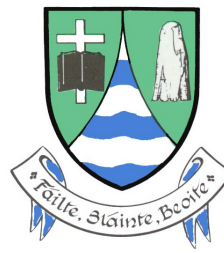
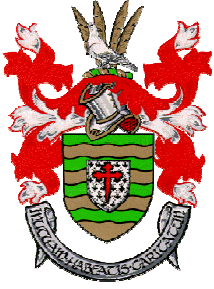




## Section 4: Roads Safety Statement

- The Roads Ancillary Safety Statement has been updated for 2013;
- Roles of all employees have been updated.
- Various sections have been removed from this document and have been placed throughout the Green Folder.



## Donegal Local Authorities

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# Roads Section

# ANCILLARY SAFETY STATEMENT

**July 2013**  
Revision 3

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<b>Roads Section Ancillary Safety Statement</b>	
<b>Title: Administration of the Safety Statement</b>	<b>Date: July 2013</b>

## 1.0 INTRODUCTION

The Roads Section Ancillary Safety Statement is to be read in conjunction with the Parent Safety Statement. The Roads Section Ancillary Safety Statement and the Parent Safety Statement shall be known collectively as "**The Safety Statement**". The Roads Section Ancillary Safety Statement includes the applicable procedures and arrangements for the Machinery Yard, Road Design, National Roads Office, Road Maintenance, the Materials Laboratory and the Marine Section.

The Safety Statement specifies the manner in which the Safety, Health and Welfare of employees shall be secured. It is based on an identification of hazards and an assessment of the risks to safety and health.

It represents management's commitment to safety health and welfare and specifies the organisational and operational requirements for maintaining and reviewing health, safety and welfare standards in Donegal Local Authorities.

Management in this document refers to everyone that exercises a supervisory role over staff within the Roads Section.

While the County Manager carries the final responsibility for the safety health and welfare of all staff, each supervisor or manager has responsibility for the staff and the workplaces under his/her supervision.

Each employee must take reasonable care to protect his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work.

This Statement sets out the names and titles of persons responsible for the performance of certain tasks.

The general duties of employees, as specified in Section 13 of the Safety, Health and Welfare at Work Act 2005 are included in Section 5 of this document.

This Safety Statement is prepared in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, and Safety, Health and Welfare at Work (General Application) Regulations 2007 as applicable to Donegal Local Authorities.

**Please read this Statement carefully. If you do not fully understand any point, ask for clarification.**

<b>Roads Section Ancillary Safety Statement</b>	
<b>Title: Administration of the Safety Statement</b>	<b>Date: July 2013</b>

## 2.0 DECLARATION OF INTENT

It is the objective of Donegal County Council Roads and Housing Design Directorate to ensure the safety, health and welfare of all employees and persons affected by its activities.

This objective will be achieved by using the developed health & safety management system, described in this Safety Statement.

This Safety Statement was reviewed and revised in accordance with the guidance issued by the HSA and is now issued on this date.

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John Mc Laughlin Director of Service Roads and Transportation.

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Stephen Flynn Senior Engineer Roads Areas Division.

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Eamon Canney Senior Engineer Road Design, Machinery Yard and Housing Capital.

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Aidan O Doherty Senior Engineer National Roads Office.



# Roads Section Ancillary Safety Statement

**Title: Administration of the Safety Statement**

**Date: July 2013**

## 3.0 ADMINISTRATION OF THE SAFETY STATEMENT

### 3.1 The Annual Review of the Safety Statement

Date of Review	Reviewed by:		Outcome of the Review: (e.g. number of amendments, sections amended, etc.)
	Name	Title / Position	
October 2008	Frank Flynn Samantha Mc Nulty	Safety Advisor H&S Project Officer	New document – internal amalgamation and update of Roads Section Safety Statement, the Machinery Yard Safety Statement and the Marine Safety Statement to form one document.
Feb 2011	Frank Flynn	Health & Safety Officer	Whole document read and discussed and updated where required.
Feb 2013 & July 2013	Frank Flynn Stephen Flynn Aidan O'Doherty Eamon Canny John McLaughlin	Health & Safety Officer Senior Engineer Senior Engineer Senior Engineer Director of Services	Whole document read and discussed and updated where required.

<b>Roads Section Ancillary Safety Statement</b>	
<b>Title: Organisation &amp; Responsibilities</b>	<b>Date: July 2013</b>

#### 4.0 POSITION HOLDERS

<b>County Manager</b>
<b>Director of Service for Roads</b>
<b>Divisional Management: Senior Engineer</b>
<b>Area/ Departmental Management: Senior Executive Engineer, Area Executive Engineer, in Electoral Areas, Machinery Yard or Design Departments.</b>
<b>Designers: Executive Engineer / Chief or Senior Technician / Technical Services Officer.</b>
<b>Assistant Line Management Staff: Assistant Engineer; Road Services Supervisor; / Senior Executive Technician / Executive Technician;</b>
<b>Site or Project Management: Road Services Supervisor, Foreman and Ganger, Harbour Master</b>
<b>Employees:</b>
<b>Persons Operating work equipment on behalf of Donegal Local Authorities (e.g. Plant Operator, Multiskilled, Foreman, Ganger, Navigation Lights inspector)</b>
<b>Health and Safety Officer</b>
<b>Safety Representatives</b>
<b>Fire Wardens</b>
<b>Occupational First Aider</b>

# Roads Section Ancillary Safety Statement

**Title: Organisation & Responsibilities**

**Date: July 2013**

## Organisation and Responsibilities

### 5.1 Areas of Responsibility

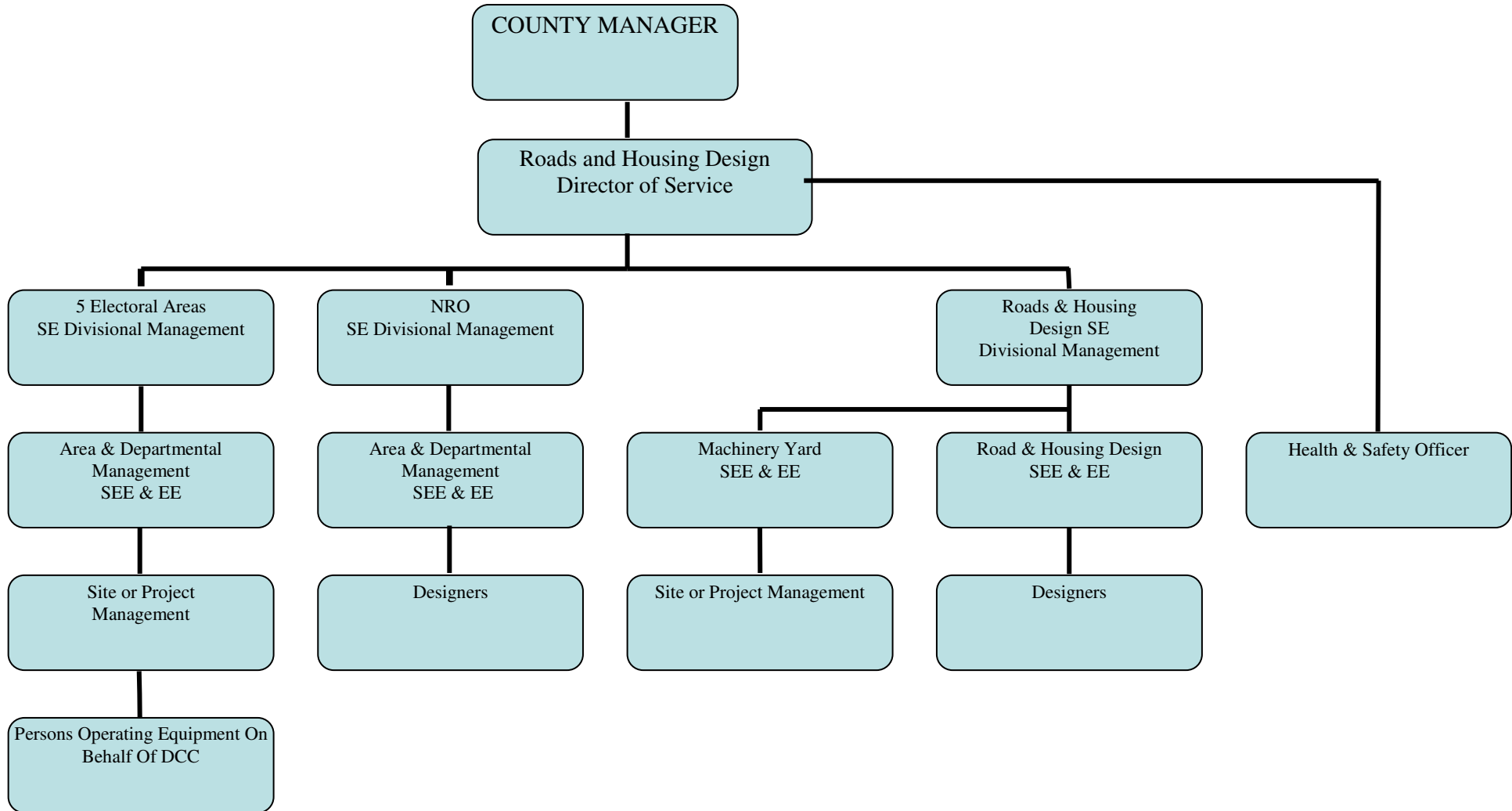
The FULL DIRECTORATE TITLE is responsible for safety health and welfare in the following areas:

- Operations in the Roads Section.
- Vehicles, plant and equipment under the control of the Machinery Yard.
- Operations on Council controlled piers and harbours.
- Operations in the Machinery Yard and Stores Sections.
- Operations in the Roads Materials Laboratory.
- Operations in the National Roads Office Donegal Town.
- Operations in the Non-national Road Design Office Lifford.

# Roads Section Ancillary Safety Statement

**Title: Organisation & Responsibilities**

**Date: July 2013**



# Roads Section Ancillary Safety Statement

**Title: Organisation & Responsibilities**

**Date: July 2013**

## 5.3 ALLOCATION OF RESPONSIBILITIES

The County Manager has overall and final responsibility for health, safety and welfare at work in Donegal Local Authorities.

The County Manager exercises this responsibility through line management.

Line Management will ensure that each member of staff is made aware of his/her reporting structure in matters relating to safety.

## 5.4 SPECIFIC HEALTH & SAFETY RESPONSIBILITIES:

Within the Roads Directorate there are a number of functional areas including line management, designers, duty holders and general employees. All staff fall into one or more of these roles and should consider their responsibilities in this context. Over the following paragraphs responsibilities for various staff are set out.

### 5.4.1 Divisional Management: Senior Engineer

Individuals are responsible for the following:

1. Develop & implement the safety management system, including hazard identification and control measures along with safe systems of work for this section in conjunction with Director of Service and other staff in the directorate.
2. Ensure that the Roads Section Ancillary Safety Statement is reviewed on an annual basis and updated as necessary due to changes in operations or legislation in conjunction with Director of Service and other staff in the directorate.
3. Arrange through line management that the Safety Statement is communicated to employees. Special workshops must be arranged where major revisions are introduced.
4. Co-operate fully with the arrangements for consultation with employees and in particular with the arrangements for the safety representatives to exercise their rights.
5. Arrange safety audits in conjunction with Director of Service. These safety audits will review safety procedures, risk assessments, safe work practices.
6. Implement through line management safe working practices as set out in this safety management system and as laid down by Codes of Practice.
7. Implement through line management safety inspections to ensure that the requirements of the safety management system are being met.
8. Agree with Director of Service standards for reporting of the outputs from the safety management system to ensure its efficacy and implement these through line management system.

# Roads Section Ancillary Safety Statement

**Title: Organisation & Responsibilities**

**Date: July 2013**

9. Arrange for the completion of reporting on the performance of the safety management system within the Division from staff under their direct supervision.
10. Apply measures within the capacity of the Division where problems with the safety management system arise. Highlight to Director of Service issues (including resource issues) that arise in the performance of the safety management system that are beyond the control of the Division and agree further control measures.
11. Arrange for the identification of training needs and implementation of the delivery of these for all staff through line management and the Training Department as far as reasonably practicable.
12. Arrange that procedures are in place to ensure the appointment of PSDP & PSCS for construction projects.
13. Develop and implement through line management arrangements for statutory inspections and remedial measures arising from inspections along with records for those items that require these (e.g. lifting equipment, excavations, pressure vessels) (Refer to Section 11).
14. Arrange for the implementation of procedures for reporting and investigating accidents, near misses and dangerous occurrences along with appropriate corrective action to help prevent future reoccurrence where reasonably practicable.
15. Initiate the grievance and disciplinary procedure where staff under their direct supervision do not perform their functions under the safety management system.
16. Arrange that procedures are in place to ensure that a competent person is appointed "Employer's Representative" as outlined in the Department of Finance Suite of Contract Documentation.
17. Arrange that procedures are in place to ensure that competent Council employees carry out design or site supervision.
18. Arrange that procedures are in place to ensure that consultants carrying out design and site supervisory works for the Council are competent for the purpose of ensuring safety health and welfare and that their competence / performance is monitored as far as reasonably practical
19. Arrange that procedures are in place to ensure that contractors are competent for the purpose of ensuring safety health and welfare as far as reasonably practical.

## Roads Section Ancillary Safety Statement

**Title: Organisation & Responsibilities**

**Date: July 2013**

### **5.4.2 Area/ Departmental Management role e.g. Senior Executive Engineer, Area Executive Engineer, in Electoral Areas, Machinery Yard or Design Departments; Harbour Master.**

Staff in an Area / Departmental Role have overall responsibility for the safety, health and welfare of all employees under their supervision through the line management system. Responsibilities at this level are performed on the basis of subsidiarity within the line management system i.e. that they are carried out at the lowest effective level.

1. Develop & implement the safety management system, including hazard identification and control measures along with safe systems of work for this section in conjunction with Divisional Senior Engineer and other staff in the directorate.
2. Assist the Divisional Senior Engineer in the review of the Roads Section Ancillary Safety Statement on an annual basis.
3. Ensure through line management that the Safety Statement is communicated to employees. Special workshops must be arranged where major revisions are introduced.
4. Co-operate fully with the arrangements for consultation with employees and in particular with the arrangements for the safety representatives to exercise their rights.
5. Cooperate with safety audits. These safety audits will review safety procedures, risk assessments, safe work practices.
6. Ensure through line management that Site Specific Safety Statements where required (including depots, mach yard) are prepared and are communicated to staff and implemented.
7. Implement through line management safe working practices as set out in this safety management system and as laid down by Codes of Practice.
8. Implement through line management safety inspections to ensure that the requirements of the safety management system are being met.
9. Agree with line manger (Senior Executive Engineer or Senior Engineer as appropriate) standards for reporting of the outputs from the safety management system to ensure its efficacy and implement these through line management system.
10. Arrange for the completion of reporting on the performance of the safety management system within the department or area from staff under their direct supervision.
11. Apply measures within the capacity of their area / department where problems with the safety management system arise. Highlight to their line manger (Senior Executive Engineer or Senior Engineer as appropriate) issues (including resource issues) that arise

# Roads Section Ancillary Safety Statement

**Title: Organisation & Responsibilities**

**Date: July 2013**

in the performance of the safety management system that are beyond the control of the area / department and agree further control measures.

12. Identify training needs and implement delivery of these for all staff through line management and the Training Department as far as reasonably practicable.
13. Where the Council acts as a designer or contractor, ensure that staff are assigned to carry out design and site supervisory works and that they are competent.
14. Ensure that consultants carrying out design and site supervisory works for the Council are competent in Safety Health and Welfare and ensure that their competence / performance is monitored.
15. Ensure in conjunction with the Health and Safety Officer that contractors are competent and will carry out their tasks to an equivalent level as laid out in the Local Authorities Safety Management System and that tenders are adequate to ensure safety, health and welfare of the workforce. Monitor their competence / performance in conjunction with the Health and Safety Officer.
16. Ensure the appointment of a PSDP & PSCS for construction projects.
17. Implement through line management arrangements for statutory inspections and remedial measures arising from inspections along with records for those items that require these (e.g. lifting equipment, excavations, pressure vessels) (Refer to Section 11).
18. Ensure with line management that the procedures for reporting and investigating accidents, near misses and dangerous occurrences are being followed and identify appropriate corrective action taken to prevent future reoccurrence where possible.
19. Initiate the grievance and disciplinary procedure where staff under their direct supervision do not perform their functions under the safety management system.

## 5.4.3 Designers e.g. All engineering grades.

Designers have responsibility for checking design of works carried out by the Council are in accordance with the requirements of the Safety Health and Welfare Act and Construction Regulations 2005.

Design can take a number of forms including components, structures, road alignments, road overlays and surface dressing as well as design of temporary works (e.g. traffic management other than class 3 road works). This list is non-exhaustive and the Departmental Manager should identify with their staff where design is required.

Designers have the following responsibilities:



# Roads Section Ancillary Safety Statement

**Title: Organisation & Responsibilities**

**Date: July 2013**

1. Assist line management in the development of the safety management system, including hazard identification, control measures and with safe systems of work.
2. Implement developed Safety Management System.
3. Ensure that projects designed by them are capable of being constructed safely, are safe when constructed, and can be maintained safely and comply with all relevant safety and health legislation. For example ensuring that the preliminary health and safety plan is prepared.
4. Agree with the Departmental Manager training and ongoing development needs to ensure their competence.
5. Co-operate with other designers and the Project Supervisor Design Process (PSDP) and Project Supervisor Construction Stage (PSCS) on projects.
6. Take account of any existing safety and health plan or safety file including taking reasonable measures to locate it, and the beginning of the design process.
7. Comply with directions issued by the PSDP or PSCS. Where no PSDP has been appointed; inform departmental Senior Executive Engineer that a PSDP must be appointed.

## **5.4.4 Construction Site Supervision: Road Services Supervisor, Foreman and Ganger.**

Staff in a construction site supervision role have overall responsibility for the safety, health and welfare of all employees under their supervision through the line management system. Responsibilities at this level are performed on the basis of subsidiarity within the line management system i.e. that they are carried out at the lowest effective level. For example a Road Service Supervisor may assign some of their responsibilities to individual Foremen or Gangers at individual work locations. For the avoidance of doubt where individual Foremen or Ganger are normally the most senior outdoor staff on a site they are the construction site management.

1. Implement the safety management system, including hazard identification and control measures along with safe systems of work for individual work locations in conjunction with their line manager and other staff in the directorate.
2. Ensure site specific safe systems of work plans, risk assessment and control measures are communicated to employees as works proceed and change.
3. Co-operate fully with the arrangements for consultation with employees and in particular with the arrangements for the safety representatives to exercise their rights.
4. Co-operate with safety audits. These safety audits will review safety procedures, risk assessments, safe work practices.

# Roads Section Ancillary Safety Statement

**Title: Organisation & Responsibilities**

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5. Ensure through line management that Site Specific Safety Statements where required (including depots, mach yard) are communicated to staff and implemented.
6. Ensure that safe working practices as set out in this safety management system and as laid down by Codes of Practice are implemented.
7. Carry out safety inspections to ensure that the requirements of the safety management system are being met.
8. Agree with line manger (Departmental Manager, Road Service Supervisor as appropriate) standards for reporting on the outputs from the safety management system to ensure its efficacy and implement these through line management system. For example copies of SSWPs, Toolbox Talks etc.
9. Arrange for the completion of reporting on the performance of the safety management system within the area from staff under their direct supervision. For example Statutory inspections, plant inspections, toolbox talks, incident reports
10. Apply measures within the capacity of their area / department where problems with the safety management system arise. Highlight to their line manger (Executive Engineer or Roads Service Supervisor as appropriate) issues (including resource issues) that arise in the performance of the safety management system that are beyond the control of the area / department and agree further control measures.
11. Ensure competent staff are assigned work in accordance with the safety management system. Identify training needs for discussion with line manager.
12. Ensure with line manager that the procedures for reporting and investigating accidents, near misses and dangerous occurrences are being followed and identify appropriate corrective action taken to prevent future reoccurrence where possible.
13. Initiate the grievance and disciplinary procedure where staff under their direct supervision who do not perform their functions under the safety management system.

## 5.4.5 Employees:

This category includes all employees. This category also includes the staff who have specific defined roles elsewhere in this document.

1. Take reasonable care to protect his/her own safety, health and welfare and that of any other person who may affected by his/her acts or omissions while at work.

## **Roads Section Ancillary Safety Statement**

**Title: Organisation & Responsibilities**

**Date: July 2013**

2. Not be under the influence of alcohol or drugs (prescription or otherwise) or a combination of alcohol and drugs to the extent that he/she may endanger themselves or others.
3. Not engage in improper conduct or behaviour such as horseplay, bullying, harassment or violence.
4. Work in accordance with the Safe System of Work Plan and risk assessments, control measures and training given.
5. Do not carry out activities unless deemed competent to do so safely.
6. Attend, and carry out any activity in accordance with any training given.
7. Reporting to line manager any personal circumstances which might interfere with their capacity to carry out all expected operations safely or which might expose others to risk
8. Reporting immediately to line manager any defects in plant or equipment, any unsafe situations, accidents, or dangerous occurrences in accordance with the Council Safety Management System
9. Co-operate in the investigation of incidents with the object of introducing measures to prevent their recurrence.
10. Familiarise themselves and conform to the Safety Statement their role(s) in it and work in accordance with it. When designated with a specific role (e.g. carrying out statutory, inspections, Construction Site Supervisor, Departmental Manager) carry out this role in accordance with procedures set out in the safety management system.

## Roads Section Ancillary Safety Statement

**Title: Organisation & Responsibilities**

**Date: July 2013**

### 5.4.6 Persons operating work equipment on behalf of Donegal Local Authorities:

In this context work equipment includes machinery, boats, appliances, apparatus, tools, lifting equipment and vehicles (cars, lorries, tractors, teleporter, non-exhaustive list) used at work.

1. Complete the plant inspection checklist in accordance with Section 11 of the Green Folder, or when there are obvious defects.
2. Ensure that any defect in work equipment is reported immediately to your Supervisor.
3. Always report to the office or a site supervisor before travelling around any site with vehicles.
4. Operate equipment in accordance with training.
5. Observe risk assessments associated with relevant work equipment and highlight new or additional risks to line manager.
6. Assist in the development of risk assessments for work equipment.
7. Read and understand the driver's handbook when operating vehicles.
8. Ensure current certification for work equipment in place before operating (e.g. seaworthiness, vehicle testing or roadworthiness, testing of lifting equipment thorough examination certs etc.) Advise line manager when they are not.
9. Do not misuse work equipment (e.g. overloading)

### 5.4.7 Health and Safety Officers

The Health and Safety officer report directly on matters relating to Safety and Health through the line management within their respective directorates and are responsible for the following items:

1. Develop & assist in the implementation of the safety management system, including hazard identification and control measures along with safe systems of work for directorate in conjunction with the Director of Service, the Divisional Senior Engineers and other staff in the directorate.
2. Assist the Director of Service and the Divisional Senior Engineers in the review of the Roads Section Ancillary Safety Statement on an annual basis.
3. Assist in the communication of the Safety Management System to employees. Special workshops must be arranged where major revisions are introduced.

# Roads Section Ancillary Safety Statement

**Title: Organisation & Responsibilities**

**Date: July 2013**

4. Ensure arrangements are made for consultation with employees and in particular with the arrangements for the safety representatives to exercise their rights. Example include Safety Team Meetings.
5. Carry out health and safety audits. These safety audits will review safety procedures, risk assessments, safe work practices.
6. Assist and advise in the preparation of Site Specific Safety Statements where required (including depots, mach yard).
7. Assist and advise in the preparation of safe systems of work as set out in this safety management system and as laid down by Codes of Practice.
8. Carryout with line management safety inspections to ensure that the requirements of the safety management system are being met.
9. Agree with divisional management (Director of Service, Senior Engineer as appropriate) standards for reporting on the outputs from the safety management system to ensure its efficacy and monitor these with line management.
10. Monitor and advise divisional management on the performance of the safety management system within the directorate or division as appropriate.
11. Assist in the development of control measures within the capacity of their area / department where problems with the safety management system arise. Highlight divisional management issues (including resource issues) that arise in the performance of the safety management system that are beyond the control of the area / department and agree further control measures.
12. Assist in the identification of training needs.
13. Where the Council acts as a designer or contractor, advise the Director of Service or Senior Engineer on the development of procedures to enable the competency of staff assigned to carry out design and site supervisory works to be determined.
14. Assist in the assessment of competent in Safety Health and Welfare of consultants carrying out design and site supervisory works for the Council. Ensure that their competence / performance is monitored.
15. Ensure in conjunction with the Divisional and Departmental management that contractors are competent and will carry out their tasks to an equivalent level as laid out in the Local Authorities Safety Management System and that tenders are adequate to ensure safety, health and welfare of the workforce. Monitor their competence / performance in conjunction with the Divisional and Departmental Management
16. Assist in the appointment of a PSDP & PSCS for construction projects.

## Roads Section Ancillary Safety Statement

**Title: Organisation & Responsibilities**

**Date: July 2013**

17. Assist line management arranging statutory inspections and remedial measures arising from inspections along with records for those items that require these (e.g. lifting equipment, excavations, pressure vessels) (Refer to Section 11).
18. Ensure with line management that the correct procedures for reporting and investigating accidents, near misses and dangerous occurrences are being followed and identify appropriate corrective action taken to prevent future reoccurrence where possible.
19. Ensure incident report provided are reported to the HSA as required.
20. Advise on legislative developments, which may affect Safety, Health and Welfare at work.
21. Advise the Director of Service and Divisional Management on the number of designated occupational first-aiders at each place of work under the employer's control as is necessary to give first-aid at the place of work concerned.

### 5.4.8 Safety Representatives

Safety Representatives may:

1. Investigate accidents and dangerous occurrences
2. Accompany an Inspector from the Health and Safety Authority during an inspection
3. Make representations to the employer on matters relating to safety and health and welfare at the place of work
4. Make oral or written representation to Inspectors on matters relating to Safety, Health and Welfare at the place of work, including the investigation of accidents, dangerous occurrences.
5. Can receive advice, information from inspectors on matters concerning Safety and Health.
6. Consult and liaise on matters concerning Health and Safety with any other safety representative who may be appointed, whether or not those safety representative works in the same place of work.
7. Safety representatives shall be allowed reasonable time and resources to undertake their duties.

<b>Roads Section Ancillary Safety Statement</b>	
<b>Title: Organisation &amp; Responsibilities</b>	<b>Date: July 2013</b>

#### **5.4.9 Occupational First Aider**

Persons designated, as occupational first Aiders must undergo a 3-day occupational first aid course and undertake refresher training within 3 years. The Health and Safety Authority must approve this course. Their functions are as follows

1. If an incident occurs, carry out the following;
  - i. Assess the situation
  - ii. Give immediate assistance and adequate treatment taking into consideration that the casualty may have more than one injury and that some casualties will require more urgent attention than others
  - iii. Arrange without delay the treatment of a casualty according to the seriousness of his/her condition
  - iv. Liase with emergency services when it is deemed necessary
2. Ensure that the first aid cabinet is adequately stocked and that all materials are in date.
3. Record all treatment given to employees
4. Ensure that the Supervisor is notified of the situation and that contact is made with relatives
5. Ensure that the first aid kit is regularly checked and restocked.

**The Council has prepared a Safety Management System, designed to protect the interests of its employees. The system will not succeed unless each employee co-operates fully by observing the above requirements and by following safe systems of work and control measures for risks.**

**In the event of an employee having a problem he/she should raise the matter with his/her line manager, Safety Representative or one of the nominated Responsible Person**

# Roads Section Ancillary Safety Statement

**Title: Organisation & Responsibilities**

**Date: July 2013**

## 6.0 SAFETY INFORMATION, CONSULTATION & COMMUNICATION

### 6.1 SAFETY REPRESENTATIVE COMMITTEE:

The role of the Safety Representative Committee is described in the Parent Safety Statement.

### 6.2 PROCEDURES FOR NEW EMPLOYEES

No new member of staff shall commence work without undergoing induction.

The procedure for carrying out induction is set out in the Parent Safety Statement\*\*<sup>1</sup>

Advice Note Number 1:

Before commencing their normal duties each new employee shall be notified by Human Resources of their start date. This date may be their first day at work or an earlier date if considered appropriate by Human Resources. They will be provided with training which includes the following items:

- Employees Safety Handbook
- The Parent Safety Statement
- Incident reporting
- The Role of the Safety Representative
- Training

The following directorate specific procedure shall be followed once general induction of staff is completed.

**Item:**

**Responsibility:**

Training on Roads ancillary safety statement.

Safety Officer

Assessment of the employees training needs.

Departmental Manager.

Explanation of new employee's roles and responsibilities and to whom he/she will be directly responsible to.

Departmental Manager

Provide training on site specific procedures in the form of toolbox talks (e.g. Safe Systems of Work, relevant Site / Depot Safety Statements, Site Specific Risk Assessment etc.). Issue appropriate PPE.

Departmental Manager  
/Construction Site  
Supervisor as  
appropriate

<sup>1</sup> This has not been completed. In the interim refer to advice note No. 1



# Roads Section Ancillary Safety Statement

**Title: Organisation & Responsibilities**

**Date: July 2013**

## 7.0 "THE GREEN FOLDER"

"The Green Folder" is safety management system of the Roads and Housing Capital Directorate. The folder sets out the way in which the Directorate manages all works that it undertakes. This document contains all the standard safety information relating to divisions different departments / area under the control of individual departmental and site management/supervisors. Site specific information for the various projects/works are stored in separate site specific folders.

The Green Folder is divided into 15 sections.

Section 1: Introduction to Safety & Health Plan. This includes an introduction to the folder, and a guide on which sections are applicable to the type of work being carried out.

Section 2: Appointments.

Section 3: Parent Safety Statement.

Section 4: Roads Section Ancillary Safety Statement.

Section 5: Roads Section Standard Risk Assessments

Section 6: Safe Systems of Work.

Section 7: Standard Traffic Management Plans

Section 8: Training of Staff.

Section 9: Personal Protective Register

Section 10: Incident Reporting.

Section 11: Plant / Statutory Inspections.

Section 12: Direct Labour Works

- a. Emergency
- b. Routine
- c. Planned
- d. Notifying HSA

Section 13: Contract Works

Section 14 Winter Maintenance.

Section 15: Monitoring Inspections

# Roads Section Ancillary Safety Statement

**Title: Emergency Arrangements**

**Date: July 2013**

## 8.0 EMERGENCY ARRANGEMENTS

### 8.1 EMERGENCY PLANS

#### **8.1.1 Offices:**

Where employees from the Roads Section share a workplace with employees from other directorates, example Public Service Centres or County House, employees must make themselves familiar with emergency procedures and plan in place and co-operate with the implementation of these plans. Evacuation routes have been created that comprise gangways, fire exits and a fire assembly point.

#### **8.1.2 Depots (including Machinery Yard):**

The emergency plan for the location will be included in the safety statement for that location.

#### **8.1.3 Large sites where an AF 2 is required:**

The emergency plan for the location will be included in the site safety plan.

#### **8.1.4 Small Sites other than Depots, the Machinery Yard and other than large sites where AF2 is required:**

The emergency arrangements here will be included in the SSWP and associated generic risk assessments and safe systems of work.

# Roads Section Ancillary Safety Statement

**Title: Personal Protective Equipment**

**Date: July 2013**

## 9.0 WELFARE

### 9.1 WELFARE FACILITIES – OFFICES, DEPOTS AND LARGE SITES AF2 IS REQUIRED:

Requirements for welfare facilities are set out in the site specific safety statements or plan

### 9.2 WELFARE ARRANGEMENTS AT OTHER SITES<sup>2</sup>

For exceptionally short duration work (5 days or less) e.g. emergency works, Surface dressing, general maintenance works etc; it is unreasonable to provide a fixed site canteen in terms of time, cost and physical difficulty. In such situations a nearby convenient facility must be identified and the location communicated to the personnel on site. Where short term work is to be carried out on a site where the provision of huts or mobile units is not reasonably practicable, the minimum of equipment to be carried in vehicles is:

- Drinking Water Container
- Antibacterial wash and / or wipes
- Paper towels or other suitable means of drying hands
- Adequate first aid equipment

<sup>2</sup> [http://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Construction/Construction%20Amendment%202010.pdf](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Construction/Construction%20Amendment%202010.pdf)

# Roads Section Ancillary Safety Statement

**Title: Personal Protective Equipment**

**Date: July 2013**

## 10.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment is provided to staff based on hazard analysis for the specific activity. A register of PPE issued to staff will be maintained by the Site / Supervisor or Departmental Management. The minimum PPE required for working on road operations is steel-toe boots, hard hat, and High Visibility Vest or Jacket. Other PPE may include:

- Rubber Gloves
- Eye Protection
- Ear Protection
- Harness
- Life Jackets

Personal protective equipment provided shall be worn at all times while completing the activity or on site. Hard Hats are mandatory and shall be worn at all times by employees. Wearing of required personal protective equipment is mandatory for all employees on site. The only exemptions for the non wearing of hard hat are: Grass Cutting, Traffic Wardens and Litter Picking.

### 10.1 TRAINING:

Prior to issue, appropriate training will be provided in the use of PPE. This is further addressed in the training section.

### 10.2 MAINTENANCE & CERTIFICATION:

Certain equipment must be maintained and certified at designated intervals. This is identified in section 9 in the PPE register.

Staff issued with protective clothing or equipment must ensure that such equipment is treated and maintained to ensure the integrity of the item. Staff issued with PPE should immediately report any loss or defect in the equipment to their Supervisor.

### 10.3 OTHER PERSONS ON SITE:

All contractors, visitors and other persons visiting workplaces must comply with the personal protective equipment requirements as identified through the risk assessment process.

<b>Roads Section Ancillary Safety Statement</b>	
<b>Title: Control of Contractors</b>	<b>Date: July 2013</b>

**11.0 CONTROL OF CONTRACTORS**

**11.1 MANAGEMENT OF CONTRACTORS:**

**The management of contractors is addressed in section 13 of Green Folder.**

# Roads Section Ancillary Safety Statement

**Title: Statutory Inspections**

**Date: July 2013**

## 12.0 STATUTORY INSPECTIONS

### 12.1 SPECIFIC INSPECTIONS OF ITEMS REQUIRED UNDER STATUTE

Certain pieces of equipment must be examined by a competent person at regular intervals as specified in the general applications regulations.

It is necessary to;

- maintain an inventory of all equipment & plant requiring inspection and certification
- Assign a unique reference number to each item
- Tag each item with the unique reference number
- On purchase of new equipment ensure it is added to the list
- Maintain a matrix of inspection / certification dates
- Immediately replace defective equipment / plant from use. Replace if necessary
- Document all inspections

Generally this will be carried out by the Council's Insurers or their agent. The process is as set out below:

- 1) The departmental manager or his nominee is responsible for keeping the register up to date. This includes additions and deletions and the contact name for each item.
- 2) The register for the department or area has to be submitted to SEO in financial management division on annual basis and they will update the Council's Insurer's Agent.
- 3) The Agent will carryout the statutory inspection and notify the contact name and departmental manager of the item of any defect.
- 4) The item should be removed from service where it is defective.
- 5) Any staff member procuring articles or equipment that may require certification shall notify the departmental manager so that register can be updated.

If there is any doubt about whether a piece of equipment should be included or not, please contact the Health and Safety Officer who will confirm the applicability of the regulations. A list of item that require statutory inspections is detailed in 12.2.

# Roads Section Ancillary Safety Statement

**Title: Statutory Inspections**

**Date: July 2013**

## 12.2 Statutory Inspection Requirements

<b><i>Boilers / Air</i></b>	<b>FREQUENCY OF TEST</b>
Steam Boiler	14 Months (Best Practice 12 Months) or Following Extensive Repairs
Steam Receiver / Steam Containers	26 Months (Best Practice 24 Months)
Air Receiver	26 Month (Best Practice 24 Months)
<b><i>Lifting</i></b>	<b>FREQUENCY OF TEST</b>
Hoists, Lifts	6 Months
Wire Ropes	6 Months
Lifting Tackle	6 Months
Mobile Cranes	14 Months (Best Practice 12 Months)
Fork Lift	14 Months (Best Practice 12 Months)
Mobile Cranes - Lifting Tackle	6 Months
Chain Ropes & Lifting Tackle	6 Months
Vehicle Lifting Table	26 Months (Best Practice 24 Months)
Any Other Lifting Machine	14 Months (Best Practice 12 Months)
<b><i>Excavator / Loader</i></b>	<b>FREQUENCY OF TEST</b>
Excavator or Loader Used as a Crane	14 Months or Following Extensive Repairs

## 12.3 INSPECTIONS OF OTHER ITEMS:

This is addressed in section 11 of the Green folder. This should be carried out by a competent person and a record maintained by the Site Manager.

<b>Roads Section Ancillary Safety Statement</b>	
<b>Title: Material Safety Data Sheets</b>	<b>Date: July 2013</b>

### **13.0 MSDS**

Material Safety Data Sheets are retained on site to provide guidance for staff in the event of an incident.

These sheets shall be kept with the Depot Safety Statement or site specific safety plan and are available to all staff and contractors

All chemicals and solvents must be handled; used and stored according to the manufacturer's instructions as described in the Material Safety Data Sheet (MSDS) and risk assessment provided



<b>Roads Section Ancillary Safety Statement</b>	
<b>Title: Hazard Identification and Risk Assessment</b>	<b>Date: July 2013</b>

#### **14.0 HAZARD IDENTIFICATION AND RISK ASSESSMENT**

Generic Risk Assessments are included in Section 5 of the Green Folder. Site specific risk assessments will be developed for planned and routine works while dynamic risk assessments will be used for emergency works.

# Roads Section Ancillary Safety Statement

**Title: Risk Assessments**

**Date: July 2013**

## 15.0 RISK ASSESSMENTS

The following is a list of the Risk Assessments that are applicable to the Roads Section.

001	Lifting Operations	040	Fuel storage and dispensing
002	Asbestos	041	Gas welding
003	Abrasive Wheels	042	General store- fire
004a	Biological Hazards	043	Vehicle breakdown
004b	Weil's Disease	044	Working in all types of weather
004c	Infectious Disease	045	Housekeeping
005	Hazardous Materials, Chemicals, Pesticides	046	Use of visual display unit
006	Confined Spaces	047	Manual Handling materials
007	Excavations	048	Winter Maintenance
008	Hand tools, Portable electrical equipment	049	Loading and Unloading
009	Lone working	050	Gritting off the priority routes
010	Lifting Gear	051	Towing Plant and materials
011	Liquefied Petroleum Gas	052	Surveying
012	Manual Handling	053	
013	Noise at Roadwork's	054	
014	Personal Protective Equipment	055	
015	Vibration	056	
016	Working on or adjacent to water	057	
017	Slip, trips and falls	058	
018	Fire	059	
019	Mobile construction plant	060	
020	Working at height access	061	
021	Working on or near roads	062	
022	Emergency works	063	
023	Surface dressing	065	
024	Bitumen boiler and patching unit	066	
025	Signage	067	
026	Overhead/underground power services	068	
027	Skips	069	
028	Children and unauthorised public	070	
029	Compressed air tools	071	
030	Chainsaws	072	
031	Hedge/ grass cutting	073	
032	Use of flammable substances	074	
033	Harassment from the public	075	
034	Psycho-social issues	076	
035	Formwork	077	
036	Mechanical hazards	078	
037	Battery handling and charging	079	
038	Exhaust fumes in a small vehicles workshop	080	
039	Forklift truck operations	090	