

Cognition World

Health and Safety Manual

Version 5

December 2025

SAFETY STATEMENT

INCLUDING RISK ASSESSMENTS

PART A – SAFETY STATEMENT

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PART A – SAFETY STATEMENT AND APPENDICES

SECTION 1 – HEALTH AND SAFETY POLICY

I THOMAS MCGRATH WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION.
I WILL MAKE SURE THE RELEVANT PARTS OF THIS SAFETY STATEMENT, INCLUDING RISK
ASSESSMENTS, ARE BROUGHT TO THE ATTENTION OF EMPLOYEES.

1.0 – HEALTH AND SAFETY POLICY

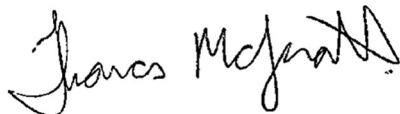
KEY ACTIONS

As an employer I have the ultimate responsibility for the workplace and a direct influence on health and safety in my business. The health and safety policy below outlines my commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.

HEALTH AND SAFETY POLICY

I Thomas McGrath, of **Cognition Services Ltd** am committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. I am committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that:

- Work activities are managed to ensure the safety, health and welfare of my employees
- The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually
- Identified protective and preventive measures are implemented and maintained
- Improper conduct likely to put an employee's safety and health at risk is prevented
- A safe place of work is provided, which is adequately designed and maintained
- A safe means of access and egress is provided
- Safe equipment is provided
- Safe systems of work are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel to advise and assist in securing the safety, health and welfare of our employees are employed when required.



Signed: _____

Date: 1/12/2025

Thomas McGrath

CEO, Cognition Services Ltd t/a Cognition World

1.1 – BUSINESS / COMPANY INFORMATION



Cognition Services Ltd, trading as Cognition World,

Main Office:

59 Amiens Street

Dublin 1

D01 P786

Registered Address:

619 North Circular Road

Dublin

D01 FT67

Key Contact:

Thomas McGrath - CEO

thomas.mcgrath@cognition.world

SECTION 2 – SAFETY ARRANGEMENTS

THIS SECTION PROVIDES A SUMMARY OF KEY REQUIREMENTS THAT WILL BE CONSIDERED WHEN CARRYING OUT WORK:

- ROLES AND RESPONSIBILITIES
- SITE VISITS
- COMPETENCE AND TRAINING REQUIREMENTS
- CONSULTATION AND PARTICIPATION
- THE SAFETY REPRESENTATIVE
- CONTRACTORS' RESPONSIBILITIES
- VISITORS
- ACCIDENT REPORTING AND INVESTIGATION
- EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE
- WELFARE FACILITIES AND WORKPLACE REQUIREMENTS
- PERSONAL PROTECTIVE EQUIPMENT
- PREGNANCY AT WORK
- YOUNG PERSONS
- WORK-RELATED STRESS AND DIGNITY AT WORK

2.0 – ROLES AND RESPONSIBILITIES

KEY ACTIONS

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

EMPLOYER'S RESPONSIBILITIES INCLUDE:

- Manage and conduct work activities to ensure the safety and health of employees and others affected
- Prevent improper conduct likely to put an employee's safety and health at risk
- Provide a safe place of work, which is adequately designed and maintained
- Provide safe means of access and egress
- Provide safe plant, equipment, and machinery
- Provide safe systems of work, e.g. operating procedures
- Prevent risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
- Provide appropriate information, instruction, training, and supervision, taking into account the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced
- Provide suitable protective clothing and equipment where hazards cannot be eliminated
- Prepare and revise emergency plans and designate staff to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health, and welfare of employees (a competent person must have the necessary qualifications as well as sufficient training, experience, and knowledge appropriate to the nature of the work to be undertaken).

EMPLOYEE'S RESPONSIBILITIES INCLUDE:

- Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment
- Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others
- Co-operate with your employer in relation to safety, health, and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer
- Report any defects in equipment, unsafe activities, or deficiencies in safety procedures
- Use any protective clothing (PPE) and equipment required for your safety
- Attend any training as required by your employer
- Co-operate with your employer to enable your employer to comply with relevant health and safety legislation
- Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health, and welfare while at work
- Do not be under the influence of intoxicants as they may endanger your own or other's safety, health, and welfare
- Do not interfere with, misuse or damage anything that may affect anyone's safety, health, and welfare.

2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

KEY ACTIONS

I as the employer, am legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them:

- I Thomas McGrath shall identify responsible persons (where required) who will take responsibility for various tasks, e.g. induction, inspections and training
- I Thomas McGrath shall brief them on these tasks and their responsibilities
- I Thomas McGrath shall record the names of such nominated persons

I Thomas McGrath will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.

2.1 – SITE INSTALL SAFETY REQUIREMENTS

KEY ACTIONS

Employees when applicable may be subject to installing equipment off on client's premises. As an employee, I shall comply with all on site safety requirements and ensure I am wearing appropriate PPE. I will also take time to consider the following:

- Locations chosen for the deployment have been considered safe from a regulatory and food safety perspective
- Locations chosen will not impede the working day of staff on the site
- Locations chosen are unlikely to cause a hazard to the staff in the execution of their daily duties
- Locations chosen will provide a secure fixing for the device and a low likelihood of the device being knocked off or damaged
- Locations chosen will not result in food contamination
- Any wiring and cabling necessary for the deployment of the hardware has been assessed and agreed from a health and safety perspective
- Frequency of communications from the devices to Cognition World Portal have been determined as optimal for service delivery
- Some of the sensors may require power shut down during installation for safety reasons which may impact production/ requires deployment outside of production hours
- There may be minor interruption to movement of pallet trucks during installation of door sensors pertaining to safety of the installers from Cognition

2.2 – COMPETENCE AND TRAINING REQUIREMENTS

KEY ACTIONS

Competence of employers, managers and employees is critical to the effective safe management and operation of business activities.

Competence is determined by knowledge, training and experience and, as an employer I / we will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, our employees will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out could include:

- First-aid training
- Manual handling training
- Induction training
- Site install training

2.2.1 – INDUCTION TRAINING

KEY ACTIONS

Induction training is very important in communicating specific health and safety information to employees, contractors, and other relevant persons when they first arrive at our workplace.

Induction training will include the following information:

- Specific hazards associated with the workplace and the controls that are in place
- Workplace rules
- Roles and responsibilities
- Emergency procedures and first-aid arrangements.

2.3 – CONSULTATION AND PARTICIPATION

KEY ACTIONS

I Thomas McGrath recognise that employee participation in health and safety is an integral part of our safety management system. I am committed to providing adequate and appropriate consultation and welcome the views of all employees on issues relating to health and safety.

TOP TIPS

I Thomas McGrath will consult with all relevant employees:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process
- When new machines or processes are introduced
- When new substances or materials are introduced.

Furthermore, should any of my employees raise any matters relating to their health and safety that are connected in any way to our work activities, I will consider such matters and will endeavour to take any action that I consider necessary or appropriate to deal with the matters raised.

2.4 – THE SAFETY REPRESENTATIVE

KEY ACTIONS

Employees may select and appoint a safety representative. The appointed safety representative may consult with, and make representations on safety, health and welfare matters at the place of work.

I shall consider these representations and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.

I will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.

The functions of our safety representative include:

- Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him / her and the employer that is based on the nature and extent of the hazards in the place of work
- Being given access to information that relates to the safety, health and welfare of employees
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation
- Being given the opportunity to receive appropriate health and safety training to help him / her perform the function of a safety representative
- Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace.

Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.

Our safety representative is:

Rishiom Shah,

Head of Data Management

2.5 – CONTRACTORS' RESPONSIBILITIES

Definition: A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.

KEY ACTIONS

All contractors involved in a work activity on our premises must comply with our policy for safety, health and welfare.

Contractors carrying out work must:

- Be competent to carry out the work
- Have adequate resources to carry out the work
- Provide copies of their own:
 - Safety statement
 - Insurance
- Ensure that work activities do not affect the well-being of our employees, visitors or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at our workplace.

FURTHER INFORMATION

To ensure compliance with the legislation we will provide contractors with the relevant sections of our safety statement or health and safety file to ensure that they are both aware of and can take account of the hazards in the workplace.

2.6 – VISITORS

Definition: A visitor is a person other than an employee or contractor.

KEY ACTIONS

Visitors may not be aware of the potential hazards associated with our place of work. To minimise the risk of injury to visitors, we will:

- Practice good housekeeping, including:
 - Keeping walkways clear
 - Cleaning up spills immediately
- Restrict access to hazardous areas
- Prevent visitors from using equipment or machinery
- Ensure appropriate safety signs and notices are displayed
- Ensure safe walkways and access routes are maintained
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Visitors are required to:

- Always conduct themselves in a safe manner
- Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.

2.7 – ACCIDENT REPORTING AND INVESTIGATION

KEY ACTIONS

If an accident or incident occurs in our place of work or in the course of our work activities which has affected employees or a third party, we will:

- Ensure that all accidents and dangerous occurrences are recorded.
- Promptly investigate the accident or dangerous occurrence so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.
- Ensure that where a fatal accident has occurred the HSA are notified as quickly as possible (Tel: 1890 289 389) and **Form of Notice of Accident (IR1)** sent within 5 working days.
- Ensure that other accidents are reported to the Health & Safety Authority on Form **IR1** within 10 working days where:
 - Employees are out of work or not able to perform their normal work for more than 3 consecutive days (excluding the day of the accident but including any days which would not have been working days)
 - Members of the public injured due to a work activity and who are taken from the location of the accident to receive treatment in a hospital or medical facility
- Ensure that dangerous occurrences are reported to the Health & Safety Authority on the **Form of Notice of Dangerous Occurrence (IR3)** within 10 working days

FURTHER INFORMATION

The employer of the injured party is responsible for the reporting of accidents on Form IR1 when required.

A record of any accident or dangerous occurrence reported to the HSA must be kept for a minimum of 10 years.

Any report to the Health & Safety Authority can be made online at **www.hsa.ie**, or by completing the relevant **Form (IR1 or IR3)** and posting it to:

Workplace Contact Unit,
Health & Safety Authority,
Metropolitan Building,
James Joyce Street,
Dublin 1.

2.8 – EMERGENCY PROCEDURES

KEY ACTIONS

We will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:

- Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g.
 - Fire
 - Explosion
 - Accidents/injuries
 - Robbery
 - Chemical spills
- Ensuring that employees are trained in the specific plans and procedures we have in place to deal with emergencies at our workplace
- Ensuring that emergency procedures are included in the workplace induction training
- Designating where employees are needed to implement our emergency plans and procedures
- Providing the equipment and training needed

FIRE AND EVACUATION

We will ensure appropriate plans and procedures are in place for dealing with fire, and that employees are trained, including:

- Location of firefighting equipment and means to raise the alarm
- Location of assembly point(s)
- Evacuation drills and fire warden(s)
- Location of emergency shut-off points where relevant (e.g. gas) shut off.

Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All employees and visitors must follow the procedures below for evacuation:

- GO IMMEDIATELY TO THE NEAREST EXIT
- DO NOT WAIT TO FIND OUT WHAT IS HAPPENING
- DO NOT STOP TO COLLECT PERSONAL ITEMS
- GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION
- DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

FIRST AID

After assessment of the workplace and the type of hazards that exist, we will ensure adequate provision of first-aid equipment and facilities, including:

- At least one adequately stocked and accessible first-aid kit will be provided
- We will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees
- We will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)
- Contact details and directions to the nearest doctor or hospital will be available / displayed

- I / We will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (considering the specific hazards arising in the workplace, size of the workplace, the numbers employed, access to medical services, etc.).

EMERGENCY CHECKLIST (NON-EXHAUSTIVE)		YES	NO	N/A
	Have you and your employees identified the types of emergency situations that your business could be exposed to (e.g. fire, explosion, chemical spill etc.)?	Y		
	Are employees aware of the plans and procedures?	Y		
	Have employees been appointed and trained in specific tasks, e.g. first aid, fire warden?	Y		
	Are evacuation plans and emergency contact information on display?	Y		
	Are exits well marked, kept clear at all times and emergency lighting/signage in place?	Y		
	Have you held an evacuation drill in the last six months and kept a record of this?			Y
	Do you and your staff regularly check and maintain the emergency equipment in place (e.g. smoke detectors, fire extinguishers, gas/carbon monoxide detectors, sprinkler systems, emergency lighting)?	Y		

VIOLENCE / ROBBERY

Where there is a risk of robbery or violence in the workplace, we will ensure that we have completed a risk assessment for violence / aggression / theft and that adequate plans and procedures are put in place. We will train staff on how to deal with the threat of robbery / violence, for example:

- Keep calm and make no sudden movements
- Do what the offender asks
- Memorise as many details about the offender as possible, e.g. height, clothing, features
- Note the direction and method of escape, e.g. car, motorbike, on foot
- Notify the Gardaí as soon as it is safe to do so
- Provide first aid to victims
- Lock outside doors until emergency services arrive.

2.9 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

KEY ACTIONS

Where required, we will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by our employees and visitors, including but not limited to:

- Toilet facilities
- Canteen and food preparation areas
- Changing areas
- Adequate ventilation, temperature and lighting
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean
- Fire detection and fire-fighting equipment
- Emergency routes and exits
- Pedestrian and traffic management systems.

WELFARE FACILITIES
Toilet facilities (separate male and female)
Washbasins and washing facilities (hot and cold water and soap)
Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat
Potable drinking water
Facilities to take shelter from the elements

2.10 – PERSONAL PROTECTIVE EQUIPMENT

KEY ACTIONS

Appropriate personal protective equipment (PPE), as identified in our risk assessments, is provided and must be worn by our employees. Where required, typical PPE could include:

- Eye protection
- Hearing protection
- Gloves
- Safety footwear
- High-visibility clothing
- Respiratory protection, e.g. mask.

We will ensure that:

- Adequate and suitable PPE is provided
- The suitability of the PPE for the job is assessed
- PPE is maintained, used and replaced as recommended by the manufacturer's instructions
- Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate / reduce the risk
- Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in my / our risk assessments will be used

We expect our employees to:

- Use PPE correctly
- Report any defects or damage to PPE immediately
- Participate in any training or instruction provided on PPE
- Inform me / us of any medical conditions they have that might be affected by the use of the PPE provided to them.

FURTHER INFORMATION

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 3 of Part 2: Personal Protective Equipment.

2.11 – PREGNANCY AT WORK

KEY ACTIONS

As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, we will assess the specific risks arising from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, we will carry out the following;

- Make sure that a specific risk assessment for that employee is undertaken*, taking account of any medical advice that the employee has received
- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities
- If a risk cannot be eliminated or reduced to an acceptable level, then:
 - Adjust the working conditions or hours of work or both; or

- If this is not possible, provide alternative work; or
 - If this is not possible, grant the employee health and safety leave
- We will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed.

FURTHER INFORMATION

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. See Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.

2.12 – YOUNG PERSONS

KEY ACTIONS

We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. We will undertake the following:

- Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity
- Put in place all required control measures identified by the risk assessment, taking account of:
 - Their lack of experience, maturity or awareness of risk
 - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
 - The physical and psychological capacity of the young person
- Make sure the recommended working hours are not exceeded for young persons

2.13 – WORK-RELATED STRESS AND DIGNITY AT WORK

KEY ACTIONS

As an employer I / we will, so as far as is reasonably practicable, ensure that:

- No employee's workload is so great that he or she will have to consistently work overtime
- No employee will be subjected to harassment from, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'
- No employee has to work in an environment which is unsafe and in which there are risks of accidents
- Employees are trained so they can do their jobs effectively and safely
- Everyone knows what his or her core job is
- That a 'Dignity at Work Policy' is in place that outlines procedures with regard to addressing bullying and harassment at work.

FURTHER INFORMATION

The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the 'Learn More' section of BeSMART.ie.

APPENDICES

APPENDIX 1 – EMERGENCY INFORMATION

APPENDIX 2 – MANUAL VERSION HISTORY

APPENDIX 3 – FORMS AND RECORDS

APPENDIX 1 – EMERGENCY INFORMATION

CONTACT DETAILS		
NAME	ROLE	PHONE NUMBER
THOMAS MCGRATH	CEO	Public version: +353-1-964-0133
DYLAN DEALLY	HEAD OF OPERATIONS	Public version: +353-1-964-0133
EMERGENCY SERVICES CONTACT DETAILS		
SERVICE	ADDRESS	PHONE NUMBER
DOCTOR	DUBLIN	1850 22 44 77
FIRE/GARDAÍ/AMBULANCE	DUBLIN CITY	999 OR 112
UTILITY AND SERVICE PROVIDERS		
ELECTRICITY (ESB NETWORKS)	1850 372 999 (24HR)	
GAS NETWORKS IRELAND	1850 20 50 50 (24HR)	
IRISH WATER	1890 278 278	
HEALTH & SAFETY AUTHORITY	1890 289 389	

FORM 2.1 – EMERGENCY CONTACT INFORMATION

APPENDIX 2– MANUAL VERSION HISTORY

Version No.	Date	Update Details	Initial
Issued	January 2020	Original Issue	TMG
Version 1	April 2020	Inclusion of Covid-19 work safety procedures	TMG
Version 2	April 2021	Review and inclusion of risk assessment	TMG
Version 3	April 2022	Full update of Statement of Responsibilities and reflected amendments throughout the safety statement	PMG
Version 4	Dec 2024	Periodic review of document and update to reflect alignment with our Dignity at Work policy	TMG
Version 5	Dec 2025	Update documentation to state use of digital systems for risk assessments, incident reporting, inspections and training records	TMG

APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM

FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM				
PART A – DETAILS OF INJURED PERSON				
NAME		PHONE		
ADDRESS		EMAIL		
		PPS NUMBER		
		DATE OF BIRTH		
		AGE		
		POSITION		
EMPLOYMENT TYPE		FULL TIME	PART TIME	OTHER
OCCUPATION	EMPLOYEE	CONTRACTOR	MEMBER OF THE PUBLIC	OTHER
OUTCOME	INJURY	NEAR MISS	FATALITY	OTHER
PART B – DETAILS OF INJURY AND TREATMENT				
TYPE OF INJURY (E.G. BURN, CUT, SPRAIN)				
CAUSE OF INJURY (E.G. FALL, MACHINE)				
PART OF BODY INJURED				
AGENT (E.G. POOR LIGHT)				
FIRST AID	YES	NO	FIRST AIDER	
TREATED BY DOCTOR?	DOCTOR'S NAME		ADDRESS	
HOSPITALISED?	HOSPITAL NAME		ADDRESS	
TREATMENT RECEIVED?				
PART C – DETAILS OF ACCIDENT OR INCIDENT				
DATE		TIME		
LOCATION				

DESCRIPTION OF ACCIDENT/INCIDENT				
OTHER INFORMATION AVAILABLE?	WITNESS	CCTV	PHOTO/VIDEO	OTHER

PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT/INCIDENT?)			
NAME		PHONE	
ADDRESS		EMAIL	
		PPS NUMBER	
		DATE OF BIRTH	
		AGE	
		POSITION	
SAFE PASS NUMBER AND EXPIRY DATE		CSCS DETAILS	
WITNESS STATEMENT TAKEN?			YES NO

PART E – KEY FINDINGS OF INVESTIGATION
LIST

PART F – ACTIONS TO PREVENT REOCCURRENCE		
ACTION	BY WHOM	DATE

PART G - ITEMS ATTACHED				
SKETCHES	CERTIFICATION OF PLANT ETC.	PHOTOGRAPHS/VIDEO	RISK ASSESSMENTS	TRAINING RECORDS
YES NO	YES NO	YES NO	YES NO	YES NO

DETAIL OTHER ITEMS/USEFUL INFORMATION

PART H – OTHER INFORMATION			
ACCIDENT INVESTIGATED BY		POSITION	

PHONE		EMAIL	
SIGNED		DATE	

PART B – RISK ASSESSMENT AND ACTION LIST

RISK ASSESSMENT

RISK ASSESSMENTS WILL BE CARRIED OUT IN CONSULTATION WITH EMPLOYEES, HAVING REVIEWED THE WORKPLACE AND WORK PRACTICES, BOTH IDENTIFYING THE HAZARDS THAT EXIST AND ASSESSING THE RISKS ARISING FROM THE HAZARDS.

- WHERE ADDITIONAL CONTROLS ARE REQUIRED TO AVOID OR REDUCE THE RISK, THEY WILL BE IDENTIFIED ON THE RISK ASSESSMENT ACTION LIST AND WILL BE IMPLEMENTED BY THE RESPONSIBLE PERSON
- EVERY REASONABLE EFFORT WILL BE MADE TO GIVE PRIORITY TO THE IMPLEMENTATION OF CONTROLS FOR THOSE HAZARDS OF MOST CONCERN
- WHERE THE NECESSARY COMPETENCE TO CARRY OUT PARTICULAR RISK ASSESSMENTS IS NOT AVAILABLE IN-HOUSE, ADDITIONAL EXPERTISE WILL BE OBTAINED
- WHEN A PROCESS, TASK OR ACTIVITY SIGNIFICANTLY CHANGES OR A NEW ONE IS INTRODUCED:
 - THE EXISTING RISK ASSESSMENT WILL BE REVIEWED AND AMENDED AS REQUIRED; OR
 - A NEW RISK ASSESSMENT WILL BE CARRIED OUT
 - THIS WILL BE DONE IN CONSULTATION WITH EMPLOYEES.

ACTION LIST

FOLLOWING THE COMPLETION OF THE RISK ASSESSMENT, AN ACTION LIST WAS GENERATED. THIS IS A LIST OF CONTROLS IDENTIFIED DURING THE RISK ASSESSMENT PROCESS THAT ARE REQUIRED TO BE IMPLEMENTED IN ORDER TO REDUCE THE RISK OF ACCIDENT/ILL-HEALTH IN MY/OUR WORKPLACE. YOU SHOULD:

- ASSIGN A RESPONSIBLE PERSON TO COMPLETE EACH TASK?
- ASSIGN A REALISTIC GOAL DATE AND THE RESOURCES REQUIRED TO CARRY OUT EACH ACTION
- FOLLOW UP TO ENSURE SATISFACTORY COMPLETION.

YOU CAN COMPLETE THIS ACTION LIST BY PRINTING AND FILLING IT OUT BY HAND OR YOU CAN RETURN TO THE 'MANAGE ACTION LIST' AND COMPLETE IT ONLINE.

PART B1 – RISK ASSESSMENTS

Completed Risk Assessments

1. Electricity
2. Fire
3. Slips, Trips and Falls
4. Display Screen Equipment
5. Maintenance
6. Driving for Work
7. Animal Attack
8. Environmental Monitoring / Sampling
9. Knives and Sharp Objects
10. Lone Working
11. Office Equipment
12. Outdoor Work
13. Visiting Construction Sites
14. Visiting Customer Premises
15. Working Near Water

Hazard: Electricity	
Current Controls	Actioned
All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician	Yes
Electrical installations are checked regularly by a competent qualified electrician <i>Refer to the 'Guidance-Note on Periodic Inspection and Testing of Electrical Installations' in 'Learn More' for more information</i>	Yes
Testing, certifying and repairs are carried out in accordance with appropriate NSAI standards	Yes
Enclosures / covers are in place to prevent contact with live electrical equipment / parts	Yes
Damaged extension leads are repaired or removed from use	Yes
Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations	Yes
Work on live electrical equipment is avoided where reasonably practicable <i>Work on live electrical equipment might be necessary to check the presence of electricity. In such cases it should only be carried out by a competent person</i>	Yes
Fire extinguishers that are suitable for fighting electrical fires are provided	Yes
All circuits supplying socket outlets are protected by an RCD <i>Residual Current Devices save lives. They are or should be in almost every workplace in Ireland. An RCD protects you against serious electric shock if there is an electrical fault in your workplace</i>	Yes
Operation of the RCD is tested regularly in accordance with the manufacturer's instructions <i>A special test button is provided to trip out the RCD. Be aware this will cause a loss of power to electrical equipment</i>	Yes
Electrical equipment and fittings are suitable for the work environment	Yes

Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested	Yes
Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person	Yes
<p>Electrical cable reels are uncoiled during prolonged use and when using high-power items</p> <p><i>Heat can build up in coiled-up cables causing them to melt which can lead to fires or electrocutions. Electrical cable reels should only be connected to small electrical loads when coiled up; when using higher powered items make sure the cable is uncoiled</i></p>	Yes
Additional Controls or Information	
Electrical work involving exposed live wires is carried out by qualified electricians only.	

Hazard: Fire	
Current Controls	Actioned
<p>Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily</p> <p><i>Sources of ignition; e.g. naked flames, sparks from welding or grinding, overloaded / damaged electrical cables or sockets. Flammable materials; e.g. petrol, paper, flammable gases. If oxygen is used check the equipment is not leaking</i></p>	Yes
<p>Fire alarm, manual call points and smoke / heat detectors are in place where necessary, kept in good working order and checked regularly</p> <p><i>You may need an automatic detection system linked to an automatic warning system (with back up battery supply) and manual call points on escape routes & at final exits. Servicing, maintenance & repair must be done by a competent person. Keep records</i></p>	Yes
<p>Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area</p> <p><i>Escape routes must be adequate for the various types of people likely to use them. The number and types of persons likely to be present must be known. Emergency exit doors must always be available for use i.e. not locked when the building is occupied</i></p>	Yes
<p>Emergency lights are installed on escape routes where necessary, at and outside exits and near call points / fire fighting equipment and are tested regularly</p> <p><i>Emergency lights must have a back-up power source. They may be lit all the time or only light in the event of a power outage. Full standby lighting must be provided in swimming pools and high risk areas such as commercial kitchens</i></p>	Yes
<p>Fire extinguishers are accessible, kept in good working order and inspected regularly</p> <p><i>Firefighting equipment is for use in the early stages of a fire without exposing anyone to danger. It should be checked weekly and serviced annually by a competent person and records must be kept. Refer to the fire safety checklist in Learn More</i></p>	Yes
<p>Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers</p>	Yes
<p>Emergency evacuation procedures are in place</p> <p><i>Emergency procedures must take account, where necessary, of persons who have reduced mobility and / or understanding and may require help</i></p>	No (See action list)
<p>Fire drills are held regularly</p>	No (See action list)

<p>Appropriate signs are in place</p> <p><i>Each fire point should be signed and have a copy of the evacuation strategy displayed. The assembly point(s) should be in a safe location away from any fire hydrant and moving traffic</i></p>	<p>No (See action list)</p>
Additional Controls or Information	

Hazard: Slips, Trips and Falls	
Current Controls	Actioned
Stairs and steps are clearly visible, handrails are suitable, and distractions are avoided <i>Adequate lighting, visually clear step edges and handrails, handrails that permit a power grip, no distractions such as posters on walls, mobile phones not used</i>	Yes
Problem stairs and steps are identified and extra precautions are in place <i>Examples of extra precautions include slip-resistant step edges and highlighting surprise or irregular steps</i>	Yes
Pedestrian routes are slip resistant, kept clear and clean and are properly maintained <i>Repair damaged flooring, keep outside pathways free of moss, leaves etc. Have procedures in place for dealing with ice and snow e.g. gritting or salting</i>	Yes
Slippery surfaces have been identified and have been replaced, treated or improved <i>e.g. floor deep cleaned, spills controlled, floor mats used, slip-resistant footwear used or floor may need to be treated with an abrasive technique, acid etched, coated, or other method and new slip-resistance checked</i>	Yes
Floors around entrances are slip resistant when wet <i>Wet footprints inside an entrance show that water is entering the building and if the flooring is not slip-resistant there is a risk of persons slipping</i>	Yes
Floors are wet cleaned when the workplace is closed or quiet and wet areas are cordoned off until dry <i>Remove wet floor signs when floors are dry</i>	Yes
Suitable slip resistant footwear is provided and worn where necessary <i>Choose footwear with a tread pattern and sole that will grip what is underfoot e.g. liquids, loose solids, ice. Consult with employees and trial the footwear in your workplace. 'Watch your Step—Choosing Slip-resistant Footwear' Info Sheet is in Learn More</i>	Yes
Adequate lighting is provided and is appropriate for the work being carried out <i>Identify and consider where there is movement from high to low light work areas e.g. moving from inside to outside a building</i>	Yes
Spills are cleaned up immediately and absorbent materials and warning signs are available <i>Use absorbent material to soak up spills. Have these materials near areas where spills are likely</i>	Yes
Trailing cables and leads are re-routed, removed or secured and other good-housekeeping practices are in place to avoid trip hazards	Yes

Additional Controls or Information	

Hazard: Display Screen Equipment	
Current Controls	Actioned
<p>An assessment of individual workstations is carried out</p> <p><i>A trained assessor should conduct an assessment of the employee's workstation on site or by video link if working from home. Assessment should look at workstation, chair, screen, lighting etc. See practical guidance on DSE/Working from Home in Learn More</i></p>	Yes
<p>Work tasks are varied to ensure that employees are not working at their computers for long periods of time</p> <p><i>Plan work activities so that people do not spend long periods of time doing computer work. Try to ensure that other work activities are used to break up computer time, including attendance at meetings, phone calls or paperwork</i></p>	Yes
<p>Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards</p> <p><i>Give instruction to employees on how to maintain a good computer workstation set up e.g. advise employees to change posture frequently and show them how to adjust their seating</i></p>	Yes
<p>Employees who use computers are made aware of their right to eye tests</p> <p><i>The employer should make employees aware that they are entitled to an eye and eyesight test and the employee should consult with their employer to arrange an appointment</i></p>	Yes
Additional Controls or Information	

Hazard: Maintenance	
Current Controls	Actioned
<p>Only trained and authorised employees carry out maintenance work</p> <p><i>Maintenance employees must have adequate training, knowledge and experience for the maintenance tasks. It should not be assumed that all specially skilled maintenance employees have full knowledge of all your machinery and equipment</i></p>	Yes
<p>Maintenance employees are trained in the use of work at height equipment, fire extinguishers, hot work permits and confined space entry as appropriate</p> <p><i>Maintenance which involves welding, work at height or a confined space requires special precautions. Make sure you complete the Work at Height risk assessment as needed. See Code of Practice 'Working in a Confined Space' in Learn More for more information</i></p>	Yes
<p>Where maintenance work may involve disturbing asbestos, all possible types and locations of asbestos are identified by a competent person and suitable control measures put in place before work commences</p> <p><i>Most asbestos-containing materials were installed in buildings between the 1960s and the mid 1980s with asbestos cement in use until 2000. See 'Safety with Asbestos' Information sheet in Learn More for more information</i></p>	Yes
<p>Maintenance employees are aware of all external gas, water and electricity cut off points</p> <p><i>Isolation of electricity, compressed air, gas, water etc. is crucial to safe maintenance work. Suitable labels should be placed at isolation points</i></p>	Yes
<p>Machines are isolated from electric, hydraulic and pneumatic power supplies before maintenance work starts</p> <p><i>Isolation may be by removing the plug from the socket but more steps may be required to prevent accidental / unintended start-up of a machine e.g. isolator locked in the off position and tested. Emergency stop must not be relied on as a means of isolation</i></p>	Yes
<p>Guards are only removed to the extent that work requires and are replaced as soon as maintenance is complete</p> <p><i>Machinery must not to be returned to use until all guards are in place</i></p>	Yes
<p>Machine adjustments, when parts are moving, are only carried out by maintenance employees and only when machine is at slow speed or under hold-to-run control</p> <p><i>Care should be taken when testing equipment after repairs or maintenance</i></p>	Yes
<p>Work areas are cordoned off to exclude unauthorised access where necessary</p>	Yes

Workshop or storage areas used by maintenance employees are adequately lit, free from trip hazards and items are stored properly	Yes
Hazardous areas are locked when not in use	Yes
Appropriate PPE is worn by maintenance employees and they have received training in its use	Yes
External maintenance workers report to a designated person	Yes
Tools used for maintenance are in good working order and properly guarded where necessary	Yes
<i>Badly maintained tools are a potential source of accidents</i>	
Additional Controls or Information	
Only devices with valid safety certifications are used.	

Hazard: Driving for Work	
Current Controls	Actioned
<p>Employees have a full drivers licence, are competent, authorised and experienced and are familiar with the vehicle</p> <p><i>Valid driving license is carried and is appropriate to the vehicle being driven and any equipment being towed. Refer to the Road Safety Authority, www.rsa.ie, for information on licencing and other requirements for vehicles and towed machinery on the road</i></p>	Yes
<p>Vehicles are maintained in accordance with the manufacturer's instructions, in a roadworthy condition and fit for use</p> <p><i>Vehicle should be fully serviced and insured for business use. Servicing it as per the manual will help keep it in safe working order and prevent breakdowns. Keep the manual in the vehicle and consult it for information on use, checks and maintenance</i></p>	Yes
<p>A driving for work policy is in place and is communicated to all employees who drive for work</p> <p><i>For more information on a driving for work policy see driver's handbook and guidelines in 'Learn More'. The policy should cover all vehicle types driven for work purposes. Vehicles must never be operated by persons under the influence of alcohol or drugs</i></p>	Yes
<p>The use of hand held equipment is not allowed while driving</p> <p><i>Holding a mobile phone while driving, sending SMS/MMS messages or emails even if the phone or device is held in a cradle, are not allowed</i></p>	Yes
<p>Employees are trained in safe driving practices</p> <p><i>Drivers should do a quick walk around of the vehicle prior to driving e.g. check fuel level, tyres, wipers, washers, lights, indicators, warning devices, load security. See Walk-Around Check Sheets, posters and information in 'Learn More'</i></p>	Yes
<p>Safe practices and suitable aids are used for reversing and aids are kept in good working order</p> <p><i>Improve the driver's ability to see around the vehicle / load where required by providing extra aids such as convex mirrors or CCTV. Refer to the Workplace Transport Safety Reversing Vehicles guidance in 'Learn More' for more information</i></p>	Yes
<p>Adequate rest breaks are planned and taken, and adequate time is allowed for journeys, taking account of road, traffic and weather conditions</p> <p><i>During daylight hours it is recommended to take a 15 minute break after 2 hours of driving. In the hours of darkness it is recommended to take rest breaks more frequently, about every 1.5 hours</i></p>	Yes
<p>Records are kept of drivers' licences, authorisation, training, collisions, incidents, vehicle checks, maintenance, NCT / DOE and insurance</p>	Yes

<p>Vehicles are parked safely and legally</p> <p><i>Vehicles should not be parked in such a way that they are liable to cause an obstruction to traffic or others e.g. vulnerable road users, pedestrians, cyclists or motorcyclists</i></p>	Yes
<p>Work equipment carried in the vehicle is secured for travel</p>	Yes
<p>Plans are in place for dealing with vehicle breakdown and collisions, and employees are trained</p> <p><i>Make sure employees know how to deal with incidents and to whom and how they must be reported. Breakdown cover and a breakdown kit, containing warning triangle, torch, high visibility clothing, fire extinguisher and first aid kit, should be provided</i></p>	Yes
<p>In the event of breakdown the vehicle is safely stopped, hazard warning lights are activated and warning triangle is used where appropriate</p> <p><i>On motorways and high speed roads employees should exit the vehicle by the non-traffic side, remain clear of the vehicle and not attempt repairs. Warning triangle should not be used on motorways</i></p>	Yes
Additional Controls or Information	

Hazard: Animal Attack	
Current Controls	Actioned
Employees are instructed not to enter any property where they suspect aggressive domestic or farm animals are roaming unattended	Yes
Employees ask owners to secure/restrain animals before entering a property	Yes
Care is taken if putting documents through door mounted letter boxes <i>Be wary of domestic animals inside a dwelling, Consider use of a post-it-peg</i>	Yes
Dog repellent devices are provided where necessary	Yes
An incident reporting procedure is in place including follow up action <i>Where animal threats or aggression occur employees must break away immediately and report the incident to their supervisor/service provider</i>	Yes
Additional Controls or Information	

Hazard: Environmental Monitoring / Sampling	
Current Controls	Actioned
<p>The risks associated with the monitoring/sampling location are determined and suitable control measures are put in place before work starts</p> <p><i>Make sure you complete the relevant risk assessment e.g. Work at Height, Working Near Water, Confined Space etc</i></p>	Yes
<p>Environmental monitoring/sampling near or on roads is only carried out at a safe location away from live traffic and a safe access route is taken</p> <p><i>The level of risk will vary depending on the location. A 'Working on Roads Safe System of Work' plan can be used to help carry out a risk assessment for each location. See the 'Learn More' section for more information</i></p>	Yes
<p>Suitable equipment is provided and employees are trained in its use</p> <p><i>Use and maintain the equipment according to manufacturer's instructions and where necessary clean/decontaminate it after use</i></p>	Yes
<p>Equipment is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</p>	Yes
<p>A procedure is in place for the safe taking of samples</p>	Yes
<p>Vaccinations are made available to employees who may be exposed to hazardous biological agents</p> <p><i>Refer to the Immunisation Guidelines for Ireland, Royal College of Physicians, for more detailed information. Records of vaccinations and any necessary follow-up should be kept</i></p>	Yes
<p>PPE suitable for the type of monitoring/sampling being carried out is provided and worn</p>	Yes
<p>Suitable absorbent materials are readily available for dealing with spills</p> <p><i>Make sure you complete the 'Chemicals' Risk Assessment</i></p>	Yes
<p>Suitable containers are used, appropriately labelled and transported in a safe manner, as required</p> <p><i>Containers should be secure, leak proof and the contents identified</i></p>	Yes
<p>Contaminated waste is safely handled and correctly disposed of</p>	Yes
Additional Controls or Information	

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Hazard: Knives and Sharp Objects	
Current Controls	Actioned
Use of knives and sharp objects is minimised and they are stored safely	Yes
Safe work practices are in place for the use, cleaning and sharpening of knives and sharp objects and employees are trained <i>Training in safe cutting and use e.g. cutting away from the body, not leaving knives / blades in areas where others may not be aware of them e.g. in a sink or other areas</i>	Yes
Knives and sharp objects are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Knives or sharp object used are suitable for the job <i>Typical catagories of utility knives include bladeless cutters, concealed blades, spring loaded blade retraction, manual blade retraction, automatic blade retraction</i>	Yes
Blades are kept sharp and replaced as needed	Yes
PPE is provided and worn as required	Yes
Additional Controls or Information	

Hazard: Lone Working	
Current Controls	Actioned
The number of lone workers is kept to a minimum	Yes
Means of communication is provided <i>Make sure there is adequate battery power and, where necessary, network coverage to maintain contact for the duration of the work</i>	Yes
Contact numbers are readily available for use in an emergency and an alarm is provided where relevant <i>Emergency services and emergency contact persons should be on speed dial. Consider using agreed emergency code words to alert the contact person</i>	Yes
Employees are trained on lone working procedures <i>e.g. Procedures on frequency of contact with base, HQ or a nearby colleague etc, how to handle conflict situations and the threat of violence, emergency procedures, set call in times, locking and securing the workplace</i>	Yes
Procedures are in place should a lone worker fail to return or make contact at agreed time <i>e.g. Try to contact lone worker, inform senior manager, inform An Garda Siochana</i>	Yes
Physical barriers are provided where practical where there is an increased threat of violence <i>Physical separation from other areas e.g. coded doors, wide desk or screen for reception / cash desk, table between employee and visitor</i>	Yes
Where relevant, lone workers are provided with any necessary background information <i>e.g. Information about the area, previous experiences, client history</i>	Yes
Additional Controls or Information	

Hazard: Office Equipment	
Current Controls	Actioned
Office equipment is used in accordance with the manufacturer's manual <i>Always keep the instruction manual that comes with every piece of new equipment and consult it for information on the use, cleaning and maintenance of the equipment</i>	Yes
Power sockets are not overloaded <i>Overloading sockets can cause electrical fires</i>	Yes
Power supply is turned off when clearing shredder jams and emptying bags	Yes
Loose clothing, dangling jewellery and unsecured long hair are avoided when using a shredder	Yes
Guillotine is only used when the guard is in place	Yes
Guard is engaged when guillotine is not in use	Yes
Cabinet drawers and doors are kept closed when not in use	Yes
Only one filing cabinet drawer can be opened at a time to prevent tipping	Yes
Shelves are not overloaded	Yes
Adequate lighting, ventilation and heating are provided	Yes
Additional Controls or Information	

Hazard: Outdoor Work	
Current Controls	Actioned
<p>Employees are informed of the importance of protection from the sun, sun cream is available and over-exposure to the sun is avoided</p> <p><i>Educate and encourage employees to self-check skin for signs of skin cancer. Inform them about the Sun Smart Code and to keep covered up e.g. clothing, hat, sunglasses, sun cream</i></p>	Yes
<p>Suitable measures are put in place when working in bad weather</p> <p><i>Consider how bad weather affects the work and if the work should stop temporarily. A place to shelter and to dry work clothes should be provided. Protection in cold weather includes layering of clothing and taking frequent, short breaks in warm areas</i></p>	Yes
<p>Suitable facilities are provided and maintained for cleansing of hands before eating, drinking or smoking</p> <p><i>Infectious diseases such as leptospirosis (weils disease), hepatitis and tetanus can be spread from hand to mouth or through cuts and scrapes</i></p>	Yes
<p>Suitable clothing and gloves are provided and worn as required</p> <p><i>Long sleeve clothing should be worn where necessary e.g. when there is a risk of sunburn, scratches or insect bites</i></p>	Yes
<p>Cuts and abrasions are covered with waterproof dressings / plasters</p> <p><i>Infectious diseases such as leptospirosis (weils disease), hepatitis and tetanus can be spread from hand to mouth or through cuts and scrapes</i></p>	Yes
<p>Working in and generating dust is kept to a minimum and where this is not possible, suitable personal protective equipment is provided and worn</p>	Yes
<p>A First Aid box is available</p>	Yes
<p>A relevant vaccination programme is in place and is offered to employees</p> <p><i>Diseases can develop from contact with body fluids, sewage, soil, stagnant water etc, so where there is a risk and a vaccine exists it should be offered</i></p>	Yes
Additional Controls or Information	

Hazard: Visiting Construction Sites	
Current Controls	Actioned
Employees are provided with information about the purpose of the visit	Yes
Employer or manager is aware of the employee's planned visits	Yes
Employees carrying out work on a construction site are in possession of a valid Safe Pass card	Not Applicable
<p>Contact is made with the site manager / site office on arrival</p> <p><i>Park in designated areas and use pedestrian access routes to reach site offices. Visitors may have to sign in and attend a site-specific induction before being allowed on site</i></p>	Yes
Site rules and safety signs are always obeyed	Yes
Suitable PPE is provided and worn as required	Yes
Additional Controls or Information	

Hazard: Visiting Customer Premises	
Current Controls	Actioned
Employees are provided with information about the purpose of the visit, the location of the premises and any particular risks	Yes
Employer or other relevant person is aware of the employee's planned visits	Yes
Company identification is provided and shown to customer on first contact	Yes
Employees are trained not to enter any premises without prior permission from the owner/customer	Yes
On arrival at a customer's premises employees make their presence known at reception or make contact with a customer representative	Yes
Employees are trained to avoid, and to report to their manager, any dangerous situations/issues that may affect them and reported matters are dealt with promptly <i>Where threats or aggression occur employees must break away immediately and report the incident to their immediate supervisor/service provider</i>	Yes
Emergency contact numbers are provided and an incident reporting procedure is in place including follow up action <i>Telephone numbers for emergency services and key personnel should be provided and all threats of violence or harassment are to be investigated and a record kept</i>	Yes
The premises rules and safety signs are obeyed	Yes
Where relevant, employees familiarise themselves with the layout of the premises and emergency evacuation procedures	Yes
Additional Controls or Information	

Hazard: Working Near Water	
Current Controls	Actioned
Employees are trained to carry out any tasks in the vicinity of water as required	Yes
Guards or fences are provided where practicable	Yes
Where there is no fencing, employees wear a safety harness and rope back to a secure point and / or wear an approved life jacket or PFD <i>Employees using life jackets, PFDs or safety harnesses must be instructed in their use, pre-use checks and storage. PFDs must be inspected and tested regularly by a competent person in accordance with the manufacturer's instructions</i>	Yes
Suitable rescue equipment is in place, readily available and maintained in good condition <i>Safety and rescue equipment must be maintained and serviced as per the manufacturer's instructions</i>	Yes
Safety signs are in place	Yes
Vehicle and pedestrian routes are kept as far away from the waters edge as practicable	Yes
Bridges across water features are designed to take the weight and width of the intended traffic, are regularly inspected and kept in good condition	Yes
Bridges across deep or fast moving water are fitted with handrails	Yes
Additional Controls or Information	

