report Reviews and Records.

This chapter states an annual review of the Safety Statement must be carried out and any accidents, dangerous occurrences, inspections etc. must be recorded.

➤ Chapter 18 - Employers Certificate.

The client must read and sign here once he/she has read the Safety Statement to confirm that the information found in this statement is correct and to the best of their knowledge.

CHAPTER	CONTENTS
1.	DECLARATION OF INTENT.
2.	DESCRIPTION OF WORKPLACE.
3.	LEGAL REQUIREMENTS.
4.	RESOURCES.
5.	WELFARE FACILITIES.
6.	FIRST AID.
7.	LONE WORKING.
8.	HAZARDS.
9.	TRAINING.
10.	TRANSPORT.
11.	RISK ASSESSMENT & RISK RATING.
12.	RISK ASSESMENT FOR SCOTCH CORNER.
13.	ACCIDENT INVESTIGATION FORMS & RISK ASSESMENT.
14.	EMERGENCY PROCEDURES.
15.	MONITORING TERMS OF THE SAFETY STATEMENT.
16.	REVIEW AND RECORDS.
17.	ANNUAL REPORT.
18.	EMPLOYER'S CERTIFICATE.

CHAPTER 1 DECLARATION OF INTENT

GENERAL POLICY

It is Hughie McElvaney's and Hugh McElvaney's policy to do all that is reasonably practicable to prevent injury to people and damage to property and to protect everyone (including staff, public, contractors and visitors) from foreseeable work hazards.

The safety and health of all employees is an important objective in the business. In particular, the business has a responsibility to:

- Provide and maintain safe and healthy working conditions, taking account of statutory requirements.
- Provide training and instruction, where necessary, to enable employees to perform their work safely and effectively.
- Make available where possible all necessary safety devices and protective equipment and supervise their use.
- Maintain a constant and continuing interest in health and safety matters pertinent to the business's activities.
- Keep their Safety Statement and other safety documents under review.

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

There is also a specific duty to report to your supervisor any equipment or defects which might endanger safety, health and welfare of employees. Their requirement facilitates the protection of all employees by constantly improving systems of work, in line with events and incidents that occur from time to time.

Hughie McElvaney

Director

Signed: _____

Date: _____

Hugh McElvaney

General Manager

Signed: _____

Date: _____

CHAPTER 2 DESCRIPTION OF THE WORKPLACE

DESCRIPTION OF THE WORK PLACE.

The work carried out by EXOMEX IRELAND LIMITED can be divided into the following categories at the **Material Recovery Facility (MRF) & Waste Transfer Station.**

- Collection of Commercial, Industrial and Domestic Waste & Recycling.
- Collection of Commercial, Industrial and Domestic Skips & Roll On's.
- Separation of Commercial, Industrial and Domestic Recycling.
- Removal of Treated Sewerage from County Council Treatment Plants and Disposal of same at appropriate waste treatment facilities.
- Removal and Transport of Sludge from Water Treatment Plants to appropriate waste treatment facilities.
- Removal of Contents of Septic Tanks and disposal of same to appropriate waste treatment facilities.
- Drain Cleaning / Jetting.
- Operation of Civic Amenity Sites on behalf of Monaghan and Cavan Co Co's.

CHAPTER 3

LEGAL REQUIREMENTS

LEGAL REQUIREMENTS

Duties of the Employer

The Safety, Health & Welfare at Work Act 2005 and the General Application Regulation 2007 contain the legislation concerning employers.

The legal requirement under the Safety, Health & Welfare at Work Act 2005 are to be found in sections 8, 12, 20 and 25. These sections outline the employers duties to their employees and other persons and are briefly outlined below.

Safety, Health & Welfare at Work Act 2005.

Section 8 states that the employer must ensure as far as is reasonably practicable the following:

- A safe place of work.
- A safe means of access and egress.
- Safe plant and machinery.
- A safe system of work, e.g., operating procedures.
- Provision of adequate information, instruction training, etc.
- Staff members to be named for emergency procedures.
- Prevention of risks to employee's health.
- Provision and maintenance of welfare facilities.
- Provision when and where necessary of a competent person.

Section 12 states the employer's duties to ensure that persons not in their employment are not put at risk.

Section 12 places duties on persons who are concerned with workplaces to ensure that others who are not their employees but are on the premises for legitimate purposes have a safe means of access and egress and in general a safe environment to work in.

Section 20 covers safety statements. It outlines the procedures relating to the formation of a safety statement and the duties for the employer.

Section 25 sets out the rules of consultation between the employer and employees and the election of a safety representative.

Section 12 states a duty on all employers who share a workplace with another employer to co-operate in implementing any safety, health & welfare legislation.

Section 8 (5) states that it is the duty of the employer to ensure that the cost of any measures taken regarding safety, health & welfare are not passed on to the employees.

Section 25 outlines the duties imposed on the employer to nominate or elect one of their employees as a safety representative and the rights accorded to the safety representative with regard to time off, training, information and assistance of a competent person if and when necessary.

Section 11 covers emergency duties. It outlines to the employers duties regarding the following:

- Evacuation of employees in emergencies.
- Nominate persons to implement evacuations.
- To ensure that these people are adequately trained and equipped for their task.
- Arrange contacts with the emergency services.
- Notify employees as soon as possible of any danger and what steps to be taken to minimise risks.
- To take action and issue instructions so that employees can evacuate safely and quickly.
- To ensure that persons who evacuate because of danger are not placed at any disadvantage.
- Not to ask employees to return to work until the danger has passed.
- To ensure all employees are aware of whatever danger is present.
- To ensure that only persons who are trained are allowed into the area of danger.

Section 20 imposes the duties on the employer, when preparing a safety statement, to have all the risk assessment in writing and to decide what measures, if any, are to be taken and also if protective equipment is necessary.

Section 9 is concerned with information. It outlines the duties every employer has, to provide their/her employees and safety representative with information concerning the safety, health & welfare of the employees and the risks they May encounter. It also states they must be informed of any preventative measures to be taken.

The employer is also to ensure that if temporary staff is employed they are to be informed of any particular requirements attached to the work.

Section 25 & 26 outlines to the employer the steps to be taken when consulting their/her employees or safety representative on matters of safety, health & welfare.

Section 10 covers the duties imposed on the employer regarding training are as follows:

- Employees receive adequate time off from work for training regarding safety, health & welfare matters.
- Employees' capabilities are taken into account when asked to carry out tasks.
- Care to be taken when dealing with particularly sensitive risk groups.

- All employees including temporary employees are adequately trained for the task in hand.

Section 22 outlines the duties imposed on the employer regarding health surveillance. The employer must ensure that,

Health surveillance is available for all employees.

That the above health surveillance is made at regular intervals.

Duties of Employees.

The law governing the duties of the employee is to be found under Section 13 and 26 of the Safety, Health & Welfare at Work Act 2005.

Safety, Health & Welfare at Work Act 2005

Section 13 outlines the duties imposed on the employees, which are as follows:

- To take reasonable care for their own safety, health & welfare and that of any other person who may be affected by their acts or omissions while at work.
- To co-operate with their employer and any other person to such an extent as will enable their employer or the other person to comply with any of the relevant statutory provisions.
- To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for their use alone or for use by him in common with others) for securing their safety, health or welfare while at work.
- To report to their employer or their immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he becomes aware.
- No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.

Section 25 states that employees have the right to make representation to their employer on matters on safety, health & welfare and if they so wish to select and appoint from amongst their number at their place of work, a representative, to represent them in consultations with their employer on matters of safety, health & welfare.

Safety Representative

Section 25 of the Safety, Health & Welfare at Work Act 2005 outlines the law in relation to the selecting of a safety representative as well as the rights and power given to the safety representative

They are as follows:

A safety representative may:

- Make representation to their employer on any aspect of safety, health & welfare at the place of work.
- Investigate accidents and dangerous occurrence provided that he shall not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions.
- Make oral or written representation to inspectors on matters of safety, health or welfare at work.
- Receive advice and information from inspectors on matters of safety, health or welfare at work.
- Subject to prior notice to and agreement with the employer the safety representative may carry out inspections and in reaching such agreement, which shall not be unreasonably withheld by the employer, the parties shall consider the nature and extent of the hazards in the place of work in determining the frequency of inspections to be carried out by the safety representative at the place of work concerned.
- Subject to prior notice to the employer, in circumstances in which it is reasonable to assume that risk of personal injury exists, to investigate potential hazards and complaints made by an employee whom he represents relating to that employees safety, health or welfare at the place of work.
- On a request being made in that behalf by him, accompany an inspector on any tour of inspection other than a tour of inspection made by the inspector for the purpose of investigating an accident.
- An employer shall consider and if necessary act upon any representations made to him by a safety representative on any matter affecting the safety, health or welfare of an employee whom he represents.
- For the purpose of acquiring the knowledge necessary for the discharge of their functions the employer shall afford the safety representative such time off from their duties as may be reasonable having regard to all the circumstances, without loss of remuneration.
- The employer shall afford the safety representative such time off from their duties as may be reasonable having regard to all the circumstances without loss of remuneration, to enable to –
- Acquire the knowledge necessary to discharge their functions as a safety representative.
- Discharge their functions as a safety representative.
- Arising from the discharge of their functions under their section, a safety representative shall not be place at any disadvantage in relation to the operation of their section.

CHAPTER 4 RESOURCES

RESOURCES

Responsibilities.

Hughie McElvaney and Hugh McElvaney who have responsibility for the operation of their business shall endeavour as far as is reasonably practicable, to provide the resources in terms of time, personal and finance, to secure the safety, health & welfare of their employees to include the provision of first-aid personnel and treatment.

Hughie McElvaney and Hugh McElvaney will be responsible for the everyday running, to include safety, health & welfare matters.

Time

Hughie McElvaney and Hugh McElvaney will endeavour as far as is reasonably practicable to provide the necessary time for matters relating to safety, health or welfare of their employees in the workplace.

Personnel

Hughie McElvaney and Hugh McElvaney undertakes as far as is reasonably practicable to provide whatever personnel (including the hiring of outside expertise) necessary to ensure the safety, health & welfare of their employees.

Finances

Hughie McElvaney and Hugh McElvaney will as far as is reasonably practicable provide the finances needed to ensure the safety, health & welfare of their employees.

First Aid

Hughie McElvaney and Hugh McElvaney will as far as is reasonably practicable provide first aid facilities and treatment for their employees while at work.

There is a first aid kit located on site.

Risk Management

Hughie McElvaney and Hugh McElvaney understands and accepts their responsibilities under the Safety, Health & Welfare at Work Act 2005 to manage safety, health & welfare matters, to identify hazards, carry out risks assessments and where necessary implement controls to enable hazards to be reduced to an acceptable level.

Investigations

Hughie McElvaney and Hugh McElvaney will assist and co-operate any investigation that may have to be carried out under the law and will as far as is reasonably practicable provide the necessary resources to allow the safety representative to carry out their functions under the terms of the Safety, Health & Welfare at Work Act 2005.

Information

Hughie McElvaney and Hugh McElvaney will ensure as far as is reasonably practicable the provision of the necessary resources to allow their employees to be fully aware of their rights and duties under the Safety, Health & Welfare at Work Act 2005 through training and information.

Induction Training

Whenever new staff is employed they will be instructed in the operation of the equipment and machinery in their area of employment, and informed of any hazards they may encounter.

Accidents and Injuries on Duty

Hughie McElvaney and Hugh McElvaney acknowledge their duty in relation to the recording of an investigation of accidents and or injuries in the workplace. Any accident or injury that prevents an employee from carrying out his/her "normal duties" must be reported in quadruple on the form "IR1". One copy should be retained in the office and remaining three copies should be forwarded to the Health & Safety Authority to report "Dangerous Occurrences" to the H.S.A. (Health & Safety Authority).

Co-operation by Employees

Section 13 of the Safety, Health & Welfare at Work Act 2005 outlines the duties on all employees and they are as follows:

- To take reasonable care for their own safety, health & welfare and that of any other person who may be affected by their acts or omissions while at work.
- To co-operate with their employer and any other person to such an extent as will enable their employer or the other person to comply with any of the relevant statutory provisions.
- To use in such manner so as to provide the protection intended any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for their use alone or for use by him in common with others) for securing their safety, health & welfare while at work.
- To report to their employer or their immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare of which he becomes aware.
- No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing, provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.

Hughie McElvaney and Hugh McElvaney are aware that it is impossible to have all the relevant rules in writing. However employees are expected to act within the law and in a reasonable manner while at work and to obey all lawful instructions given by supervisors.

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

Where a breach of these rules and regulations has been established, disciplinary action will be taken against the employee(s) concerned.

The following is a list of rules to be followed by all:

- You must comply with the law as laid down in the Safety, Health & Welfare at Work Act 2005 and the Safety, Health & Welfare (General Application Regulations) 2007.
- You must take reasonable care of your own safety and that of any other persons who may be affected by your actions.
- You must co-operate with your employer and any other person to enable your employer or that other person to comply with the law.
- You must report to your supervisor or employer without unreasonable delay any defects in plant, equipment, and place of work or systems of work.
- You must read and comply with safety signs.
- You must make proper use of equipment and facilities.
- You must keep your workspace clean and tidy.
- You must clean up or cause to be cleaned up, any spillage of liquids, blood etc.
- You must comply with all lawful instructions from your supervisors regarding, Emergency plans etc.
- You must report all accidents and dangerous occurrences to your supervisor or employer without undue delay.
- You must report to your supervisor or employer, without unreasonable delay, any medical condition that may affect your safety, health or welfare of that of others.
- You must not intentionally or recklessly interfere or misuse any appliance or Personal Protective Equipment (P.P.E) provided.

Consultation, Representation & Participation

Hughie McElvaney and Hugh McElvaney acknowledge the fact that they must consult with their employees on matters relating to safety, health or welfare. Employees may select a safety representative from their number to represent them on matters relating to safety, health or welfare.

As outlined in Section 25 of the Safety, Health & Welfare at Work Act 2005, the safety representative may do the following:

- Make representation to their employer.
- Investigate accidents and dangerous occurrences.
- Receive written and oral advice from the H.S.A. Inspector.

- Subject to prior notice, investigate possible hazards.
- Accompany the H.S.A. Inspector on request.
- Communication.

The contents of the safety statement will be communicated to the employees by the following means:

- Induction Training for new employees.
- Training programmes.
- During national safety weeks.
- Verbal communication to employees.
- Written communication to employees.

Health Surveillance

Health surveillance is the “periodic review, for the purpose of protecting health and preventing occupationally related disease, of the health of employees, so that any adverse variations in their health, which may be related to working conditions, are identified as early as possible”.

Hughie McElvaney and Hugh McElvaney undertake to provide as far as is reasonably practicable health surveillance for all their employees as outlined in the Safety, Health & Welfare at Work Act 2005 Part 3 Section 22.

Hughie McElvaney and Hugh McElvaney will ensure as far as is reasonably practicable that health surveillance will be available at regular intervals and that when carrying out health surveillance in relation to manual handling of loads by employees take care of appropriate factors set out in the Safety Health and Welfare at Work General Application Regulations 2007 Chapter 4 Manual Handling of Loads and these are as follows:

Individual Risk Factors

The individual may be at risk if he/she:

- is physically unsuited to carry out the task in question
- is wearing unsuitable clothing, footwear or other personal effects
- does not have adequate or appropriate knowledge or training

Part of their health surveillance will be the investigation of accidents and injuries in the workplace, which has already been outlined in their document.

Occupational Skin Disease

Occupational skin disease is defined as “Damage done to the skin caused, accelerated, exacerbated by environmental toxins”

Hughie McElvaney and Hugh McElvaney are aware that occupational disease or indeed any disease can have serious physical, psychological and or social consequences for the employee.

Hughie McElvaney and Hugh McElvaney will as far as is reasonably practicable ensure the safety, health & welfare of their employees in relation to occupational disease.

With regard to occupational disease Hughie McElvaney and Hugh McElvaney wish their employees to be aware of the following factors, which can have a bearing on occupational disease:

Workplace

Temperature: If it is too hot there is increased sweating leading to salt and water loss and the accumulation of sweat in skin folds. Excessive cold can produce chilblains and cause severe tissue damage and constriction of blood vessels. (Ideal Temp. is 16 degrees C.)

Person: Pre-existing skin disease e.g. strophic eczema have increased odds ratio of developing "**Irritant Dermatitis**". Prolonged wearing of P.P.E. especially gloves can cause sweating.

Dermatitis

Dermatitis is the "Inflammation of the skin due to the effects of workplace toxins". It May be due to irritant or allergic reactions. Some of the causes are listed below:

IRRITANT

Cleaning Agents	Solvents, Detergents, Dishwasher Powder
Organic Solvents	Alcohol, Acetone, White Spirits
Oils	Mineral Oils
Acids	HCl, H ₂ SO ₄

ALLERGIC

Nickel	Plating Solution, Jewellery Tools etc.
Rubber	Gloves, Hoses, Boots, Washers etc.
Epoxy Resin	Glue
Formaldehyde	Toilet Cleaners, Tulips, Daffodils, Poison Ivy
Organic Dyes	Hairdressing Lotions, Textiles, Ballpoint Pens
Cosmetics	Detergents

The main feature of irritant and allergic contact dermatitis can be summarised as follows:

IRRITANT

- Physical irritation
- Onset may occur at the first exposure

- Majority exposed react
- Usually immediate rash
- Rash is limited to the exposed area
- Patch test is no help

ALLERGIC

- Allergic reaction
- Needs repeated exposure
- Minority of those exposed react
- Delayed onset of rash
- Rash may be extensive
- Patch test is very helpful.

Hughie McElvaney and Hugh McElvaney acknowledge their duty to ensure the safety, health & welfare of their employees, in particular to avoid as far as is reasonably practicable conditions of work which might cause, exacerbate or contribute to damage to the skin or cause harm by absorption through the skin.

Hughie McElvaney and Hugh McElvaney will provide as far as is reasonably practicable, safe system of work, appropriate and clean personal protective equipment, suitable washing facilities, information, instruction and training to minimise the risk of skin problems to their employees.

To assist Hughie McElvaney and Hugh McElvaney in their venture and to comply with the legislation as laid down in the Safety, Health & Welfare at Work Act 2005 and the Safety, Health & Welfare at Work (General Application Regulations) 2007 the employees must do the following;

- Keep to the establisher safe system of work
- Wear the personal protective equipment provided
- When using new products, hand cleaning products; consult the Material Safety Data Sheet for that product. If no M.S.D.S. is available then contact the supplier of the product who will provide you with the M.S.D.S.

Prevention of occupational skin problems is achieved by;

- Avoiding contact with known skin hazards
- Apply the training and information received
- Adhere to directives issued periodically from the employer
- Report any problems to your employer immediately

Manual Handling

Hughie McElvaney and Hugh McElvaney are aware of their duties regarding manual handling in the workplace. They ensure as far as is reasonably practicable, the safety, health and welfare of their employees. The legislation concerning "Manual Handling" is to be found under Section 8 of the Safety, Health & Welfare at Work Act 2005 the Safety, Health & Welfare at Work (General Application Regulations) 2007 Chapter 4.

"Manual Handling" is defined as:

"Any transporting or supporting of a load by one or more employees... including lifting, putting down, pushing, pulling, carrying or moving a load which, by reason of its characteristics of unfavourable ergonomic conditions, involve risk, particularly of back injury, to employees"

The manual handling of a load may present a risk particularly of back injury if it is:

- Too heavy or too large
- Difficult to grasp
- Unstable or has contents that are likely to shift
- Positioned in a manner requiring it to be held or manipulated at a distance from the trunk, or with a bending or twisting of the trunk, or,
- Likely, because of its contours or consistency (or both) to result in injury to employees, particularly in the event of collision.

When attempting to lift any object the employee should adhere to the eight principles of safe lifting, which are as follows?

- ✓ Assess the area and the load to be lifted
- ✓ Bend the knees
- ✓ Adopt a broad stable base
- ✓ Keep the back straight (not necessarily erect)
- ✓ Get a firm grip of the load
- ✓ Keep the arms close to the body
- ✓ Keep the weight close to the body
- ✓ Point/Pivot the feet in the direction of the movement.

Compilation of Safety Statement

This safety statement has been compiled by **Ronan Croarkin**, who is the holder of an I.O.S.H. Managing Safely certificate.

Revision of Safety Statement

This safety statement will be kept up to date and reviewed and revised each year or when necessary, e.g. change of responsible persons, change in hazards, change in machinery/equipment, issue of new P.P.E., change in legislation. It will be the responsibility of the employer assisted by a competent person to carry out their revision. All revisions will be brought to the notice of all employees including the safety/representative.

RESOURCES

Hughie McElvaney and Hugh McElvaney have been working in the Waste Disposal Business for the past number of years. They presently employ 35 people.

- Material Recovery Facility (MRF) & Waste Transfer Station.
- Auto Baling Machine.
- Shredder.
- Forklift.
- JCB Teleporter.
- Bobcat Skid steer
- 360° Excavator (Rubber Duck)
- Portable Material Compactor Container.
- Rigid Trucks
 - Refuse collection vehicle (RCV)
 - Skip Truck
 - Jet Vac & Tanker Truck
 - Roll on Roll off (RoRo) & Drag Trailer
 - Road Sweeper
- Arctic Truck

Fire Safety

Fire equipment is tested on annual basis. Firefighting equipment is provided in all areas on all sites. All company vehicles carry appropriate fire equipment.

CHAPTER 5 WELFARE FACILITIES

WELFARE FACILITIES

Hughie McElvaney and Hugh McElvaney shall ensure as far as is reasonably practicable that all employees of EXOMEX IRELAND LIMITED, shall have access to sanitary facilities at each location where EXOMEX IRELAND LIMITED carry out business.

In compliance with the legislation Hughie McElvaney and Hugh McElvaney ensure that the following welfare facilities shall be provided for their employees:

- Sufficient number of water closets and urinals
- Sufficient washing facilities
- Cloakrooms
- Arrangements for the supply of "wholesome drinking water"
- Facilities for sitting
- Facilities for taking meals
- Facilities for pregnant employees to lie down
- Adequate heating in all areas of their premises
- Adequate ventilation in all areas of their premises
- Adequate lighting in all areas of their premises
- Sufficient number of lockers for employees
- Where necessary to provide changing room
- Provision of rest rooms with facilities for sitting

Hughie McElvaney and Hugh McElvaney, "Anti-Bullying Policy"

Hughie McElvaney and Hugh McElvaney are aware of the H.S.A.'s policy on "**Bullying in the Workplace**" and to demonstrate their on-going commitment to the Safety, Health & Welfare of all their employees has introduced an "Anti-bullying Policy", at EXOMEX IRELAND LIMITED.

Bullying in the workplace is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons.

There are three broad areas of bullying:

- By supervisors
- By individual workmates
- By groups of workmates

The form which any of these kinds of bullying may take are:

- Physical contact
- Verbal abuse
- Implied threats
- Jokes, offensive language, gossip, slander, offensive songs
- Posters, photocopied cartoons, graffiti, obscene gestures, flags, bunting and emblems

The effects of bullying on the organisation can be:

- Increased absenteeism
- Low motivation
- Reduced productivity
- Reduced efficiency
- Hasty decision-making
- Poor industrial relations

The effects of bullying on the individual can be:

- Emotional effects (severe anxiety)
- Cognitive effects (lack of concentration, making mistakes and having accidents)
- Behavioural effects (smoking, excess drinking, overeating)
- Psychological effects (contributing to raised blood pressure, heart disease)
- Reduced resistance to infection, stomach and bowel problems
- Skin problems

Some Vulnerable Groups are:

- Older employees
- Lower status employees
- Employees who are unduly shy, lack education or learning ability, have physical disability or sensory impairment or are known to be unwilling to complain
- Employees of a different gender or sexual orientation
- Employees who show a willingness to challenge harassment (which can lead to victimisation).
- Employees suffering from poor physical or mental health
- Employees with very noticeable physical characteristics
- Employees with religious or political beliefs not shared by their colleagues
- Employees of a different race, ethnic origin, nationality, or skin colour.

Hughie McElvaney and Hugh McElvaney **wish their employees to know that “Bullying in the Workplace” will not be tolerated at EXOMEX IRELAND LIMITED any incidents of same will lead to disciplinary action.**

Smoking in the Work Place

Smoking in the workplace of Tobacco products within EXOMEX IRELAND LIMITED through the following:-

- Public Health (Tobacco) Act, 2002
- Statutory Instruments
- S.I. No. 481 of 2003
- Tobacco Smoking (Prohibition)
- Regulations 2003.

These Regulations may be cited as the Tobacco Smoking (Prohibition) Regulations 2003.

With effect from 26th January, 2004 the Regulations prohibit the smoking of tobacco products in a place or premises (other than a dwelling) as specified in the Schedule to the Regulations.

The places or premises so specified are:

- A place of work.
- A Company vehicle
- A place or premises to which paragraph (b), (c), (d) or (e) of section 47(1) of the Public Health (Tobacco) Act 2002 (No. 6 of 2002) applies, in so far as it is a place of work.

Please see the Company Smoking Policy for further information on the above.

All staff signs off on the company smoking policy during staff induction or tool box talks.

The Regulations also revoke the Tobacco (Health Promotion and Protection) Regulations 1995 (S.I. No. 359 of 1995)

Pregnant Employees

Hughie McElvaney and Hugh McElvaney and EXOMEX IRELAND LIMITED uphold their duties under the Safety, Health & Welfare at Work Act 2005 and the Safety, Health & Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 1 Workplace Part 6 Chapter 2 Protection of Pregnant, Post Natal and Breastfeeding Employees.

Hughie McElvaney and Hugh McElvaney ensure that the Pregnant Employees Regulation of 2007 are enforced and facilities to allow a pregnant employee “lie down and rest” are available on their premises.

Sexual Harassment

It is the policy Hughie McElvaney and Hugh McElvaney to ensure that all their employees are free to perform their duties without the threat of sexual harassment.

Sexual harassment is defined as “Unsolicited, unreciprocated behaviour of a sexual nature to which the recipient objects or could not reasonably be expected to consent and may include:

- Unwanted physical contact
- Lewd or suggestive behaviour, whether verbal or physical
- Sexually derogatory statements or sexually discriminatory remarks
- The display of pornographic or sexually explicit material in the workplace

The essential characteristic of sexual harassment is that it is unwanted by the recipient that it is for each individual to determine what behaviour is acceptable to them and what they regard as offensive. Sexual attention becomes sexual harassment when it has been made clear that it is regarded by the recipient as offensive and the offender persists with such attention. It is the unwanted nature of the conduct, which distinguishes sexual harassment from friendly behaviour, which is welcome and mutual.

A person subjected to sexual harassment should bring it to the attention of their/her employer.

Hughie McElvaney and Hugh McElvaney wish their employees to be aware of their commitment to their Safety, Health & Welfare in the workplace.

They wish them to know that all complaints shall be treated seriously with due regard for the sensitivity of the complainant. Due regard shall also be had for the employee complained of, bearing in mind that a complaint amounts to no more than an allegation unless the facts have been satisfactorily established by the investigation.

CHAPTER 6

FIRST AID

FIRST AID

EXOMEX IRELAND LIMITED acknowledge their responsibility under the Safety, Health & Welfare at Work Act 2005 and the Safety, Health & Welfare at Work (General Application Regulations) 2007 regarding the provision of adequate first aid facilities and trained personnel in company.

A list of persons who are adequately trained to "Occupational First Aider" standard shall be compiled and maintained by EXOMEX IRELAND LIMITED.

Name of Occupational First Aider

- **Sarah McCullagh**
- **Ronan Croarkin**

FIRST AID KITS

A First Aid Kit is located in the office building where EXOMEX IRELAND LIMITED carries out business. Whenever these kits become depleted, Hughie McElvaney and Hugh McElvaney shall ensure that they are replenished immediately in compliance with the H.S.A. Guidelines. No drugs will be kept in these First Aid Kits. These kits shall be kept in good condition and in readiness for use.

Hughie McElvaney and Hugh McElvaney shall have overall responsibility for these First Aid Kits and their contents. They shall ensure that they comply with guidelines issued by the Health & Safety Authority.

CHAPTER 7

LONE WORKING

Lone Working

Definition

Lone workers are legally defined as those who work by themselves without close or direct supervision. Anybody who works alone, including contractors, self-employed people and employee, is classed as a lone worker. There is a need for employees to work alone, drivers and sales representative. Also employees work alone at night, at weekends and early in the morning.

A system should be introduced e.g. buddy system with a security company to ensure that even if a person has to work alone in the office ,that somebody is aware of their presence in the office.

Hazards

The hazards relating to lone working vary from sector to sector. The following are areas that the employer needs to consider when risks assessing the lone worker carried out:

- Could there be accidents or emergencies arising out of the lone work?
- Is there adequate provision of first aid in the event of an accident?
- Is the worker fit for the work?
- Is there adequate provision of rest, hygiene and welfare facilities?
- Is the worker subject to physical violence from members of the public and/or intruders?
- Does the workplace present a special risk to the lone worker?
- Is there a safe way in and out for the lone worker?
- Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?
- Can all plant, substances and goods involved in the work be safely handled by one person?
- Consider whether the work involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for safe running of equipment?
- Are women especially at risk if they work alone?
- Are young workers especially at risk if they work alone?

Legalisation

The Safety, Health and Welfare at Work Act (2005)

The safety, health and welfare at work act (2005) places general duties on both the employers and employees, which are applicable to lone workers.

These legal responsibilities may be summarised as follows:

- It shall be the duty of every employer to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all his or her employees.
- The employer must provide, so far as is reasonably practicable, safe place of work, safe system of work, any necessary equipment, adequate information, instruction, training and supervision to its employees and prepare a safety statement which will identify hazards, assess risks and identify control measures necessary.
- Employees must take care of their own and others safety and health, use any protective equipment provided, report any hazardous systems of work and cooperate with their employer to enabling him to comply with such legislation.

Safety, Health and Welfare at Work (General Application) Regulations, 2007

The Safety and Health and Welfare at work (General Applications) Regulation 2 (3) specifically refers to 'Lone Working and working in isolation at remote locations'. An employer shall, in identifying hazards and assessing risks, take account of the particular risks, if any, affecting employees working alone at the place of work or working in isolation at remote locations.

Although there is no overall prohibition on working alone there are some circumstances where there is a legal requirement for at least two people to be involved in the work. These include:

- Operating a crane where the view is obstructed.
- Persons undergoing training with certain specified machines that must be under adequate supervision from a person who has thorough knowledge and experience of the machines.
- Some high risk confined space work (entry in to storage tanks, manholes, boilers etc.) where a supervisor may need to be present, as well as some dedicated to the rescue role.
- Electrical work at or near exposed live conductors where at least two people are sometimes required.

Lone Worker Suitability

Check that lone workers have no medical conditions which make them unsuitable for working alone. Consider both routine work and foreseeable emergencies which may impose physical and mental burdens on the individual.

Training

Training is particularly important, where there is limited supervision, to control, guide and help in situations of uncertainty. Training may be critical to avoid panic reactions in unusual situation.

Lone workers need to be sufficiently experienced and to understand the risks and precautions fully.

It is important to ensure employees are competent to deal with circumstances which are new, unusual or beyond scope of training, e.g. when to stop work and seek advice from a supervisor and how to handle aggression.

Supervision

Although lone workers cannot be subject to constant supervision, it is still the employer's duty to ensure their health and safety at work. Supervision may take the form of periodic site visits combined with discussion in which health and safety issues are raised.

The extent of supervision required depends on the risks involved and the ability of the lone worker to identify and handle health and safety issues. Employees new to a job, undergoing training, doing a job which presents special risks, dealing with new situations may need to be accompanied at first. The level of supervision required is management decision which should be based on the findings of a risk assessment.

Procedures will need to be put in place to monitor lone workers to see that they remain safe. These may include:

- Supervisor's periodically visiting and observing people working alone.
- Regular contact between the lone worker and supervision using either a telephone or radio.
- Automatic warning devices which operate if specific signals are not received periodically from the lone worker, e.g. systems for security staff.
- Other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity.
- Checks that a lone worker has returned to their base or home on completion of a task.

Emergency Procedures

Lone workers should be capable of responding to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established and employees trained in them. Information about emergency procedures and dangers area should be given to lone workers who visit your premises. Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries. Depending on the work being carried out a risk assessment may indicate that lone workers need training in first aid.

Control Measures

Employers have a duty to ensure the safety of the lone worker. This can be ensured by checking the following:

Establishing is there a need for lone working or can it be eliminated by changing shift patterns, etc.

Identify hazardous activities where persons should not work alone (working where exposed live electricity, if the risk of violence is high, if goods or materials cannot be handled safely by one persons, working with explosives, working in confined spaces, rescue work involving diving, fumigation work, working with chlorine gas, operating equipment that is not safe for one persons to operate alone).

- Provide training, instruction and information to the lone worker to ensure a level of competence in safety matters.
- Inspect the workplaces to ensure that emergency provisions are in place (escape routes, fire extinguishers, first aid equipment, etc.)
- Ensure there is a communications procedure in place including checking in and out call-back systems, alarm facilities, arrangements for periodic checks, and any equipment such as radios, personal alarms, mobile phones, etc.
- Ensure that the lone worker is fit for the work involved.
- Ensure there is a safe system of work (specific procedures and method statements).
- Personal protective equipment and clothing must be provided and used where necessary.
- Provide remote alarm systems / automatic warning devices where necessary
- Have procedures in place to trace or locate the individual.

Risk Assessment

Any lone working procedures and safe systems of work implemented must be subject to regular monitoring and reviewing to ensure effectiveness. This should take the form of both informal monitoring on a day to day basis and more formally, via safety inspections. Risk assessments must be reviewed at regular intervals and whenever there is any reason to suspect they are no longer valid.

Employees are responsible for adhering to procedures and should report any incidents or concerns to the safety and effectiveness of such procedures, and general working arrangements, to their respective line managers or supervisors as soon as is practicable.

Employers should monitor daily general work activity to minimise the risk from injury to the individual worker who from time to time may work alone. It is essential that some method of monitoring be in place to ensure that the lone work can be checked upon by phone, mobile, security or a monitoring station which the company can organise.

Consideration must be made with regard to the type of work being undertaken.

- What processes are involved and what risk they present to the worker
- If there is dangerous equipment in use by the lone worker, has a risk assessment been completed to ensure the safe operation of the said machines?
- Is there a potential risk from violence in the place of work or could by the nature of the work the employees expose themselves to robbery or violence.
- Does the employees own health act as a cause for concern such as heart conditions, etc.
- The controls recommended are to establish a monitoring of the lone workers location by CCTV, phone check in procedures weather hourly or two hourly call in.
- Additional lighting in public access areas for the safety of the lone worker coming to and from their vehicle.
- Site visits during his working hours to establish what if any improvements can be made.
- Provisions of panic alarms to monitoring stations to ensure if the lone worker gets into difficulty that they can get help.

CHAPTER 8 HAZARDS

HAZARDS

Definition

A hazard means anything that can cause harm (e.g. dangerous chemicals, electricity, working from height etc.)

The first step in safeguarding employees safety, health & welfare while at work, is to identify the hazards in the workplace.

Hazards are usually divided into five (5) separate categories, which are as follows:

Category	Example
<i>Physical</i>	<i>Manual Handling, Untidy premises</i>
<i>Non-Physical</i>	<i>Extremes of Temp., Noise, Lighting</i>
<i>Chemical</i>	<i>Explosion, Skin Problems</i>
<i>Biological</i>	<i>Tuberculosis, Farmers Lung</i>
<i>Human</i>	<i>Young, Old, Pregnant, Disabled Workers</i>

How to report a Hazard

The following procedure should be followed by all personnel when reporting a hazard.

- Bring the hazard to the attention of your immediate supervisor this should be done either in writing or in urgent cases verbally.
- If the hazard is not dealt with within a reasonable time frame contact your employer and advise him/her that the hazard has not been dealt with. This may be done either verbally or in writing.
- If there is still no response contacts the H.S.A. centre nearest you.

Management of Hazards

There are three (3) steps to be followed when managing a hazard and they are as follows:

- Identify the Hazard
- Assess the Risk
- Arrange Controls

CHAPTER 9 TRAINING

TRAINING.

All staff receives induction training on commencement of employment.
Staff receives further training for appropriate works that will be carried out in their day to day duties.

All training is signed off and filed. Please see Staff training records Document Job Instruction JI 01 – 13 for further information of staff training.

The employer shall ensure that all employees will be trained and certified to the approved standard in the various skills relevant to the particular work they are engaged on as outlined in the third and fourth Schedules of the Safety, Health and Welfare at Work Regulations, 2006.

CHAPTER 10 TRANSPORT

TRANSPORT.

Hughie McElvaney and Hugh McElvaney have vehicles which are being used by them in connection with their business.

Hughie McElvaney and Hugh McElvaney are aware of their responsibilities towards the Safety, Health and Welfare of their employees and to their end wish their employees to know that with regard to their vehicles, they shall ensure the following;

- That they are at all times roadworthy.
- That there are an adequate number of seats and seatbelts in the vehicles.
- That they are inspected at least once a week.
- That they always comply with the legislation and in particular the Road Traffic Acts 1961/1995.
- That only qualified drivers shall drive them.
- That equipment is tied down and secured when moving.
- That there is always a tested fire extinguisher in the vehicle.
- That during the winter months and in inclement weather the “dipped lights” are used during the daytime.
- Hold a valid driving licence.
- Hold valid CPC licence for all relevant vehicles.

CHAPTER 11 RISK ASSESSMENT & RISK RATING

RISK ASSESSMENT

Definition

Risk is the likelihood, great or small that someone will be harmed by the hazard, together with the severity of the harm suffered.

An assessment of the risk as a careful examination of what in your work could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

The actual risk in your workplace will depend on many often-related circumstances for example:

- Is anyone exposed to the hazard?
- Is the hazard likely to cause injury?
- How serious would the injury be?
- Is the hazard well controlled?
- Is the level of supervision adequate?
- How long are people exposed and what are the levels of exposure that should not be exceeded. These levels apply to chemicals, temperature, noise, heavy loads, radiation etc.

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

Exomex Irl Ltd risk rating evaluation of individual hazards and subsequent risks associated with them was primarily based on:

- a. The **likelihood** or probability of an accident occurring, likelihood can ascend on a scale from rare to almost certain.
- b. The **severity** or potential adverse **consequence** of injury or material loss of the accident should it occur.
- c. **Risk Rating** = Likelihood (L) X Severity (S)

<i>LIKELIHOOD (L)</i>	<i>X</i>	<i>SEVERITY (S)</i>	<i>=</i>	<i>RISK (R)</i>
<i>Almost Certain</i>	<i>5</i>	<i>Intolerable</i>	<i>5</i>	<i>25 = Highest Risk</i>
<i>Likely</i>	<i>4</i>	<i>Substantial</i>	<i>4</i>	
<i>Moderate</i>	<i>3</i>	<i>Significant</i>	<i>3</i>	
<i>Unlikely</i>	<i>2</i>	<i>Moderate</i>	<i>2</i>	
<i>Rare</i>	<i>1</i>	<i>Trivial</i>	<i>1</i>	<i>2 = Lowest Risk</i>

Figure 1. Numerical Risk Evaluation Index

When the probability numerical factor and the severity numerical factor are multiplied together it identifies a number between 1 and 25. This number (score) is then allocated into one of the categories in the risk factor index, and in return identifies a risk rating and the key action levels to follow. Where risks from a hazard cannot be eliminated at source, IPR will utilise the hierarchy of controls, descending from substitution to suitable PPE.

Rating	Score	Key: Action Levels
High: Intolerable	15 - 25	Stop: Work involving this hazard is prohibited. Task to be referred back to management for consideration of alternative control measures to eliminate the hazard at source or reduce the risk to a more acceptable level. The control measures selected should be realistic and cost effective. Exomex Irl Ltd. must be seen to have done what was reasonably practicable to reduce the risk to an acceptable level.
Medium: Substantial Risk	6 – 14	Further risk control / reduction measures must be identified. If the risk cannot be reduced further then the hazard must be strictly managed, and the frequency, duration and persons exposed to the hazard must be reduced to as low a level as is reasonably practicable.
Low: Trivial	1 – 5	No further preventative action is necessary but consideration should be given to more cost effective solutions or improvements that impose no additional cost burden. Monitoring is required to ensure that the controls are maintained.

CHAPTER 12
RISK ASSESSMENT FOR
SCOTCH CORNER
MATERIAL RECOVERY FACILITY
(MRF)

HAZARDS.

- Manual Handling.
- Dust.
- Noise.
- Electricity.
- Sharps
- Fire
- Slips, Trips and Falls.
- Bio Hazards.
- Weils Disease.
- Wheel Bin Collections.
- Company Vehicles.
- Civic Amenity Area.
- Portable Material Compactor Containers.
- Lone Working.
- Large Bins (Situating in Civic Amenity Area).
- Placing of Debris netting over skips
- Loading & Unloading of Skips in close proximity to passing traffic & members of the public.
- Working at Height.
- Working near overhead HT Power Lines.
- JCB Teleporter.
- Bobcat.
- Forklift.
- JCB 360⁰ Excavators.
- Timber Shredding Machine
- Auto Baling Machine.
- JetVac Truck.
- Confine spaces.
- Working on Public Roadways.
- Waste Chemical's.

CHAPTER 13

ACCIDENT INVESTIGATION FORMS

&

RISK ASSESSMENTS

Accident Investigation Form

Type of Incident :		Investigation :	
<input type="checkbox"/> Injury <input type="checkbox"/> Property/Equipment Damage	<input type="checkbox"/> Near Miss <input type="checkbox"/> Other.....	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	
		Further Action Required	
		<input type="checkbox"/> Report to Health & Safety Authority	
Details of Incident			
Date of Incident		Time of Incident	am <input type="checkbox"/> pm <input type="checkbox"/>
Witness Name		Witness Contact Details	
Nature of Incident			
Location of Incident			
Description of Incident			
Details of Damage to Equipment/Property?			

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

Details of Injured Person(s) (if applicable)			
Name			
Address			
Date of Birth			
Occupation		Employer	

Recommended Preventive Action			
Details			
Report Completed By:			
Name		Position	
Signature		Date	

Record of Additional Information			
Witness Statements		Pictures	
CCTV/Video		Sketches/Drawing	

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Manual Handling.	Risk of serious injury as a result of poor lifting techniques.	Employees	Low	Competent person to train employees to approved standard in Safe Lifting Techniques. Use, where possible, approved mechanical lifting equipment/aids.	Employer Employees	Competent person to train employees to approved standard in Safe Lifting Techniques. Approved type Mechanical Lifting Equipment.

Signed: *Ronan Croarkin*
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Dust.	Risk of becoming ill as a result of contamination of the respiratory system from exposure to Dust.	Employees	Low	Where possible avoid excessive exposure to dust. Also use P.P.E. (Personal Protective Equipment) when exposure to dust is unavoidable e.g. approved type face mask, disposable face mask, safety goggles/glasses etc. Competent person to train Employees to approved standard in safe use of P.P.E. (Personal Protective Equipment).	Employer Employees	P.P.E. (Personal Protective Equipment) e.g. <i>approved type face mask, disposable face mask, safety goggles/glasses etc.</i> Competent person to train Employees to approved standard in safe use of P.P.E. (Personal Protective Equipment).

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Noise.	Risk of incurable deafness as a result of exposure of high levels of Noise.	Employees.	Low	Competent person to carry out measurement of noise in order to determine the levels of noise and the exposure level of workers affected. Employer must try reducing the level of noise exposure to the lowest level reasonably practicable.	Employer Employees.	Competent person to carry out measurement of noise in order to determine the levels of noise and the exposure level of workers affected. P.P.E. (Personal Protective Equipment) e.g. approved type hearing protectors, ear plugs etc. Competent person to put in place a programme of reduction measures.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Electricity	Risk of serious injury or death as a result of poor housekeeping.	Employer. Employees.	Low.	Defective equipment is taken out of use & marked according - Cables on portable equipment used around the work area should be inspected thoroughly on a regular basis and checked by the operator before use.	Employer Employees.	All of the redundant cabling and ducting around the building should be removed by a competent person.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Sharps in waste bags.	Needle sticks injuries and cuts.	Employees	Medium.	<p>Staff should wear safety gloves wherever waste is present and be aware of the risk of infection from waste. Gloves should be kept clean and be replaced if torn or damaged.</p> <p>Vaccinations are made available to employees who may be exposed to hazardous waste and hazardous biological agents.</p>	Employer Employees	<p>Approved type P.P.E. e.g Hi Vis Clothing, Gloves, STC Boots, and Safety Goggles etc.</p> <p>Vaccinations are made available to employees who may be exposed to hazardous waste and hazardous biological agents.</p>

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Fire.	Risk of serious injury or death as a result of failure to comply with fire regulations.	Employer. Employees.	Low.	<p>Fire drills should be undertaken on an annual basis. Fire drill training is brought to all employees attention during induction training.</p> <p>Employees should be trained in the use of firefighting equipment.</p> <p>Further fire action notices should be put in place and completed to ensure employees are aware of what to do in the event of a fire</p> <p>Chemicals should be stored in flameproof cupboards. Employees should be aware of the fire safety precautions which are associated with each & be fully aware of how to store chemicals safely</p>	Employer Employees.	<p>Chemicals should be stored in flameproof cupboards. Employees should be aware of the fire safety precautions which are associated with each & be fully aware of how to store chemicals safely</p> <p>Approved type P.P.E. e.g Hi Vis Clothing, Gloves, STC Boots, and Safety Goggles etc.</p> <p>Fire assembly point locations are made aware to all employees and visitors.</p>

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZARD	RISK	PERSONS AT RISK	CONTROLS	RISK RATING	RESPONSIBLE PERSON	RESOURCES
Slips, trips & falls.	Risk of serious injury or death as a result of poor housekeeping.	Employer. Employees. Members of the public.	All areas to be kept clean and free from waste.	Low.	Employer Employees.	Site supervisor to keep the workplace clean and tidy as is required.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Bio Hazards	Risk of infection as a result of contact with Bio Hazards.	Employees	Low	P.P.E. (Personal Protective Equipment) e.g. approved type Gloves, respiratory protection, eye protection, overalls etc. Competent person to train employees to approved standard in correct hygiene standards to be maintained when working with different types of waste.	Employer: Employees.	Approved type P.P.E. e.g Hi Vis Clothing, Gloves, STC Boots, and Safety Goggles etc. Washing of hands before the consumption of food.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Weils disease	Infection causing sickness and/or death	Employees	Medium	<p>Staff should wear safety gloves wherever waste is present and be aware of the risk of infection from waste. Gloves should be kept clean and be replaced if torn or damaged.</p> <p>Vaccinations are made available to employees who may be exposed to infections.</p>	<p>Employer</p> <p>Employees</p>	<p>Approved type P.P.E. e.g Hi Vis Clothing, Gloves, STC Boots, and Safety Goggles etc.</p> <p>Washing of hands before the consumption of food.</p>

Signed: Ronan Croarkin
 Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Wheel Bin Collections	Operators / members of the public struck by the waste bin, still attached to the hoist as it returns to ground level / move upwards to empty load.	Employees and general public.	Medium	Draft safe system of work and conduct refresher training with the relevant staff. Wheel bin operators are to be trained in the Level 1 approved operator session. Wheel Bin Operators to be trained in Bin Operatives Job Instruction (JI 04).	Employer Employees.	Competent person to train employees to approved standard in safe operation/ of emptying wheel bins. Wheel bin operators are to be trained in the Level 1 approved operator session.
Wheel Bin Collections	Operator/members of public struck by a bin falling from the hoist. Depending on the type of waste in the bin, the full weight of the bin may exceed both its own and the hoists safe working load (SWL).	Employees / members of the public	Medium	Bins that exceed SWL should not be lifted and the reasons for failed collection relayed to the customer. Wheel bin operators are to be trained in the Level 1 approved operator session. Wheel Bin Operators to be trained in Bin Operatives Job Instruction (JI 04).	Employer Employees.	Competent person to train employees to approved standard in safe operation/ Of emptying wheel bins. Wheel bin operators are to be trained in the Level 1 approved operator session. Wheel Bin Operators to be trained in Bin Operatives Job Instruction (JI 04).

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Wheel Bin Collections	Incompatibility between the bin and hoist exaggerates the risk of the bin being released during the tipping cycle.	Employees and members of the public.	Medium	Draft safe system of work and conduct refresher training with the relevant staff. Wheel bin operators are to be trained in the Level 1 approved operator session. <i>Wheel Bin Operators to be trained in Bin Operatives Job Instruction (JI 04).</i>	Employer Employees.	Competent person to train employees to approved standard in safe operation/ of emptying wheel bins. Wheel bin operators are to be trained in the Level 1 approved operator session.
Wheel Bin Collections	Operator becomes entangled in the hoist during the tipping cycle. Operator tries to stop the hopper overflowing by pushing waste back into the hopper while the bin is being tipped.	Employees and members of the public.	Medium	Bins that exceed SWL should not be lifted and the reasons for failed collection relayed to the customer. Wheel bin operators are to be trained in the Level 1 approved operator session. Wheel Bin Operators to be trained in Bin Operatives Job Instruction (JI 04).	Employer Employees.	Competent person to train employees to approved standard in safe operation/ Of emptying wheel bins. Wheel bin operators are to be trained in the Level 1 approved operator session. Wheel Bin Operators to be trained in Bin Operatives Job Instruction (JI 04).

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Wheel Bins Collections	Moving the waste bin – manual handling risks from moving the bin to and from its normal storage area – including the effects of size and weight of the bin, effects of the surfaces it travels over; and the effects of design and maintenance of the bin and its wheels.	Employees.	Low.	Safe system of work to include safe manual handling of bins. Review manual handling training records and conduct refresher manual handling training as required. Wheel Bin Operators to be trained in Bin Operatives Job Instruction (JI 04). Repair and maintenance of bins as required.	Employer Employees.	Competent person to train employees to approved standard in safe operation/ Of emptying wheel bins. Wheel bin operators are to be trained in the Level 1 approved operator session. All staff trained in manual handling.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Company Vehicles.	Risk of serious injury or death if company vehicles are not maintained in good road worthy condition.	Employer Employees	Medium	Only competent person to drive Company Vehicle. Competent person to maintain/service company vehicles to approved standard.	Employer Employees.	Competent Person to Service and maintain Company Vehicles to Manufacturer's Approved Standard. Manufacturer's Instructions on approved maintenance of Company Vehicles. Tested on a annual basis for road worthiness. .

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Civic Amenity Area.	Risk of serious injury as a result of coming in contact with vehicles who use the Civic Amenity. Also risk of injury to members of the public who use the civic amenity area as a result of slip, trips and falls if area is not kept tidy and free from debris.	Employees. Members of the public who use the Civic Amenity Area.	Low	Competent person to keep Civic Amenity Area clean and tidy e.g. no broken glass, rubbish, etc. left lying on ground. Competent person to make sure bins are emptied frequently to avoid same overflowing, resulting in debris lying on ground. Use approved type signage to direct members of the public to appropriate area/bins to dispose of waste.	Employer Employees.	Competent person to keep Civic Amenity Area clean and tidy. Competent person to make sure bins are emptied frequently to avoid same overflowing, resulting in debris lying on ground. Use approved type signage to direct members of the public to appropriate area/bins to dispose of waste. .

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Portable Compactor Machine.	Risk of serious injury or death as a result of misoperation/ poor maintenance of Waste Compactor Machine.	Employees.	Low.	<p>Competent person to train employees in safe operation/ maintenance of Waste Compactor Machines.</p> <p>Adhere strictly to manufacturers' instructions on safe operation and maintenance of Compactor Machine.</p> <p>Wear approved type P.P.E. (Personal Protective Equipment) e.g. approved type safety goggles, helmets, STC Boots, Gloves, Masks etc.</p> <p>Competent person to maintain Compactor Machines to approved standard.</p>	<p>Employer:</p> <p>Employees.</p>	<p>Competent person to train employees in safe operation/ maintenance of Portable Compactor Machine.</p> <p>Manufacturers' instructions on safe operation and maintenance of Portable Compactor Machine.</p> <p>Approved type P.P.E. (Personal Protective Equipment) e.g. approved type safety goggles, helmets, STC Boots, Gloves, Masks etc.</p> <p>Competent person to maintain Portable Compactor Machine to approved standard.</p>

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Lone Working.	Risk of serious injury or ill health.	Employees and visitors.	Low.	Employees are trained on lone working procedures. Physical barriers are provided where practical where there is an increased threat of violence. Where relevant, lone workers are provided with a client history including any relevant background information.	Employer: Employees.	Competent person to train employees to approved standard in lone working procedures. Physical barriers are provided where practical where there is an increased threat of violence. Where relevant, lone workers are provided with a client history including any relevant background information.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZARD	RISK	PERSONS AT RISK	CONTROLS	RISK RATING	RESPONSIBLE PERSON	RESOURCES
Large Bins situated in Civic Amenity Area.	Risk of serious injury or death as a result of members of the public been unable to dump articles in bins. They are inclined to climb side of bins in order to dispose of articles over the top of same.	Employer Employees Member of the Public.	Site supervisor to inform members of the public when entering the site to dispose of waste material at preferred location.	Low.	Employer. Employees	Site supervisor to inform members of the public when entering the site to dispose of large waste material at location. Empty when full.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Placing of debris netting to cover skips.	Risk of serious injury or death as a result of person placing netting over skips, Bungee straps failing or falling off same.	Employees.	Medium	Competent person to train employees to approved standard in safe procedures to be strictly adhered to when covering skips with debris netting. Place as much debris netting over skip as possible while employee is standing on ground. Extreme caution to be taken in the event of employee having to climb across debris in skip in order to secure netting over same. Extreme care to be taken when fixing bungee ropes. Use approved type P.P.E. (Personal Protective Equipment) e.g. approved type helmet, glasses, gloves etc.	Employer Employees.	Competent person to train employees to approved standard in safe procedures to be strictly adhered to when covering skips with debris netting. Approved type P.P.E. (Personal Protective Equipment) e.g. approved type helmet, glasses, gloves etc. Use of fall arrest system as much as is reasonably practical.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZARD	RISK	PERSONS AT RISK	CONTROLS	RISK RATING	RESPONSIBLE PERSON	RESOURCES
<p>Loading & unloading of skips in close proximity to members of the public & passing traffic.</p>	<p>Risk of serious injury or death in the event of members of the public been struck during loading & unloading of skips.</p>	<p>Employer Employees Members of the public.</p>	<p>Competent person to train employees in safe loading/unloading of skips. Extreme caution to be taken by operator when loading & unloading skips especially when members of the public are in close proximity. Where feasible cordon off work area with approved type road traffic cones & warning tape to keep members of the public & passing traffic safe distance from loading & unloading operation.</p>	<p>Low.</p>	<p>Employer: Employees</p>	<p>Competent person to train employees in safe loading/unloading of skips. Approved type road traffic cones & warning tape to be erected around bins during lifting if needed.</p>

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Working at Heights.	Risk of serious injury or death as a result of falling from a height. Also risk of serious injury as a result of employee been struck by object falling from a height.	Employees.	Medium	Competent person to train employees to approved standard in safe use and maintenance of fall arrest equipment e.g. safety harnesses and lanyards, also hoists etc. Competent person to train employees to approved standard in safe working at a height.	Employer Employees.	Competent person to train employees to approved standard in safe use and maintenance of fall arrest equipment e.g. safety harness and lanyards. Also hoists etc. Competent person to train employees to approved standard in safe working at a height. Use approved type P.P.E. (Personal Protective Equipment) e.g. approved type safety helmet, safety harness and lanyard etc.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Overhead H.T. ESB Power Lines.	Risk of serious injury or death in the event of workers/machinery coming into contact with overhead H.T. ESB Lines.	Operators of Machinery and other workers in close proximity to overhead A.C. Power lines.	Medium	Training by a competent person for employees to approved standard on dangers of working in close proximity to overhead H.T. ESB Power Lines. Erect Pendant Barrier (Bunting) on wooden poles safe distance from overhead H.T. ESB Power Lines to alert machine operator and other workers on site of danger of overhead H.T. ESB Power Lines. Contact Local ESB/Power Company for advice when working near overhead H.T./L.T. Power Lines.	Employer: Employees.	Competent Person to train employees to approved standard on danger of working in close proximity to H.T./L.T. Power Lines. Also on erection of Pendant Barrier (Bunting). Pendant Barrier Timber Uprights.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
JCB Teleporter.	Risk of serious injury or death as a result of JCB Teleporter not been operated by trained staff.	Employer Employees	Medium	Adhere strictly to Manufacturer's Instructions on safe operation of JCB Teleporter. Training by competent person for employees to approved standard in safe operation of JCB Teleporter.	Employer Employees.	Manufacturer's Instructions on safe operation of JCB Teleporter. Training by competent person for employees to approved standard in safe operation of JCB Teleporter. All operators to hold a valid CSCS card.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Bobcat.	Risk of serious injury or death as a result of misoperation/ Poor maintenance of Bobcat.	Employees. Members of the public who may be in close proximity to operating Bobcat.	Low.	Competent person to train employees to approved standard in safe operation/maintenance of Bobcat. Adhere strictly to manufacturers' instructions on safe operation/maintenance of Bobcat. Competent person to maintain/service Bobcat to approved standard.	Employer Employees.	Competent person to train employees to approved standard in safe operation /maintenance of Bobcat. All operators to hold valid CSCS card.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Forklift.	Risk of serious injury or death as a result of misoperation/ Poor maintenance of Forklift.	Employees. Members of the public who may be in close proximity to operating Forklift.	Medium.	Competent person to train employees to approved standard in safe operation/maintenance of Forklift. Adhere strictly to manufacturers' instructions on safe operation/maintenance of Forklift. Competent person to maintain/service Forklift to approved standard.	Employer Employees.	Competent person to train employees to approved standard in safe operation /maintenance of Forklift. All operators to hold valid CSCS card.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
JCB 360 Excavator.	Risk of serious injury or death as a result of misoperation/ Poor maintenance of JCB 360 Excavator.	Employees. Members of the public who may be in close proximity to operating JCB 360 Excavator.	Medium.	Competent person to train employees to approved standard in safe operation/maintenance of JCB 360 Excavator. Adhere strictly to manufacturers' instructions on safe operation/maintenance of JCB 360 Excavator. Competent person to maintain/service JCB 360 Excavator to approved standard.	Employer Employees.	Competent person to train employees to approved standard in safe operation /maintenance of JCB 360 Excavator. All operators to hold valid CSCS card.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Timber Shredding Machine.	Risk of serious injury or death as a result of misoperation/ Poor maintenance of Timber Shredding Machine.	Employees.	Medium	Competent person to train employees to approved standard in safe operation/maintenance of Timber Shredding Machine. Adhere strictly to manufacturers' instructions on safe operation/maintenance of Timber Shredding Machine.	Employees.	Competent person to train employees to approved standard in safe operation/ maintenance of Timber Shredding Machine.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Auto Baling Machine.	Risk of serious injury or death as a result of misoperation/ Poor maintenance of Auto Baling Machine.	Employer. Employees.	Medium	Competent person to train employees to approved standard in safe operation/maintenance of Auto Baling Machine. Adhere strictly to manufacturers' instructions on safe operation/maintenance of Auto Baling Machine.	Employer Employees.	Competent person to train employees to approved standard in safe operation/ maintenance of Auto Baling Machine.

Signed: *Ronan Croarkin*
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Jet Vac Truck.	Risk of serious injury or death as a result of misoperation of Jet Vac Truck.	Employer Employees	Medium	Competent person to maintain/ Service Jet Vac Truck to approved standard. Competent person to train employees to approved standard in safe use of Jet Vac Truck. Only person with appropriate driving licence to drive Jet Vac Truck Use approved type P.P.E. Personal Protective Equipment e.g. Hi Vis Clothing, Breathing apparatus, Gloves, STC Boots, Safety Goggles etc.	Employer Employees	Competent person to maintain/ service Jet Vac Truck to approved standard. Competent person to train employees to approved standard in safe use of Jet Vac Truck Approved type P.P.E. e.g Hi Vis Clothing, Gloves, STC Boots, and Safety Goggles etc.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Confine spaces	Risk of flammable or explosive atmospheres, harmful gas, fume or vapour, free flowing solid or an increasing level of liquid, excess of oxygen excessively high temperature, Lack of oxygen.	Employees	Medium	P.P.E. (Personal Protective Equipment) e.g. approved type Gloves, respiratory protection, eye protection, overalls etc. Gas monitor	Employer Employees.	Competent Person to train employees to approved standard on danger of working in Approved type P.P.E. e.g Hi Vis Clothing, Gloves, STC Boots, and Safety Goggles etc. Hold a valid CSCS Confine space card.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Road Works	Risk of serious injury or death from oncoming vehicles.	Employees. General public.	Medium	Sign, Lighting and Guarding training to be completed.	Employer Employees.	Competent person to train employees to approved standard in safe use of Sign, Lighting and Gaurding. Approved type P.P.E. e.g Hi Vis Clothing, Gloves, STC Boots, Safety Goggles, Cones and appropriate signage must be used at all times on road works.

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Waste Chemical's	Risk of Infection as a result of contact with Waste Chemical's.	Employees.	Medium	<p>P.P.E. (Personal Protective Equipment) e.g. approved type gloves, respiratory protection, eye protection, overalls etc.</p> <p>Competent person to train employees to approved standard in correct hygiene standards to be maintained when working with different types of Waste.</p> <p>Vaccinations are made available to employees who may be exposed to hazardous biological agents.</p>	Employer . Employees.	<p>P.P.E. (Personal Protective Equipment) e.g. approved type gloves, respiratory protection, eye protection, overalls etc.</p> <p>Vaccinations are made available to employees who may be exposed to hazardous waste and hazardous biological agents.</p> <p>Code of Practice for the Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 (S.I. No. 572 of 2013)</p>

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

Exomex Ireland Ltd, T/A McElvaney's Waste & Recycling

HAZZARD	RISK	PERSONS AT RISK	RISK RATING	CONTROLS	RESPONSIBLE PERSON	RESOURCES
Waste Paint	Risk of Infection as a result of contact or improper handling of Waste Paint.	Employees.	Low.	<p>P.P.E. (Personal Protective Equipment) e.g. approved type gloves, respiratory protection, eye protection, overalls etc.</p> <p>Competent person to train employees on the safe handling of Waste Paint</p> <p>Competent person to train employees to approved standard in correct hygiene standards to be maintained when working with different types of Waste Paint.</p>	Employer. Employees.	<p>P.P.E. (Personal Protective Equipment) e.g. approved type gloves, respiratory protection, eye protection, overalls etc.</p> <p>Competent person to train employees on the safe handling of paint</p> <p>Competent person to train employees to approved standard in correct hygiene standards to be maintained when working with different types of Waste Paint.</p>

Signed: Ronan Croarkin
Ronan Croarkin

Review Date: January 2016

CHAPTER 14

EMERGENCY PROCEDURES

Emergency Telephone Numbers/Contacts.

Ambulance/Fire Brigade/Garda	999/112
ESB (Emergency)	1850 372 999
Bord Gais (Emergency)	1850 20 50 50
Doctor	
Local A & E Hospital – Cavan General	049 437 6000

Garda	047 77200
HSA	01 614 7000
The Poisons Information Centre (Beaumont)	01 809 2566
Security	042 9692977
Exomex Office Number	047 80888
First Aider (s):	Sarah McCullagh

EMERGENCY EVACUATION PLAN.

***Raise the Alarm immediately by shouting
Fire, Fire, Fire***

**Ensure that the Supervisor is notified immediately.
The Emergency Plan will be followed accordingly.**

**Once the alarm is raised make your way to
Assembly Point.**

Do not stop to pick up belongings.

Turn off all generators, compressors, and other powered equipment.

Turn off all heat producing equipment and shut cylinder valves.

Only Trained personnel should attack the fire if it is safe to do so.

Obey the instructions of the Supervisor.

Supervisors will then ensure all personnel are accounted for

Do not re-enter site until told by Supervisor it is safe to do so.

CHAPTER 15

MONITORING TERMS OF THE SAFETY STATEMENT

MONITORING TERMS OF THE SAFETY STATEMENT

Hughie McElvaney and Hugh McElvaney are vested with the responsibility for updating and maintaining the safety statement pertaining to their business. They are also charged with keeping abreast of the ever increasing EU directives and legislation relating to Safety, Health & Welfare at work and informing their employees of such.

To assist them in the discharge of these duties Hughie McElvaney and Hugh McElvaney intends to use the assistance of the safety representative to monitor on a constant basis the safety statement to confirm it's terms are being effectively pursued and to ascertain the extent to which it is having the desired effect.

Hughie McElvaney and Hugh McElvaney agree that the safety statement for their business shall be reviewed annually or more often if necessary. Their review shall be carried out by themselves and assisted by their safety representative and where necessary the expertise of a "competent person under the Act" shall be utilised.

CHAPTER 16

REVIEWS AND RECORDS

REVIEWS & RECORDS

Review of the safety statement for Hughie McElvaney and Hugh McElvaney, shall take place on an annual basis or sooner if necessary.

Hughie McElvaney and Hugh McElvaney shall ensure that all the statutory requirements concerning the keeping of records are adhered to. Records will be kept concerning:

Accidents/Dangerous Occurrences

Near Accidents

Inspections

Statutory Inspections (Firefighting equipment, Forklifts, Lifts etc)

Training Programmes

CHAPTER 17 ANNUAL REPORT

ANNUAL REPORT

To comply with the Companies Act, an annual report shall be completed by Hughie McElvaney and Hugh McElvaney before 31st December each year and sent to the Health & Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1.

Their report shall reflect among other things, an evaluation of the extent to which the policy set out in each safety statement was fulfilled during the year.

The annual report shall also reflect the aspirations of EXOMEX IRELAND LIMITED in all aspects of Safety, Health & Welfare at work.

It shall also reflect deficiencies in Safety, Health & Welfare which could not be met from within the company's resources. In determining deficiencies the terms of the act "reasonably practicable" shall be borne in mind when balancing the hazard and risk of injury as against the cost on eliminating it.

To assist them in their task and to demonstrate their continuing commitment to consultation with their employees, Hughie McElvaney and Hugh McElvaney encourages each employee to bring to their attention any defects in the workplace and any suggestions they may have to enhance the Safety, Health & Welfare of all persons in the workplace.

CHAPTER 18

EMPLOYERS CERTIFICATE

CERTIFICATE

I certify to the best of my knowledge and belief, that the Safety Statement, for EXOMEX IRELAND LIMITED, is correct and is made in accordance with the provisions of the Safety, Health & Welfare at Work 2005.

Signed _____ Date: January 2015

Hughie McElvaney.

Director

Signed _____ Date: January 2015

Hugh McElvaney.

General Manager