



## **Donegal Local Authorities**

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# **SAFETY & HEALTH PLAN**

**(Construction Stage)**

**for**

**'Insert project name here'**

**for**

**'Insert Title'**

**at**

**'Insert Address'**

**Issue No. 1**

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## Amendments

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**1. GENERAL DESCRIPTION OF THE PROJECT**

*“Set out a description of the project. There may be a useful description already set out in the preliminary health and safety plan or Q. S. document”.*

Other Work Activities:

- *Insert information from Preliminary Safety Plan*

Relevant Adjoining Land/Building Uses:

- *Insert information from Preliminary Safety Plan*

Key Documents

*“Identify the key documents which describe the works and where these documents will be filed during the life of the project. These should include the Preliminary Safety and Health Plan (from the PSDS), the Safety File (if it exists), the Master Programme, site layout, general arrangement drawings, specifications and any communications from the client giving additional safety and health requirements.”*

DISTRIBUTION OF THIS PLAN		
Issued By: Construction Manager		
Company	Name	Title
		Construction Manager
		Deputy Manager
		Site Manager
		Site Engineer
		M & E Co-coordinator
		Quantity Surveying Manager
		Site Quantity Surveyor
		Site Clerk
		Roads Safety Advisor
		PSDP
All Main Subcontractors	As Appointed	Appointed Subcontractors
All construction workers	To be advised	Site Safety Representative

**2. PROJECT DIRECTORY**

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**CONTRACT INFORMATION**

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**Title:**  
**Start Date:**  
**Completion Date:**  
**Phasing Details:**

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**CLIENT INFORMATION**

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**Name:**  
**Address:**

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**PROJECT SUPERVISOR - DESIGN STAGE**

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**Name:** *Phone:*  
**Address:** *Fax:*  
*E-mail:*

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**PROJECT SUPERVISOR - CONSTRUCTION STAGE**

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**Name:** *Phone:*  
*Fax:*  
**Address:** *E-mail:*

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**DESIGN TEAM**

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**Architects:** *Phone:*  
**Address:** *Fax:*  
*E-mail:*

**Quantity Surveyors:** *Phone:*  
**Address:** *Fax:*  
*E-mail:*

**Structural Engineers:** *Phone:*  
**Address:** *Fax:*  
*E-mail:*

**Services Engineers:** *Phone:*  
**Address:** *Fax:*  
*E-mail:*

**3. PROJECT MANAGEMENT TEAM**

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**CONTRACTS DIRECTOR**

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**Name:**

**Phone:**

**Address:**

**Fax:**

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**CONTRACTS MANAGER**

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**Name:**

**Phone:**

**Address:**

**Fax:**

**Mobile:**

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**SITE MANAGER**

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**Name:**

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**SITE SAFETY OFFICER**

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**Name:**

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**COMPANY SAFETY MANAGER**

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**Name:**

**Phone:**

**Address:**

**Fax:**

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**FIRST AIDER/S**

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**Name:**

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## **Health and Safety Policy Statement of Donegal County Council .**

The essence of our health and safety policy is to provide and maintain a safe and healthy working environment for all our employees. **Donegal County Council** recognises its duty to comply with the Safety, Health and Welfare at Work Act 2005 and associated legislation. This Safety Statement sets out our programme in writing to manage health and safety, and is available to our Employees, Clients, and Subcontractors and to Inspectors from the Health and Safety Authority. It clearly states the responsibilities placed on Management to manage health, safety and welfare and also specifies the responsibilities of employees to co-operate with management in their efforts to create a safe place of work and to operate agreed safe systems of work

*With this in mind, **Donegal County Council** will so far as is reasonably practicable:*

1. Provide adequate resources to maintain safety and health.
2. Carry out risk assessments and review them when necessary.
3. Provide and maintain systems of work, which are safe, and without risk to health.
4. Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health.
5. Provide employees with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions.
6. Carry out health surveillance, where required.
7. Ensure that all machinery, plant and equipment are maintained in a safe condition.
8. Make adequate provision and arrangements for welfare facilities on site.
9. Keep the workplace safe and ensure that access and egress are safe and without risk.
10. Monitor safety performance to maintain agreed standards.

*To ensure that this policy is effective, we will:*

1. Review it annually, or in the event of significant changes in our business.
2. Make such changes known to employees.
3. Maintain procedures for communication and consultation between all levels of staff on matters of safety, health and welfare.

**Signed:**

\_\_\_\_\_  
Director of Service

**6. Site Restrictions:**

Access/Egress Arrangements:

*Insert information from Preliminary Safety Plan*

Site Access Restrictions:

*Insert information from Preliminary Safety Plan*

Restrictions on Working Hours:

*Insert information from Preliminary Safety Plan*

Maintenance of Internal and External Roadways and Walk Ways:

To prevent mud from contaminating the surrounding roadways, particular attention will be paid to providing clean internal roadways and vehicle loading points. In the unlikely event that mud is carried on to external roadways corrective action will be taken by way of manual and/or mechanical cleaning. Any damage to the existing road or pathways will be repaired as soon as possible.

Site Security and Unauthorised Site Access:

Non site personnel and vehicles will be restricted entry to the site by the provision of secure hoarding, and a controlled gateway.

Welfare and Onsite Restrictions:

Adequate toilet, canteen and drying room facilities will be provided and maintained for the duration of the project.

Permit to Work System:

**Donegal County Council** will operate this project on a permit to work system. These permits will cover:

- Hot works
  - Use of welding, cutting equipment, use of grinders/con saws internally, use of hot asphalt, etc.
- Excavation
- Confined space

Permits will be issued and signed by the relevant Site Manager and all permits will be returned to the issuer at the end of its cover period. Permits will be posted at the work place.



Presence of Substances, Harmful to Health:

From preliminary investigations there is no asbestos or any other Substance that would be classified as harmful to health on site.

**Or**

**List any Substances identified in the preliminary Health and Safety Plan, Site investigation or communication from the PSDS or client.**

Existing Services:

Current services drawings, consultation with utility companies and the Local Authority, services detection equipment and hand digging of trial holes will be used to identify what, if any, services are buried or over head in the area to be excavated piled or demolished. Live services will be relocated or adequately protected and labelled or marked above ground, and if possible disconnected for the duration of work. If services are exposed or damaged during construction work they must be adequately protected prior to reenergising. The location of live services must be identified to all personnel, especially excavator drivers.

**6. Hazards and Particular Risks:**

Site Specific Method Statements and Safety Statements will cover all packages for the project.

Where Donegal County Council is carrying out work:

All tasks will be assessed and the required control measures will be put in place to remove or reduce the risk. Site-specific method statements will be developed as required and the contents of each method statement will be brought to the attention of all persons involved in the works and those affected by the work/task.

Where a Subcontractor is carrying out work:

All subcontractors will be required to prepare a site-specific method statement and provide a signed copy of their safety statement two weeks in advance of any work commencing on site. These documents will be reviewed, prior to work commencing to ensure that the following issues have been addressed:

Method Statements must be:

- Specific reference to this site, including scope of work.
- Prerequisites i.e. agreed action to be taken by **Donegal County Council** prior to the subcontractor commencing work on site i.e. areas to be cleared, services to be provided etc.
- Sequence of work i.e. step-by-step methodology outlining how the work will be carried out with reference to site specific hazards and their proposed control measures.
- Specific reference to the hazards inherent in the work to be carried out e.g. working at heights, work below 1.25m and work with harmful substances etc.

- Clearly outlined control measures to eliminate or reduce the risk associated with the identified hazards.
- To be signed by the subcontractor and all of the subcontractor's workers once they have been briefed by way of a toolbox talk on the method statement. Template available from the **Donegal County Council** Safety Department.

*Safety Statements must be:*

- Signed by company director/owner.
- Set out arrangements for managing safety
  - Name of person who has been appointed as a supervisor/foreman with responsibility for safety on site.
  - Training such as safe pass and CSCS
  - First aid
  - Manual Handling
  - PPE
  - Accident reporting to the main contractor and to the HSA
- A general construction orientated hazard identification and risk assessment section with appropriate control measures listed.

## **6. Construction Work Involving Particular Risks**

### **6.1 Aggravated risk of falls or burial**

Work which puts persons at work at risk of burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.

#### 6.1.1 Particular risk identified under heading 6.1

*It is important to understand that this section does not refer to the normal risks associated with excavations or working at height. It is only when they are aggravated. This requires a bit of lateral thinking.*

*Aggravated risk of burial; Made up ground, recently excavated ground, excavations in close proximity to existing underground services, excavations close to buildings or other structures, excavations close to watercourses, boggy ground, excavations close to traffic routes (vibration). Topography and geology may also aggravate the risk.*

*Aggravated risk of fall from height; Fragile roof materials including asbestos cement and roof lights, roofs without edge protection, pipe racks without access walkways, glazing materials, service ducts with fire stopping, corroded metal roofs, roofs made slippery by product residues, erection of structural steel or precast concrete, cantilever or suspended scaffolds. It may be prudent to include roofing and decking due to the lack of leading edge protection. Look out for plant and equipment in close proximity to a building if it is likely to cause access difficulties.*

#### 6.1.2 Control measures proposed for particular risk identified under heading 6.1.1

*Specify netting or other collective protection methods in preference to personal fall arrest.*

### **6.2 Risks from chemical or biological substances**

Work which puts persons at work at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a legal requirement for health monitoring.

#### 6.2.1 Particular risk identified under heading 6.2

*If there is any reason to suspect the presence of asbestos the issue should be addressed under this heading. Note that this category is in two parts. If the existing employees are subject to a legal requirement for health monitoring this must be mentioned as a particular risk. Examples of processes would be those involving the use of lead, radioactive substances, carcinogens, rubber and active drug ingredients. The other category would be materials used in construction such as asbestos, polyurethane or epoxy coatings, solvents, adhesives, resins, cement. The installation and particularly the removal of insulation materials. Biological hazards are present in sewers, where animals have been kept, where clinical or veterinary work is carried out, laboratories, effluent treatment plants, and food processing plants. Chemical and biological substances may be present in contaminated ground, particularly where industrial processes have been carried out for many years (e.g. Cork Gas Co.).*

#### 6.2.2 Control measures proposed for particular risk(s) identified under heading 6.2.1

### **6.3 Risks from ionising radiation**

Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Article 20 of Directive 80/836/ Euratom.

6.3.1 Particular risk identified under heading 6.3

*Non-destructive testing of welds involving the use of radiography may be carried out in the course of the project. Work in medical facilities may involve a risk from X-Rays.*

6.3.2 Control measures proposed for particular risk(s) identified under heading 6.3.1

*Radiography will be carried out outside normal working hours and the contractor in control of the activity will prepare a method statement setting out the arrangements that will be implemented to protect the personnel carrying out the work and any other persons who may be affected.*

**6.4 Risks from high voltage**

Work near high voltage power lines

6.4.1 Particular risk identified under heading 6.4

*Technically “high voltage” is defined as >1000 volts. Any overhead line on the supply side of a transformer and many underground lines fall into this category but, in reality, damage to any underground cable can cause serious disruption. All reasonable efforts should be made to identify any underground cables within or adjacent to the work site but a warning should be included about the quality of information supplied. Many underground cables do not run where indicated on the drawing.*

6.4.2 Control measures proposed for particular risk identified under heading 6.4.1

*Vehicle movements under the power lines will be restricted to defined routes and these routes will incorporate “goal posts” and warning signs in accordance with a recognised guideline from the ESB or equivalent competent authority. The clearance height under the goal posts will be clearly indicated by warning signs on each side of the lines. All other areas under and adjacent to the lines will be effectively cordoned off with fixed barriers and warning signs will be erected. The Construction Manager will consult the Safety File for the recently completed works and communicate all available information on underground electric cables in the vicinity of the proposed works to the contractor undertaking the work. The contractor undertaking the work will prepare detailed method statements and risk assessments and will undertake task specific training for all personnel involved. The work will be closely supervised by the contractor and will be halted and reviewed if there is any deviation from the agreed work methods or if there is any change in circumstances that could give rise to an increased level of risk.*

**6.5 Risk of drowning**

Work exposing persons at work to the risk of drowning

6.5.1 Particular risk identified under heading 6.5

*Rivers, lakes and ponds are obvious risks. Effluent treatment plants, settlement tanks, storage tanks may not be so obvious.*

6.5.2 Control measures proposed for particular risk identified under heading 6.5.1

*Specify netting or other collective protection methods in preference to personal protective equipment such as life jackets.*

**6.6 Risks from underground work**

Work on wells, underground earthworks and tunnels

6.6.1 Particular risk identified under heading 6.6

*This risk does not arise within the proposed construction area.*

6.6.2 Control measures proposed for particular risk identified under heading 6.6.1

**6.7 Risks from diving work**

Work carried out by divers at work having a system of air supply

6.7.1 Particular risk identified under heading 6.7

*This risk does not arise within the proposed construction area.*

6.7.2 Control measures proposed for particular risk identified under heading 6.7.1

*N/A*

**6.8 Risks from work in caissons**

Work carried out in a caisson with a compressed air atmosphere

6.8.1 Particular risk identified under heading 6.8

*This risk does not arise within the proposed construction area.*

6.8.2 Control measures proposed for particular risk identified under heading 6.8.1

*N/A*

**6.9 Risks from use of explosives**

Work involving the use of explosives

6.9.1 Particular risk identified under heading 6.9

*This risk does not arise within the proposed construction area.*

6.9.2 Control measures proposed for particular risk identified under heading 6.9.1

*N/A*

**6.10 Work involving the assembly or dismantling of heavy prefabricated components**

6.10.1 Particular risk identified under heading 6.10

*Since the term “heavy” is not defined this can be a tricky area. It would be prudent to list any crane work. The assembly or dismantling of structural steel is deemed to fit in this category. Any known limitations on crane bearing such as soft ground, manhole covers or cellars should be identified. A schedule of weights and dimensions of vessels, air handling units or skid mounted equipment, subject to final confirmation by the contractor, should be included. Pre-cast slabs or sections are included in this category. There have been a number of recent incidents where pre-cast floor slabs and beams have collapsed during and following erection. It is not clear whether these failures have been due to inadequate bearing surface, twisting of steel structural members due to excessive construction loads or simply bad work practices. If lifting operations have to be undertaken over or close to a public area this should be mentioned specifically.*

6.10.2 Control measures proposed for particular risk identified under heading 6.10.1

*The structural steel contractor will prepare a project specific safety plan and will incorporate measures to reduce this risk as far as possible. The plan will also include the arrangements to protect persons from falling objects during the erection of the structural steel and installation of equipment. The arrangements will include the provision and maintenance of temporary fencing around the area where objects are likely to fall. A competent engineer to ensure that they have adequate bearing and that the steel members are not subjected to twisting loads will monitor the erection of the precast floor slabs closely. No personnel should be allowed on or below the slabs until the engineer has inspected them and appropriate measures put in place to prevent collapse. The building contractor will prepare a method statement and risk assessment for this portion of the work and ensure that the personnel involved in the work are aware of the risks and are adequately supervised.*

**6.11 Arrangements for the identification of previously unforeseen particular risks during construction.**

*6.11.1 These are most likely to be identified by individual contractors when detailed planning of the work is being undertaken. They will arise, in most cases, where a routine construction risk is aggravated by circumstances, which were not foreseen in the construction schedule.*

6.11.2 Control Measure for risk identified under heading 6.11.1

- (a) All contractors are obliged to provide information on any matters that might affect health and safety of any worker on the site or any person adjacent to the site. The primary sources of this information are the contractors’ safety statements, method statements and risk assessments prepared during the course of the project.
- (b) Contractors are required to advise the Project Supervisor for Construction of any new information on matters affecting health and safety or anything that might justify a review of the Safety Plan.

*Or use alternative Layout???????????*

**Donegal Local Authorities**

Health & Safety Plan (Construction Stage) for **Insert Project Title**.

Particular Risks

The following is a non –exhaustive list of work involving particular risks to the safety and health of persons at work as listed in the second schedule of the Safety, Health and Welfare at Work (Construction) Regulations 2001:

Non Exhaustive List of Work involving Particular Risks to the Safety & Health of Persons at Work		Activity/Process	Action Required
1	<p>Work, which puts persons at work at risk of burial under earth, falls, engulfment in swampland or falling from a height where the risk is particularly aggravated by the nature of the work or processes used, or by the environment at the place of work or site.</p>	<p><b>Work with a risk of:</b> burial under earth falls.</p> <ul style="list-style-type: none"> <li>○ Site clearance and excavations.</li> </ul> <p><b>Aggravated work at a height presenting a risk of:</b> falling in excess of 2 meters</p> <ul style="list-style-type: none"> <li>○ Working on scaffolding.</li> </ul>	<p>If an excavation is in excess of 1.25M below ground level, a trench box will be used with suitable ladder access to protect persons who may need to enter the excavation. Alternatively persons may enter the excavated area if it has been adequately stepped or sloped to such an extent that burial of a person by the collapse of the sides of the trench would be impossible. All excavated spoil and site vehicles to be kept at least 2M away from the edge of the excavation. Excavation work to be carried out by a competent and trained (CSCS) excavator driver. Work to be supervised by a competent foreman at all times.</p> <p>Where working platforms are used they must be erected and maintained in accordance with the HSA code of practice for Scaffolding and working platforms. The working platform must be designed for the work to be carried out. They must have a safe ladder access point to the working platform. The ladder must be tied securely. The platform must be fully boarded out, and at least two safety rails and a toe board around the platform. A hand over certificate must be obtained from the scaffolding erector and indorsed by the site</p>

**Donegal Local Authorities**

Health & Safety Plan (Construction Stage) for *Insert Project Title*.

Non Exhaustive List of Work involving Particular Risks to the Safety & Health of Persons at Work	Activity/Process	Action Required
	<ul style="list-style-type: none"> <li>○ Installation of roof trusses.</li>   <li>○ Work near leading edges during construction.</li>   <li>○ Floor opes through out building. Openings/opes in the roof and floor levels created for the installation of roof lights, services, ducts, smoke vents etc.</li>   <li>○ Work on exceptionally high ceilings (in particular installation of services and finishing trades).</li> </ul>	<p>manager following his inspection on completion and prior to the scaffoldings first use by site workers. The weekly CR (8) scaffolding inspection form to be completed by competent person on a weekly basis thereafter.</p> <p>Collective preventative measures will be put in place by way of the erection of fall arrest safety nets to BS/EN 1263. Edge protection will also be erected by way of two safety rails around the perimeter of the work area, where required.</p> <p>Two safety rails and a toe board will be erected. The top safety rail will be erected between 950mm and 1250mm high. The toe board will be at least 150mm high.</p> <p>All opes must be covered with a suitable material (sheet of plywood) that is securely fixed into position. Two safety rails and a toe board will be erected. The top safety rail will be erected between 950mm and 1250mm high. The toe board will be at least 150mm high. A warning sign “Danger Ope in Floor” will be placed on the plywood cover.</p> <p>The persons involved in work on exceptionally high ceilings will work from the confines of scaffolding; or tower scaffolding that complies with the “<i>HSA Code of Practice for Access and Working Scaffolds</i>”.</p> <p>The use of mobile elevating working platforms (MEWP) may also be utilised. Each person in the mobile elevating working platform will wear suitable safety harness attached to the anchor point in the working platform. The person</p>



**Donegal Local Authorities**

Health & Safety Plan (Construction Stage) for *Insert Project Title*.

Non Exhaustive List of Work involving Particular Risks to the Safety & Health of Persons at Work		Activity/Process	Action Required
			<p>operating the platform must have received training in the safe use of mobile elevating working platforms (MEWP's), a copy of the proof of training (card or ticket) must be filed with the persons induction and safe pass records. A current certificate of test and examination of the MEWP and safety harnesses must be obtained, validated and filed on site.</p> <p>Use of step ladders and trestles to be avoided.</p>
2	<p>Work which puts persons at work at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a legal requirement for health monitoring.</p>	<ul style="list-style-type: none"> <li>○ Working with wet cement/ concrete:               <ul style="list-style-type: none"> <li>- Form work</li> <li>- Rendering</li> </ul> </li>   <li>○ Connections to existing underground services</li> </ul>	<p>Regular Tool Box Talks on working with wet cement will be given by site management to persons working with wet concrete, to advise them of the risk of dermatitis if they do not take adequate precautions. These tool box talks will include information on the wearing of waterproof gloves, clothing and rubber boots as appropriate to prevent wet cement coming in contact with their skin and where cement gets onto the skin it should be completely washed off as soon as possible, etc.</p> <p>All workers on site will be made aware of the risk of contracting leptospirosis and other infections during connecting to existing underground services by way of tool box talks and the inclusion of the risk of leptospirosis and the required control measures in method statements/safe plan of work for connecting to existing underground services and similar work.</p>

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**Donegal Local Authorities**

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Health & Safety Plan (Construction Stage) for *Insert Project Title*.

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<b>Non Exhaustive List of Work involving Particular Risks to the Safety &amp; Health of Persons at Work</b>		<b>Activity/Process</b>	<b>Action Required</b>
3	Work with ionizing radiation requiring the designation of controlled or supervised areas as defined in Article 20 of Directive 80/836/Euratom	None expected	
4	Work near high voltage power lines	None expected.	
5	Work exposing persons at work to the risk of drowning	None expected.	
7	Work carried out by divers at work having a system of air supply	None expected	
8	Work carried out in a caisson with compressed air atmosphere	None expected	
9	Work involving the use of explosives	None expected	

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**Donegal Local Authorities**

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Health & Safety Plan (Construction Stage) for *Insert Project Title*.

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<b>Non Exhaustive List of Work involving Particular Risks to the Safety &amp; Health of Persons at Work</b>		<b>Activity/Process</b>	<b>Action Required</b>
10	Work involving the assembly or dismantling of heavy prefabricated components	<ul style="list-style-type: none"><li>○ Wall shutters to form in-situ walls</li></ul>	<p>All lifting operations will be considered in advance of work and a safe system of lifting put in place. Lifting operations on site will be carried out mainly by one certified (statutory test and examination) tower crane and a certified teleporter. Lifting gear will also be fully certified, and weekly inspections will be carried out on all lifting gear and recorded on the statutory CR4B form. A weekly inspection of the tower crane will also be carried out to ensure continued safe operation and maintenance.</p> <p>Only persons who are competent and have received Construction Skills Certificate Scheme (CSCS) training are permitted to operate a crane or teleporter.</p> <p>Only persons who are competent and have received Construction Skills Certificate Scheme (CSCS) training are permitted to bank loads (Banksman).</p> <p>Consideration will also be given to where persons who assist in lifting operations will stand to ensure that the risk of falling from a height, into an excavation or over obstacles in the lifting area will be eliminated or reduced to an acceptable level. Full edge protection for leading edges and open excavations coupled with good housekeeping will be put in place.</p>

**7. General Construction Risk Assessments**

The **Donegal County Council** Company Safety Statement Contains a Section that deals with an Identification of the main hazards in the construction industry and lists the control measures to be implemented to deal with the associated risk. See appendix: E, The **Donegal County Council** Company Safety Statement.

**8. Site Set-Up:**

See drawing – Appendix A.

**9. Subcontractor and others employed by the Client:**

Minimum safety Requirements:

- This Construction Stage, *Health and Safety Plan* will be brought to the attention of all Subcontractors at the pre commencement meeting or shortly thereafter.
- All sub-contractors must comply with the terms of this document.
- All Subcontractors must submit a copy of their company Safety Statement and a Site Specific Method Statements before starting work on site.
- All Subcontractors' "responsible person" is required to attend a Site Safety Meeting every week.
- All sub-contractors must ensure that their employees are adequately trained for the duties assigned to them.
- All personnel on site will receive Site Safety Induction. Each person attending the induction training must sign the attendance sheet at the end of the induction course.
- All Contractors must carry out Tool Box Talks regularly. Records must be returned to Site Manager or the Site Safety Officer.
- All Workers, Managers, Directors, Supervisors and Visitors on site must wear appropriate PPE. Sub-Contract supervision must ensure that this requirement is monitored and enforced.
- All sub-contractors must comply fully with the Safety, Health and Welfare at Work Act 2005 and all other relevant legislation relevant to their operations.

Training:

Note: All site personnel shall furnish **Donegal County Council** with adequate proof Safe Pass and CSCS training. Any person, who does not have a safe pass card, or formal confirmation from FAS that he/she has completed safe pass training or the relevant CSCS must not be allowed to enter the site.

All direct employees will complete a questionnaire addressing training with regard to machinery, plant, tools, etc. All subcontractors will be asked to provide satisfactory guarantees that their employees are properly trained (safe pass, CSCS) and suitably skilled to carry out their prescribed works. Notices regarding information on the project and relevant parts of the Health and Safety Plan will be posed around the site.

All site personnel will undergo an initial induction talk and thereafter participate in Tool Box Talks taking place at least once per week carried out by site management or the subcontractor, dealing with specific areas in the building process. All **Donegal County Council** employees will receive the company's Site Safety Booklet and will sign the necessary sheets for confirmation of attendance at these talks.

### Insurances

The Sub-contractor insurance cover must be checked prior to commencement of work on site, i.e., Employer's Liability, Public Liability and All Risk. As each subcontractor is appointed his or her insurance details are placed on the central database at **Donegal County Council** head office. The expiry date of the Subcontractors insurance will be recorded on the subcontractor register and any subcontractor who's insurance details has not been confirmed or has expired must be removed from site.

### Safety Statements:

Every Subcontractor, employer and self-employed person carrying out work on this project must have a safety statement in compliance with Section 20 of the Safety Health and Welfare at Work Act 2005.

Safety Statement may require revision during the course of the contract works relative to any new hazards/risks, which may arise.

### **10. First Aid Arrangements:**

It is the policy of **Donegal County Council** that all active construction sites will have at least one person on site at all times that is trained to administer occupational first aid. There will be a first aid box with adequate supplies as set out in the Site Safety Manual **SP29 (a)**.

### **11. Procedures in the event of an accident:**

- ◆ In the event of a serious accident on site the injured person will not be moved unless the environment endangers their life they are in to prevent spinal injury or worsening their condition.
- ◆ The Site Manager will summon the first aid person on site and an ambulance immediately.
- ◆ The Site Manager will instruct a person to meet the ambulance at the site entrance.
- ◆ The Site Manager will make the necessary arrangements to allow the ambulance gain access to the site.
- ◆ The Site Manager will ensure that the injured persons family, the Contracts Manager, Safety Officer / Manager is informed as soon as possible.
- ◆ A full set of photographs must be taken with a disposable camera. Digital photographs should also be taken. Photographs of the work area, equipment being used and any other relevant images that are available should be taken.
- ◆ Item of equipment or tools associated with the accident must be retained in a safe location on site pending a full investigation, see the Site Safety Manual **SP30** for the full procedure to be followed in the event of an accident.
- ◆ All accidents/incidents, however small, must be reported immediately to the Site Manager Safety Officer.
- ◆ All dangerous occurrences or near misses, however small, must be reported immediately to the Site Manager/Safety Officer.

## **12. Emergency Procedures:**

Such procedures must be put in place to be implemented in the event of an emergency (for example, fire, collapse of building or part building, collapse of scaffolding etc). See Appendix D

Individuals shall be nominated to take charge of the co-ordination of emergency procedures.

## **13. Welfare Facilities on Site:**

- ◆ **Toilets:**

The site will have adequate toilet facilities. The Site Manager will ensure that these facilities are kept in a clean and hygienic condition at all times.

- ◆ **Canteen Facilities:**

It is the policy of **Donegal County Council** to provide a clean and dry environment for workers to eat and rest in during lunch and tea/coffee breaks. There will be an adequate number of seats and tables provided.

- ◆ **Drying Room:**

It is the policy of **Donegal County Council** that every site will be equipped with an adequate drying room with heaters, benches and clothes hooks.

## **14. SAFETY CONSULTATION ON SITE:**

**Donegal County Council** recognises employee's rights to be consulted on all Health & Safety matters on site and see it as an opportunity to further improve the Health & Safety standards for all workers, visitors and members of the public.

- ◆ **The Construction Stage Health and Safety Plan**

The safety health and welfare arrangements set out in this health and safety plan for the project will be communicated to all employees and others who may be involved as set out in the distribution list.

- ◆ **Safety Representation:**

Once there are 20 workers on site, Site Management will facilitate the selection of a Safety Representative for the site. If the workers fail to select a Safety Representative from their numbers, Site Management will appoint a non-management person that is agreeable to carry out the role of Site Safety Representative.

Site Management will make arrangements to have the Safety Representative trained and will invite the Safety Representative to all Site Safety Committee meetings. The Site Safety Representative will be requested to carry out one written observation report every week at a time agreed with the Site Manager, and bring to the attention of Site Management any dangerous situation or work activity that the Safety Representative becomes aware of in a prompt and appropriate manner.

- ◆ **Safety Committee Meetings:**

It is the policy of **Donegal County Council** to facilitate a regular Safety Committee Meeting on every site. Safety Committee Meetings will take place every week. On smaller sites every two weeks may be sufficient, depending on compliance with safety inspections and safety audits by the company Safety Manager. The Safety Committee Meeting must be chaired by the Project/Site Manager and attended by the Site Safety Representative, the Site Foreman for each

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Subcontractor on site and by the site based Safety Officer where appointed. The format of all Safety Committee Meetings will follow the agenda and procedure set out in the Site Safety Manual SP32(a).

♦ **Tool Box Talks:**

Toolbox talk topics will be issued to Subcontractors Foremen at the Site Safety Committee Meetings. The first topic for the Subcontractors to discuss with their workers is their safety method statement for the work they are to carry out on site. All subsequent toolbox talks must be relevant and particular to the type of work that the Subcontractor is carrying out on site. The Subcontractors Foreman must return the completed sign in sheet before or at the next Safety Committee Meeting. The Site Manager must ensure that **Donegal County Council** workers receive toolbox talks on a weekly basis also.

### **15. Information / Instruction / Training and Supervision for Site Personnel:**

All operatives will receive information, instruction, training and supervision as appropriate to their work activities and in compliance with the Safety, Health and Welfare at Work Act 2005, the Construction Regulations and any other relevant legislation.

### **16. Company Safety Rules:**

- All control measures set out in the company safety statement, and any method statement or safe plan of work prepared by **Donegal County Council** constitute safety rules
  - All control measures set out in a Subcontractor's company safety statement, and the method statement particular work to be carried out, constitute safety rules.
- All workers must be site safety inducted and provide evidence of having received Safe Pass training prior to commencing work on site. No proof of Safe Pass no entry to site
- As a minimum all persons on site must wear the following personal protective equipment at all times
  - Safety Helmet
  - High visibility vest or coat
  - Safety boots
- All persons who perform the following tasks must have received Construction Skills Certificate Scheme (CSCS) training:
  - Scaffolding – Basic
  - Scaffolding – Advanced
  - Tower Crane Operation, Self Erecting Crane Operations, Mobile Crane Operations, Crawler Crane Operations
  - Slinging/Signalling
  - Telescopic Handler Operations, Tractor/Dozer Operations
  - Articulated Dumper Operations
  - Site Dumper Operations
  - 180° Excavator Operations and 360° Excavator Operations
  - Roof and Wall Cladding/Sheeting and Built up Roof Felting

#### **Mandatory Non CSCS Tickets:**

- Mobile Elevating Working Platform Operators (Scissor lifts and Cherry Pickers)
  - Fall Arrest Net Erectors
  - Abrasive Wheel (changing)
- 
- The use of any radio (for entertainment) is prohibited on all **Donegal County Council** sites.
  - Smoking is prohibited in all enclosed areas as required by our company policy and legislation.
  - No alcohol or illegal substances or persons under the influence of either will be permitted on site.
  - Defects in plant, equipment or unsafe systems of work must be reported immediately to the Site Manager for corrective action.
  - Each Individual worker is responsible for ensuring his/her work area is tidy at all times.
  - Any form of bullying or harassment as set out in the **Donegal County Council** Anti Bullying and Harassment Policy (in Company Safety Statement) is Strictly Prohibited.



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- Any form of horseplay, pranks/practical jokes that may cause injury or constitute harassment is strictly prohibited.

### **Donegal County Council** Disciplinary Procedure

In cases of unsatisfactory conduct or for the non-compliance with the company safety rules, the following steps will be taken: -

- (a) Verbal warning (recorded in the Site Managers Diary)
- (b) Written warning (final or otherwise)
- (c) Final written warning/or suspension with or without pay for varying periods.
- (d) Dismissal.

Note: Gross misconduct may lead to instant dismissal, without notice and/or prior verbal or written warnings.

A Site Manager may instruct a Subcontractor to remove an employee from site for a breach of **Donegal County Council** safety rules with out any prior warning.

### **17. Safety Inspections / Audits:**

To ensure that all **Donegal County Council** sites are complying with the **Donegal County Council** Safety Management System, a programme of safety inspections are carried out as follows:

- ♦ Site Managers weekly hazard observation.
- ♦ Site Safety Representatives weekly hazard observation report form.
- ♦ Site Safety Officers (where appointed) weekly hazard observation report form.
- ♦ Safety Managers hazard observation report form for periodic visits to site and the Safety Managers monthly safety audit on documentation and physical site conditions.

### **18. Monitoring and Review of the Construction Stage Safety Plan:**

Adjustments to the Safety/Health Plan will be made where required to take account of the progress of the work and any changes, which occur.

### **19. Safety File:**

A safety file will be prepared as the project progresses to comply with Clause 6 (2) (a) of the Safety Health and Welfare at Work (Construction) Regulations 2001 and will be completed as soon as is practicable after the completion of the project and delivered to the Client.

It is, at this stage, envisaged that the safety file would contain the following: -

- (a) As Built Drawings and Specifications of buildings and services (to be prepared by others).
- (b) Information on any known hazardous materials or substances incorporated in the project.
- (c) Instructions for routine maintenance requiring particular safety measures.
- (d) Maintenance Manual and Instructions for plant and machinery.

## **20. The General Principles of Prevention**

### The General Principles of Prevention, Second schedule of the General Application Regulations

- a) The avoidance of risks.
- b) The evaluation of unavoidable risks.
- c) The combating of risks at source.
- d) The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing their effect on health.
- e) The adaptation of the place of work to technical progress.
- f) The replacement of dangerous articles, substances or systems of work by non-dangerous or less dangerous articles, substances or systems of work.
- g) The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
- h) The giving to collective protective measures of priority over individual protective measures.
- i) The giving of appropriate training and instructions to employees.

**21. Third Schedule – Safety Health and Welfare at Work 2005.**

Requirements To Be Applied Regarding  
The General Principles Of Prevention

- (a) Keeping the construction site in good order and in a satisfactory state of cleanliness.
- (b) Choosing the location of workstations bearing in mind how access to these workplaces is obtained, and determining routes or areas for the passage and movement of equipment.
- (c) The conditions under which various materials are handled.
- (d) Technical maintenance, pre-commissioning checks and regular checks on installations and equipment with a view to correcting any faults, which might affect the safety and health of persons at work.
- (e) The demarcation and laying out of areas for the storage of various materials, in particular where dangerous materials or substances are concerned.
- (f) The conditions under which the dangerous materials are removed.
- (g) The storage and disposal or removal of waste and debris.
- (h) The adaptation, based on progress made with the site, of the actual period to be allocated for the various types of work or work stages.
- (i) Co-operation between employers and self-employed persons.
- (j) Interaction with industrial activities at the place within which or in the vicinity of which the construction site is located.

*This Safety and Health Plan has been prepared on the basis of our interpretation of Regulation 16) of the Safety, Health and Welfare at Work (Construction) Regulations 2005 and taking into account the preliminary Safety and Health Plan as prepared by the Project Supervisor Design Phase.*

Signed: \_\_\_\_\_  
(For Project Supervisor Construction Stage)

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Appendices

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Site Layout Drawing

**Appendix: A**

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**EMERGENCY PLAN****Appendix B**

*In the event of a serious accident or evacuation due to fire alert, gas explosion, etc.*

*Emergency Phone Numbers/Addresses (Telephones Available in **Donegal County Council** site Office)*

Service	Address	Telephone
Emergency Services (Gardai, Ambulance, Fire Brigade)		999
Nearest Casualty Hospital	<i>Insert information</i>	
Nearest Local Doctor	<i>Insert information</i>	
Nearest Fire Station	<i>Insert information</i>	
Nearest Garda Station	<i>Insert information</i>	
Local Authority	<i>Insert information</i>	
Bord Gais Office	Emergency Line	
Nearest E.S.B. Office		
Local HSA Office		
<b><u>Donegal County Council.</u></b>	Head Office:	
	Site Office:	
	Contracts Manager:	087

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### ***SERIOUS ACCIDENT ON SITE:***

1. Notify 'First Aider' or member of **Donegal County Council** staff.
2. Dial emergency Service on 999.
3. Make area safe around scene of accident.
4. Clear access for Emergency Services.
5. Site Manager to nominate one person (Site Clerk) to go to the site entrance and direct Emergency Services on arrival.
6. Comply with requirements of Emergency Services Personnel on their arrival.
7. Cordon off area once Emergency Services have left site.
8. Make area safe.
9. Co-operate with **Donegal County Council** staff in filling out details of Accident Report.

### ***EVACUATION DUE TO FIRE ALERT / GAS EXPLOSION, ETC.:***

1. Raise alarm and notify all operatives nearby to evacuate the building immediately.
2. Notify member of **Donegal County Council** staff.
3. Notify Emergency Services on 999.
4. Go to Assembly Point at car park area outside of site entrance.
5. Site Manager to notify one person (Site Clerk) to go to site the entrance and await Emergency Services.
6. Site Manager/s to check-off list of personnel on site (with assistance of their respective sub-contractor charge-hands).
7. Comply with requirements of Emergency Services personnel on arrival.
8. Cordon off area once Emergency Services have left.
9. Make area safe.
10. Co-operate with **Donegal County Council** staff in filling out details on accident report forms.

# HEALTH & SAFETY DOCUMENTATION (MINIMUM LEGAL REQUIREMENTS)

DIRECT EMPLOYEES:

ACTION BY:

RESPONSIBILITY:

- **SITE INDUCTION (Copy on file)**
  - SAFE PASS (Copy on file)
  - Updating site database
- **CSCS TICKET OR EQUIVALENT FOR:**
  - Excavators 360° & 180°
  - Scaffolders
  - Crane, Teleporter,
  - Dumper, Dozer Drivers
  - Banksman
  - Built up Roof workers
  - Roof and Wall Cladding/Sheeting
  - Safety Netting Erectors (Standard ticket)
  - Mobile Elevating Working Platforms (Standard ticket)
- **SIGNED *Donegal County Council* SAFETY STATEMENT**

SUBCONTRACTORS:

ACTION BY:

RESPONSIBILITY:

- **SITE INDUCTION (Copy on file)**
  - Updating site database
  - SAFE PASS (Copy on file)
- **CSCS TICKET OR EQUIVALENT FOR:**
  - Excavators 360° & 180°
  - Scaffolders
  - Crane, Teleporter,
  - Dumper, Dozer Drivers
  - Banksman
  - Built up Roof workers
  - Roof and Wall Cladding/Sheeting
  - Safety Netting Erectors (Standard ticket)
  - Mobile Elevating Working Platforms (Standard ticket)

N.B. Inductions etc. to be filed by  
Subcontractor in alphabetical order
- **SITE MANAGER'S PRE-START MEETINGS:**

Prior to (on the day) the subcontractor commences work on site.

  - C + D Safety Statement (signed)
  - C + D risk assessment (signed)
  - Subcontractor's own
    - Method Statement (obtained)
    - Safety Statement (obtained)
- **PRE-COMMENCEMENT MEETINGS:**
- **SAFE PLAN OF WORK:**
  - For work with unusual risk
  - In the absence of a method statement
- **INSURANCE COVER:**



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## ***Donegal Local Authorities***

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*Health & Safety Plan (Construction Stage) for **Insert Project Title**.*

- **Monitoring of expiry/renewal**

### **SAFETY STATEMENT (SUBS):**

- **LIFTING EQUIPMENT:**
  - **Updating of lifting gear register**
  - **Certification**
  - **Weekly CR4 (B)**
  - **Weekly Maintenance Check**
    - **Tower Crane**
    - **Teleporter**

### **GENERAL:**

### **ACTION BY:**

### **RESPONSIBILITY:**

- **METHOD STATEMENT**
- **OBTAINING CERTIFICATION (Lifting Equipment)**
- **ACCIDENT REPORTS**
- **WEEKLY INSPECTIONS (Lifting equipment records)**
- **SCAFFOLDING HAND OVER CERTIFICATE**
- **SCAFFOLDING WEEKLY INSPECTIONS (CR8)**
- **WEEKLY INSPECTIONS (Excavations, CR9)**
- **WEEKLY SAFETY INSPECTIONS (By SITE MANAGER)**
- **PPE RECORDS**
- **WEEKLY SITE SAFETY MEETINGS**
- **TOOL BOX TALKS**
- **PERMITS: HOT WORK, EXCAVATION, ISOLATION, ETC.**
- **DAILY / 3-DAY WEATHER FORECAST**

### **NOTE:**

- ***IN THE EVENT OF A SITE VISIT BY THE HEALTH & SAFETY AUTHORITY (HSA), ALL ABOVE DOCUMENTATION MUST BE MADE AVAILABLE FOR INSPECTION.***
- ***INDIVIDUALS NAMED ABOVE ARE RESPONSIBLE FOR ENSURING THAT FILES ASSIGNED TO THEM ARE MAINTAINED/UP-TO-DATE AT ALL TIMES.***