

Citius

Safety Statement - IMS-SS01

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Reviewed Date: 06/01/14

Next Review: 1 Year

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<i>IMS-SS01 Safety Statement</i>	<i>Page 1 of 31</i>	<i>Rev 1.0, issue date: 06/01/2014</i>
----------------------------------	---------------------	--

Table of Contents

1.0	IMS Policy	5
2.0	General Practice	6
3.0	Health & Safety Responsibility	7
3.1	The Board	8
3.2	The Managing Director	8
3.3	Director	9
3.4	Finance Director	11
3.5	Managers and Supervisors	11
3.6	Purchasing function – Martin White / Steven Quinlan	13
3.7	Transport & Plant function – Martin White / David Bolger	14
3.8	HR Function – Steven Quinlan / Martin White / David Bolger	14
3.9	Quality & Insurance functions – Martin White / Steven Quinlan	14
3.10	SHEQ Consultant	15
3.11	Individual Employees	16
3.12	First Aiders	17
3.13	Professional Conduct	17
3.14	Sub-contractors	18
3.15	Members of the Public	19
3.16	Names of Persons with Responsibility (& Deputies)	19
4.0	Safety Consultation	19
4.1	Safety Representative	19
5.0	Resources	20
5.1	Competent Person(s)	20
5.2	Information	20
5.3	Training	20
5.4	SHEQ Induction	20
5.5	PPE (Personal Protection Equipment)	20
5.6	Machinery, Tools & Equipment	21
5.7	Safety Management System	22
5.8	Bullying & Violence	22
5.9	Disciplinary Procedures	23
5.10	Drugs & Alcohol Policy	23
5.11	Lone Working Policy	23
5.12	Driving	24
5.13	Manual Handling	24
5.14	Noise	24
6.0	Sensitive Risk Groups	24
6.1	Access Officer	24
6.2	Information Officer	25
6.3	New & Expectant Mothers	25
7.0	Emergency Procedures	25

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Citius – Safety Statement

7.1	Emergency Procedures	25
7.2	Office Emergency Procedures.....	26
7.3	First Aid	26
7.4	First Aid Facilities	26
7.5	First Aid Kits	26
7.6	Fire Safety	26
7.6.1	Fire/Emergency Equipment & Exit Routes.....	26
7.6.2	Evacuation Procedures	27
7.7	Drills & Practice	27
8.0	Accident Management.....	27
9.0	Monitoring, Auditing & Reviews.....	27
9.1	General.....	27
9.2	Safety Audits	28
10.0	Training	28
10.1	Records of training provided	28
11.0	Chemicals & Hazardous Substances	28
12.0	Hazard Identification & Risk Assessment Methodology	31
12.1	Hazard Identification Process	31
12.2	Risk Assessments	31

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Revision Details

Revision Number	Date	Amendment	Section	Author
1.0	06/01/14	Initial release	All	Emlyn Ó Troighthead

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1.0 IMS Policy

This is the Safety Statement and SHEQ Policy of Citius. It is a transcript of the SHEQ Integrated Policy that applies to the Safety, Health, Environment and Quality Management systems within Citius.

Citius Integrated SHEQ Policy

Citius Ltd. is an Irish owned utility company delivering high quality integrated solutions in civil engineering, telecommunications, power & environmental sectors, and delivering the highest quality solutions in the safest manner.

Owing to the nature and scale of our operations, risks and environmental aspects, we have implemented an integrated quality, environmental and health and safety management system to meet the requirements of ISO9001, ISO14001 and OHSAS18001.

As part of our commitment to our integrated management system, we are committed to:

- Identifying and complying with all relevant legislation
- Compliance and adherence with all other requirements including those issued by customer, local and statutory authorities
- Continual improvement in OH&S, quality and environmental performance
- The prevention of injury, ill-health and pollution
- Compliance with the requirements of ISO9001, ISO14001 and OHSAS18001

As part of our Management Review process we have set IMS objectives and established a programme to ensure the achievement of these objectives.

This policy is made available to all interested parties including employees, contractors and members of the public and is reviewed annually by senior management.

Signed: _____ Date: _____

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IMS-SS01 Safety Statement	Page 5 of 31	Rev 1.0, issue date: 06/01/2014
---------------------------	--------------	---------------------------------

2.0 General Practice

In carrying out this policy, it is the practice of Citius to:

- Communicate the contents and intent of this Safety Statement including supporting safety documentation and information such as Risk Assessments, Method Statements and information to employees, sub-contractors and any other persons who may be affected by our operations. Visitors will be provided with relevant information as appropriate.
- Assign ownership and responsibility for the management and implementation of SHEQ procedures to appropriate personnel within the company.
- Provide appropriate training and instruction for all employees and sub-contractors who may be affected by our operations. This will include training in work methods; equipment and other such issues as may arise.
- Provide appropriate equipment, plant and tools to allow employees and sub-contractors perform their work in a safe manner.
- Make available the resources of the SHEQ Consultant to assist Managers and employees in determining safe work practices.
- Encourage employees and sub-contractors to report accidents, incidents and near misses as part of our accident reporting and investigation procedures. Accidents, incidents and near misses will be investigated by an appropriate person and follow up actions implemented as required.
- Communicate with employees and sub-contractors on a regular basis in relation to safety health & welfare issues. This includes setting up arrangements for consultation with employees through their safety representative(s) and the safety committee.
- Regularly audit work activities and procedures to ensure that work is conducted in accordance with agreed procedures and work methods.
- Record and monitor work activities, performance, incidents, accidents and near misses to allow for effective management of risk exposure.

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<i>IMS-SS01 Safety Statement</i>	<i>Page 6 of 31</i>	<i>Rev 1.0, issue date: 06/01/2014</i>
----------------------------------	---------------------	--

3.0 Health & Safety Responsibility

Citius has a diverse range of activities spread across a number of Divisions and operating in a number of locations, some of which change by the day. As part of our safety policy, Citius has specified, in writing, Managerial responsibility and accountability for the implementation and management of health and safety within the company. The following sections outline the responsibility of individuals within the company. Where positions within the company have assistants e.g. assistant Manager, the responsibilities identified for the position apply equally to the assistants' position.

Copies of the organisation charts for the company and the organisational structure within the various operational Divisions are maintained by the Director in a separate document and should be referenced for the names of people holding the job titles / roles within this Safety Statement. Copies of the organograms are available through line managers.

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<i>IMS-SS01 Safety Statement</i>	<i>Page 7 of 31</i>	<i>Rev 1.0, issue date: 06/01/2014</i>
----------------------------------	---------------------	--

3.1 The Board

The Board of Directors of Citius are responsible and accountable for the provision of an adequate Safety element of the IMS within the company. In achieving this objective the Board may, from time to time, issue guidance and instructions for improvements to the health and safety arrangements within the company. The guidance and instructions may include improvements both to the physical facilities of the company and to the overall safety management arrangements within the company. The Board may seek advice from within and without the company when considering such matters. They have particular responsibility for:

- The effective organising, planning and implementation of the resources necessary to meet business and legislative requirements and for the measurement, review and audit of health and safety performance;
- The provision of adequate funds and resources, along with access to such functional and technical support as is necessary to allow designated persons with responsibility for health and safety meet their assigned responsibilities;
- Individually demonstrating that all members of the Board of Directors are committed to achieving the highest standards of health and safety.

3.2 The Managing Director

The Managing Director is responsible and accountable for the overall health & safety policy within the company. The Managing Director will ensure that the personnel and resources necessary to help protect the health and safety of employees, sub-contractors and the public are provided and implemented. The Managing Director may assign specific health and safety responsibilities to individuals as part of the safety element of the IMS. The Managing Director will ensure that:

- Health and safety is a prime consideration in all work planning.
- Adequate resources are provided to achieve the company objectives in relation to health and safety.
- He demonstrates through his own actions and commitment the level and standard of health and safety to be achieved within the company.
- Sets achievable targets and objectives in relation to health and safety within the company.
- He regularly reviews the health and safety performance of the company.
- Regular audits and inspections are undertaken to ensure that the health and safety policies and procedures are being implemented.
- He undertakes the audits and inspections assigned to him within the health and safety targets and objectives.

3.3 Director

The Director is responsible and accountable for the overall health & safety policy within the company. The Director will ensure that:

- The IMS and its associated controls are implemented in relation to the activities across all operations.
- He demonstrates, through his actions and commitment, the standard and level of health and safety expected within the company.
- The personnel and resources necessary to help protect the health and safety of employees, sub-contractors and the public are provided and implemented in relation to activities within their operational area.
- All employees, sub-contractors and other persons who may be affected by the operations of the business are made aware of relevant aspects of the safety element of the IMS.
- Specific health and safety responsibilities are or may be designated to individuals across all operational areas in order to address particular safety issues.
- Relevant training and information is provided to employees, sub-contractors and other persons relative to their work within the operational area and control of the Director.
- The necessary equipment required to undertake the work in a safe and healthy manner is provided within the operational area and control of the Director.
- The necessary drills and exercises required as part of the Citius Emergency Plan & Procedures are undertaken on a regular basis and appropriate records of such drills held.
- Accidents, incidents and near misses that occur within their area of operational control are promptly reported in accordance with the Incident & Accident management procedures. They must facilitate the relevant investigation undertaken following an event including the introduction of any necessary improvements across all operational areas that are identified during the investigation process.
- Regular audits and inspections are undertaken across all operational areas to ensure that the health and safety policies and procedures are being implemented.
- They undertake the audits and inspections assigned to them within the health and safety targets and objectives.
- The safety performance of the organisation is monitored and assessed in conjunction with the SHEQ Consultant.
- Ensure that the Safety element of the IMS is appropriate to the needs of the company.

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IMS-SS01 Safety Statement	Page 9 of 31	Rev 1.0, issue date: 06/01/2014
---------------------------	--------------	---------------------------------

- Promote the development of a safety culture within the company through training, example, discussion, advice, supervision and information.
- Actively encourage and assist in the identification of hazards and assessment of risks in all activities within Citius
- Co-ordinate the implementation of the Safety element of the IMS with the various persons designated with responsibility.
- Provide guidance, advice and assistance in relation to health and safety matters.
- Designate specific safety responsibilities to an individual where necessary.
- Ensure that the resources in terms of finance, time and personnel are identified and communicated to the Board to ensure the implementation of the safety policy.
- Ensure that the Safety Statement and Safety element of the IMS including the supporting policies and procedures are maintained and are up to date.
- Ensure that all persons working for Citius are aware of the contents of the Safety Statement and the relevant components of the safety element of the IMS.
- Arrange for regular safety audits and checks to ensure that the Safety element of the IMS and controls are being adhered to.
- Ensure that all plant, equipment and articles purchased for use at work meet regulatory requirements. All plant and equipment will be maintained in accordance with statutory and manufacturers requirements.
- Monitor and review the performance and implementation of the Safety element of the IMS including the Safety Statement, Risk Assessments, Standard Operating Procedures, Method Statements and other elements of the safety element of the IMS.
- Prepare regular reviews of performance and progress including an annual review of the Safety Statement and safety element of the IMS.
- Ensure that the appropriate investigation and recording of all accidents within the company takes place including the statutory reporting of accidents, incidents and dangerous occurrences.
- Undertake analysis of accident/incident data and audit results as an element of the continuous improvement program.
- Ensure that the appointed safety representatives and safety committees are provided with the necessary resources to allow them undertake their role.
- Assess the impact of new and changing legislation and work methods / projects and their effect on health and safety within Citius
- Ensure that the training needs relative to the tasks and locations within Citius operations are identified and appropriate training provided.
- Arrange for the delivery of required training through competent persons. These persons may be a combination of internal and/or external training providers.

- Review the training programme in light of new work methods or equipment, audits, accidents and changes in legislation to ensure that the training is adequate.
- Ensure that adequate health and safety records are kept and maintained.
- Ensure that appropriate emergency plans are developed, implemented and practised to meet the needs of the company. This includes the provision and maintenance of adequate equipment and resources to effectively deal with the emergency situations identified within the Emergency Plan & Procedures.
- Ensure that the work equipment including PPE made available is suitable for the task and systems are in place to ensure that it is maintained, inspected and tested as necessary.
- Liaise with external bodies such as the Health & Safety Authority (HSA) / EPA.
- Have authority to suspend any unsafe activity or condition.

3.4 Finance Director

In addition to the normal Director duties and responsibilities assigned above, the Director will ensure in his role as the Financial Officer that:

- The working and capital budgets allow for the support and improvement of safety management based on the company targets and objectives.
- The necessary insurance program is in place to meet the needs of the business.

3.5 Managers and Supervisors

Managers and Supervisors at all levels have a responsibility and accountability to ensure that they protect the health and safety of persons working for them, so far as is reasonably practical. Within Citius, the term Manager is taken to mean the following: Heads of Department, Contract Manager, Operations Manager, Assistant Manager, Site Agent, Assistant Site Agent, Team Manager and Project Managers. The term Supervisor is taken to mean Crew Leader, Person in Charge of Works (PICW) and Person in Charge of Poling (PICP).

Each Manager and Supervisor is responsible for:

- Ensuring that the Safety element of the IMS and its associated controls are implemented in relation to the activities within their operational area.
- Demonstrating through their own actions and commitment the standard and level of health and safety expected within the company.
- Ensuring that the personnel and resources necessary to help protect the health and safety of employees, sub-contractors and the public are provided and implemented in relation to activities within their operational area.

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- Ensuring that all employees, sub-contractors and other persons who may be affected by the operations of their business area are made aware of the contents of the safety element of the IMS.
- Ensuring that only approved sub-contractors and/or hazardous materials are utilised in their operational areas.
- Ensuring that hazardous materials are stored, transported, used and disposed of in accordance with the hazardous material risk assessment / Chemical Agents Assessment.
- Ensuring that all plant and equipment used across all operational areas is in working order with appropriate certification (inspection and/or calibration) in date and available.
- Ensuring that the relevant training and information necessary to allow their staff (employees and sub-contractors) undertake their work in a safe manner is scheduled and provided.
- Arranging for and facilitating the necessary drills and exercises required as part of the Citius Emergency Plan & Procedures on a regular basis and keeping appropriate records of the drills and exercises held.
- Ensuring that accidents, incidents and near misses that occur within their area of operational control are promptly reported in accordance with the Incident & Accident management procedures. They must facilitate the relevant investigation undertaken following an event including the introduction of any necessary improvements across all operational areas that are identified during the investigation process.
- Regular audits and inspections are undertaken across all operational areas to ensure that the health and safety policies and procedures are being implemented. This includes undertaking audits and inspections assigned to them.
- The safety performance of their operational area is monitored and assessed in conjunction with the SHEQ Consultant.
- Facilitating regular communications sessions with employees and sub-contractors including the delivery of toolbox talks. Ensuring that relevant information is posted on notice boards or at work locations as necessary.
- Providing for the safety of all persons in the areas they manage, this also includes care for members of the public and sub-contractors safety where appropriate.

3.6 Purchasing function – Martin White / Steven Quinlan

- The Purchasing Manager will also give due attention to the purchase of materials that may have an impact on the safety of the end user of the materials by:
- Liaising with the SHEQ Consultant in relation to any safety, health and environmental issues associated with the purchase and specification of materials purchased by Citius. This includes adherence to national standards and specific Citius requirements.
- Ensuring that all materials delivered meet the relevant requirements and specifications.
- Ensuring that certification, user documentation and other relevant documentation supplied with equipment and materials is filed and stored in the appropriate location.
- Ensuring that any hazardous materials that are purchased are approved and recorded on the Approved Hazardous Materials list prior to purchasing.
- Ensuring that the most up to date Safety Data Sheet is supplied with any hazardous material purchased and that the SDS is passed to the SHEQ Consultant.
- Ensuring that equipment requiring calibration is calibrated in accordance with the relevant requirements and standards including keeping the necessary calibration records.
- Ensuring that waste disposal documentation is recorded and passed to the SHEQ Consultant.

3.7 Transport & Plant function – Martin White / David Bolger

The Transport & Plant function will also give due attention to the service and repair of all plant and equipment owned or operated by Citius by:

- Ensuring that all plant and equipment is serviced in accordance with manufacturers requirements.
- Ensuring that vehicles are in a road worthy condition and meet the relevant DOE requirements.
- Ensuring that all plant and equipment undergo the necessary statutory inspections within the required time frame.
- Keeping appropriate records of vehicle inspections and repairs.

3.8 HR Function – Steven Quinlan / Martin White / David Bolger

The HR function is also responsible and accountable for ensuring that:

- Adequate Job Descriptions are prepared for each role within the company. Job Descriptions are prepared by the relevant Director / Line Manager.
- Personnel records are prepared and maintained for all employees.
- The disciplinary procedure is conducted and implemented in conjunction with the relevant Director / Line Manager in accordance with the company procedures.
- Ensuring that all new employee starters are notified to the SHEQ Consultant in order to arrange the necessary induction training.
- The necessary support is provided to the SHEQ Consultant in relation to the investigation and handling of health and safety issues that may arise with an employee.

3.9 Quality & Insurance functions – Martin White / Steven Quinlan

In relation to health and safety, the Quality & Insurance function is also responsible and accountable for:

- Co-ordinating with insurers to ensure that all plant and equipment, contracts, staff and stock is included in the Group insurance scheme.
- The approval and management of sub-contractor insurance in accordance with the Contractor Control Procedure.
- Maintaining insurance records in relation claims handling.
- Maintaining the database and register of work site photographs.
- Maintaining the database and register of customer complaints, damage and incidents.

3.10 SHEQ Consultant

The SHEQ Manager is also responsible and accountable for:

- Overall responsibility for SHEQ system development
- Maintain the safety element of the IMS.
- Communicate safety and health requirements to Citius Management and Employees.
- Keep up-to-date with changes in relevant legislation and construction industry guidance.
- Ensure Register of Legislation is maintained and available to relevant employees.
- Provide advice, and respond to queries and correspondence on safety and health issues.
- Disseminating information, including changes to legislation, to relevant management and/or employees.
- Implementing and maintaining the safety, environmental and quality management systems within the Company.
- Ensuring that internal and external SHEQ management system audits are undertaken.
- Conducting internal and system audits and providing feedback and coaching to persons being audited including management as appropriate.
- Participate, where required, in the investigation of all accidents within the company including the statutory reporting of accidents, incidents and dangerous occurrences.
- Liaise with statutory and regulatory bodies.
- Complete accident/incident data analysis and communicate to Senior Management.
- Producing, revising and updating Risk Assessments, Standard Operating Procedures, Method Statements and supporting documents in relation to work activities undertaken by Citius. The SHEQ Officer will co-ordinate the relevant people involved in the preparation and review of SHEQ documentation including managers and staff.
- Undertaking the role of PSCS / PSDP co-ordinator as appropriate in relation to contracts where Citius acts as Project Supervisor Construction Stage (PSCS) and/or Project Supervisor Design Phase (PSDP).
- Preparing and delivering training courses as required including undertaking relevant assessments.
- Suspending any unsafe activity or condition where necessary.

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IMS-SS01 Safety Statement	Page 15 of 31	Rev 1.0, issue date: 06/01/2014
---------------------------	---------------	---------------------------------

3.11 Individual Employees

Each employee in the company whether working directly for Citius or as service companies or sub-contractors, is equally bound to take reasonable care for their own safety and health and to co-operate with Citius in ensuring health and safety for all persons.

In particular, each employee must:

- Follow all safety instructions and procedures.
- Heed all safety notices in the area of work.
- Use the prescribed safety equipment supplied to you to enable you to conduct your work activities in a safe manner including items such as helmets, high visibility jackets, boots etc. Each risk assessment identifies the appropriate PPE to be used for the specific risk at hand.
- Ensure that any dangerous conditions are reported to the appropriate Manager/Foreman/Supervisor.
- Ensure defective equipment or machinery is reported to the appropriate Manager/Foreman/Supervisor.
- Report all accidents and incidents or near miss occurrence to the appropriate Manager/Supervisor without delay and co-operate with any subsequent investigation.
- Not put themselves or others in danger through any actions or any omissions.
- Be aware of the Company's drug and alcohol policy and declare use of prescription drugs as this may affect the person's ability to operate machinery.

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IMS-SS01 Safety Statement	Page 16 of 31	Rev 1.0, issue date: 06/01/2014
---------------------------	---------------	---------------------------------

3.12 First Aiders

First Aiders are appointed to assist persons who may take ill, suffer an accident or present with a medical complaint while at work. This role also includes supervising any other persons present at the location in the event of an emergency. The names and contact details for First Aiders are posted on the notice boards in each location and are included in the emergency contact details in each site Safety Folder.

In the event of an emergency they should take the following action:

- Summon assistance immediately.
- Provide as much care and assistance that is within their knowledge and experience.
- Seek advice from the emergency services via telephone where practical.
- Arrange to have another first aider summoned to the area if necessary.
- Comfort the injured/sick person and let them know what is happening.
- Send a person to the building / site entrance to meet the emergency services when they arrive.
- Ensure that no other person is at risk in the event of an accident.
- Keep bystanders away from the injured person. Provide them with as much privacy as is possible. If necessary vacate staff from the area until the person has been treated and moved away.

3.13 Professional Conduct

It is part of Citius' guiding principles to operate a code of professional conduct to ensure that it conforms to a defined set of ethics, in order that both clients and the company may benefit.

Employees and contractors shall at all times seek to maintain the highest standards of integrity, honesty, and professionalism in their relations and dealings with their subordinates, colleagues, and others, including members of other professional disciplines, and with their clients and the wider public.

All employees have a duty to the company and must not act in a manner which denigrates its reputation or impugns its integrity

The philosophy of 'people should always treat others how they wish to be treated themselves' is the guiding philosophy adopted by Citius.

3.14 Sub-contractors

Citius employs sub-contractors on an on-going basis. Many of these work exclusively for Citius while others provide services to other companies.

The responsibility for the selection of sub-contractors lies with the Director and/or Manager within the individual Division of Citius that will be employing the sub-contractor.

Citius approves its contractors as part of their sub-contractor management system. Prior to any sub-contractor becoming an approved sub-contractor, they must supply all necessary documentation requested, this will include a completed sub-contractor questionnaire (IMS-R22), their Safety Statement, Risk Assessments, Method Statements, operational procedures, training records, insurance, details of hazardous substances which may be used and certification for all plant being used.

In conjunction with the review of our own Safety Statement, Citius carries out a complete review of our sub-contractors Safety Statements, Risk Assessments and work procedures on a regular basis. Signed copies of these Safety Statements along with copies of Risk Assessments and Method Statements are carried in the sub-contractor's vehicle at all times. Copies of sub-contractors' contracts are maintained in Citius head Office.

Citius' policy in relation to the safety of sub-contractors is such that sub-contractors are treated and managed as if they were employees; this means that they are also required to complete daily documentation such as on-site Risk Assessments (JSSPs) along with attending relevant training and briefing sessions.

All sub-contractors and their employees are required to participate in Citius training programmes including attendance at a Citius induction training session prior to commencing their contract.

Citius will ensure that adequate supervision is provided to satisfy the degree of risk involved with the task being undertaken by any sub-contractor. While working for Citius all sub-contractors are responsible for:

- Ensuring that all their personnel have received induction training and any task specific training for the site(s) or activity on which they will be working;
- Ensuring that they are aware of and will comply with the requirements of Citius Safety Statement and procedures;
- Ensuring that all work is carried out in accordance with relevant legislation and Method Statements where applicable;
- Taking all reasonable steps to carry out the work without causing risk to others by their own acts or omissions;
- Reporting any injury sustained or near miss occurrence immediately to the relevant Manager/supervisor/foreman no matter how minor the outcome;
- Taking reasonable steps to avoid interference with mobile plant.

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IMS-SS01 Safety Statement	Page 18 of 31	Rev 1.0, issue date: 06/01/2014
---------------------------	---------------	---------------------------------

- Ensuring that any further sub-contractors appointed by the Citius approved sub-contractor comply with the Citius contractor selection and sub-contractor management requirements including selection, induction, training and work practices and procedures.

3.15 Members of the Public

Each employee of Citius is bound to consider the health and safety of the public who have extensive access to and around the work areas under our control. To that end it is essential that employees highlight hazards to members of the public of which they become aware and ensure that the company management is made aware of instances that may put the public in danger.

The company policy on public safety is:

- To restrict access to danger areas.
- To direct the public by using safety notices and signs.
- To provide safety guidelines to staff dealing with the public.

3.16 Names of Persons with Responsibility (& Deputies)

The names of people holding positions identified in Section 4 are provided in the relevant company organograms, which are available separately. To ensure that the contact names and details are maintained up to date, the contact details for the various people are provided in the Emergency Contact List for each Division.

4.0 Safety Consultation

Consultation takes place formally and informally regarding issues affecting health & safety and environmental management. These also form an important part of regular meetings that take place. If staff have any queries or issues in relation to safety, health and welfare they can contact the SHEQ consultant, their line manager or the Contracts Manager.

4.1 Safety Representative

Staff have been informed of their right to select a safety representative from amongst their number.

Where staff exercise this right, management will fully engage with and support them in their function.

5.0 Resources

The resources required ensuring the safety; health and welfare of people working in Citius are made available through capital, operating and maintenance budgets. This section of the Safety Statement outlines the key resources available within the company to assist in the development and implementation of the safety element of the IMS.

5.1 Competent Person(s)

As Citius is a recently established entity and taking account of the range of safety issues that arise within the workplace, we engage the services of BusinessSafety.ie to provide advice and support across the areas of OH&S, Environmental and Quality management. Emlyn Ó Troighthead is a qualified safety professional who holds current membership of IOSH at chartered level.

5.2 Information

Various sources of information are available to assist in the provision of a safe working environment. These include training materials, videos, instruction manuals etc. Signage is also posted at various locations and within vehicles and equipment to prompt people in relation to safe working practices.

5.3 Training

There is an on-going active safety and task specific training programme in place and operational throughout the company. See the training section of the Safety Statement for further details.

5.4 SHEQ Induction

All staff and sub-contractors undergo a safety induction course before commencing work in any area. See Section 11 for further details.

5.5 PPE (Personal Protection Equipment)

Appropriate PPE is issued to each employee as required. Sub-contractors purchase / provide their own PPE, subject to its meeting the required criteria. PPE required for various tasks is identified in each of the generic Risk Assessments.

PPE is selected on the basis that it complies with current standards, is compatible with the work to be performed, is suitable for use with other equipment and will not interfere with other items of equipment.

When items of PPE are damaged, compromised or otherwise rendered unusable, they are replaced either from central stores for employees or are sourced independently by sub-contractors.

5.6 Machinery, Tools & Equipment

Machinery, tools & equipment are used throughout the company. Where machinery, tools & equipment are used, the use and operation is mainly restricted to named personnel (IMS-R02 Competence Matrix). All listed users are trained and/or experienced in its use. Where people are being trained in the use of such machines, tools & equipment, they will be supervised where necessary while using the item(s). All machinery, tools and equipment are maintained and serviced by a competent person(s). Form “IMS-R06 Calibration Log” sets out the frequency for inspection and testing of construction-related plant. Form “IMS-R07 Vehicles Log” contains details of the vehicles service records. Form “IMS-R15 SchedMaint Tracker” holds details of scheduled maintenance for other plant.

Statutory inspections will be undertaken by competent bodies/persons for items of plant requiring such test and examinations. The test methods and frequency periods will be in accordance with the General Application Regulations.

Equipment provided to reduce the likelihood of an accident includes:

- Mechanical aids to minimise manual handling
- Dedicated storage facilities for high-risk materials.
- Equipment will be hired in for specific tasks as necessary.

Where work equipment such as ladders, PPE, safety harnesses etc. are provided to staff and sub-contractors, the equipment will be sourced from reputable sources, be in good condition and meet the required national and international standards.

5.7 Safety Management System

Citius has implemented OHSAS 18001:2007 – specification for safety management systems.

In implementing OHSAS 18001:2007 Citius recognises that effective management of Occupational Health and Safety significantly reduces the company exposure to risk whilst improving profitability and sustainability.

Citius will achieve this by applying the following principles:

- Clearly demonstrating leadership and management commitment
- Setting objectives leading to improvement of Occupational Health & Safety Performance
- Having effective hazard identification, risk management and risk controls in operation
- Ensuring that all employees are competent
- Communicating and consulting with all stakeholders
- Having clear lines of accountability and responsibility
- Having a systematic approach to managing health & safety
- Monitoring the effectiveness of the management system through audit and review on an annual basis as a minimum

5.8 Bullying & Violence

Citius is committed to working together to maintain an environment that encourages and supports dignity at all times. We are committed to complying with the HSA Code of Practice for Employers & Employees on the Prevention & Resolution of Workplace Bullying. Bullying or violence in any form is not accepted or tolerated.

Everybody has a responsibility to ensure that they are not contributing to a culture that encourages bullying or violence. They should be alert to the possibility of bullying behaviour or violence and be familiar with the policies and procedures for dealing with allegations of bullying.

A separate bullying and violence policy & procedure has been prepared, see procedure PR-027-GEN Bullying & Harassment Procedure and DOC-005-Gen Employee Handbook for further details. This identifies the various types of bullying, the procedures to be taken in reporting bullying or acts of violence and the procedures to be taken in dealing with any such report or incident.

5.9 Disciplinary Procedures

Citius takes very seriously any employee who does not comply with the requirements of this Safety Statement, associated procedures and current Health & Safety Legislation.

Any employee or sub-contractor who is found to be in violation of any of the provisions of the Safety Statement or Safety element of the IMS will be dealt with under the company's disciplinary procedures.

Persons who engage in gross misconduct i.e. blatant disregard for Safety and Health, which may result in injury or harm being caused to them, their colleagues or others, will be suspended pending investigation, which may result in their dismissal. The current disciplinary process is as follows:

- Verbal Warning
- 1st Written
- Final Written
- Dismissal

For serious breach of health and safety rules or gross misconduct:

- Immediate Suspension – Pending Investigation and or
- Dismissal or termination of contract

5.10 Drugs & Alcohol Policy

Working under the influence of drugs and/or alcohol is strictly forbidden. Any breach of this rule will render you subject to disciplinary procedures and likely dismissal.

You should always remember that it is still possible to be 'over the limit' from alcohol consumed the previous night.

If you are being prescribed drugs for any medical condition, it is important to make the situation clear to any doctor who is treating you, that you are required to drive a company vehicle and that you may be required to work at heights as part of your normal duties. Citius will make every effort to find alternative employment/duties within the organisation for staff who are temporarily rendered unfit to drive/work as a result of prescribed medication, but who are still able to undertake other duties.

You must inform your Manager of any medical condition including eye sight conditions, which occur during the course of your employment that might affect your driving/working ability.

5.11 Lone Working Policy

The company has identified that the nature of the business involves employees and sub-contractors working in a lone worker situation. This has been identified in a risk assessment and appropriate controls have been put in place to manage and monitor lone workers/working across all operational areas.

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5.12 Driving

All drivers of company vehicles are designated drivers. A list of such drivers and their driving licence details is maintained in the training database. A driving risk assessment has been completed as part of the safety element of the IMS.

5.13 Manual Handling

Manual handling covers lifting, pulling, moving, pushing, carrying and putting down any item. All personnel will be instructed in correct manual handling and lifting methods. Where possible, use must be made of mechanical aids, which are provided. All materials will be stored in such a manner so as to prevent injury or obstruction to personnel or others who may be involved in the work site.

5.14 Noise

Citius is committed to complying with all relevant regulation in relation to noise. The effects of noise on workers can be both physiological and psychological. Examples include stress, tinnitus, and over long periods or high noise level exposure, permanent hearing loss may occur. Noise is measured in decibels dB (A).

To determine the level of noise in a normal everyday situation, a rough guide may be used.

This states that when difficulty is encountered when trying to hear a person speaking normally at a distance of 2m, it is likely that the noise level is above 80dB (A).

Citius will take account of the Control Measure Hierarchy when controlling noise. The Control Measure Hierarchy is the process by which control measures for risks identified are decided upon.

6.0 Sensitive Risk Groups

Citius is fully committed to meeting the requirements of both Health & Safety legislation and Disability & Equality legislation in relation to people in sensitive risk groups such as young or aged, disabled or with specific special needs. Citius has put in place the following resources to ensure the safety, health and welfare of people who may be members of such groups.

6.1 Access Officer

The Contracts Manager has been appointed as the access officer in compliance with the Disability Legislation. The access officer will deal with any issues in relation to the safe access to and from and within the workplace. He will ensure that the facilities provided by the company for its staff use are suitable for use by people in the sensitive risk groups. This requirement also applies to visitors and sub-contractors who may attend at company premises.

6.2 Information Officer

The Contracts Manager has been appointed as the information officer in compliance with the Disability legislation. He will ensure that the equipment and information provided by the company for its staff use are suitable for use by people in the sensitive risk groups. This requirement also applies to visitors and sub-contractors who may use equipment and information sources while working for the company.

A typical example of specific information provided to sensitive risk groups is the dual language documentation and the provision of interpreters for non-national staff.

6.3 New & Expectant Mothers

All female staff will be advised on recruitment that they are required to advise their Manager, in writing, should they become either pregnant or a new mother¹. This policy applies to all female staff.

On receipt of a formal notification of pregnancy, recent birth or breast-feeding, the persons Manager will review the Risk Assessments relevant to that persons work. For any risks to which the pregnant/new mother is potentially exposed, and which represent an additional risk because of the pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks. Particular note shall be made of any representations made by the woman's medical advisors. A separate risk assessment will be undertaken for each individual person.

Following action to reduce the risk(s), the risk(s) shall be reassessed. If the risk(s) continue to remain at an unacceptable level, the pregnant/new mother shall be reassigned to other work for which the Risk Assessments indicate an acceptable level of risk.

If it is not possible to reassign the pregnant/new mother to low risk work, she shall be placed on paid Health & Safety leave until either she ceases to be a pregnant/new mother, or suitable alternative work is found for her.

When Health & Safety leave is being granted, the employee will be issued with the required certificate, which can be passed to the Dept. of Social Welfare or such department that administers maternity leave at the time. Citius will provide and maintain a suitable room where pregnant/new mothers may take their rest breaks in a degree of privacy and calm.

7.0 Emergency Procedures

7.1 Emergency Procedures

Emergency procedures have been drafted for office and site locations. The office emergency procedure is posted in the offices. Site emergency plans are held in the site folder.

¹That is a woman who has given birth within the last six months and who is breast-feeding.

7.2 Office Emergency Procedures

All staff and visitors/sub-contractors should make themselves familiar with the emergency evacuation and fire procedures for the office/depot in which they are working or visiting. These procedures are posted on the notice boards and your induction/staff training will include these procedures.

Staff should ensure that any visitors/sub-contractors accompanying them leave the premises in the event of an emergency. Do not re-enter a building after evacuation unless cleared to do so by an authorised person.

7.3 First Aid

Previous experience and risk assessments show that taking account of the scale and type of activity undertaken that the requirement for occupational First Aiders is low. First aid kits are provided in each crew. Management will keep this matter under review and provide first aid training if a review or risk assessments or other factor shows that it is then necessary to have trained occupational first aiders.

7.4 First Aid Facilities

First aid facilities and equipment can be found adjacent to the safety notice boards in each location. These facilities include first aid kits and safety equipment for use in emergency situations.

7.5 First Aid Kits

First Aid kits are installed and maintained in each work location and in each vehicle including sub-contractors vehicles. The restocking of the first aid kits is the responsibility of the holder of the first aid kit. First aid kits contents comply with the Health & Safety Authority recommended guidelines and also contain tasks specific first aid supplies where specific risks have been identified in the Risk Assessments.

7.6 Fire Safety

Fire extinguishers are installed and maintained / replaced (on an annual contract basis) in all work locations including all vehicles.

7.6.1 Fire/Emergency Equipment & Exit Routes

Exits and fire equipment must:

- Always be kept clear and accessible.
- Not be used for any other purposes e.g. using fire extinguishers to keep doors open etc.
- Not be interfered with.

If fire extinguishers are discharged (even partially) they must be removed from the fire point and refilled by a competent person. Please inform the Contracts Manager if extinguishers need to be refilled or serviced.

7.6.2 Evacuation Procedures

Evacuation procedures are discussed as part of the company induction and at site induction.

7.7 Drills & Practice

Citius is committed to the preparation of adequate emergency response procedures to cater for identified emergency situations that may arise within the various work sites. To achieve this level of preparation, the carrying out of drills and practices are a core part of our safety activities.

Citius carries out fire drills twice annually in each premises under its control. A record of these fire drills will be kept in the fire register held by the SHEQ Consultant. The Contracts Manager will be responsible for arranging the fire drills.

8.0 Accident Management

Citius operates a no blame policy in respect of accident/incident investigation. This encourages openness in the investigation of an accident and makes elimination of repeat accidents easier. The purpose of any investigation is to identify the underlying weaknesses in our management systems and to prevent a re-occurrence or minimise the potential loss from any accident. Managers and staff involved in accident investigation will be provided with suitable training in accident investigation and reporting techniques.

Accident and incident investigation and reporting are handled via section 10.1.4 of the IMS manual

9.0 Monitoring, Auditing & Reviews

9.1 General

It is the intention of Citius to regularly audit and review:

- The content of the safety management policy & procedures including:
- The Safety Statement
- The Risk Assessments
- Safety Policies & Procedures
- The implementation of these policies & procedures
- The effectiveness of these policies & procedures

These audits and reviews will be conducted using internal and external auditors. A formal review will take place on a yearly basis with the assistance of our SHEQ consultants. On occasions reviews will take place that may be prompted by an incident, new legislation, an insurance survey and/or a regulatory body inspection etc. These will form the basis of the informal audit process along with ad-hoc inspections by management and staff.

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9.2 Safety Audits

Citius views the purpose of safety audits as two-fold. The first and primary purpose is that of monitoring the implementation and effectiveness of the Safety element of the IMS at various levels throughout the organisation including staff and sub-contractors'. The output from this process is normally an audit report with resultant findings and corrective actions as necessary.

The secondary purpose of the audit is that of coaching and mentoring of staff and sub-contractors. This ensures that the audit process is both proactive and reactive. Mentoring and coaching can include encouragement, recognition of good practice and advice on expected work practices.

10.0 Training

Training is recognised by Citius as an important element in the control of risk and the prevention of accidents and losses. It is the policy of Citius that all employees including sub-contractors receive relevant, full and adequate training in work methods and the use of any equipment, which they may use.

The Contracts Manager is responsible for ensuring that employees are provided with the necessary training for the safe performance of their duties. A competence matrix has been prepared based on the work activities conducted by Citius.

Training is provided at commencement of employment and on an on-going basis in accordance with statutory requirements and general good practice. The training may be provided internally by Citius staff who are trained and/or experienced in the relevant discipline being taught or by external companies who are also trained and/or experienced in the topic.

The specific training required for staff and sub-contractors is detailed in the relevant risk assessment documents. This includes details on training frequency and identifies the source of such training.

10.1 Records of training provided

A record of all training provided is kept in the safety manual in the depot/office, in the staff personnel file and in a training database. A copy of the notes used at all in-house training sessions is maintained in the SHEQ Consultant.

11.0 Chemicals & Hazardous Substances

In Citius, the most common chemicals to be found in the work place are construction materials, cleaning materials, engine oils / greases and paints. Citius have prepared a list of all hazardous substances in use and held on site.

A register of these chemicals and substances is maintained by the Contracts Manager. Copies of Safety Data Sheets (SDS) for all hazardous substances are held in an SDS file. The master SDS file is held in the Contracts Manager's office while each work group will have a local copy of the SDS sheets relevant to their work.

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The following guidelines will ensure that any potential chemical exposure risk in the work place is kept to a minimum.

Always:

- Carry out work with chemicals according to the manufacturer's directions.
- Read the labels and Safety Data Sheets supplied with the chemicals.
- Treat chemicals according to the hazards they pose.
- Be aware of the warning signs.
- Wear protective equipment if required.
- Wash off splashes immediately in accordance with the manufacturer's directions.
- Report any spillages or accidents immediately.
- Be aware of the location of emergency facilities.

Never:

- Handle chemicals unless you are aware of the potential dangers.
- Smoke where chemicals are in use or stored.
- Eat, drink or smoke without washing your hands after handling chemicals.
- Mix chemicals unless the manufacturer has indicated that it is safe to do so.
- Store chemicals in containers other than those in which they were supplied.

The following symbols are the most common type found in use.

Existing		New	
Indication of Danger & corresponding symbols (CPL)		Signal Words & corresponding pictograms (CLP) from Regulation EC 1272/2008	
Explosive			Danger or Warning
Extremely or Highly Flammable			Danger or Warning
Very Toxic or Toxic			Danger
Danger to the Environment			Hazardous to the Aquatic Environment
Harmful; or Irritant			Warning
Oxidising			Danger or Warning
Harmful or Toxic			Danger
Corrosive			Danger or Warning
No Match			Warning

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12.0 Hazard Identification & Risk Assessment Methodology

In addition to the formal risk assessments that make up the safety statement documentation, the safety element of the IMS requires that on-site activities are risk assessed daily by the individual work crews. These risk assessments are recorded on a Job Site Safety Plan (JSSP).

The hazard identification process in Citius is a three tiered process. Citius has completed risk assessments for each of the operational areas within the company including offices, depots and operational Divisions.

12.1 Hazard Identification Process

The hazard identification process in Citius is a three tiered process with hazard identification undertaken for routine tasks; for non-routine tasks and finally work site task specific hazards such as local conditions e.g. access & egress that are undertaken on a daily basis by each working crew.

The first level of hazard identification process is undertaken by a combination of the SHEQ Consultant, Management and staff representatives. This is normally done in a workshop format using brainstorming and work process models to generate lists of hazards typically encountered in routine tasks. Once the hazard identification list has been generated and agreed, the team then move on to conduct risk assessments of these hazards.

The non-routine hazard identification process can be implemented either at work planning stage, whereby the Contracts Manager or other project lead identifies an unusual aspect to the project, such as the presence of cellars near road works. He will then notify the SHEQ Consultant who will conduct a formal hazard identification and associated risk assessment task. Alternatively a non-routine hazard may be identified by a work crew when on a specific task. Again, this is sent to the SHEQ Consultant for the formal hazard identification and risk assessment process.

The third method used to identify hazards is the Job Site Safety Plan (JSSP). These are hazard identification forms completed by each crew when they arrive on site and before they commence a specific task. A JSSP is completed for each individual job or if there are changes to the job during the working day. The JSSP is available on site at all times as part of the safety communication and planning procedures.

12.2 Risk Assessments

Risk assessments are handled via the procedure IMS-P07. Completed risk assessments are held in a separate document.