



ENVIRONMENTAL HEALTH AND SAFETY STATEMENT

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Revised by Clive Kelly Safety Ltd. June 2017

WERS Waste Ltd Safety June 2017

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Associated Documentation	Risk Assessments

REVISION LOG

Rev No:	Date	Section Revised	Amendment Description	Revised by	Approved By
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2	15/06/2017	All	Amended Reg's 2007-16 Change in Personnel	Mick Whelan	Paul Gleeson

THIS DOCUMENT IS A WORKING DOCUMENT AND AS SUCH, IS SUBJECT TO PERIODIC REVISION TO REFLECT CHANGES IN CURRENT PRATICES AND PROCEDURES AND TO REFLECT LEGISLATIVE CHANGES. ENGLISH IS THE CHOSEN LANGUAGE OF THIS SAFETY STATEMENT FOR WORK AND LEGAL PURPOSES.A TRANSLATION WILL BE PROVIDED FOR FOREIGN NATIONAL EMPLOYEES WHERE IT IS DEEMED NECESSARY.

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EMERGENCY NUMBERS

ESB Emergency	Board Gais	Eircom
1850 372 999	1850 20 50 50	1850 – 671 – 444

Health & Safety Authority (After hours contact Dublin and leave a voice mail)							
Dublin	Cork	Limerick	Galway	Waterford	Drogheda	Athlone	Drogheda
01 6147000	021 4251212	061 419900	091 563985	051 875892	041 9838536	090 6492608	041 9838536

Poisons Information Centre (Beaumont)	(01) 8379964 / (01) 8092568
Environmental Protection Agency EPA	1890 335599
Department of Environment, Heritage & Local Government	1890 - 202 – 021
National Parks and Wildlife Service	01 – 888 2000

Add the necessary numbers to the following contacts	
Local Garda Station	112 / 999
Assembly Point	Weighbridge
Local Doctor 1	Dr Cahill 093 26188
Local Hospital 1	Galway UH 091 524222
First Aiders	
1. Paul Collins	Transport Manager, Galway Rd.
2. Ann Greally	Office.
3. Sheena Forde	Office.
4. JJ Greaney	Materials Recovery Facility.
5. Rafael Reut	Plastics Plant.
Location of First Aid Kits	1. Main Office Reception
	2. Weighbridge
	3. Canteen
	4. Work Vehicles

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Introduction

This Safety Statement details WERS Waste EHS Policy.

The Safety Statement specifies how the company plans to minimise the risk of injury and ill health at work. The company is confident it has the full support of all employees in achieving its aims of ensuring Health, Safety & Welfare.

It is therefore very important that you read the following document carefully and understand your role and the overall arrangements for health and safety throughout the organisation.

Company Description:

WERS Ltd was established in 1989 by the Gleeson brothers, Pat, Martin and Paul. WERS Ltd was amongst the first to provide a wheely bin service, which today is available throughout Ireland. WERS offer a range of domestic and commercial waste services, ranging from the household Wheely bin to the large commercial skip.

WERS Ltd also operate a recycling facility at their Tuam premises. WERS recycling sorts and bales recyclable waste into individual components such as cardboard, glass, plastic, wood, construction rubble, cans and organic waste.

At WERS Ltd we have invested in state of the art technology and machinery to turn polyethylene and polypropylene in all its post-consumer forms into a fully high density pellet form.

WERS Ltd also offer a drain/sceptic tank cleaning services.

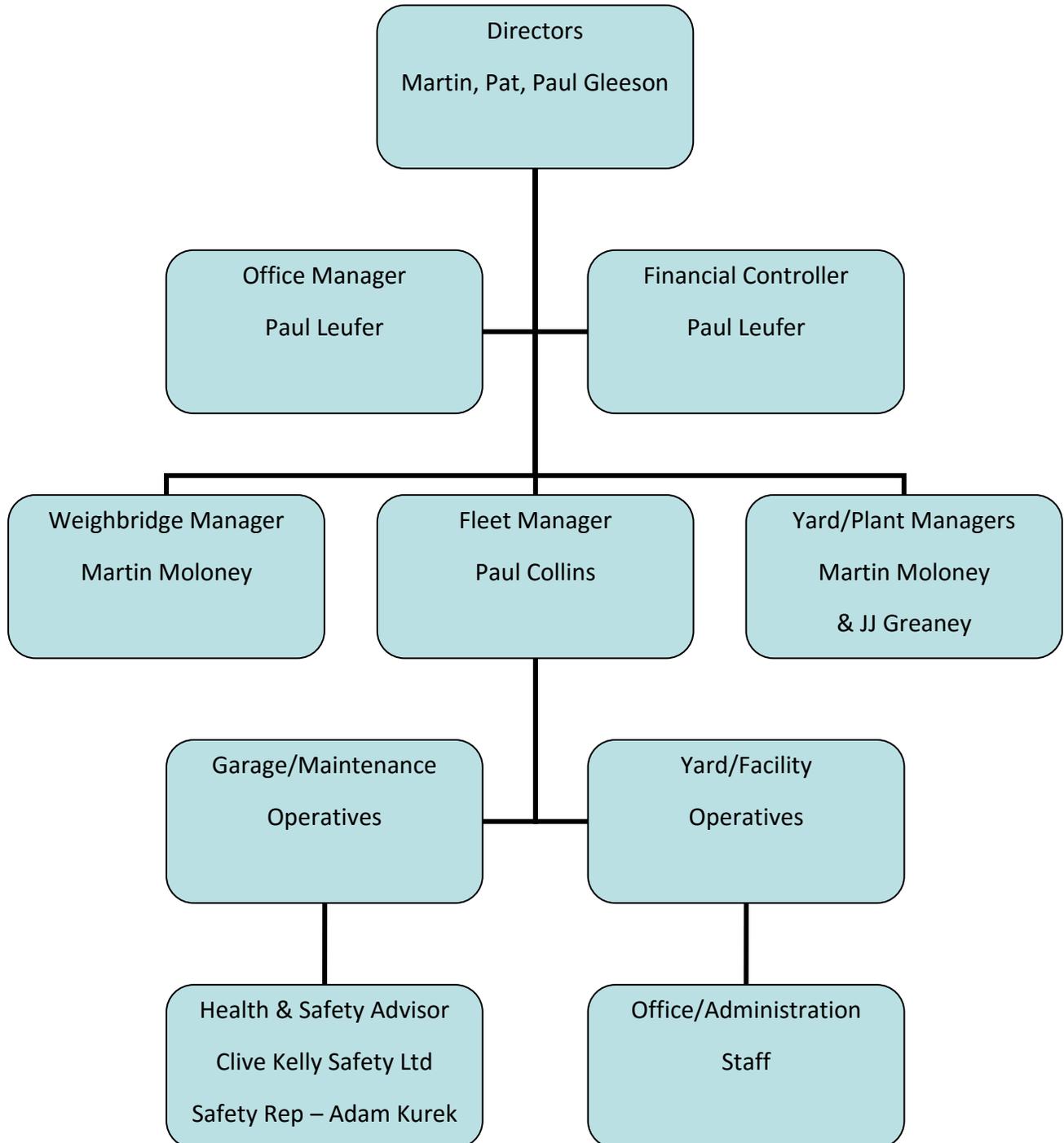
The company has

- 10 Refuse Collection Vehicles.
- 2 Skip Trucks.
- 2 Hook Loaders.
- 1 Teleporter.
- 2 Loading shovels.
- 1 360 Mini Digger.
- 2 Skid steers.
- 1 Sludge Tanker.
- 4 Company Vans.

At WERS Waste we believe that a customer is the most important visitor to our premises because:

- He is not dependent on us, we are dependent on him.
- He is not an interruption in our work, he is the purpose of it.
- He is not an outsider in our business, he is part of it.
- We are not doing him a favour by serving him but, he is doing us a favour by giving us an opportunity to do so.

ORGANISATIONAL CHART



Section 1

Company Policies

1.1 WERS WASTE HEALTH AND SAFETY POLICY

It is the policy of WERS Waste to comply with the Safety, Health & Welfare at Work Act 2005, The General Applications Regulations 2007 – 2016, The Construction Regulations 2013 and where applicable the Quarries Regulations 2008 and any other applicable legislation. WERS Waste will ensure, so far as reasonably practicable, the safety, health and welfare of all employees whilst at work, and to provide information, training and supervision needed for this reason.

WERS Waste is committed to the following:

- Promoting standards of health, safety and welfare that comply with the provisions and requirements of the relevant Safety, Health and Welfare at Work Legislation and other relevant statutory provisions and codes of practice.
- The development of a Safety Management System that is compliant with the aim for continuous improvement.
- Providing and maintaining a safe and healthy working environment, safe systems of work and to protecting employees and others, from foreseeable work hazards, particularly those which are industry related.
- Ensuring that all WERS Waste's personnel, sub-contractors are informed of the company's EHS Policy through:
 - carrying out safety inductions for all new employee joining the company;
 - providing ongoing safety training; and inducting sub-contractors
 - Promotion of company newsletter and safety bulletins
- Making available the EHS Policy to interested third parties as requested.
- Providing employees with the information, training and supervision that they need to work safely and efficiently and to develop safety awareness among employees and sub-contractors.
- Defining all individual responsibilities joint consultation, with employees and third parties, on all health and safety matters.
- Striving to continually improve health and safety performance, by reducing the risk of accidents and incidents and improving the working environment and ensuring that it is periodically reviewed and remains relevant and appropriate to WERS Waste
- To ensure that the above objectives are met, the Managing Director and Senior Management are committed to playing an active role in the implementation of the EHS Policy and undertake to review it in the light of experience and developments.

For this system to be effective it requires the commitment of everyone, employees are reminded therefore that compliance to the requirements of the EHS Policy is compulsory.

Paul Gleeson
Director

1.2 ENVIRONMENTAL POLICY

Purpose

The organisation recognises its responsibilities to its staff, customers and the general public and is committed to the continual improvement of the operating environment of its facilities. To this end it will maintain a documented Environmental Management System and will take into account all regulatory and legislative requirements pertinent to its sector, local operating environment and customer requirements.

Policy Implementation

- Communicating its policies both internally and externally (customers, contractors and main suppliers) as appropriate
- Commitment to continual improvement in environmental & business performance
- Using the input of staff, customers, government, local authorities, interested third parties and the general public
- Awareness and training on environmental issues
- Creating a better environment for all, through the reduction, recycling and reuse of waste, the optimum usage of resources and the elimination of polluting releases to the environment
- Compliance with all pertinent applicable regulations, legislation and licences
- Prevention of pollution

The above policy is supported by the management and directors of WERS Waste who will commit the necessary resources in ensuring that the objectives and targets can be achieved. Appropriate programmers are set up to achieve our objectives and will be reviewed annually at the management review.

1.3 QUALITY POLICY

The continuing success and growth of WERS Waste in the competitive contracting market is a direct result of the total commitment to quality in every aspect of our operations.

In practical terms this commitment to quality means that all contracts are continuously monitored and assessed to ensure that they are completed on time, within client budgets and according to our own and the client's standards and specifications.

As a reflection of this commitment WERS Waste has established a Quality Management System. The quality assurance programme has the full backing of the director and is administered by management.

To achieve customer satisfaction management has the organisational freedom to establish, develop, and implement WERS Waste's Quality Management System.

WERS Waste maintains and continuously seeks to improve its Quality Management System.

1.4 ANTI BULLYING & SEXUAL HARASSMENT POLICY

WERS Waste accepts that all members of staff are entitled to be treated with respect, and their work environment must be such that staff members are free to perform their duties in a climate free from Bullying/Harassment from other staff members, clients, customers or other business contacts.

Bullying/Harassment are repeated aggressions (physical, verbal, or psychological) directed by an individual or against others. It affects the dignity, of people at work and undermines people as human beings.

WERS Waste by adopting an Anti-Bullying/Harassment Policy is demonstrating the continuing commitment to implement and promote measures to protect the dignity of all our employees and to encourage respect for others at work.

We are continuing to work towards creating an environment free from harassment by dealing effectively with any complaints of such conduct. WERS Waste will not tolerate intimidation, harassment, bullying or disrespectful behaviour by any one member of staff against another/others for any reason.

This policy, as its objective will endeavour to define workplace bullying, to promote awareness of the issue among employees and to provide an effective procedure for dealing with any allegations raised.

There is also a definition of bullying and some examples are given which are not intended to be either exhaustive or prescriptive. The procedure for progressing complaints is also detailed and is based on the principle of fairness.

I would emphasise again that WERS Waste is committed to promoting measures to protect the dignity of all members of staff at work. I would ask you to encourage an environment free from all kinds of harassment and to respect the individual dignity of everyone through the company.

1.5 SMOKE FREE WORKPLACE POLICY

Purpose

Second-hand smoke, also known as Environmental Tobacco Smoke (ETS) or passive smoke is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same air space, nor the provision of ventilation, can eliminate exposure to second-hand smoke and the consequent health effects of such exposure. This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke, to ensure compliance with legal obligations and to ensure a safe working environment.

Policy Implementation

Overall responsibility for the policy implementation rests with the person in charge of the workplace. All staff has an obligation to adhere to, and facilitate the implementation of this policy. It is the policy of WERS Waste that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the workplace with no exceptions.

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This includes all company offices, containers, canteen, company vehicles and all enclosed workplaces with no exceptions. This policy applies to all employees, consultants, sub-contractors, customers and visitors.

Policy Regarding Infringement

Infringements by staff will be dealt with, in first instance under employee disciplinary procedures. Employees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

Information on how to obtain help quitting smoking is available from the National Smoker's Quit line on call save 1850 201203.

1.6 WORKPLACE POLICY ON ALCOHOL AND DRUGS

Purpose

The purpose of this document is to outline the accepted policy and practice in relation to the misuse of either alcohol or drugs by employees in the workplace.

Policy

WERS Waste acknowledges its responsibility to provide, as far as is reasonably practicable, a safe and healthy working environment, and recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct, and safety, or the safety of others whilst in the workplace.

An employee (or employees of subcontractors, or others) must not be under the influence of an intoxicant to the extent that the state he or she is in is likely to endanger his or her own safety, health or welfare at work or that of any other person.

Policy Regarding Infringement

WERS Waste reserves the right to remove from our workplace and suspend from work any employee suspected to be in breach of this policy through misuse of alcohol or drugs, pending further investigation.

Any employee found to be in breach of legislation and /or either company or client policy or rules may be subject to disciplinary action for gross misconduct, which may lead to summary dismissal.

WERS Waste would prefer to help staff who might have a problem, not penalise them. Staff who seek help and declare a belief that they have a problem concerning either alcohol or drugs will be dealt with sympathetically by the Company and support will be given where possible.

Anyone taking prescribed or over the counter medication should inform their supervisor on reporting for duty and before actually commencing work. It is important that such information be taken into account when risk assessments are being made. No drugs other than those prescribed by a medical practitioner shall be brought to the workplace.

1.7 WORKPLACE POLICY ON EQUAL OPPORTUNITIES

Purpose

WERS Waste is committed to equality of opportunity and valuing diversity. We believe that everyone has the right to be treated with dignity and respect. We are committed to the elimination of unfair and unlawful discrimination and prejudice in all our policies, procedures and practices.

WERS Waste strives to ensure that the principals of the various legislation including Equality Act 1998 – 2004, and equality standards are met and aim to prevent exclusion on grounds such as age, disability, gender, sexuality, ethnicity, religion or any other unjustifiable reason

Policy Implementation

The company believes that a commitment to equal opportunities in recruitment and work practices is essential to its goals of:

- Attracting the best people into our company and providing an atmosphere conducive to development and advancement
- Effectively utilizing all available human resources
- Meeting the company's social responsibility to provide equal opportunities for employment
- Ensuring company compliance with law

WERS Waste are committed to implementing equal opportunities in all its employment policies, practices and procedures, without discrimination on grounds of gender, race, religious beliefs, sexual orientation, age, disability, marital/ family status or membership of the traveler community. The principles of employment equality are applied to recruitment, pay and benefits, promotion, training and work experience and to all terms and conditions of employment.

Management and Supervisors will provide an atmosphere at work which promotes equal opportunities and is free from bullying and sexual harassment.

Policy Regarding Infringement We will take appropriate action to resolve any issues raised where discrimination is alleged.

1.8 STRESS IN THE WORKPLACE POLICY

At WERS Waste we are committed to providing a work place that allows for reasonable working conditions and a pleasant environment.

If you have any particular concerns and feel that you are suffering from stress, you should make it known to your supervisor in the first instance, where every effort will be made to make an assessment of your working conditions and job description in order to improve the situation. If this is ineffective or inappropriate you should revert to the formal company grievance procedure.

1.9 INFORMATION FOR EMPLOYEES POLICY

It is policy of WERS Waste to provide employees with information in a form, manner, and language that is reasonably likely to be understood. The Health & Safety Authority's Safe System of Work Plans may be used where applicable to provide information on the hazards, risks and the control measures to be implemented for specific tasks. Also, where possible another member of staff may assist on the translation of inductions and in house training.

1.10 DIGNITY IN THE WORKPLACE

WERS Waste commits itself to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All who work at WERS Waste are expected to respect the right of each individual to dignity in their working life. All will be treated equally and respected for their individuality and diversity. Bullying in any format is not accepted by WERS Waste and will not be tolerated.

1.11 WORKPLACE SAFETY CODE

WERS Waste commits itself to working together to maintain a safe workplace environment that encourages and supports all safety practices. All who work at WERS Waste are expected to follow company rules and regulations. Any unsafe work practice, accidents, incidents or near miss must be reported so as to ascertain what happened how it happened and how to prevent it happening again. Regular Toolbox talks will be carried out to reinforce a safety culture within the company.

1.12 DRIVING FOR WORK POLICY

WERS Waste recognises that it has a responsibility for the Health and Safety of staff engaged in driving at work we will comply with all related legislation and adopt best practice where practicable for those driving on company business. Where staff use their own cars for company business we will ensure that: They hold a current and appropriate licence

The vehicle is in good condition and has appropriate test certificates

They are aware of the company driving for work policy

If personnel must make or take a call they must ensure they step in to a safe place until the call is finished. The only mobiles that should be in use, are the one operated by the Supervisor/Foreman/ and Safety Personnel. Drivers should not use a mobile phone when the vehicle is in motion.

Drivers should pull over to the side of the road in a safe manner to enable them to make or take a call. Driver should park in a manner which creates no danger for themselves or other road users/ pedestrians. The vehicle must not stop on the hard shoulder of a motorway to answer or make a call. It is recommended that drivers should fully utilise the special features associated with their mobile phone e.g. call divert, playback or messaging services.

1.13 Procedures for Lone & Remote Working.

Remote Working – is where the person is not alone at the facility, but is outside the regular view of other persons on the facility.

Lone Working – is where a person is the only person on the facility.

If a person has to work in a location where they would not be seen throughout the working day, the employer/ supervisor must ensure to have a system in place to make contact with that person at regular intervals during the working day

A possible solution could be for Supervisors or the employee to make a call or send a text at a set time each day to an agreed telephone number. Designated contact person to be assigned and contact information to be passed to lone workers

If a person has to work on the facility alone or outside normal working hours alone, man down phones may be considered, so in the event of the person becoming incapacitated the phone will raise the alarm to a designated number.

High-risk activities not permitted by lone worker (either employee or contractors)

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- Lone workers to be medically fit, Lone workers to have firefighting equipment training
- Lone workers to be competent for task that they are carrying out (they must have being trained and deemed to be capable of carrying out the task by their supervisor).
- Young persons are not permitted to carry out lone working (i.e. less than 18 years old)
- Means of communication to be provided to lone workers

Section 2

Responsibilities

For

Environmental,

Health & Safety

RESPONSIBILITIES

2.1 Statement of Personal Responsibilities

It is the duty of the Director, Managers, Supervisors and Individual employees to participate, so far as is reasonably practicable, in the implementation of the Company Safety Statement and to carry out their responsibilities as detailed:

It is the strict duty of all employees, to comply with the Company Safety Statement and to carry out their responsibilities as detailed in this document, in accordance with statutory regulations. Members of this organisation with specific responsibilities for Environmental, Health and Safety must ensure that these responsibilities are properly delegated in their absence. Overall responsibility for Environmental, Health and Safety in this company is that of the Managing Director.

2.2 Responsibilities of Directors

1. The Directors are responsible for ensuring that all operations are carried out in accordance with the requirements of the Safety Management System.
2. Ensure the requirements of the Safety Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 - 2016, the Safety Health and Welfare at Work Construction Regulations 2013, Safety Health and Welfare at Work Quarry Regulations 2008 and all other relevant legislation is complied with.
3. The Directors are responsible for ensuring that all employees under their control operate in accordance with requirements of the Safety Management System.
4. The Directors shall arrange for funds and facilities to meet the requirements of WERS Waste.
5. The Directors shall set a personal example playing a proactive role in the running of the Safety and Health in the Facility.
6. Ensure Safety Review Meetings are held with all Managers and minutes recorded.
7. Monitor the performance of Planned Inspections and Preventative Maintenance.
8. Monitor the performance of accident investigation and analysis regularly. Review outstanding corrective actions.
9. Ensure there is an Emergency Response Plan in place, ensure adequate drills are carried out and all persons are trained to carry out their duties.
10. Refer to the Employers General Duties as outlined in this section of the Document and ensure they are applied to all activities.

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11. Ensure a competent person is appointed to act as Plant Manager within the Facility.
12. The Directors, in conjunction with other managers, shall ensure that suitable positions are given to employees in relation to their physique and basic intelligence and consideration given to the demands of the work in relation to any disability which could affect their work.
13. Appropriate training in health and safety is carried out in a form manner or language that is likely to be understood by the employee concerned and that such training includes that required by legislation.
14. To ensure that a competent person is available to advise WERS Waste on safety, Health and Safety matters.
15. Adequate and workable disciplinary procedures exist to deal with breaches of safety rules and regulations and that these are brought to the attention of the person(s) involved.
16. Review progress on the Safety Management System on an annual basis and identify Health and Safety Objectives for the following year.

2.3 Responsibilities/Duties of the Safety Advisor

1. Provides advice, guidance in all matters to employees (including where applicable sub-contractors, suppliers and visitors). Assess Sub-Contractors pre-qualification approval.
2. Prepares and updates regularly the company safety policy and statement with a view to changes in business, regulations and management changes.
3. Reviews facility audit and inspection reports, health and safety suggestions, complaints and requests for information and follows up with action.
4. Carries out accident investigation, establishes cause of accident, incident or dangerous occurrences and recommend methods for future avoidance and reports same to Directors.
5. Provides training and information to the employees using appropriate training aids and media as required. Liaises with the Health and Safety Authority and Clients where required.
6. Monitors PPE requirements.

2.4 Responsibilities/Duties of the Plant Manager.

1. Read and understand WERS Waste Safety Management System document and ensure relevant sections are brought to the attention of all staff.
2. Comply with the requirements listed in the Manager Responsibility section below.
3. To ensure responsibilities have been assigned and reviewed at all levels within the facility for the implementation and monitoring of the Safety Management System.
4. Attend and chair the safety committee meeting when requested.
5. Ensure Risk Assessments are carried out for each activity associated with the Facility. Monitor the implementation of controls measures to ensure they are adequate.
6. Ensure that adequate resources are made available to individual Managers for the implementation of safety policies and procedures in their department.
7. To ensure that WERS Waste complies with current health and safety legislation and recommended codes of practice and guidance issued by the Health and Safety Authority.
8. To conduct an annual safety review with the Directors with regard to the effectiveness of the Safety Management System and programs implemented during the year.
9. To ensure management in each department are held accountable for their performance in relation to safety management.
10. Monitor the performance of Planned Inspections and Preventative Maintenance on a weekly basis.
11. Monitor the performance of accident investigation and analysis. Review outstanding corrective actions.
12. Deliver Safety induction in the absence of the Safety Advisor inform employees in safe working practices and on the facility safety rules and regulations and ensure that personnel under their control are trained and competent to carry out the work allocated to them, are fully aware of all hazards and take all necessary precautions to safeguard against risks.
13. Delivers toolbox talks in the absence of the Safety Advisor to employees & sub-contractors. Issues PPE, insists on its usage in accordance with statutory and WERS Waste EHS requirements.

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14. Cooperate with Management to ensure compliance is met with the Safety Health and Welfare at Work Act 2005, Construction Regulations 2013, Safety Health and Welfare at Work (General Application) Regulations 2007 - 2016 and other relevant legislation.

Managers including Substitute Plant Manager.

1. Read and understand WERS Waste Safety Management System Document and ensure it is brought to the attention of all staff.
2. Cooperate with the Facility Manger in implementing Policies and Procedures.
3. Attend Safety Committee Meetings when requested to do so.
4. Review Risk Assessments with the Plant Manager in the event of an accident occurring or a change in process.
5. Ensure all new employees receive Health and Safety Induction and are adequately supervised until they are competent to carry out tasks safely.
6. Carry out Planned Inspections (daily, weekly, monthly) in accordance with the quarries policy. Ensure any non-conformances are brought to the Plant Managers attention and rectified prior to work commencing.
7. Encourage the reporting of hazards and near misses in your area.
8. Carry out accident investigation in conjunction with the Plant Manager. Ensure corrective action is identified and implemented to prevent a reoccurrence.
9. Be familiar with the Emergency Evacuation Plan, ensure there is adequate firefighting equipment in your area and that it is in good working order.
10. Ensure all employees are trained in the safe use of chemicals where they are likely to be exposed.
11. Input into the development of Standard Operating Procedures when requested. Ensure Isolation procedures are followed, ensure working at heights is carried out safely, ensure safety features are working on plant and defects repaired, and ensure housekeeping is maintained.
12. Where a contractor is working in your area of responsibility ensure they are not creating additional hazards as a result of their work.
13. Ensure all employees in your department are wearing correct Personal Protective Equipment for their tasks. Discipline/Commend employees where necessary.

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14. Cooperate with Management to ensure compliance is met with the Safety Health and Welfare at Work Act 2005, Construction Regulations 2013, Safety Health and Welfare at Work (General Application) Regulations 2007 - 2016 other relevant legislation.

2.5 Responsibilities/Duties of Employees

It is the responsibility of all employees of WERS Waste to:

1. To comply with EHS legislation to protect his or her safety, health and welfare and that of others who may be affected by their acts or omissions.
2. Ensure that she/he is not under the influence of an intoxicant and/or prescribed medication to the extent of endangering his or her own or any other person's safety and health. Submit to any appropriate, reasonable and proportionate tests for intoxicants in accordance with Regulations under the 2005 Act.
3. Co-operate with the employer and any other person to enable them to comply with safety and health legislation.
4. Not engage in improper conduct or other behaviour, such as horseplay, that is likely to endanger his or her safety, health and welfare or that of any other persons.
5. Attend any training and undergo assessment of the training required by his employer or that as required by safety and health legislation.
6. Follow training and instructions: make correct use of any article or substance provided for the protection of their safety and health including any personal protective equipment. Safety Equipment/PPE must be worn whilst at work as required by legislation or by this Company Safety Policy Statement and risk assessments.
7. Employees also have a duty not to endanger themselves or others and to be alert to dangerous situations.
8. Employees must not carry out any tasks which they feel they are not competent to carry out or which involved unreasonably high risks.
9. Employees are encouraged to make suggestions, or raise concerns and are hereby consulted initially on EHS matters.
10. Where EHS legislation requires certain training in relation to any work activity, then employees must not misrepresent themselves in regard to the level of training they have received when entering into a contract of employment.
11. Employees must not intentionally or recklessly interfere with, misuse or damage anything provided for securing the safety and health of persons at work or in connection with work activities or place the safety and health of any persons at risk.

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12. Employees must also report to the employer: -
Any defect in the place or system or work or with any article or substance used which might endanger the safety and health of employees or any other person. Any contravention of safety and health legislation which may endanger the safety and health of employees or any other person.

2.6 Responsibilities/Duties of Sub-Contractors, Self Employed Persons and Suppliers

1. Sub-contractors, self-employed persons and suppliers shall provide a copy of their Safety Statement and any other safety, health documentation requested.
2. Self-employed persons must conform generally with the duties and responsibilities of the employer.
3. Sub-contractors must complete WERS Waste Contractor assessment and be approved.
4. Sub-contractors, self-employed and suppliers have a duty to bring to the attention of WERS Waste and anyone else that might be affected by any process or use of materials which may endanger EHS while at work.
5. Sub-contractors and self-employed persons shall comply with requirements of this safety statement, and co-operate with management in providing a safe place of work, a safe system of operation and wearing of protective clothing.
6. Sub-contractors must ensure all their employees and others under their care are provided with and wear WERS Waste, mandatory protective equipment and any other PPE required for work undertaken.
7. All sub-contractors shall have a duty to report any defect in the plant equipment, place of work, or system of work without unreasonable delay to WERS Waste
8. Sub-contractors must only use competent and suitable persons.
9. Sub-contractors must get the consent of WERS Waste to engage persons other than their direct employees.
10. Sub-contractors must ensure that their supervisors and employees are aware of the obligations placed upon them with regard to EHS.
11. Adhere to all WERS Waste Specific Rules and Regulations.
12. Report all accidents, incidents and danger occurrences to the Supervisor immediately.
13. Provide and attend all inductions and "Tool Box" talks as required.

Section 3

**Arrangements
For
Environmental,
Health & Safety**

3.0 Arrangements

3.1 Employee Consultation and Provision of Information

The Safety, Health and Welfare at Work Act, 2005, the (General Application) Regulations 2007 - 2016 and the (Construction Regulations) 2013 provides for consultation between employers and employees to help ensure co-operation in the prevention of accidents and ill health in the workplace. Consult employees for the purpose of making and maintaining arrangements, which will enable the employer, and his or her employees to co-operate effectively for the purposes. Consult employees, the safety representative or both, as appropriate, in advance and in good time with sections set out in section 26 of the Act. Employees have the right to make representations to and consult them on matters of safety, health and welfare in their place of work. All training and provision of information will be provided in such a form, manner and language that are likely to be understood.

3.2 Safety Representative

The Safety, Health and Welfare at Work Act 2005 Section 10 entitles employees to select and appoint safety representatives to represent them in consultations with the employers on matters of EHS at the place of work. Where an employee is appointed as a Safety Representative the process of selection shall be in accordance with the provisions of the legislation. Similarly, the role of the Safety Representative shall be in accordance with the legislation, the facilities and training to be provided will be as discussed and agreed with the project manager.

The safety representative will:

1. Have knowledge and understanding of the Company Safety Statement and EHS Legislation.
2. Be involved in consultation of maintaining EHS standards in the workplace and make representations to management as required.
3. Give time to periodic inspections of the workplace, report immediately any hazardous conditions to those responsible and keep records of all such required.
4. Acquire the information, training and knowledge to fulfil the functions outlined by attending safety talks, seminars training courses etc. as and when required.
5. Investigate complaints, accidents and dangerous occurrences.
6. Accompany a HSA Inspector on any Inspection. Receive advice and information from an Inspector and make representation as required.

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7. Foster safety awareness in the workplace, promote safe working practices.

Safety representatives are protected from suspension, lay-off or dismissal or the threat of such action, demotion, transfer or change of duty, place of work, wages or working hours, imposition of any disciplinary action or reprimand or penalty, coercion or intimidation where they exercise their powers under safety and health legislation.

3.3 Induction, Training and Communication

The Company is committed to providing Health Safety and Environment training at all levels in the Company. Every employee will receive a general induction, continuous training in systems of work procedures, how to recognise and avert hazards associated with his/her job, and supervision an access to information to ensure he/she continues to work safely. Training programs should be tailored to meet the requirements of different operations and employees. Training courses, toolbox talks, induction courses and re-training modified to suit the individual operations and employees bring Health Safety and Environment awareness and job skills closer together in the minds of all employees and create a more logical and effect training program.

The following key training rules must guide and determine every induction and training course:

- Induction and training must address the needs of the employee in her/her job and the workplace. The closer the training comes to the real operations, the more effective it will be.
- A continuing program of reinforcement of correct working practices at spaced intervals increases the probability of the employee performing in the prescribed manner.
- Training of small number of employees with common interests and tasks is more effective than training in large unrelated mixes.

For maximum effect, training should therefore be given to small groups of employees, trained as closely as possible to the work place in sessions spaced throughout the year with topics relating directly to the employees tasks.

The Company, its managers and supervisors in order to fulfil their duty must ensure that all employees and sub-contractors under their control receive the correct training necessary for the employee to carry out the duties assigned to him/her in a safe healthy manner. To ensure this duty is fulfilled they should:

- Introduce comprehensive Health Safety and Environmental rules, procedures and induction training program for all new employees.
- Provide repeat training (either on the job or in a classroom or equivalent environment) at regular intervals.
- Ensure that no employee transferred or promoted from one job or activity to another is permitted to start work in his /her new job until and unless he/she has received training and instruction sufficient to enable him/her to perform the job without risk to his/her Health Safety Environment or that of others.
- Provide adequate training for managers at all levels.
- Pay attention to the needs of existing employees.
- Document details of training given and received.

3.3.1 Company Induction

Learning continues for the duration of a lifetime, the length of a lifetime may depend on the attitude to safety given to young and inexperienced workers by managers, supervisors and fellow employees during the initial induction period upon joining the Company. Young and inexperienced workers should be prepared and trained for their working environment.

Induction Training Should Cover the Following Topics:

- An awareness of the Company Health Safety and Environment Policy.
- Outline of the risks involved in their own job and on the facility in general and the precautions necessary to prevent accidents.
- Introduction to fellow workers, supervisors, managers and the EHS advisor and representative.
- Made aware of his/her responsibilities as an employee to ensure his/her own safety and the safety of those affected by his/her activities.
- The specific requirement for personal protective equipment and its use.
- Shown the working area, cautioned on any hazards and all welfare facilities pointed out.
- Made aware of all Company EHS rules and regulations, housekeeping, working attire, breaches of discipline, use of Company property, time keeping, absenteeism, reporting illness, smoking, etc.
- Made aware of first-aid facilities and personnel and made aware of accident and emergency procedures.

All employees attending an induction course must sign the Company register. It is a mistake to assume that induction and training are complete at the end of the first few days. Induction training must be tailored to the needs of the individual by the supervisor, who must ensure that too much is not given too soon. Proper induction will minimise the anxiety of starting a new job, provide confidence and motivation and plays an important part in accident prevention.

3.3.2. Site Inductions

WERS Waste employees will avail of the induction provided by WERS Waste Management and when required by customers.

3.4. Toolbox Talks

Safety is the responsibility of every employee on the job. The more employees are educated, interested and encouraged to participate in accident prevention efforts, the better the result will be. Toolbox Talk will be held on a regular basis. Every employee must attend. Each meeting will be documented and a list of attendees kept. The meeting agenda will include the following items:

- Report on the accident and incident records since the last meeting.
- Special consideration of any recent serious accidents or dangerous occurrences to prevent a re-occurrence.
- Employee concerns, suggestions or solutions.
- Any other safety matters.

3.5 Use of Personal Protective Clothing and Equipment

The law requires that in certain circumstances, which are not reasonably practicable for an employer to control or eliminate the identified hazards within the place of work, it is his duty to issue suitable protective clothing and equipment to the workforce to ensure their Health & Safety and to protect the environment. The employer has the duty to ensure that all practicable steps have been taken to eliminate the risks at source before relying on personal protective equipment to protect his workforce

THE RULE OF THUMB IS THAT PPE IS THE LAST LINE OF DEFENCE, NOT THE FIRST.

The following industry agreement is accepted by the Company and covers the provision of Protective Clothing and Equipment.

- WERS Waste will provide employees with Safety Boots free of charge once a year. The boots will be a one off yearly issue. The boots will be only be replaced during the year if the employee can prove the fault lies with the boot or it was damaged beyond repair during the course of his/her employment.
- Safety equipment such as, safety helmets, safety glasses, gloves, ear protection, Hi-Vis vests or coats will be provided free of charge. This equipment will be replaced on a new for old basis.
- Personal Protective Equipment is signed for when issued and must be worn when and where directed as per risk assessment.
- Company Disciplinary Procedures will apply for all employees found to abusing safety equipment. Which could result in suspension without pay or instance dismissal from the Company
- Employees are obliged by law to take reasonable care of the safety equipment issued to him/her this duty of care extends to the wearing of the same when required to do so.

The following rules, regulations and general guidelines will apply to the use of Personal Protective Equipment within the Company.

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- When the need for PPE has been identified for certain work areas or for specific tasks then all Company employees will wear it.
- All visitors, vendors, the general public must wear PPE in the designated areas.
- All employees and the employees of Sub-contractors must wear suitable PPE clothing for the task to be undertaken. **(Loose clothing is not permitted).**
- Safety boots as issued or similar are to be worn on all Company sites; no other form of footwear is permitted.
- Hearing protection is held in the stores and will be issued when as required or upon request.
- Safety Harnesses and lifelines must be used when other safe guards such as nets, planking or scaffolding cannot be used. Safety lines when used must be independent of other rigging.
- Safety gloves must be worn when handling articles or substances that could cause an injury by tearing, cutting, burning, or damage to the hands in any way.
- Respiratory Equipment may be required in certain areas where hazards exist due to the accumulation of dust, fumes, mists, or vapours. Note this equipment cannot be used in oxygen-deprived areas.
- Breathing apparatus may be required in certain areas where the air is stale, enriched, or deprived. ***Note only trained operators may use this equipment.***
- Electricians wearing insulated gloves must test them daily for defects and if any detected replace immediately.
- Prior to using safety equipment ensure that it is the right type for the task to be undertaken.
- The minimum PPE requirement that personnel are required to wear includes Safety Boots, High Visibility vest, and gloves, Safety Glasses and Helmets as per off site rules.
- The wearing of shorts is not permitted

No exemptions will be tolerated for jobs that take “just a few minutes” always use the appropriate equipment and PPE to conduct the task safety first time.

3.6 Company Emergency Preparedness and Procedures

3.6.1 Manning Levels

In order to ensure the Company is properly prepared to deal with emergencies it must maintain a trained professional workforce with sound working knowledge of current Health Safety and Environmental laws.

General

There will be elements of similarity between all accidents and incidents born out through incident investigation, which will help in the formation of emergency procedures, however no one master plan will be fit all document. Adequate pre-planning and emergency planning exercises must be conducted at local level in order for the right mix to occur. Planning at local level provided benefits in several keys areas, it helps eliminate conditions that could lead to an emergency, can reduce injuries, loss of life, property damage and gets those involved in the emergency planning process with a direct input into problems on site.

Advance planning is primarily for employees Health and Safety and secondly for property, plant and equipment. All employees must receive instruction and training on the use of alarm systems, emergency procedures and the actions to be taken in the event of an emergency on site.

Emergencies as the name implies are just that, and require the workforce to be alert and respond with decisiveness and quick action regardless whether it is a simple accident or a major accident and plans must be formulated to deal with such possibilities.

3.6.2 Emergency Planning

Facility Management must ensure that an emergency plan exist for all reasonably foreseeable incidents and consideration must be given to the location of the employees, the risk to general public others who be effected by the incident and the location of the nearness emergency services. Detailed plans should cover accidents, explosions, floods, electrocution, fire, broken bones, chemical spills, and overhead & underground services broken bones.

All personnel must be fully aware of all potential hazards and how to implement the Company/ site emergency plan if required. For example: raising the alarm, calling the emergency services.

All personnel must be trained in the evacuation procedure, the location of the assembly points and the secondary assembly points, the location of the emergency equipment i.e. first aid kit stretcher, fire extinguishers spill kits.

An emergency controller must be appointed and he/she is to be given the time and resources to enable him/her to carry out their appointed duties safety.

Emergency marshals are to be appointed to assist the emergency controller they are to be trained in their responsibilities. They are to assist with the immediate and accurate assessment of the situation its seriousness and the level of response required.

Appoint a person to call the emergency services under direction of the emergency controller;

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(this will be the receptionist if there is one available at the time)

Assist the emergency services by having the facility clearly sign posted, and having an emergency folder in the reception/weighbridge office with site plans, hazardous chemicals list and locations, fire plan and any other relevant information pertaining to your facility contained within it.

Have an emergency roll call system for staff, visitors and sub-contractors to account for staff in the case of an emergency. Have important items clearly marked with international recognised symbols such as fire hydrants, electrical isolators, shut off valves, chemical storage area and pipes. Keep and maintain access ways clear, emergency fire escape, fire doors.

In the immediate follow up to an emergency try and keep the area sterile to prevent damage to evidence that might be required the investigation of the incident to determine the cause.

Off-site Work

The Company must normally conform to the client's emergency plan and where this is the case a copy of their emergency procedures and plans must be available to the site Management supervision and employees. Once the Clients plans have been issued to the Company a comprehensive study must be undertaken to ensure compliance. This will normally be done at the client's site safety induction.

3.7 First – Aid Facilities and First Aid Trained Personnel

Immediate and proper First Aid treatment of injuries is essential to save the life and limbs of certain accidents cases and to reduce the pain the casualty is suffering. Immediate first aid treatment if given by trained personnel with the correct equipment will assist the recovery time whereas neglect or inefficient treatment may lead to infection and ill health.

3.7.1 First Aid Facilities

First aid facilities and the qualified personnel to man and use them are required and must be made available to render treatment and maintain medical records.

A sufficient number of suitable first aid boxes or cases will be provided while the site is manned the location of which must be clearly identified and marked to enable free access.

The first aid boxes provided shall be distinctively marked "First Aid" and placed under the control of the plant manager on site. The first equipment will be readily available for use by any person on site. The name of the first aiders shall be displayed on site and beside all first boxes with their contact details.

3.7.2 Responsibilities of a First Aider

The responsibilities of a first aider are to:

- To assess the situation and to arrive at a diagnosis for each casualty or illness.
- To render immediate treatment, bearing that a casualty may have more than one injury and that some casualties will require more urgent treatment than others.

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- To arrange for the transfer of a casualty to the care of the medical professionals according to the severity of the condition.

3.8 Fire Fighting Training and Procedures

3.8.1 Supervisor Training

These courses are arranged and organised by the EHS Advisor, to ensure that supervisors are familiar with the different types of fires, their causes and how to effectively fight them, as far as is reasonably practicable.

A register must be maintained by the EHS Advisor of all trained fire fighters within the Company and the courses attended.

3.8.2 Employees Training

All employees will receive basic fire-fighting training and training on emergency procedures relating to fire fighting on site they work on via induction training, site-specific training and toolbox talks.

3.8.4 What to do upon discovering a Fire:

A fire will be discovered in one of three ways.

1. The fire alarm will sound &/or
2. A smoke detector will raise the alarm
3. An employee will discover the fire & raise the alarm.

In all cases of above, the person should proceed to do the following:

- Inform management/others who will take certain action.
- Switch off all electrical equipment & close all doors if possible.
- Evacuate the building & go immediately to the assembly point & await Role Call.
- Never re-enter the building unless you are told to do so by management or Fire Brigade.

General

- We will have the right number and type of fire extinguishers and they must be positioned in correct places and suitably sign posted.
- There will be adequate escape routes. They must be kept clear and adequately sign posted.
- Workers will be instructed on emergency procedures at the facility safety induction and emergency drills will be practiced if necessary.

Flammable Liquids

- There will be a proper store area.
- The amount of flammable liquid on site will be kept to a minimum.
- Smoking will be prohibited and other ignition sources kept away from flammable liquids.
- Properly constructed safety containers will be used.

Compressed Gases (e.g. LPG, Acetylene)

- Cylinders must be properly and securely stored, preferably in the open air with sufficient shelter to prevent cylinders from being exposed to extremes of temperature.
- Acetylene and LPG cylinders, whether full or empty, must always be stored vertically and secured in a manner to prevent them falling over. Warning notices “Highly Flammable” should be displayed near the storage area together with notices prohibiting smoking.
- The cylinder valve must be fully closed when not in use.
- Cylinders must not be located **INSIDE** buildings such as offices, canteens, drying rooms etc.
- Oxy/Acetylene cylinders in use should be kept and moved on purpose built trolleys. Flashback arrestors must always be fitted.
- Gas cylinders should never be left unattended on site where there is risk of damage by machinery or vehicles.
- Collection of waste gas cylinders will be organised by the facility manager when necessary.

Other Combustible Material

- There will be proper waste receptacles.
- Waste material will be removed regularly.

All firefighting equipment is inspected regularly & also an annual inspection is carried out.

Fire Points have been designated & sign posted Fire Point. The appropriate class of extinguisher has been located here & should never under any circumstances be moved unless for use in a fire fighting role.

- **Employees are to take note that nothing is to be stacked which may obstruct the view or access to fire points.**

COLOUR	TYPE	TYPE OF FIRE	NOT TO BE USED
 Red	Water Extinguisher	For wood, paper, textile, fabric and similar material (anything that turns to ashes)	DO NOT USE ON LIQUID, ELECTRICAL OR METAL FIRES
 Cream	Foam Extinguisher	For use on burning liquid fires	DO NOT USE ON ELECTRICAL OR METAL FIRES
 Blue	Dry Powder Extinguisher	For use on burning liquid and electrical fires	DO NOT USE ON METAL FIRES
 Black	Carbon Dioxide Extinguisher	For use on burning liquid and electrical fires	DO NOT USE ON METAL FIRES
 Red	Fire Blanket	For use in kitchens	

THE CONTENTS OF AN EXTINGUISHER IS INDICATED BY A ZONE OF COLOUR ON THE RED BODY OF THE EXTINGUISHER

Fire / Emergency Equipment and Exits Routes:

- **Must always be kept clear and accessible.**
- **Marked areas must not be obstructed at any time.**
- **Never use Fire Equipment for other uses besides firefighting.**

Never: smoke in the vicinity of gas cylinders, petrol or other flammable substances.

Never: **direct water at any electrical installation, machinery or wiring.**

Many fire extinguishers of all types come in a red cylinder, so care should be taken to ensure you read the information on the side of the cylinder to ensure you are using the correct type.

3.9 Reporting, Investigating and Registration of Accidents & Incidents

An accident or incident is defined as an unexpected, unforeseen occurrence that interrupts or interferes with the orderly progression of an activity.

This Company sees accidents and incidents as failures. Everything must be done to prevent re-occurrences, as statistics show that 70% of all accidents and incidents could have been predicted, they therefore could have been prevented through accident investigation and identification of causation in the first instance.

Accidents are caused by:

- Unsafe acts - this is the primary cause of most accidents.
- Unsafe Conditions – these should not exist.
- “Acts of God” – very exceptionally.

Most accidents are a combination of unsafe acts and unsafe conditions. This approach to accident reporting and investigation must keep these facts in mind. The multi- causation theory states that accidents have more than one cause and therefore accident investigation must find not only the trigger cause, but the background causes to ensure successful accident prevention.

3.9.1 Reporting, Investigating and Registration

All accidents and dangerous occurrence must be reported to the immediate supervisor, immediately or without unreasonable delay.

An accident report form must be completed for all, medical treatment, restricted work, time loss, and road traffic incidents. A copy of the accident report must be sent to the EHS Advisor .

The reporting of an accident and dangerous occurrence to the relevant authorities and Company management is the responsibility of line management, namely the supervisor and manager with guidance from the facility EHS advisor.

An accident that disables any person for more than three days from performing the normal duties of his/her employment must be reported the EHS Advisor and a copy of the accident report form sent to the financial controller. The accident must be notified to the HSA officially on report form IR1.

All serious accidents and incidents must be reported on the phone immediately to the EHS Advisor and the Directors.

The HSA inspector and the local Gardai must be notified on the telephone in the case of a fatality, or where a person is unconscious when removed from the facility due to an accident or dangerous occurrence.

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Incidents involving “near misses” that could have resulted in accidents are reported to the immediate supervisor for investigation. (Near misses are incidents that could have resulted in an injury to persons or damage to plant, equipment and property).

Any plant, tool or equipment that is suspected of being the cause of, or connected with an accident must not be interfered with until released by the immediate supervisor.

Any person who suffers personal injury at this work shall give notice of the accident as soon as possible after the accident to the relevant social authorities. The notice may be given in writing or orally and may be given by some person acting on behalf of the injured person.

3.9.2 Investigation

An accident investigation is of little benefit to the immediate victim, but may help to prevent a future re-occurrence. There is always a reason for an incident, whether the responsibility lies with the operatives, management or is the result of a lack of communication between them. Regardless of what has happened, a review of the supervisor’s incident report will reveal the facts that will assist any investigation.

The object of the investigation is to examine the conditions that led to the incident and to decide what follow-up is necessary to prevent a repetition. It is also conducted to provide adequate information for a defence in a civil action for damages against the Company.

Facility Managers must ensure that there are thorough on the spot investigations of all accidents and dangerous occurrences not merely those that are reportable to the authorities.

The investigation should be held immediately and a full report made. The person injured should make a statement as soon as possible after the incident.

The accident report form has been designed to bring out the information and must be fully completed with as much detail as possible.

All reportable accidents locations will be left undisturbed, (if it is safe to do so), until a full investigation has been conducted by the EHS advisor HSA Investigator or Gardai as appropriate.

Accidents and dangerous occurrences where substantial damage to Company property has occurred must also be investigated.

3.9.3 Registration

All injuries received at work, however minor, must be registered in the Site Accident Book. In the event of accident a report must be completed and a copy sent to the EHS Advisor. All investigations will be analysed, causation identified, preventative measures recommended and issued to all managers, supervisors and employees.

3.9.4 System for Reporting Unsafe Acts and Conditions

All unsafe acts and conditions must be reported to your immediate supervisor without unreasonable delay.

The appropriate sections of the Incident/Near Miss and the Dangerous Occurrence Form IR1 should be filled out by the person reporting the occurrence or act and given to his supervisor. The supervisor must accept responsibility for the investigation and elimination of any danger or risk associated with the dangerous occurrence or unsafe act condition and must ensure that corrective action is taken within a reasonable time.

In the event of the responsibility for the situation being outside his control or remit then he must take appropriate action to notify the responsible person, authority or company. The supervisor should ensure that emergency precautions are taken if the situation warrants such action.

When the appropriate corrective action has been taken the supervisor should complete the form.

A copy of this dangerous occurrence and unsafe act form must be sent to the EHS Advisor. The object of the follow up investigation is to examine the conditions that led to the dangerous occurrence or unsafe act and to decide what follow –up action is necessary to prevent a repetition.

3.9.5 Analysis and Follow up Procedures

It is very important that all accidents forms, dangerous incidence and unsafe acts condition forms, audit forms, and Environmental, Health and Safety statistics are collected and analysed to identify underlying trends and recurring themes. This information should be used to build proactive rather than reactive induction and training programs and toolbox meetings.

In all instances follow up action and feedback to the employees involved as well as other employees involved in similar activities is essential if we wish to eliminate a similar recurrence at some future date.

The person responsible for investigating the accident or incident should determine what follow up action is appropriate and how this can be accomplished to eliminate the immediate danger.

The EHS Advisor should analyse the individual forms and reports to determine the most appropriate method of informing other managers, supervisors and the at risk on how to eliminate similar risks or dangers from the workplace in general.

This would generally be in the form of an accident report to be read out at the toolbox meeting, revision to the safety policy, new work procedure or specific meeting.

Both the accident report and the dangerous occurrence and unsafe acts/ conditions form have a special section for determining the requirement for and urgency for follow up action and feedback.

3.10 Audits & Inspections

A system will be in place for the Safety Department to carry out inspections at regular intervals. Items requiring attention are rectified immediately where practical, the actions are noted in the report and communicated to supervisors, and managers who are given time to rectify open items. A record of inspections is kept on site.

Reports on Audits and Inspections are issued to all management by hard copy or by email.

3.11 Safety Awareness Campaigns

Health Safety and Environmental awareness campaigns will be used within the Company to raise and highlight the EHS message, which the Company wishes to bring to the Management staff and employees. In particular the Company will inform, educate and invoke debate on a series topics relating to:

- Environmental issues.
- General Safety.
- Accidents/incidents and preventative measures required.
- Company training programme.

Employee participation and involvement are an essential part of any Health Safety and Environmental program or campaign; the following items will be used in the promotional campaigns to raise awareness within the Company.

- Posters and signs.
- Wage packet awareness notices.
- Videos, pamphlets. Lectures.

3.12 COSHH or Hazardous Substance Training

The daily work activities conducted by Company normally does not involve the handling substances. There will be however times when staff, supervisors and employees will require special hazardous substance training.

Examples of some of the activities where this will be required are:

- Prolonged use and exposure to chemical agents and certain paints.
- Where there is the possibility of exposure to hazardous substance within a given area or place of work.
- The possibility of Asbestos in waste that comes in from the public or that comes in our Skips/Ro-Ro's. Removal of or working with asbestos dust. If asbestos is found in the waste then employees will notify the weighbridge office immediately.

No matter how rare these occasions may be all employees involved must receive hazardous substance training prior to commencing work.

The courses will be conducted either on site or at a recognized training establishment. A training record will be maintained of all personnel and the type of hazardous training they have been trained in. Re-training will be required from time to time depending on the nature of the work and the period that has lapsed since the employee had undergone the training.

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The courses should highlight the dangers of working with hazardous substance in particular the activities that can lead to short term and long term health risks to themselves and others if the proper working procedures are not adhered to regarding the use, handling, storage and disposal of hazardous substances.

Professional and Medical advice on the dangers of particular hazardous substances must be sought and implemented prior to the use of certain chemicals. Health screening should be considered by top Management and implemented of all employees and the records retained.

3.13 Checklist to Ensure Safe Systems of Work

To ensure that all such work is conducted in a safe and controlled manner the following checks must be observed:

- Ensure a competent person is placed in charge of the task/job and his/her responsibilities are clearly defined.
- Ensure that the person conducting the work is trained and competent to carry out the task/job, has been briefed and fully understands the hazards and control measures outlined within the risk assessment / SOP / Method Statement.
- Double check to ensure that all potential hazards have been analysed and eliminated.
- Use only established tried and tested methods of carrying out the task/job.
- Consult and use all relevant codes of practice and guidance notes.
- All procedures outlined on the risk assessment / SOP / Method Statement must be adhered to.
- Issue the correct Protective Clothing for the task/job and ensure the work party is instructed in its use and understand its limitations.
- Ensure the work party understand the emergency procedures and escape routes.
- If at the end of the shift the work is incomplete, it must be left in a safe state with clear instructions for the next shift or crew where applicable.

3.13.1 Implementation

The safe system of work becomes the standard practice for all task/jobs undertaken by the Company. The safe of work eliminates the hazards where practicable or provides adequate written controls as safety key points. This standard safe system of work is taught and supervised and in turn becomes an unconscious response to the task/job. Simple instructions are adequate for most tasks/jobs, but some particularly hazardous operations require an extra level of control.

All systems must be periodically reviewed to ensure that changes in staff, materials, equipment, location, work conditions, shift timings do not introduce new hazards to the workplace. Responsibility must only be delegated to trained, authorised personnel with the authority and capability to implement action required. Feedback must always be encouraged in order that unexpected hazards when encountered are dealt with in a positive manner and are planned for in advance.

3.14 Disciplinary Procedures

WERS Waste believes that we can all work together in a safe manner and in accordance with legislation, rules and regulations.

Unfortunately, it is recognized that there may be instances where it will be necessary to invoke disciplinary procedures on individuals for breaches of health and safety legislation, rules and regulations.

- Safety violations will be issued to individuals found to be in breach of their duties.
- Where two violations have been issued to the same individual and/or they will report directly to the Directors.

Depending on the seriousness and frequency of violations individuals will be punished accordingly. Punishment may include suspension and or dismissal.

All individuals accused of breaches of Environmental, health and Safety legislation, rules and regulations will have their rights explained to them before any punishment is carried out.

3.15 Guidelines for Visitors

All visitors to site must:

Report to the weighbridge office and/or the facility office before proceeding into work areas.

Instructions will be given by the weighbridge operator to the customer i.e. where to put their waste/recycling, site safety rules etc.

A separate policy will be drawn up to deal with on-site traffic management, this will be populated to all casual customers and WERS personnel.

Wear adequate personal protective equipment suitable for the areas to be visited, for example safety boots, safety helmets, goggles, High Visibility Clothing etc.

Not interfere with Company property, must not remain on site any longer than necessary and must return all safety equipment before leaving.

Not enter any areas they are not authorised to. Observe all warning signs and directions and Company safety rules must be followed at all times.

3.16 Pregnant Employees

WERS Waste as an equal's opportunity employer will provide a safe place of work for pregnant employees and follow all statutory duties as stated in the General Application Regulations 2007 Part 6.

WERS Waste will endeavour to:

- To assess any possible effect on the pregnant employees resulting from any activity in the workplace, which may involve a risk of exposure to an agent, process or working condition?
- To determine the nature, degree and duration of the pregnant employee's exposure to such agents, processes or working conditions.

Controls will be put in place to ensure that pregnant employees and their unborn children are not exposed to adverse Health and Safety risks. Risk Assessments will be completed for all relevant work areas.

3.17 Organisation of Working Time Policy

WERS Waste is highly aware that tired workers are more susceptible to having accident, therefore we will meet with the requirements of the Organisation of Working Time Act, 1997, which sets a maximum average working week of 48 hours and the General Application Regulation, 2007, Part 6. The introduction of the Act and Regulations set out the statutory rights of employees in respect of rest, maximum working time, holidays, and sensitive risks.

3.18 New or Inexperienced Workers

WERS Waste is very aware of the dangers faced by existing employees, new employees, sub-contractors, non-English speakers, and young people coming to work for the company. New employees, young employees and others who may be affected by our work are unlikely to have been exposed to the type of hazards that they may be exposed to in joining the company. New employees coming to work at WERS Waste for the first time will need to understand our level of commitment to their safety and of the hazard they are likely to meet.

The company induction has been developed to bring this Safety Statement to their attention. This is delivered in a form, manner and language likely to be understood. New employees will be issued with a safety starter pack, which includes the employee responsibilities/duties and various other information, which will help them to avoid accidents on site. The safety starter pack is designed to provide new employees with vital basic safety information.

All WERS Waste new starts receive Safety Awareness Training as well as WERS Waste induction to bring to their attention this Safety Statement and the hazards that they may be exposed to. New starts will be trained in Manual Handling by the Safety Department before they begin work. They are not permitted to work alone for the first 4 weeks on site. Experienced Site personnel are expected to exercise "special duty of care" i.e. ensuring supervision and personal protective equipment is used whenever necessary, especially when working at heights.

3.19 Mobile Phone Policy

It is WERS Waste company policy that the use of mobile phones will be restricted during working time on site. If personnel must make or take a call they must ensure they step in to a safe place until the call is finished. The only mobiles that should be in use, is the one operated by the Supervisor/Foreman/ and Safety Personnel. Drivers should not use a mobile phone when the vehicle is in motion. This is the case whether the vehicle is fitted with a "Hand Free" facility or not. Drivers should pull over to the side of the road in a safe manner to enable them to make or take a call. Driver should park in a manner which creates no danger for themselves or other road users/ pedestrians.

The vehicle must not stop on the hard shoulder of a motorway to answer or make a call.

It is recommended that drivers should fully utilise the special features associated with their mobile phone e.g. call divert, playback or messaging services.

3.20 Waste Management Policy

We will seek to minimise the creation of waste by avoiding unnecessary wastage of materials and recycling materials that cannot be directly reused as far as is practicable.

All staff are required to comply with this policy by minimising waste creation and co-operating actively with recycling programs. Where waste is created, it shall be safely placed in appropriate storage receptacles, care being taken not to overload the storage.

Suitable waste receptacles are provided and arrangements are made for the collection/emptying of receptacles at suitable periods.

Waste shall be kept in a clean, accessible condition with due regard to fire protection and suitable containers.

All waste, for re-cycling or disposal, shall be collected by either local authority employed refuse collectors or by authorised waste carriers.

3.21 Safety Signage

Adequate Safety Signs shall be displayed prominently, in accordance with General Application Regulations 2007, and other requirements. Requirements shall be determined by a variety of sources, including risk assessments, accident data, SDS's and Legislation.

WERS Waste are in the process of updating all our safety signs across the site.

All employees must obey the instructions of all safety and warning signs exhibited on site. Remove Safety signs as soon as they are no longer appropriate.

WERS Waste encourages the re-use of and recycling of all signs as part of the companies' waste management system.

3.22 Health Promotion

WERS Waste is very aware of the risk of ill health associated with our activities and presented through external environments. A systematic overview of the entire operation shall be carried out to identify all potential causes of occupational illness. This shall be done using risk assessments, technical and non-technical guidance, as appropriate. The results of this analysis shall be made known to persons likely to be affected by the particular conditions.

Where practicable, health hazards shall be eliminated. Where this is not possible controls shall be introduced to reduce the risk to personnel to acceptable levels as required by law. Such controls shall include engineering controls, work practice controls, exposure time controls, administrative controls, PPE controls, and training in occupational health hazards.

Employees shall be informed on the risk posed by the workplace or the process. Risks shall be minimised by the most effective means. Where necessary special first aid facilities for health risks shall be provided. First aid reports shall be analysed with a view to identifying improvements in health-related first aid facilities.

Personnel shall have ready access to medical advice from a doctor or nurse, where identified through the risk assessment, work place injury and workplace ill health.

3.23 Maintenance of Plant and Equipment

Read and understand the Company's Safety Statement and carry out your work in accordance with its requirements.

Do not operate any plant unless you are 18 years or over and have an appropriate relevant in-house training which is current and appropriate.

Know the legal requirements affecting the use of your machine and ensure that the machine is used in accordance with those requirements. Ensure that any defect in the machine is reported immediately to the Plant Manager. Do not continue to operate the machine if the defect affects its safe use.

Ask for, and use ear protection to ensure that you do not suffer from gradual loss of hearing due to prolonged exposure to noise. Never try to use the machine for work for which it was not designed. If in doubt, ask the Plant Manager for advice.

Wear suitable safety footwear and protective clothing as you are exposed to the same hazards as others on the site when not in the cab of your machine.

Suggest ways to eliminate hazards or improve working methods. Ensure when operating your machine that other persons are well clear, especially if reversing.

Ensure, if necessary, that you work with a Banksman/Spotter and, if so, you are both sure before starting work of the meaning of signals which may be used.

Report all accidents or damage, however minor to the site supervisor.

Ensure that if your machine is used for lifting purposes it is sited on firm, level well consolidated base with suitable bearing timbers used under extended outriggers, if applicable. Plant must be certified with a safe working load and this must be displayed on the machine

Ensure first aid facilities are provided and maintained. Ensure all accidents are reported as required by Company Policy. Use and wear any necessary protective equipment, when appropriate.

Ensure regular inspections of the machine are carried out by driver and relevant statutory forms kept up to date.

Ensure all Machines go through the relevant Test of Thorough Examination, as required by Health and Safety Legislation. Read and understand the Operators Manuals and Company's Safety Statement and carry out your work in accordance with its requirements.

Know the legal requirements affecting the use of your machinery and ensure that the machines are used in accordance with those requirements. Ensure that any defect in the machinery whether personally noticed are reported are adequately repaired as soon as practicable.

Before assigning machinery to a project ensure that you are made aware of the full extent of the needs for the machine so that the correct machine can be used. Inform the project manager and operator that the machine can only be used for this purpose

All electrical equipment must be looked after and tested as necessary. This includes regular checks and adequate filling of tests and checks with the aid of the administration staff.

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Set a personal example by using and wearing any necessary protective equipment, when appropriate. Ensure that all hired plant and equipment is in good working order and comes with the appropriate test reports

Ensure regular inspections of the machine are carried out by driver and relevant Statutory forms kept up to date. Ensure that all plant should be fitted with a reversing siren, beacon and appropriate camera or convex mirrors. Ensure all machines go through the relevant Test of Thorough Examination, as required by Health and Safety Legislation

Ensure with the help of the administration personnel that records of all testing is kept accurate and up to date. Make sure that records are handed out with each machine for on-site inspection. All plant and equipment must be isolated prior ton maintenance being carried out.

3.24 PLANT ISOLATION PROCEDURE

PLANT ISOLATION PROCEDURE

Isolation Procedures will be developed for all plant/machinery across the site

In the event of work needing to be carried out on any plant, such as the shredding plant or baling plant/conveyors, mobile plant the following procedure must be followed.

When a guard must be removed this requires a risk assessment and a lockout to be carried out. Notify all affected personnel that a lockout is required.

- Identify plant to be worked on and the isolation required.
- Isolate plant at Master Switch on panel with Plant Lock/pad lock if possible. If this is not possible remove the ignition key/key in the e-stop and the master switch itself and place key and master switch in your pocket. (the pocket of the person carrying out the work)
- After locking off the switch the plant must be tested by attempting to start equipment on the control panel, or by whatever method it is usually started.
- Release stored energy where applicable i.e.: compressed air, hydraulic pressure.
- Also lock the door of the control panel (if possible) and place key in your pocket.
- Always check the risk assessment before commencement of work in this high-risk area.
- When above conditions are met work may commence.
- If the job requires the lockout to be interrupted for testing etc. the procedure must start over again.
- When the work is done only the person who puts on a lock must take it off.
- Ensure all guards are replaced
- Ensure that all tools, materials and equipment are removed from the work area.
- **MAKE SURE EVERYONE IS CLEAR OF THE DANGER AREA BEFORE RE-STARTING.**
- The plant can now be operated.

Isolation

Isolation and lockout of equipment is required prior to carrying out maintenance or cleaning. It is your responsibility to ensure your safety and the safety of others. The following procedures must be adopted:

- Guards must never be removed from moving machinery. They may only be removed for maintenance/cleaning purposes and must be replaced on completion of the task. Persons removing guards should also replace same. Your Supervisor should be advised of any missing guards.
- For electrically powered equipment, isolation is achieved by either switching out the control panel/isolator or removing the relevant fuses. A lock and tag system as described below must be implemented. A "Maintenance in Progress" sign must be hung on the affected equipment.
- For maintenance involving entering the shredding chamber of the machine, the door should be locked by the fitter/operative and the key retained by him or the Supervisor. If this is not possible, the relevant fuses should be removed and retained by the fitter and the "Maintenance in Progress" sign hung over the starter.
- **The permission of the fitter must be obtained before starting any equipment being operated on by him.**
- For maintenance on pulleys, head drums, tail drums, etc., isolation may be achieved by removal of V-belts or by use of taper lock/isolation switch.
- Pneumatic/hydraulic power supplies should ideally be isolated electrically at source and any residual pressure in pipelines or pressure vessels should be vented/drained and a length of pipe or fitting removed, so that there is a physical gap in the pipeline.
- Mobile plant should be isolated by switching off the machine and removing the key. The person performing the maintenance should retain the key. An "Out of Order" sign should be hung on the relevant machine.
- If a 'Do not start' card is hanging on a piece of equipment or machinery, it must only be removed by the person who placed it there.
- Persons entering bins/hoppers must notify the person operating the equipment.
- The advice of your Supervisor or fitter should be obtained if in doubt over the isolation of a particular piece of equipment.
- Safe Operating Procedures will be developed for all plant/equipment across the site, this will include electrical isolation/mechanical isolation etc.
- **ALWAYS CHECK- NEVER TAKE CHANCES. NEVER ASSUME THAT SOMEONE ELSE HAS ISOLATED THE MACHINERY. YOU ARE RESPONSIBLE FOR YOUR OWN SAFETY.**

Hazard Identification

A hazard is defined as something with the potential to cause harm .e.g. working at height, manual handling, electricity, welding, dangerous chemicals, and housekeeping. Harm includes injury, ill health, damage to plant/equipment and the environment.

The first step in safeguarding safety and health is to identify hazards from materials, equipment, chemicals and work activities. This requires systematically examining the workplace and work activities to identify workplace generated hazards.

WERS Waste is familiar with the hazards with the type of work are involved in. But to identify the main hazards and put in their true perspective, we check:

- Records of accidents, ill health and insurance claims
- Any relevant legislation or standards covering the hazard
- Manufacturer's instructions or datasheets
- New Equipment and/or tasks

Hazards may be grouped into the following categories

- Physical Hazards
- Health Hazards
- Chemical Hazards
- Biological Agent Hazards
- Human Factor Hazards

Risk Assessment

Risk is the likelihood, great or small, that someone will be harmed by the hazard, together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.

Risk Assessment is a careful examination of what, in the workplace, could cause harm to people, arising from hazards, taking into account the adequacy of existing controls, and deciding whether or not the risk is acceptable, i.e. we can weigh up whether we have taken enough precautions or should do more to prevent harm.

Controlling Risk means that we do all that is reasonably practicable to ensure that a hazard will not injure anyone.

Residual risk is the risk rating applied after the controls have been implemented.

Assessing risks is a general requirement of the Safety, Health and Welfare Act of 2005. Assessing risk is necessary in order to identify their relative importance and to obtain information about their extent and nature. This will help in deciding on methods of control. We must determine the relative importance of risks and this involves deciding on the severity of the hazard and the likelihood of occurrence.

Rate each of these Frequency and Severity as High Medium or Low.

When we rate the risk according to our findings emphasised, priority will be given at the WERS Waste to risks that present the greatest severity. The likelihood of occurrence however cannot be

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ignored for example where two risks have the same severity the one with the most likelihood to occur a number should take precedence.

The risk assessment process should allow involvement of those individual Employees and Supervisors who have most knowledge of the area or operation. We determine controls liaising with Management and employees of a department assessed to determine a frame work of controls and actions dates. All final decisions about risk controls must take into account the relevant legal requirements. An assessment of cost, information about the relative cost effectiveness and reliability of different controls measures will be necessary to decide an acceptable level of risk control.

The Risk Assessment Process is subject to periodic revision to reflect site conditions. To reflect current practices and procedures and to reflect legislative changes; these changes will be implanted on an ongoing basis throughout the life of this document. Any changes will be communicated to all relevant employees and anyone who may be affected by our activities.

High	Fatality, major injury or illness causing long term disability.	High	Certain, near certain.	Possibility of a single fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
Medium	Injury or illness causing short term disability.	Medium	Reasonably likely to occur	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
Low	Minor injury	Low	Very seldom or never.	The possibility of injury or material loss is unlikely, although conceivable.

Using the table above, an overall risk assessment rating is decided after controls are assigned.