

Cognition World

Health and Safety Management System

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Cognition World Health and Safety Management System

This document outlines the 12 core components of our Safety Management System, which together provide a structured and integrated framework for managing health and safety across all activities.

Taken as a whole, they define how the organisation plans, implements, monitors and continually improves its approach to safeguarding employees, contractors, visitors and other stakeholders in line with applicable legal and regulatory requirements.

12 Components of the Safety Management System



- 1. Policy and Legal Framework**
- 2. Organizational Structure and Responsibilities**
- 3. Risk Assessment and Hazard Management**
- 4. Safe Systems of Work**
- 5. Competency and Training**
- 6. Personal Protective Equipment (PPE)**
- 7. Emergency Procedures**
- 8. Contractor Management**
- 9. Monitoring and Performance Measurement**

10. Documentation and Record Keeping

11. Continuous Improvement

12. Compliance and Assurance

1. Policy and Legal Framework

Legislative Compliance

- Safety, Health and Welfare at Work Act 2005 (as amended 2014)
- Safety, Health and Welfare at Work (General Application) Regulations 2007
- Safety, Health and Welfare at Work (Construction) Regulations 2013
- Electrical and gas safety regulations

Management Commitment

- Directors accept ultimate responsibility for H&S performance
- Adequate resource allocation (personnel, equipment, training, budget)
- Annual Health and Safety Statement review
- Quality-focused culture driven from leadership level

2. Organizational Structure and Responsibilities

Clear Accountability Hierarchy

- Directors: Ultimate accountability, resource allocation, policy approval
- Project Director (Named Safety Officer): Day-to-day H&S management, RAMS approval, incident investigation
- Project Managers: Site-specific risk assessments, contractor coordination, safety monitoring
- Contractors/Electricians: Safe execution of work, RAMS compliance, hazard reporting
- All Employees: Personal safety responsibility, PPE use, incident reporting

3. Risk Assessment and Hazard Management

Five-Step Risk Assessment Process

1. Hazard Identification: Electrical hazards, working at height, manual handling, lone working, site-specific risks
2. Risk Evaluation: Likelihood \times Severity = Risk Rating matrix
3. Control Measures: Hierarchy of controls (elimination, substitution, engineering, administrative, PPE)
4. Implementation: Documented in RAMS, communicated during briefings, monitored during work
5. Review: Annual reviews, post-incident updates, continuous improvement

Site-Specific Risk Assessments

- Pre-work assessment for each DDLETB location
- Dynamic risk assessments by attending personnel

- Client site safety rules integration

4. Safe Systems of Work

Installation Method Statements

- Electricity meter and CT clamp installation procedures
- Gas sensor installation (safe-side only) procedures
- Gateway deployment procedures
- Emergency response protocols
- Environmental considerations

Safety by Design Principles

- Split-core CTs eliminating de-energization requirements
- Non-invasive installation methodology
- Pre-configured equipment reducing on-site troubleshooting
- Remote commissioning minimizing site presence
- Plug-and-play gateway deployment

5. Competency and Training

Mandatory Training Requirements

- Health and Safety Awareness (Safe Pass equivalent)
- Manual Handling Training (3-year refresh cycle)
- First Aid at Work (designated first aiders)
- Fire Safety and Evacuation
- Role-specific training (Safe Electric for electricians, RAMS preparation for project managers)

Competency Verification

- Training records and certificates maintained
- Professional registrations tracked (Safe Electric, engineering institutions)
- Site-specific inductions before work commencement
- Toolbox talks addressing specific hazards

6. Personal Protective Equipment (PPE)

Standard PPE Requirements

- Safety footwear (steel toe cap, EN ISO 20345)
- Safety glasses (impact-rated, EN 166)
- High-visibility vest (Class 2/3)

- Insulating or work gloves (task-appropriate)
- Hard hats (where required by site assessment)

Specialized PPE

- Arc-rated face shields for live electrical work
- Hearing protection for noisy environments
- Respiratory protection for dusty locations

7. Emergency Procedures

Incident Response Protocols

- Immediate Actions: Scene safety, first aid, emergency services (999/112), client notification
- Reporting: 24-hour incident report completion, HSA notification if reportable, investigation by Project Director
- Fire Procedures: Alarm activation, evacuation, assembly point reporting, no re-entry without authorization

Emergency Equipment

- First aid kits on site
- Emergency contact details (site emergency services, DDLETB facilities, Cognition World management)
- Fire extinguishers (client-provided)

8. Contractor Management

Contractor Safety Qualification

- Safe Electric registration (current and valid)
- Insurance verification (Employer's Liability €13M, Public Liability €6.5M, Professional Indemnity €6.5M)
- CSCS cards or equivalent for operatives
- Method statements for all activities
- Safety induction and RAMS briefing before work

Supervision and Monitoring

- Installation supervisor oversight
- Project Manager site inspections (minimum weekly during active phases)
- Safety performance tracking
- Non-conformance escalation procedures

9. Monitoring and Performance Measurement

Leading Indicators (Proactive)

- Risk assessments completed (target: 100% before work)
- Safety briefings conducted (weekly during installation)
- Safety inspections performed (1 per site minimum)
- Near miss reports submitted
- Training compliance rates (target: 100%)

Lagging Indicators (Reactive)

- Lost Time Injuries (target: zero)
- Recordable injuries (target: zero)
- Property damage incidents (target: zero)
- Dangerous occurrences (target: zero)
- Audit non-conformances (target: <3 per project)

Reporting Cadence

- Bi-weekly safety performance in QUADRANT status reports
- Monthly performance review meetings with DDLETB
- Immediate incident notification (within 2 hours for serious concerns)

10. Documentation and Record Keeping

Mandatory Documentation

- Health and Safety Statement (reviewed annually)
- Site-specific Risk Assessments and RAMS
- Installation method statements
- Training records and competency certificates
- Incident reports and investigation findings
- Safety inspection reports
- Contractor safety qualifications
- Insurance certificates
- Site induction sign-in sheets

Traceability and Audit Support

- Complete incident history with resolution details
- Configuration change records
- Performance metrics archives

- Meeting minutes and action registers

11. Continuous Improvement

Review Mechanisms

- Post-project safety reviews capturing lessons learned
- Incident investigation root cause analysis
- Annual Health and Safety Statement updates
- Safety performance trending and benchmarking
- Client feedback integration

Industry Engagement

- Professional development through CIPD, Enterprise Ireland
- Best practice sharing through Energy Management Association
- Alignment with public sector safety standards
- Technology partnerships enhancing safety capabilities (AWS, Microsoft)

12. Compliance and Assurance

Annual Compliance Reviews

- GDPR & Privacy
- Health & Safety
- Anti-Bribery/Corruption/Modern Slavery
- Dignity at Work
- Employee Confidentiality
- Whistleblower Protection
- Procurement Policy (including Supplier Code of Conduct)
- IT Management Policies

Audit and Certification

- Internal annual H&S audits by Project Director
- Client safety audits (full cooperation)
- Third-party audit preparation (ISO 45001 certification in progress)
- Safe Electric contractor verification

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Health, Safety & Welfare at Works Acts 2005-2014 Compliant

