



# **SAFETY STATEMENT**

OF

***SWS FORESTRY LTD***

***Gate Lodge***

***WEST CORK TECHNOLOGY PARK***

***CLONAKILTY***

***Co. CORK***

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## Contents

<i>DOCUMENT HISTORY</i> .....	4
<i>NEXT SCHEDULED REVIEW DATE</i> .....	4
<b>1. GENERAL HEALTH &amp; SAFETY POLICY</b> .....	<b>5</b>
<b>2. SAFETY MANAGEMENT &amp; CONTROL</b> .....	<b>6</b>
<b>3. RESPONSIBILITIES</b> .....	<b>7</b>
3.1 MANAGEMENT.....	7
3.2 FORESTERS RESPONSIBILITIES .....	8
3.3 SAFETY OFFICER .....	9
3.4 EMPLOYEES .....	10
3.5 ORGANISATIONAL CHART .....	12
3.6 TABLE OF RESPONSIBILITIES.....	13
<b>4. RESOURCES</b> .....	<b>14</b>
4.1 CONSULTATION .....	14
<b>5. TRAINING</b> .....	<b>15</b>
<b>6. ACCIDENTS AND DANGEROUS OCCURRENCES</b> .....	<b>16</b>
6.1 RECORDING, REPORTING & INVESTIGATION .....	16
6.2 PROCEDURE IN CASE OF ACCIDENTS, DANGEROUS OCCURRENCES OR NEAR MISS INCIDENTS .....	16
6.2.1 Forester/Site Foreman .....	16
6.2.2 Health & Safety Officer .....	16
6.2.3 Investigation .....	17
6.2.4 External Reporting .....	17
<b>7. FIRE / EXPLOSION / EVACUATION</b> .....	<b>18</b>
7.1 GENERAL FIRE PRECAUTIONS .....	20
7.2 FIRE FIGHTING EQUIPMENT .....	20
<b>8. EMERGENCY PROCEDURE</b> .....	<b>21</b>
8.1 FORESTRY EVACUATION PLAN .....	21
<b>9. ENVIRONMENTAL POLICY</b> .....	<b>22</b>
9.1 ENVIRONMENTAL PROCEDURES .....	22
<b>10. WELFARE</b> .....	<b>23</b>
10.1 HYGIENE FACILITIES.....	23
10.2 CANTEEN FACILITIES.....	23
10.3 SMOKING.....	23
10.4 PREGNANT EMPLOYEES.....	23
10.5 FIRST AID.....	24
10.6 CONTRACTORS.....	25
10.7 SAFETY SIGNS .....	26
<b>11. MANAGING STRESS IN THE WORKPLACE</b> .....	<b>28</b>
<b>12. VIOLENCE IN THE WORKPLACE</b> .....	<b>29</b>
12.1 DEALING WITH DIFFICULT SITUATIONS .....	29
<b>13. DRINK, DRUGS &amp; SOLVENT ABUSE</b> .....	<b>29</b>

<b>14. OFFICE SAFETY.....</b>	<b>30</b>
14.1 COMPUTERS (VISUAL DISPLAY EQUIPMENT, V.D.U. AND DISPLAY SCREEN EQUIPMENT, D.S.E.) GENERAL GUIDELINES .....	30
14.2 MEDICAL FACTORS .....	31
<b>15. PERSONAL PROTECTIVE EQUIPMENT .....</b>	<b>33</b>
<b>16. MANUAL HANDLING.....</b>	<b>35</b>
16.1 FACTORS TO BE CONSIDERED AS LIFTING HAZARDS .....	35
16.2 PRINCIPLES OF LIFTING .....	35
<b>17. COMPANY MECHANICAL EQUIPMENT.....</b>	<b>36</b>
<b>18. LONE WORKING.....</b>	<b>37</b>
<b>APPENDIX.....</b>	<b>38</b>

### **Document History**

Author	Date	Changes	Revision	Circulation
HSS / Helen Mahon	August 2011	Initial Release	1	All SWS Forestry Employees and Contractors
Oliver Egan / Emily Fitzgerald	September 2013	<b>1. General H&amp;S Policy:</b> 4 new regulations added. <b>10.6 Contractors:</b> Replaced 2006 regulations with 2013 construction regulations. <b>3.5 Org Chart and 3.6 Responsibilities:</b> updated to reflect personnel changes.	2	All SWS Forestry Employees and Contractors
Emily Fitzgerald	November 2014	Annual review of Safety Statement. <b>2. Safety Management &amp; Control:</b> Updated reference to H&S report in Annual Report. <b>3.5 Org Chart and 3.6 Responsibilities:</b> updated to reflect personnel changes.	3	All SWS Forestry Employees and Contractors
Emily Fitzgerald	January 2016	Annual review of Safety Statement. Updated address of head office. Added 2016 Gen App Regs amendment. <b>3.5 Org chart:</b> updated to reflect personnel changes.	4	All SWS Forestry Employees and Contractors
Emily Fitzgerald	January 2017	Annual review of Safety Statement. <b>3.5:</b> Updated org chart. Extracted Grievance & Disciplinary Procedure and Bullying & Harassment procedures to create separate procedures. <b>8 &amp; 9:</b> Expanded on Emergency Procedure & Environmental Procedure.	5	All SWS Forestry Employees and Contractors

### **Next Scheduled Review Date**

Due Date	Responsible Person
31/01/2018	Emily Fitzgerald / Pdraig Egan

**1. General Health & Safety Policy**

This Safety Statement sets out the general policy of SWS Forestry Ltd, Gate Lodge, West Cork Technology Park, Clonakilty, Co. Cork.

The aim of this policy is to ensure SWS Forestry Ltd will do all that is reasonably practicable to secure the Safety, Health, and Welfare of our employees whilst at work and all others affected by our work.

SWS Forestry Ltd will endeavour to comply with all legal enactments relating to Safety, Health and Welfare in the workplace.

This Safety Statement is prepared in accordance with *Section 20 of the Safety, Health and Welfare at Work Act 2005*.

We will also endeavour to take account of the *Safety, Health and Welfare at Work (General Application) Regulations 2007. S.I. No. 299, 2007*.

*Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2016 S.I. No. 36 of 2016*

*The Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2012 S.I. No. 445 of 2012*

*The Safety, Health and Welfare at Work (General Applications) (Amendment) Regulations 2010 S.I. No. 176 of 2010*

*The Safety, Health and Welfare at Work (General Applications) (Amendment) Regulations 2007 S.I. No. 732 of 2007*

*The Safety, Health and Welfare at Work (Construction) Regulations 2013 S.I. 291*

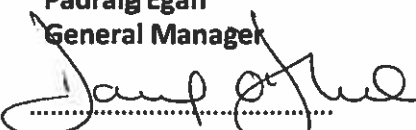
Safety is everybody's responsibility and it is the duty of all personnel to take all reasonable precautions to avoid injury to themselves and those who may be affected by their actions.

SWS Forestry Ltd recognise that the primary responsibility for providing and maintaining safe working conditions bears on Management and will endeavour to do everything that is reasonably practicable to comply with this responsibility. The achievement of a safe and healthy working environment requires the commitment and co-operation of all employees and others affected by our work.

SIGNED:  .....

**Padraig Egan**  
General Manager

Date: 7/3/17

SIGNED:  .....

**DANIEL O' DONOHOE**  
CHIEF EXECUTIVE

Date: 6/3/17

## 2. Safety Management & Control

### INTRODUCTION

Since our establishment in 1986 we have grown to be one of the country's leading forestry contracting companies. Today we manage over 36,000 hectares (over 89,000 acres) of forest for private landowners. We have the experience and expertise to ensure that an investment in forestry will be secure and provide the maximum return for the landowner.

Our professional field personnel are registered with the Society of Irish Foresters and have self-assessment recognition from the Forest Service for approval purposes. Our Foresters undertake on-going studies and research, both nationally and internationally, so we can offer the most up to the minute advice.

### WHAT IS THE SAFETY STATEMENT?

This Safety Statement is the written policy of SWS Forestry Ltd detailing how Safety, Health and Welfare at Work, along with all related matters are being managed on our premises at Clonakilty and on the plantations for which we are responsible.

### WHO SHOULD READ IT?

Each team member has a duty to familiarise themselves with the Safety Statement and its contents. The Safety Statement is freely available to employees. It will be read to any employee, who has difficulty in reading it, in a language that he or she can understand.

### VISITORS, CONTRACTORS AND OTHERS WHO VISIT OR ARE INVITED TO THE PREMISES

Any person visiting, working or attending our workplace or where SWS Forestry Ltd are carrying out work for any reason, or for whom we carry out work, is invited to read the Safety Statement.

### UPDATES AND AMENDMENTS

Changes will inevitably occur from time to time in sections of our operations. These will be recorded in this Safety Statement.

### NEW LEGISLATION AND STANDARDS

SWS Forestry Ltd will do all that is reasonably practicable to keep abreast of and to comply with new legislation and standards, as these become statutory.

### REVIEW OF SAFETY STATEMENT

SWS Forestry Ltd will review this Safety Statement at regular intervals, at least every year or where major changes in equipment or work practices occur. Appropriate changes will be made where deemed necessary.

These changes are to be discussed with the workforce concerned by Management. This Safety Statement will be brought to the attention of all our staff at least annually.

### ANNUAL REPORT

A Health & Safety Summary Report will be contained within the Annual Report of the Directors (*as per Section 158 of the Companies Act 1963*), this will cover areas such as resources, in terms of time, effort and finance given or proposed for Safety, Health and Welfare issues. It should also report on progress made and accident / incident data for the period covered.

### 3. Responsibilities

It is the duty of employees at all levels within SWS Forestry Ltd to comply with the Safety Statement and to carry out their responsibilities as detailed in it. It may be appropriate for a person to delegate some of their function but ultimate responsibility still lies with the named individual.

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work.

#### 3.1 Management

**Daniel O' Donohoe – Chief Executive**

**Padraig Egan – General Manager**

As the persons responsible for the effective management of SWS Forestry Ltd, Daniel O' Donohoe and Padraig Egan have the ultimate responsibility to represent SWS Forestry Ltd in taking control, establishing and maintaining a policy on Health and Safety. This policy shall be represented as this Safety Statement.

In accordance with the general duties placed upon us by *Sections 8 to 11 of the 2005 Act*, Daniel O' Donohoe and Padraig Egan shall, in so far as is reasonably practicable, ensure compliance with the Safety Statement by:

1. Taking a first hand interest in the Safety Policy and to support those whose function it is to implement it.
2. Provide the resources necessary, in terms of time, effort and finance in order to promote Health and Safety in this workplace.
3. Take an active part in reviewing any relevant Reports and Audits, relevant changes and improvements (and prioritising these) and ensure that Health and Safety is taken into account at the planning stage of all new work.
4. Ensure that all staff are held accountable for their performance in relation to Safety, Health and Welfare in the workplace, with regard to themselves, their fellow employees and others, who may be affected by their work.
5. Ensure that all staff and contractors are competent in their own individual tasks.
6. Ensure that all materials and equipment comply with the requirements of safety legislation and standards and that no items purchased shall interfere with standards of safety.
7. Ensure that all employees understand the 'Safety Policy', by bringing the safety statement to all employees' attention once they commence working with SWS Forestry Ltd. and circulating when any updates are made. If any employee has a difficulty in reading or understanding the Safety Statement it will be read to him in a language that he/she can understand. When changes / amendments occur, ensure these are appropriately circulated.
8. Ensure that to the extent required all employees will receive adequate training to carry out their tasks safely.
9. Ensure that to the extent required all employees accept training or literature given in relation to Safety and Health and also accept any advice given by a competent person.
10. Ensure that all employees understand that Health and Safety information about their

work is available to them as a right.

11. Ensure that changes in processes, procedures or equipment by way of new purchases, maintenance or addition takes full account of health and safety and does not endanger the safety and health of an employee or any other person who may be affected by our work.
12. Ensure the Safety Statement is brought to the attention of the employees at least annually.

### **3.2 Foresters Responsibilities**

SWS Forestry Ltd appoint Foresters to designated areas throughout the country. The following is an outline of their associated responsibilities.

1. Communicate Health and Safety at work by personal example.
2. Ensure that SWS Forestry Ltd's Safety Statement and other safety guidance is communicated, observed, understood and implemented.
3. Ensure that all processes and procedures are completed safely and free from ill health.
4. Ensure activities are planned so that they may be carried out safely.
5. Ensure that only competent personnel adjust, operate and maintain machinery or equipment.
6. Where personal protective equipment (P.P.E.) is provided that it is worn, used and maintained.
7. Ensure that adequate safety training is provided if necessary and availed of.
8. Ensure good housekeeping standards are maintained and in particular access / exit routes as well as fire exits from forest plantations are never obstructed.
9. Ensure all accidents and dangerous occurrences are thoroughly investigated and remedial action taken. SWS Forestry Ltd management must be informed as soon as is reasonably practicable.
10. Considering and supporting any representation about Health and Safety from employees or sub-contractors.
11. Provide effective supervision throughout all working practices on SWS Forestry Ltd projects.
12. Take direct interest in the Health and Safety of the employees and contractors.
13. Use the information from the landowner to prepare an outline risk assessment for the work on the site and for the haulage of timber away from the site.
14. Select competent contractors who have made adequate provision for health and safety.
15. Specify the health and safety measures for contractors working on the site and others who may be affected by the work activity.
16. Liaise with the landowner.
17. Monitor health and safety on the site.



### 3.3 Safety Officer

**Responsibilities will include:**

1. Preparing health and safety strategies and developing internal policies.
2. Carrying out Hazard Risk Assessments and considering how risks may be reduced.
3. Developing safe operational procedures which identify and take account of all relevant hazards.
4. Carrying out regular site inspections to ensure policies and procedures are being properly implemented.
5. Lead in-house training with management and employees regarding risk and prevention as appropriate.
6. Implementation of the above.
7. Keeping records of inspection findings and producing reports that suggest improvements.
8. Keeping records of incidents and accidents, investigation and producing statistics & reports for the Board of Management.
9. Keeping up to date with new legislation and maintaining a working knowledge of all H.S.A. requirements and any developments that affect this industry.
10. Producing regular reports to the Board of Management of any health and safety issues.
11. Ensuring the safe installation of equipment.
12. Manage and organise the safe disposal of hazardous substances, should this arise.
13. Advise management on a range of specialist areas, e.g. fire regulations, hazardous substances, noise, occupational diseases and preventative methodology.

**Key Responsibilities:**

1. Provide overall leadership, strategy development and Health & Safety compliance assurance.
2. Generation of a Health & Safety culture on site, fostering the principles of participation, compliance and continuous improvement.
3. Provide Leadership in the development of long range plans to address current and future Health & Safety issues facing the business and the divisions and development of management communications on these topics.
4. Lead the negotiation of compliance issues with regulatory agencies as necessary and track any response to citations/violations should they occur.
5. Provision of a technical/regulatory resource in the areas of Health & Safety and the interpretation of analytical data to determine Health & Safety control measures, etc.

### 3.4 Employees

#### Foresters

#### Office based Staff (Clonakilty)

#### Sales Staff

All employees are expected to co-operate fully with all provisions taken by SWS Forestry Ltd for ensuring the Safety, Health and Welfare of employees.

All employees are expected to:

- Immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the person in charge.
- Adhere to all safe systems of work and standard operating procedures, comply with and beware of hazard warning signs and safety signs, which indicate dangerous machinery, substances or procedures.

All employees have specific statutory responsibilities under the *Safety, Health and Welfare At Work Act, 2005, Sections 13 and 14*. This legislation is outlined as follows:

It shall be the duty of every employee while at work:

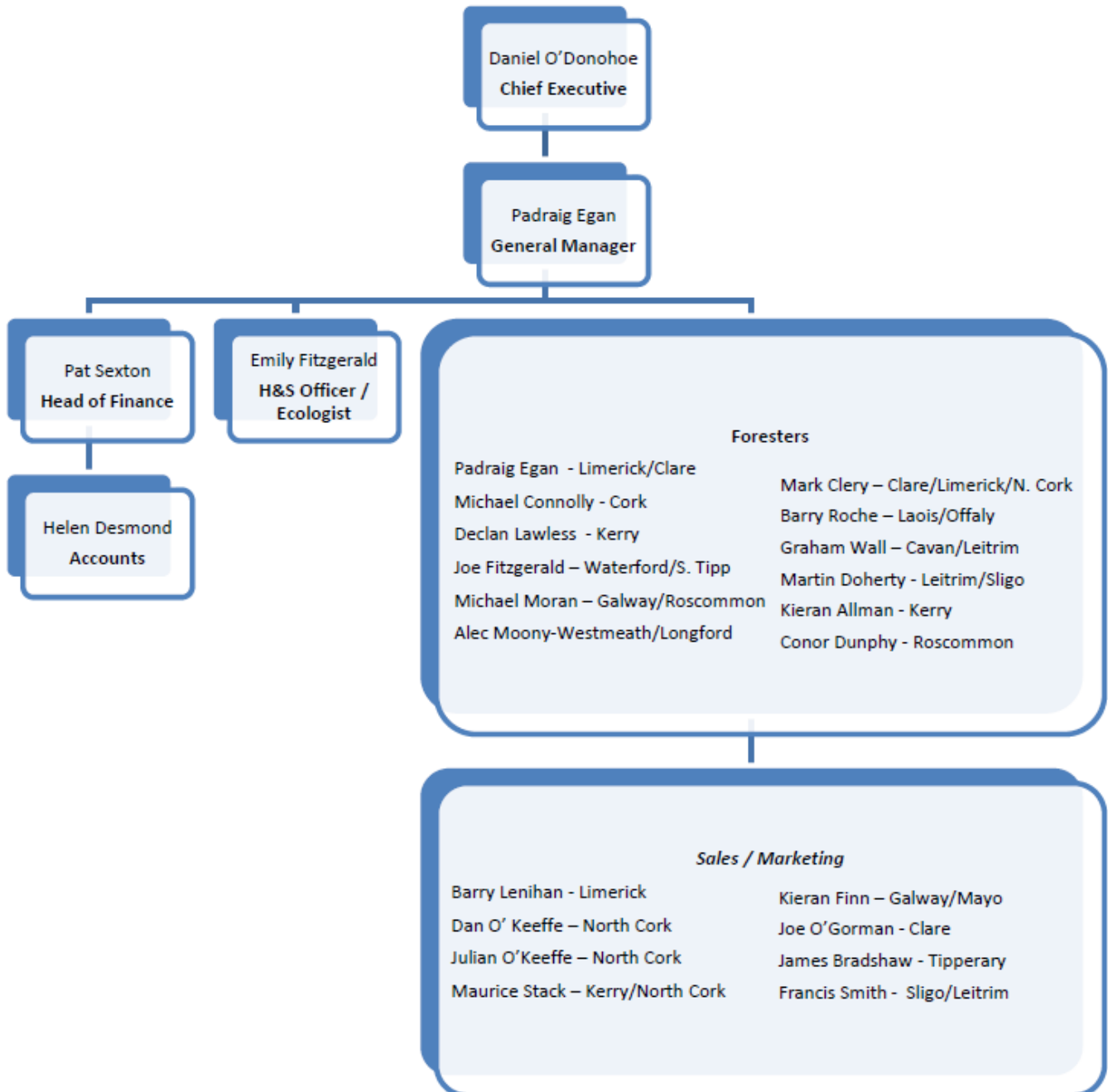
- To take reasonable care of his/her own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any 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 his / her use alone or for use by him/her in common with others for securing his safety, health or welfare while at work) and
- To report to his/her employer or his / her 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.
- Not to be under the influence of alcohol or drugs to the extent that would pose a danger to themselves or to others
- If reasonably required by the employer, to submit to any appropriate, reasonable and appropriate tests as may be required by Statutory Regulations or as set out under the *2005 Safety, Health and Welfare at Work Act*.
- Not to engage in improper behaviour such as bullying or horseplay which could endanger any other person, in the workplace.
- Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo, as appropriate, any reasonable assessment required.
- 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.

Other statutory employee responsibilities are as laid down in the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016. These state that every employee has a duty to take into account training and instruction given by their employer in relation to:

1. Making correct use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production.
2. Where personal protective equipment is provided that the employee:
  - a) Should make full and proper use of this.
  - b) Uses it in accordance with the information, instruction and training provided by the employer.
  - c) Take all reasonable steps to ensure that the employee returns this equipment to storage after its use.

3.5 Organisational Chart

# SWS Forestry Org Chart 2017



**3.6 Table of Responsibilities**

OPERATION	TITLE	NAMES
<b>Overall responsibility</b>	Chief Executive General Manager	Daniel O' Donohoe Padraig Egan
<b>Accident Investigation</b>	Foresters	See Organisational Chart
<b>Risk Assessments</b>	Foresters	See Organisational Chart
<b>PPE Identification</b>	Foresters	See Organisational Chart
<b>First Aid Supplies</b>	Health & Safety Coordinator	Emily Fitzgerald
<b>Trained First Aiders</b>	Occupational First Aider Foresters Sales Reps	Emily Fitzgerald  See Organisational Chart See Organisational Chart
<b>Safety Representative</b>		To be elected
<b>Safety Officer</b>	Safety Officer	Emily Fitzgerald
<b>Identification Of Training Needs</b>	Foresters / Safety Officer	See Organisational Chart / Emily Fitzgerald
<b>Delivery Of Training</b>	Training Providers	Outside Sources
<b>Safe Work Procedures</b>	Foresters	See Organisational Chart
<b>Emergency Drill / Plan</b>	Foresters Safety Officer	See Organisational Chart Emily Fitzgerald
<b>Preventative Maintenance</b>	General Manager	Padraig Egan
<b>Design / New Product</b>	General Manager	Padraig Egan
<b>Purchasing</b>	Head of Finance	Pat Sexton
<b>Supervision To Ensure Safety</b>	Foresters Safety Officer	See Organisational Chart Emily Fitzgerald
<b>Remedial / Corrective Action</b>	Foresters Safety Officer	See Organisational Chart Emily Fitzgerald
<b>Health Surveillance</b>	Safety Officer	Emily Fitzgerald
<b>Consultation</b>	General Manager	Padraig Egan
<b>Employee Co-operation</b>	General Manager	Padraig Egan
<b>Review Process / Auditing</b>	Foresters Safety Officer	See Organisational Chart Emily Fitzgerald
<b>Sourcing Health &amp; Safety Information from Contractors</b>	Health & Safety Officer / Foresters	Emily Fitzgerald See Organisational Chart

## 4. Resources

SWS Forestry Ltd shall dedicate the resources necessary to ensure in so far as is reasonably practicable, the Safety, Health and Welfare of employees.

The following resources will be dedicated:

1. The Management and if necessary Consultants or Competent Persons for appropriate safety consultancy, auditing and training input.
2. Time for consultations, reports, investigations, audits and meetings where Safety, Health and Welfare are concerned.
3. Effort for instigating the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee Safety, Health and Welfare to carry out their functions.
4. Finance to ensure, in so far as is reasonably practicable, the Safety, Health and Welfare of employees. The aim shall be to provide adequate staff training and for the improvement or upgrading of present provisions, or starting of new provisions for securing the Safety, Health and Welfare of our employees.
5. The resources to ensure that Safety, Health and Welfare in the workplace is taken into account at the planning stage of all new work, where this new work may have effects on employee Safety, Health and Welfare.

### 4.1 Consultation

Where possible, projects involving or affecting Safety, Health and Welfare at Work will be discussed in advance in this method and all opinions will be taken into consideration before management decisions are taken, as is required in *Section 26 of the Safety, Health and Welfare at Work Act, 2005*.

Each employee will be given the opportunity to make representations to management as applicable.

*Section 25 of the Safety, Health and Welfare at Work Act 2005* makes provision for the election from amongst the employees of a Safety Representative. Management will assist employees in this regard and will recognise the role of the Safety Representative, if so elected or selected.

Employees will be given access to any information in the possession of Management that pertains to the Safety, Health and Welfare of employees, subject to the exclusion of:

- Information relating to an individual.
- Information pertaining to SWS Forestry Ltd taking or defending a legal action.
- Information, which may not be disclosed without contravening a legal prohibition.

## 5. Training

In relation to the training of employees we intend to comply with the duties placed upon us by the *Safety, Health and Welfare at Work Act, 2005, Section 10*.

It is recognised that ongoing Safety Training is required in order to assist in the maintenance of a high standard of service. Safety Training and Safe Work Procedures, such as Manual Handling training, will be built into every training package. However specific training will be provided for matters such as Fire Safety, Emergency Procedures and First Aid.

All employees will receive induction training upon commencing employment to include good housekeeping practices, forestry hazards and hygiene. SWS Forestry Ltd will ensure that the employees are made aware of the hazards present and the safety precautions necessary. The primary purpose of instruction and training is to create a tendency always to think and act in terms of doing the work safely.

All training will be recorded.

Where it is deemed to be necessary, employees will be given further training or retraining as required and this will also be recorded and progress monitored.

**Areas of training, which will be considered, are:**

- Manual Handling
- Safe Pass
- Quad Bike Training
- First Aid
- Rough Terrain/Lone Working
- Chemical Handling awareness training for those handling chemicals
- VDU assessments for office based staff
- Fire Extinguisher Training

## 6. Accidents and Dangerous Occurrences

Always keep a mobile phone available and check it is functioning properly. This is especially important if there is not a landline facility available at the place of work.

### 6.1 Recording, Reporting & Investigation

SWS Forestry Ltd is aware that **there is a legal onus upon us to record and investigate all accidents, incidents and dangerous occurrences** under *S.I. No. 44, 1993, Regulation 58-63*. Our stimulus to do this properly is knowing that if we put the information, which we collect, to good use we can reduce or maybe even eliminate the risk of such occurrences happening again.

Completed **Accident Report Form I.R.1** will be returned to the Health and Safety Authority where a person is out of work for more than three consecutive days following the accident. Where a fatality occurs, this must be reported to the Health and Safety Authority immediately.

Ultimate responsibility for this recording and investigating process is that of the Foresters and Emily Fitzgerald who will organise such reporting and recording.

- All accidents and dangerous occurrences shall be recorded in the SWS Forestry Incident Reporting Form and in the Accident Reporting Book.
- Accidents must be recorded and investigated as soon as possible after the accident.
- Preserve the area of the incident immediately until the investigation is completed.
- All accidents must be reported to Emily Fitzgerald and your supervisor immediately, who must investigate them.
- Reporting of accidents and dangerous occurrences is a duty of every employee.

### 6.2 Procedure in case of Accidents, Dangerous Occurrences or Near Miss Incidents

#### 6.2.1 Forester/Site Foreman

In the event of an accident/incident occurring, the relevant Forester/Site Foreman will, on being informed of any such occurrence, or as soon as practicable thereafter, make an initial report to the *Health & Safety Officer*.

#### 6.2.2 Health & Safety Officer

On receiving the initial accident/incident report from a Forester/Site Foreman, the *Health & Safety Officer* will as a priority;

- Establish the facts surrounding the accident/incident.
- Draw the necessary conclusions.
- Complete the *SWS Forestry Incident Reporting Form*
- Make recommendations to Management re the prevention of any such future accident/incident.
- Take appropriate actions to prevent reoccurrence including communication of incident with all staff.
- Where required, make the necessary report to the *Health & Safety Authority*. This may now be completed online at the HSA Website [www.hsa.ie](http://www.hsa.ie) or manually using



Form IR1 & Form IR3 as appropriate, which may be downloaded from the same site.

### 6.2.3 Investigation

All accidents/incidents and occurrences, no matter how minor must be investigated and a detailed report prepared using the appropriate forms.

While an accident/incident may at the time appear unimportant or insignificant, failure to react appropriately, including investigation and reporting, may have repercussions later on. It should be obvious that completion of investigation and reporting, while events surrounding the occurrence are clear, and remain fresh in people's minds, makes for a more thorough and accurate closure on the event.

### 6.2.4 External Reporting

It is a mandatory and legal requirement, that accidents /occurrences fulfilling certain criteria, be notified to the *Health & Safety Authority (HSA)*. This may be done online at their website [www.hsa.ie](http://www.hsa.ie), or on their approved forms. (*Form IR1* and *Form IR3*)

#### 6.2.4.1 Types of Accidents requiring notification

- a) Where a workplace accident/injury causes an employee to be out of work for a period of more than three consecutive days, (not including the day on which the accident occurred), then the accident must be reported to the *HSA*. Additionally, an accident/injury to a person not at work, but caused by a work activity, must be reported to the *HSA*.
- b) Fatal accidents, are also reportable to the *HSA*.
- c) Where an accident involves a third party (i.e. a non-employee), which requires a visit to a Doctor or medical attention, this must also be reported to the *HSA* (Using *Form IR1*).
- d) Additionally, *Dangerous Occurrences* must be reported to the *HSA*. These will include occurrences such as; failure of lifting equipment, bursting of pressure vessels, leaks of dangerous substances, collapse of buildings or scaffolding, explosion or fire, electrical short-circuit, incidents involving overhead power lines, etc. (Using *Form IR3*).

#### Accident Investigation – Aide Memoire

- Carry out a full investigation of the area where the accident occurred, as quickly as possible, and identify possible hazards before they may be removed, or cause further danger to others.
- Get full details from the injured person
- Take detailed witnesses statements
- Use open questions to get all the facts
- Get all concerned to sign that their statements are a true and fair account of what happened
- Inform the specified personal contact of the employee if and where hospitalisation is necessary (check their personnel record for the name of their personal contact)
- Take any further action deemed necessary, e.g. ensure it is recorded on the appropriate *SWS Forestry Incident Reporting Form*, and where relevant, any *Health and Safety Authority Report Forms*
- Follow up on the injured person and whether they have time off work or not, noting their progress and any problems they may have.

**7. Fire / Explosion / Evacuation**

# FIRE

**CALLING THE FIRE BRIGADE**

1. DIAL 999 or 112.
2. ASK THE OPERATOR FOR THE FIRE BRIGADE.
3. WHEN THE FIRE BRIGADE ANSWERS, STATE DISTINCTLY: FIRE AT:

**Gate Lodge SWS Forestry Ltd.  
Forestry Location if on site.**

**NEAREST MAIN ROAD OR LANDMARK:**

**West Cork Technology Park, Clonakilty  
State Forestry Location if on site**

**YOUR PHONE NUMBER IS:**

**Give Mobile Number**

4. DO NOT ASSUME that the call has been received until the Fire Brigade has acknowledged the above information.
5. If safe to do so, remain near the telephone in case the Fire Brigade should ring back to confirm details.
6. IF Evacuation is necessary, proceed to the ASSEMBLY POINT
  - **Ground Floor – Rear of Building – Assembly Point 1**
  - **On Site – Proceed to a safe location upwind. Remain in phone contact**
7. Bring the daily attendance sheet and visitor book to conduct a roll call. The designated person named must conduct the roll call.
8. DO NOT RE-ENTER THE PREMISES, remain at assembly point until otherwise advised.

**USEFUL PHONE NUMBERS:**

Emergency	999/112
Mount Carmel Hospital, Clonakilty	023 883 3205
Southdoc	1850 335 999
Clonakilty Garda Station	023 882 1570

# FIRE

## EVACUATION PROCEDURES FROM GATE LODGE, WEST CORK TECHNOLOGY PARK.

Should you discover a fire or one is reported to you,  
**IMMEDIATELY** raise the **ALARM** and:

1. Open the nearest available exit in your area and direct people to this exit.
2. Make sure that all areas (i.e. toilets, cloak rooms, store rooms) are searched for stragglers. If safe to do so, close all doors and windows behind you.
3. Evacuate the building immediately. Do not take anything with you.
4. If safe to do so, close all doors and windows behind you.
5. Once evacuated, no person should be allowed back into the building under any circumstances.
6. Rescue: If any personnel are discovered missing or are injured they will need assistance to bring them to safety. You should only re-enter the area under these circumstances, if you are not placing yourself in danger.
7. Fire Control: You should only attack the fire if you know what you are doing and if you are not placing your own life in serious danger. Fire Extinguishers and fire fighting equipment are provided for this purpose.
8. Management must complete a roll call.
9. Carry out any special task or tasks allocated by management.
10. Do not go home. You must wait until you have been given permission to leave.

## 7.1 General Fire Precautions

All staff members should familiarise themselves as soon as possible with:

1. The layout of the premises or the forestry plantation where you are working.
2. The location and operation of emergency exits from Gate Lodge, Clonakilty (Head Office).
3. The location and operation of extinguishers, hose reels and break glass units where fitted.
4. The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else.

### **EACH MEMBER OF STAFF SHOULD OBSERVE THE FOLLOWING RULES:**

- Refuse or wrappings to be disposed of only at points intended for the purpose.
- Always discard your cigarette safely (i.e. in an appropriate metal bin).
- Smouldering material to be extinguished before disposal.
- Escape routes, extinguishers and emergency exits to be kept clear at all times.
- Fire Doors must never be fixed in an open position.
- Faults in Electrical, Gas, Extinguishers and Fire Alarm Equipment to be reported to Management immediately.
- NO SMOKING or Naked Lights where Smoking is forbidden, in any indoor location or on any forestry site.
- Except with Management permission, no work to be carried out involving any Fire Hazard.
- Never use Fire Equipment for other uses besides Fire Fighting.
- **NEVER** smoke in the vicinity of gas cylinders, petrol or other flammable substances.
- **NEVER** direct water at any electrical installation, equipment or wiring.

## 7.2 Fire Fighting Equipment

Fire Fighting Equipment may be selected as per the table below:

FIRE RISK	FIRE EXTINGUISHER COLOUR CODES			
	WATER	FOAM	CARBON DIOXIDE	DRY POWDER
LABEL COLOUR	Signal RED	Pale CREAM	BLACK	French BLUE
Paper, Wood, Textile & Fabric.				
Flammable Liquids.				
Flammable Gases.				
Electrical Hazards.				
Vehicle Protection.				

## 8. Emergency Procedure

<b>Site Address:</b>	
<b>Site XY Coordinates:</b>	
<b>Site location map attached to this procedure?</b>	
<b>Nearest Doctor name &amp; phone no.</b>	
<b>Nearest Hospital &amp; phone no.</b>	
<b>SWS Forestry Site Manager</b>	
<b>SWS Forestry Head Office</b>	1800 928 900

1. Assess the situation and conduct a brief, preliminary evaluation. Do not endanger yourself or others.
2. Keep calm and administer initial first aid, if required.
3. Contact the emergency services using 999 or 112 (this will look for the best mobile phone signal and connect to any service provider) and give them the following information and stay on the line for further instructions, if any.
  - I. Your Name
  - II. What accident / incident happened
  - III. Grid/GPS coordinates of the site
  - IV. What assistance you require – ambulance/fire brigade etc.
  - V. Description of suspected injuries
  - VI. Treatment you have or are giving
  - VII. Description of any preventive measures taken.
4. Conduct a secondary assessment of the situation.
5. Contact the SWS Forestry Site Manager or any member of the SWS Forestry management team who will take control and coordinate the situation until the Emergency services arrive.
6. Follow any further instructions given by the site manager or site management team member.
7. If necessary and safe to do so, evacuate the casualty to a safe place.
8. Have someone to meet the emergency services en-route to the location or at the entrance to the construction site (site compound).
9. Continue with resuscitation (if required) or preventative measures until help arrives at the scene. Only trained personnel are to carry out CPR.

### 8.1 Forestry Evacuation Plan

Planning for emergencies will include:

- testing communication systems within the site and to external contacts
- establishing an emergency meeting point, making sure it is known to all workers and can be simply communicated to the emergency services (e.g. a signposted location or road intersection)
- a listing of phone contacts in case of emergency, with details stored at multiple designated locations
- checking that first aid equipment and capabilities are adequate
- ensuring adequate transport will be available if evacuation is required
- confirming emergency procedures for working alone and 'report in' protocols
- briefing all contractors, workers and visitors who will be working on site on the emergency procedures.

## 9. Environmental Policy

At SWS Forestry Ltd., we are committed to work in a manner that conserves our Environment and protects the Safety, Health and Welfare of our employees, sub-contractors, customers and the community.

It is our policy to carry out all our activities in a sustainable, environmentally friendly manner by:

1. Complying with all local and national environmental legislation
2. Complying with all Forest Service Environmental Guidelines
3. Ensuring that our operations do not create unacceptable risks to human health or the environment.
4. Engaging with competent, environmentally aware contractors.
5. Highlighting to employees and contractors the environmental aspects on each site and liaising with them to avoid and reduce adverse environmental impacts.
6. Assessing any discharges and waste generated from our sites / premises and their effects, if any, on the environment and community.
7. Ensuring that all of our waste is disposed of properly and where possible, waste generated will be recycled.
8. Minimising waste by evaluation operations and ensuring they are as efficient as possible.
9. Endeavouring to keep all sites and grounds as tidy and clean as possible for the local communities.

### **NEVER THROW ANYTHING HAZARDOUS INTO A DRAIN, STREAM OR RIVER.**

Our goal of a less hazardous environment can be achieved by a conscientious effort and commitment from all team members.

#### **9.1 Environmental Procedures**

- 1 Hazardous wastes (fuel, pesticides, fertiliser etc.) used on site will be stored in their original containers.
- 2 All hazardous waste will be stored on dry, elevated sites at least 50m from a watercourse or main drain so as to prevent any contamination in the event of a release.
- 3 Each subcontractor bringing fuel or chemicals on site are to have an adequate supply of absorbent materials to manage any spillage or leakage.
- 4 Refuelling will take place off site wherever possible and at least 50m from a watercourse or main drain when carried out on site.
- 5 In the unlikely event of an accidental spillage, soak up the spill, isolate and contain it until appropriate waste disposal can be carried out.
- 6 Contact the SWS Forestry Site Manager as soon as possible.

## **10. Welfare**

SWS Forestry Ltd undertakes to protect the Health and Welfare of staff and others affected by our works such as sub-contractors.

We intend to comply with current legislation covering this subject; *2005 Act and S.I. No. 299, 2007*. Issues of welfare will always be treated in the strictest confidence.

### **10.1 Hygiene Facilities**

Employees are encouraged to wash hands regularly, particularly before eating.

Wash hand basins, towels, toilet facilities, running water are provided at our premises in Clonakilty. Due to the nature of our site based work this may not be practical. Arrangements will be made locally at e.g. service stations. Employees working on site are to bring water and /or hand gel for washing purposes prior to eating.

Contractors operating on site will be required to provide their own water and hand gel or temporary welfare facilities.

### **10.2 Canteen Facilities**

Canteen facilities are provided for staff at our premises in Clonakilty.

Due to the nature of our site based work frequent use may not be practical. Site based staff are to make arrangements which best suit them. Local facilities (e.g. petrol stations and hotels) are to be used.

### **10.3 Smoking**

No smoking is allowed in any indoor work area under The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) and where flammable substances are in use or stored. Employees found smoking in these areas will face disciplinary procedure.

The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) will be strictly implemented by this company.

No smoking is also strongly encouraged when working in forest plantations.

### **10.4 Pregnant Employees**

The health status of pregnant employees must not be affected in any way by our work, whether on site, in the office or elsewhere.

As per Chapter 2 of Part 6 and the related schedule 8 of the Safety, Health and Welfare at Work (General Application) Regulations 2007-2016, we shall endeavour to:

- Inform all female employees of their rights & duties when they start work with us.
- Carry out a specific risk assessment of her work.
- Inform her that she must inform Management of her condition as soon as it is practicable after it occurs, and at the time of notification give to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition.
- Provide suitable work for this employee, should her situation require a change from her present activities.
- Provide suitable rest facilities for her.
- Provide paid Safety & Health leave should we not have alternative, safe work for her, as is required under these regulations.

### 10.5 First Aid

Adequate First Aid kits are provided by SWS Forestry Ltd. Please report to Emily Fitzgerald if any item needs to be replaced.

First Aid kits will be provided to all employees and are kept in each employees work vehicle. A first aid is kept at our head office.

The table below is the minimum recommendation by the Health and Safety Authority.

RECOMMENDED CONTENTS OF FIRST AID BOXES & KITS			
MATERIALS	FIRST AID BOX CONTENTS		
	1 – 10 Persons	11– 25 Persons	26 – 50 Persons
Adhesive Plasters	20	20	40
Sterile Eye Pads, bandage attached.	2	2	4
Individually wrapped Triangular Bandages.	2	6	6
Safety Pins.	6	6	6
Medium individually wrapped Sterile un-medicated Wound Dressing (approx. 10 x 8 cms.)	2	2	4
Large individually wrapped Sterile un-medicated Wound Dressing (approx. 13 x 9 cms.)	2	6	8
Extra Large individually wrapped Sterile un-medicated Wound Dressing (approx. 28 x 17.5 cms.)	2	3	4
Individually wrapped Wipes.	10	20	40
Paramedic Shears.	1	1	1
Pairs of Latex Gloves.	5	10	10
Additionally, where there is no clear running water, Sterile Eye wash.**	1 x 500ml	2 x 500ml	2 x 500ml
Pocket Face Mask	1	1	1
Water Burns Dressing small 10cm x 10cm ***	1	1	1
Water Burns Dressing large***	1	1	1
Crepe Bandage 7cm	1	2	3

**NOTE:**

Where more than 50 people are employed, pro-rata provision should be made.

\*\*Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. The container should be CE marked. **Eye bath / eye cups / refillable containers should not be used for eye irrigation.**

\*\*\* Where mains tap water is not readily available for cooling burnt area.

AED. The provision of Automated External Defibrillators (AED) in the workplace should be considered, especially where there is a trained Occupational First Aider. The training of other staff members in the use of the AED is also encouraged by the H.S.A.



## 10.6 Contractors

Every contractor or subcontractor to SWS Forestry Ltd is bound to the rules as laid down under the Safety Statement of the Company. The *Safety, Health and Welfare at Work Act 2005, sections 17 (3) and 21* govern all contractors to the company and they are requested to make themselves familiar with these sections.

The contractor shall be responsible for the area he is working in. A contractor should erect barriers and erect signage around his work area where personal injury is possible.

A contractor's work method must be carried out according to the terms of the contract if and where applicable, safe working conditions agreed upon prior to commencement of work or explained during the work. All work must be to standards as governed by legislation. The contractor is obliged to hand over a copy of his Safety Statement, job Hazard / Risk assessment and job method statement for review by the company before work commences. They may be asked to make changes to any element where considered necessary by SWS Forestry Ltd.

Contractors are requested to familiarise themselves with the Company Safety Procedures prior to commencement of work. This should include reading and understanding our Safety Statement and Risk Assessment and explanations from our employees. An outline of the plan of work and intended safe working practices will be requested.

Contractors appointed to design, build or carry out any form of maintenance work on behalf of SWS Forestry Ltd must abide by all legal requirements, including their roles and responsibilities as per the Safety, Health and Welfare at Work (Construction) Regulations 2013 S.I. 291.

Contractors may be obliged to complete a competency questionnaire supplied by SWS Forestry Ltd in advance of contract commencement.

### 10.7 Safety Signs

Safety Signage must be erected to inform the public of forestry works being carried out by SWS Forestry Ltd. A suitable location for these must be identified on site by the foresters. The following are an example of safety signage which should be erected on forestry plantations. Signage should be erected at all forestry access points for the life span of the plantation. Signage should also be erected during spraying and harvesting works on approaches to these areas.



Type 85



Type 86



Type 87



Type 88

Examples of forestry signs that should be placed at forestry access points to warn members of the public



Type 1



Type 2



Type 3



Type 4

Examples of warning signs to be erected during harvesting.



Type 21



Type 22



Type 23



Type 24

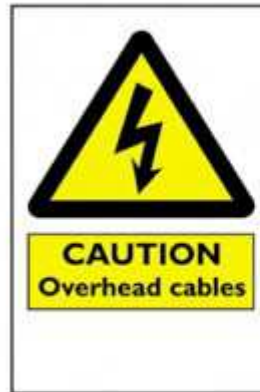
Examples of signs to be erected during spraying and harvesting



Type 17



Type 18



Type 19



Type 20

Examples of warning signs to be erected during harvesting or where overhead cables are present near operating machinery.

**11. Managing Stress in the Workplace**

SWS Forestry Ltd is committed to providing assistance to enable employees cope with stress whether work-based or personal.

Stress is people's natural reaction to excessive pressure and is experienced by everybody. When a person is faced with some kind of threat or alarm, the body responds with physiological changes such as raised heart rate and blood pressure, accelerated breathing and an increased flow of blood to the muscles. These changes can help the body to respond to the threat and overcome it. When the physiological changes produced by stress are excessive or continue their effects become detrimental. For example, many jobs are carried out in a complex set of circumstances and the causes of stress cannot be dealt with quickly, once and for all. Stress results from a perceived imbalance between the demands made on an individual, including self-imposed ones, and the personal and environmental resources available to meet those demands.

If an employee finds an element of their job causing them excessive stress they should inform management. Once a source of stress has been identified it will enable management to recommend remedies. Management will do all that is reasonably practicable to reduce and prevent stress in the workplace.

SWS Forestry Ltd will assist employees, where possible, with personal circumstances that may be causing / leading to "stress".

When making changes to the business, the effect on the employee's work load and abilities will be considered and a plan implemented to reduce the effects of negative change.

## **12. Violence in the Workplace**

Violence will not be tolerated in SWS Forestry Ltd. All incidents of verbal and physical violence must be reported immediately to management, who will address the situation with urgency.

### **12.1 Dealing with difficult situations**

Training / coaching may be provided to staff on how to deal with difficult situations. Emphasis is given to spotting the warning signs and diffusing the situation quickly.

## **13. Drink, Drugs & Solvent Abuse**

Employees must be responsible when using prescribed drugs. He / she has a duty to inform management when taking prescribed drugs if there may be any reason that it could interfere with the work or their safety.

The employee has a duty to ask their doctor and / or pharmacist about any possible side effects. Management will take appropriate measures to ensure the safety of employees.

No alcohol or illegal drugs are to be consumed before or during the working day.

Management aim to provide advice and support with regards to all matters concerning alcohol and drugs without prejudice.

If an employee is receiving treatment / rehabilitation the matter will be treated as per any sickness and with strict confidentiality.

Management will not permit an employee to work if under the influence of alcohol or drugs.

If help is refused and impaired performance continues or if an employee attends work under the influence of alcohol or drugs disciplinary action will be taken.

## 14. Office Safety

Experience has shown that the office layout poses certain high risks. Some of these are trips on trailing cables and collisions in narrow aisles due to overcrowding in desk layout.

- Report incidents of uncontrolled refuse and avoid leaving empty boxes and paper on the floor.
- Store handbags or briefcases on tables, shelves or in lockers not on the floor.
- Tidy up extension leads tight against the wall.
- Replace defective chairs and office furniture.
- Do not climb on office furniture to open high windows or to reach items at high level.
- When lifting loads, lift with the back straight using the correct posture.
- Do not leave filing cabinets open.
- Fill filing cabinets from the bottom drawer first and working up through the drawers.
- Don't overfill the top drawers of filing cabinets for fear of them toppling over.
- Remove shredded waste from the office area; it is a major fire hazard.
- Do not use electric kettles on the floor or above seating where they can be tripped over or might fall on someone.
- Take care of portable heaters to ensure they are not a trip or fire hazard and switch them off and unplug them when not in use.
- Keep all access to doors and passageways clear at all times.
- Be familiar with the location of all emergency exits.
- Be familiar with the location and use of fire fighting equipment.
- Keep the floor area clear at all times. Never leave files lying around on the floor.
- Always store light items on high shelves and the heavier items on shelves near the floor.

### 14.1 Computers (Visual Display Equipment, V.D.U. and Display Screen Equipment, D.S.E.) General Guidelines

- VDU equipment should be as flexible and adjustable as possible to suit the individual operator.
- Windows should be fitted with adjustable blinds to prevent glare.
- Local lighting should be provided where necessary.
- Lighting should not be directly over the unit.
- You should have a 700mm maximum viewing range to screen.
- A document holder should be provided and arranged to minimise frequent head / eye movement.
- The keyboard should be detachable to avoid strain on hands and arms.
- The angle of your arm and upper arm should be between 70° and 90°.
- Your chair should be adjustable, with the seat / backrest (height / tilt).
- A footrest should be provided, if required by operator.
- Do not sit in the same position for long periods.
- Do not bend your hands up at the wrist when keying. Try to keep a soft touch on the keys and don't overstretch your fingers.
- Make sure the characters on your screen are sharply focused and the brightness and contrast is adjusted correctly.
- Keep the screen clean.

### **Rest breaks**

Most tasks involve a mix of normal clerical and VDU operations and as such, natural breaks or pauses occur as a consequence of the inherent organisation of the work. These informal breaks help to maintain performance by preventing the onset of fatigue. In some VDU tasks requiring continuous and sustained attention, such naturally occurring breaks are less frequent. In this situation, the introduction of rest pauses should help attention and concentration to be maintained. It's difficult to be specific, but 10 minutes per hour is recommended.

The following principles should be adhered to:

1. Rest pauses should be arranged so that they are taken prior to the onset of fatigue, not as a recuperative period from it.
2. Short, frequent pauses appear to be more satisfactory than longer ones taken occasionally.
3. Ideally, the break should be taken away from the V.D.U.

### **Operators Posture**

The adoption of correct posture is critical to the comfortable operation of a VDU. It is in each operator's interest to adopt good posture, as it will prevent the onset of fatigue, backache etc. A number of requirements should be considered:

1. The underside of the desk should allow good thigh and leg clearance.
2. The top of the work desk should allow for the "home row" of keys on the keyboard to be at the elbow height of the seated operator.
3. Your eyes should be cast downwards at about an angle of 15° with the person seated in an upright position.
4. The keyboard should be angled so that the operator's forearms are approximately parallel to the floor.
5. The documents should be easily accessible. Some movement is beneficial but rapid repetitive movements of trunk arm or head should be avoided.
6. There should be adequate space on the work desk in front of the keyboard for resting hands when in the idle position.

## **14.2 Medical Factors**

### **Epilepsy.**

Any VDU operator with a known history of Photosensitive Epilepsy should consult a doctor prior to taking up work on a VDU.

### **Eyesight.**

Any defect in the correct functioning of the eyes may cause symptoms of visual fatigue, headaches or blurred vision. It is important to ensure that operators have suitable corrected eyesight. The visual requirements for working at VDU's are the same as those required for other clerical / administrative work.

### **Medication.**

The use of medication such as minor tranquillisers or other drugs may give rise to side effects, which mimic some of the symptoms of visual fatigue, such as the slowing of eye movements. VDU operators who have been prescribed such medication should be aware of this possibility and should mention that they operate VDU's when consulting their doctor.



**Pregnancy.**

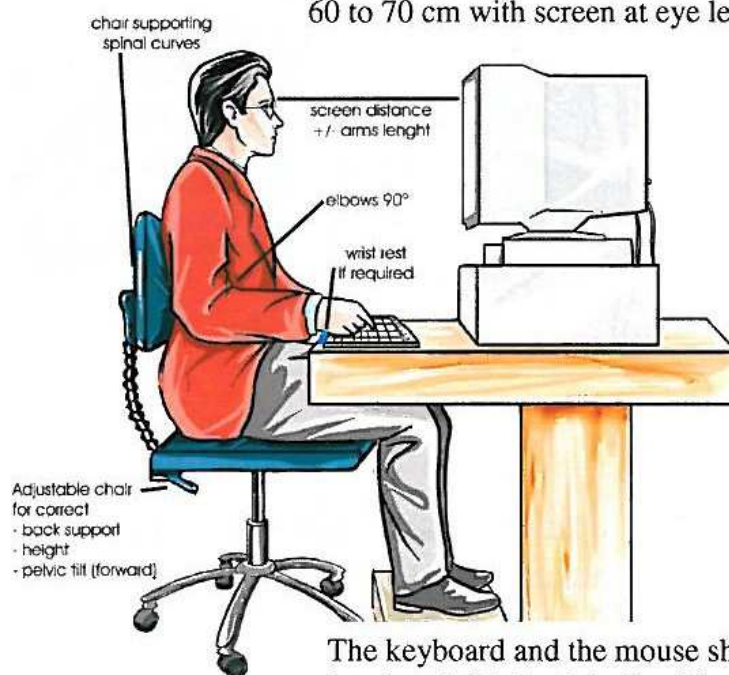
Investigations, which have been carried out throughout the world involving both the measurement of radiation emissions from VDU's and the study of groups of operators to identify any ill effects, have not been able to show VDU operation as the cause of miscarriages or birth defects. However, it is recognised that some women will remain anxious and this anxiety and resultant stress can itself cause problems it is company policy to try to assign pregnant women to other duties for the duration of their pregnancies if they wish.

**Sitting Posture**

Sit with your knees higher than your hips. Where provided use the foot rest as this will ensure that the spine is resting in the optimum position. Adjust the height of the chair according to the height of the work station, ensuring that your hands are: at a 90 degrees angle, between arm and forearm, parallel to the table, & that your shoulders are relaxed and without strain.

Lean back on the chair in a 105 degrees angle. This will reduce pressure on your back.

The optimal distance between your eyes and the screen should be that of the extended arm, i.e., between 60 to 70 cm with screen at eye level



The keyboard and the mouse should be placed side by side, 8 – 10 cm away from the edge of the table



## 15. Personal Protective Equipment

It is Company Policy that Protective Equipment is issued for your own safety. Following a Hazard Identification / Risk assessment, Personal Protective Equipment (P.P.E.) will be issued and must be used when the risk cannot be reduced by other means.

SWS Forestry Ltd will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, the EC Directive on PPE 89/656/EEC and SI NO. 299 of 2007 Chapter 3 Part 2, Regulations 62 to 67 and Schedule 2 as far as is reasonably practicable.*

Each employee who is issued with personal protective equipment is responsible for its use and safe storage and must immediately report loss or damage to those in charge.

If protective equipment is supplied but not used, both the employee and SWS Forestry Ltd are breaking the law. It is unacceptable and against Safety Policy to condone non-use of the equipment by effectively turning a 'blind eye' to the non-user: the regulations and standards must be enforced for the health and safety of the individual.

Any individual who refuses to wear the equipment should be counselled as to the reasons why the equipment must be used. If the individual persists in refusing to use the equipment, they should be advised that SWS Forestry Ltd regards this as a matter of gross misconduct. If the individual continues to refuse to use the equipment, our disciplinary procedure will be invoked.

PPE is the least desirable way to deal with hazards within the 'hierarchy of controls' approach as discussed in the *Hazard Identification and Risk Assessment* section of this document. PPE can be identified in the risk management process as a method of risk control for certain tasks or situations. Where PPE is a chosen method of risk control for certain tasks or situations, it must be worn at all times when working in those circumstances.

Where risk control measures chosen by an employer includes the use of PPE (eg safety boots, helmets or high visibility clothing), the employer must provide such items to each person at risk. Employers, supervisors and workers must make sure the PPE is appropriate, fitted correctly, maintained in good condition and always used correctly. Workers should be trained not only in how to use it correctly, but also in how to look after it. It should be regularly inspected and maintained in a clean and fully effective condition. Defective equipment should not be used.

In choosing appropriate PPE you should consider:

- the nature of the risk and how exposed persons are to it
- how effectively the equipment will protect people
- the fit of such equipment for the wearer
- wearability and comfort
- how long the equipment is to be worn
- how easy it is to maintain and availability of any needed replacement parts.

Depending on the work being done, equipment used or other factors, the following items should be used: The task in brackets is indicative only, a site risk assessment must determine the appropriate PPE to be worn.

- safety helmets (Harvesting)

- sun protection (All tasks in sunny weather)
- safety gloves (Spraying, Harvesting,)
- suitable footwear (All Tasks)
- eye protection (Spraying, Cutting, Harvesting)
- respiratory protection (Spraying)
- hearing protection (Harvesting, Cutting)
- high visibility clothing (All tasks)
- cut resistant leg protection (Harvesting , Cutting)
- wet weather gear. (All tasks)

All PPE supplied should comply with the relevant Standards, and employers/supervisors should check PPE for evidence of compliance.

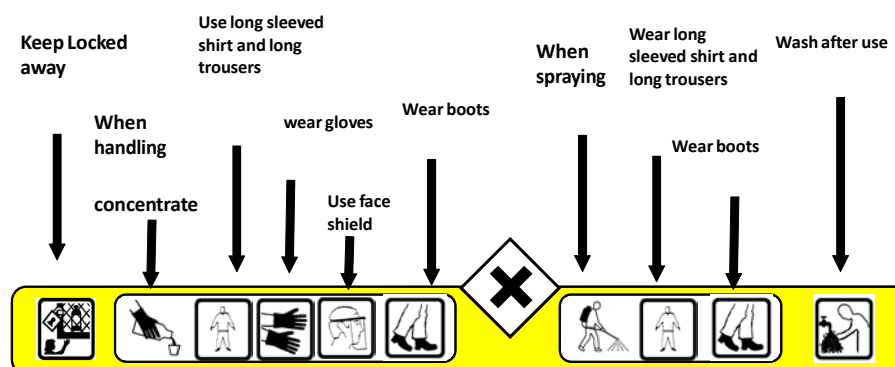
### RESPONSIBILITIES:

1. It is the responsibility of SWS Forestry Ltd to provide adequate Personal Protective Equipment where no other method of risk reduction is reasonably practicable.
2. We intend to supply PPE to adequate standards, sizes and amounts as it is required, as per *SI 299, 2007, Chapter 4, Part 2, Regulations 68 & 69 and Schedule 2 of these Regulations.*
3. We intend to ensure that all PPE, which requires maintenance, is maintained to an adequate standard, in good working order and in a satisfactory hygienic condition, so as not to provide risk to *Safety, Health and Welfare of the user, as per SI 299, 2007, Regulation 66.*
4. We intend to make provisions for ensuring that where P.P.E. is provided that it is used.

### Employees (Safety Health & Welfare at Work Act 2005, Section 13 & 14)

1. Where employees have been provided with Personal Protective Equipment for protection of their Safety and Health it is their duty to wear it. The only exception to this is where a medical condition stipulates against its use.
2. Any defects in his equipment should be reported to your supervisor and a replacement obtained.

Pictogram for an example of a WHO Class II product (moderately hazardous) Note: It is advised that face masks should be worn while spraying.



## **16. Manual Handling**

Injury can occur from lifting even relatively light loads if proper precautions are not taken. We will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, and SI NO. 299 of 2007 Chapter 4 Part 2, Regulations 68 and 69 and Schedule 3 as far as reasonably practicable.*

### **16.1 Factors to be considered as lifting hazards**

1. Weight of load.
2. Size of load.
3. Bulky load.
4. No proper grip.
5. How often is load lifted?
6. Is there enough space to lift safely?
7. Is lifting done outside best lifting range (above chest / below hip).
8. Is best lifting technique employed?
9. Health and ability of person lifting.
10. How far is item lifted (distance)?
11. Are platforms provided?
12. Is training given?
13. Is area kept free of obstruction - trip hazards?

Consideration must be given to reduce the incidence of injury in manual handling situations.

### **16.2 Principles of Lifting**

1. Think before you lift.
2. Keep load close to your waist.
3. Stable position.
4. Good grip.
5. Slight bending, knees squatting.
6. Don't flex spine any further as you lift.
7. Avoid twisting.
8. Keep your head up when handling.
9. Move smoothly.
10. Don't lift more than you can handle.
11. Put down then adjust.

**ALWAYS USE MECHANICAL LIFTING GEAR WHERE POSSIBLE**

## 17. Company Mechanical Equipment

In accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007, Regulation 28, SWS Forestry will ensure that:

- a) Any work equipment provided for the use of employees complies with the provisions of any relevant enactment.
- b) Account is taken of specific working conditions when selecting work equipment.
- c) Ensure work equipment is installed and located and is suitable for the work carried out.
- d) Ensure appropriate measures are taken to minimise any risks where it is not possible to fully ensure that employees without risk can use work equipment.
- e) Ensure sufficient space to reduce risk is provided between moving parts and fixed or moving parts in its environment.
- f) Where work equipment involves a specific risk – ensure that
  1. The use of such equipment is restricted to those required to use it.
  2. Repairs/Modifications/Servicing/Maintenance of such equipment is carried out by persons competent for such work.
- g) Take into account the working posture and position of employees while using work equipment.
- h) Ensure areas and points for working on, or maintenance of work equipment are suitably lit
- i) Where work equipment parts are at very high or low temperature, are where appropriate, protected to avoid risk of employees coming into contact or coming too close.
- j) Ensure work equipment bears warning signs and markings essential to ensure the safety and health of employees.
- k) Ensure employees have safe means of access to and egress from and are able to remain safely in all areas necessary for production, adjustment and maintenance operations.
- l) Ensure work equipment is used only for operations and under conditions for which it is appropriate
- m) Ensure work equipment is appropriately fitted with apparatus for protection of employees.
- n) Ensure all work equipment is appropriate for preventing the risk of explosion of the work equipment.
- o) Ensure all work equipment is erected or dismantled under safe conditions.

Ensure all forms of energy, substances and articles used or produced with work equipment are supplied or removed in a safe manner.

The following is a non-exhaustive list of equipment, which may be in use on specific types of work by employees at any stage:

- Office Equipment
- Quad Bike
- Company Vans

**18. Lone Working**

Working alone should be avoided wherever possible. Activities need to be assessed to determine if working alone is justifiable. However due to the nature of our work, lone working will be unavoidable.

Hazards of the work should be identified and assessed, with the following questions considered:

- Can one person adequately control the risks of the activity?
- Can one person safely enter and exit the work area?
- Can one person safely handle the plant involved in the work?
- Does the work involve lifting objects too awkward for one person?
- Is more than one person needed to operate essential controls for the safe running of equipment?

In those circumstances where working alone is justifiable, the following controls may be put in place:

- first aid and emergency communication suitable for lone workers
- regular contact between lone worker and supervisor via phone, radio or other agreed 'check in' procedure
- notification that lone worker has returned to base/home at completion of work
- the use of EPIRBs (Emergency Position-Indicating Radio Beacons).

Working alone procedures will be determined in consultation with contractors, OHS representatives and workers, with training and information provided.

**Appendix**

The following procedures, documents and forms, where applicable, are sent to all foresters and contractors and master copies are kept on the SWS Forestry Drive or available on [www.hsa.ie](http://www.hsa.ie):

- ✓ Hazard Identification & Risk Assessment
- ✓ Safety Statement Acknowledgement Record
- ✓ Accident Report form – IR1
- ✓ Dangerous Occurrence Report form – IR3
- ✓ PPE Record
- ✓ Grievance & Disciplinary Procedure
- ✓ Bullying & Harassment Procedure