



KEL-TECH ENGINEERING LTD

**Unit 37/38
IDA Industrial Park,
Cork Road,
Waterford**

SAFETY STATEMENT

KEL-TECH ENGINEERING LTD SAFETY STATEMENT



Section 1.

Introduction and Contents

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Section 2.

Safety Policy Statement

This document is prepared in accordance with the Safety, Health and Welfare at Work Act 2005 and further updates. It is the policy of Kel-tech Engineering Ltd to do all that is reasonably practicable to ensure the safety and health of all its employees. In conformance with this stated policy, the company will seek to provide at all times, as far as is reasonably practicable, the highest standards of occupational and environmental safety and health.

In particular the company has a responsibility to provide as far as is reasonably practicable:

- Effective management of the health and safety of all personnel.
- A safe and healthy working environment and to comply with statutory requirements.
- Necessary training to employees, to enable them to perform their duties in a safe manner and without risk to health.
- Appropriate safety devices, protective equipment, information, training and supervision.
- A comprehensive, updated Company Safety Statement and arrangements for its implementation and monitoring.

All employees throughout all levels of the company have a responsibility for health and safety, both for themselves as well as for any other persons who may be affected by their acts or omissions, as required in the Safety, Health and Welfare Act 2005.

All employees in the company must recognise that they too have a legal and moral obligation to cooperate with management in all matters relating to Safety, Health and Welfare at work.

Following on from these requirements, the active support and cooperation of each employee is an essential element in the overall company objective of providing a safe and healthy working environment.

Ray Breen
Managing Director

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Section 3.

Administration of the Safety Statement.

CONTROL OF SAFETY STATEMENT

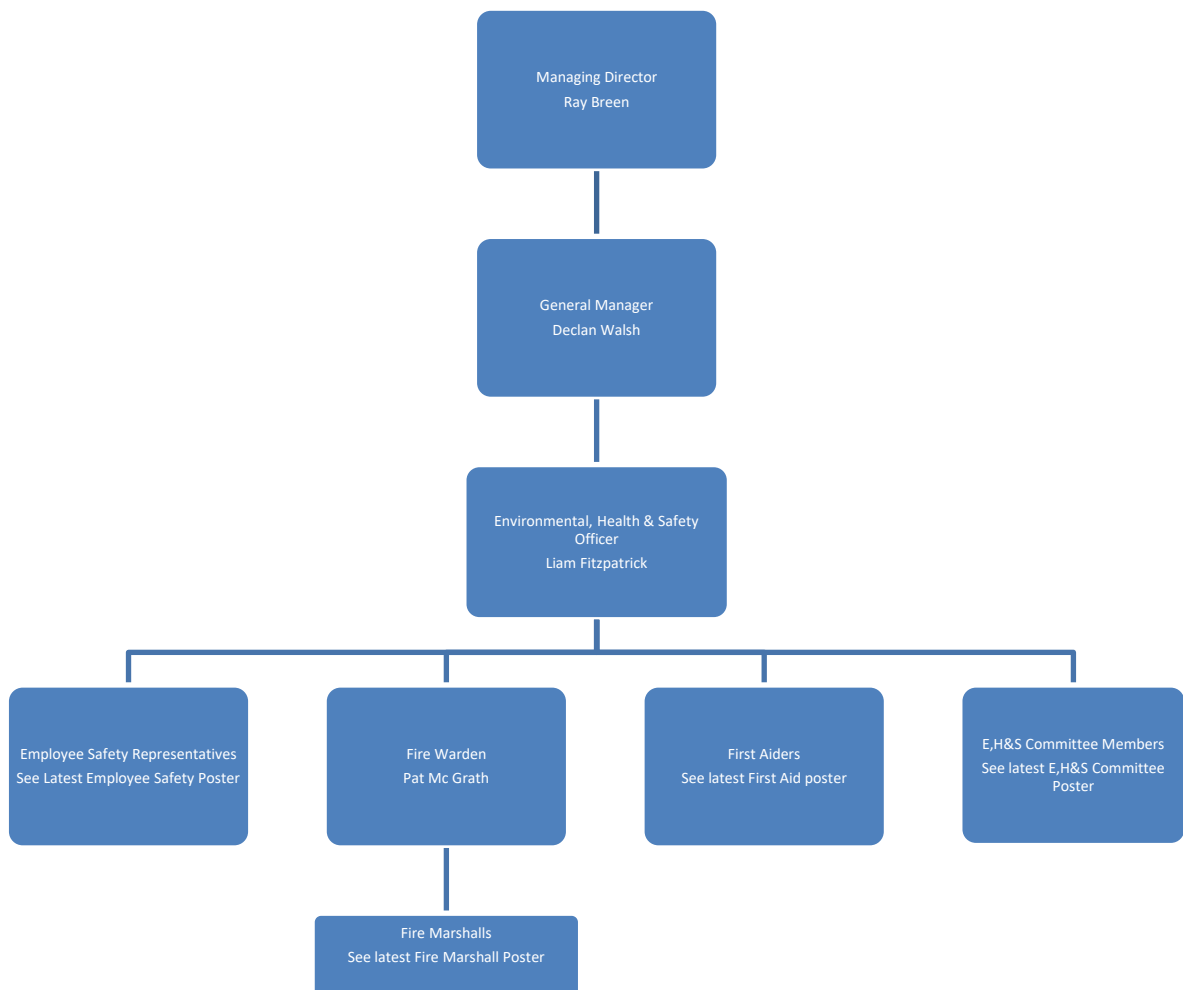
All items in the Safety Statement are controlled by revision number. Any changes to the General Safety Statement Policy must be authorised by the Managing Director.

Any changes to any other element of the Safety Statement must be authorised by the Safety Committee and approved by the Managing Director.

Only current revisions of the Safety Statement may be in circulation, earlier revisions will be withdrawn when the higher revision copy is issued.

The contents of the safety statement will be brought to the attention of employees.

Safety Organisational Chart



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Safety Statement Revision History:

Date:	File No.	Rev No:	Change:	Approved by:
29/04/99	SAFE 1	0	p.1 change Jeremy Rossiter to Maria Hayes	
			p.2 add 'Accidents / Dangerous occurrences' to index	
29/04/99	SAFE 3	0	p.2 change Jeremy Rossiter to Maria Hayes, add Declan Walsh to distribution	
29/04/99	SAFE 4	0	p.1 item 4, add Safety, Health and Welfare training issues	
"	"	"	p.2 add Safety Representative	
"	"	"	p.4 rephrase third point. Add 'Audit Sheet'	
"	"	"	p.5 rephrase end of first sentence	
"	"	"	p.6 add 'potential' to dangerous. A. add 'and safe', delete bottom statement	
"	"	"	p.9 change speed dial numbers. Delete Brian Mulcahy from First Aiders.	
"	"	"	p.10 update chargehand list	
"	"	"	p.10 update building diagram	
"	"	"	Add new p.15 'Accidents / Dangerous occurrences procedure	
22/06/07	SAFE 1	2	p. 1 add Section 7 Appendix, change approved by Michael Howman to John McLoughlin	John McLoughlin
22/06/07	SAFE 2	3	p. 1 change Safety, health & Welfare Act 1989 to 2005	Ray Breen
28/06/07	SAFE 3	3	p. 1 update organizational chart, add fire marshals, fire wardens	John McLoughlin
28/06/07	SAFE 3	3	p. 2 add paragraph definitions, update distribution list	John McLoughlin
28/06/07	SAFE 4	3	p. 1 item 2 Human Resources Officer	John McLoughlin
05/07/07	SAFE 4	3	p. 2 change 1989 Act to 2005 Act	John McLoughlin
05/07/07	SAFE 4	3	p. 2 change disciplinary procedure as per contract of employment	John McLoughlin
05/07/07	SAFE 4	3	p. 3 change 1989 Act to 2005 Act	John McLoughlin
16/07/07	SAFE 4	3	p. 6 change 1989 Act to 2005 Act	John McLoughlin
16/07/07	SAFE 4	3	p. 8 Change Declan Walsh to John McLoughlin and John Brett to Agnieszka Cisowska, change telephone numbers, add names of all First Aiders	John McLoughlin
16/07/07	SAFE 4	3	p. 9 add list of Fire Marshals	John McLoughlin
16/07/07	SAFE 4	3	p. 10 add list of Fire Marshal's responsibilities	John McLoughlin

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16/07/07	SAFE 4	3	p. 11 change of building diagram and evacuation routes	John McLoughlin
16/07/07	SAFE 4	3	p. 13 specify supervisor's and H.R responsibility for PPE	John McLoughlin
16/07/07	SAFE 4	3	p. 15 specifying time frames for refreshing training	John McLoughlin
05/09/07	SAFE 4	3	p. 16 specify H.R. responsibility in relation to accident and dangerous occurrences reporting procedure	John McLoughlin
01/12/11	“	4	General Review and update.	Declan Walsh
24/01/13	“	5	General Review and update	Lorna McGrath
12/09/13	“	6	p.4 Changes on Safety Org. chart	Lorna McGrath
12/09/13	“	6	p.14 Telephone numbers and first aiders updated.	Lorna McGrath
12/09/13	“	6	P15. Update Fire Marshalls	Lorna McGrath
14/01/14	“	7	General Review and update	Lorna McGrath
28/01/15	“	08	General Review and Update	Lorna McGrath
2/02/16	“	09	General Review.	Paul Johnson
21/04/17	“	10	Org Chart & Abrasive Wheels Training Eir Code added, Fire Marshalls added	John Dunphy
10/07/17	“	11	Risk Assessment for Zonda spray booth updated to include use of face guard to close off Niggle 751. Also FOB for paint shop operator as lone worker. Stacked components Fold Area Risk Assessment following Near Miss.	John Dunphy
28/08/17	“	12	Drill RA changed to include guards, Crane RA changed to include twist on chain	John Dunphy
27/11/17	“	13	Spill Response Training included in Chemical Storage Risk Assessment	John Dunphy
19/12/17	“	14	Defibrillator added and personnel and training changes	John Dunphy
01/09/18	“	15	Updated Organisation chart & first aiders	Steve Brockley
22/11/18	Safe 5	16	General Review & Update	Steve Brockley
14/11/19	“	17	General review and update with changes to the organisation chart	Liam Fitzpatrick
25/05/20	“	18	Page 21: Added Covid-19 Policy	Liam Fitzpatrick

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Section 4. - Arrangements for Implementation:

Resources:

Kel-tech Engineering Ltd will provide adequate resources necessary to ensure, as far as is reasonably practicable, the Safety, Health and Welfare of its employees.

Employees are deemed to be those persons in the full-time employment of Kel-tech Engineering Ltd. and self-employed persons who undertake work on behalf of Kel-tech Engineering Ltd.

The following resources have been identified:

1. The General Manager and individual Managers or appropriate persons with the assistance of competent outside agencies, for appropriate safety consultancy and training input.
2. Environmental, Health and Safety Manager.
3. Where requested, the election of Safety Representatives, in compliance with Section 25 Safety, Health & Welfare at Work Act 2005.
4. A Safety Committee containing at least one management representative, who shall meet at intervals decided by agreement, to review:
 - Progress on the implementation of the Safety Statement.
 - Safety issues, audits, accidents and dangerous occurrences.
 - Ensure ongoing compliance with the provisions of the Safety Statement and national legislation.
 - Continually review the Fire Evacuation procedures.
 - Any other Safety, health and welfare training issues.

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Disciplinary Procedure

1.0 PURPOSE

The purpose of this section is to outline the importance of adhering to all Health & Safety procedures.

2.0 SCOPE

It applies to all employees in Kel-tech Engineering Ltd.

3.0 RESPONSIBILITY

It is the responsibility of all employees, supervisors and managers to make sure that all Environmental Health & Safety procedures are adhered to and we have an appropriate attitude to the Environment, Health & Safety issues.

4.0 DISCIPLINARY PROCEDURE

For your own safety and that of others, it is necessary that you adhere to all environmental, health and safety requirements such as good housekeeping, wearing appropriate PPE, etc. Failure to do so may result in disciplinary action. All accidents at work must be reported immediately to either the Production Manager; Supervisor; Environmental, Health & Safety Manager; Team Leader or Safety Representative.

The Disciplinary Procedure is as follows;

In the event of serious/persistent misconduct, such as horseplay at work, bad quality work, lack of care for the safety of oneself or fellow workers, etc., the following procedure will apply:

First Warning: This will be given by your Supervisor and may be written or oral. In either event you will be notified that the warning constitutes the first formal stage of the misconduct procedure. If the warning is oral a note of same will be placed on your personnel file and will have a life of 6 months.

Second Warning: This will be given by your Supervisor and may be written or oral. In either event you will be notified that the warning constitutes the second formal stage of the misconduct procedure. If the warning is oral a note of same will be placed on your personnel file and will have a life of 12 months.

Final Warning: This will be given by your Supervisor in writing with confirmation of the fact that should a further case of misconduct arise you will be dismissed. This will be placed on your file and will have a life of 12 months.

Dismissal: If after you receive a Final Warning you commit a further act of misconduct you will be dismissed.

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Organisation & Responsibilities.

Individual Managers, Supervisors and Team leaders at Kel-tech Engineering Ltd, share with the Managing Director the responsibility to provide administrative support and counsel for the establishment of organisational arrangements and programmes to promote the achievement of the highest practicable operating health and safety standards within their respective areas of control.

Managers, Supervisors and Team leaders have special ongoing responsibilities to ensure that full consideration is given to the health and safety of all employees and that there is full compliance with the Company's Safety Policy Statement.

These responsibilities are as outlined in the Safety, Health and Welfare Act 2005, and include the following:

- Communicate Safety, Health and Welfare at work by personal example.
- Ensure that all processes and activities under their control are planned and completed in a safe method without risk to health, as far as is reasonably practicable. Where significant hazards are evident, an appropriate risk assessment will be undertaken with the participation of those affected and communicated to all those at risk.
- Familiarise themselves with the company Safety Statement, the responsibilities therein and their own responsibilities in relation to this.
- Ensure the Safety Statement and other safety arrangements and procedures are communicated, observed, understood and implemented.
- Make sure that all processes and procedures under their control are completed safely and pose no threats to health. This includes: provision and maintenance of adequate guarding systems on all machinery, equipment and safety devices are properly maintained and safe to use; activities are planned so that they may be carried out safely.
- Only competent personnel are authorised to adjust, operate and maintain machinery or equipment.
- All dangerous moving parts of machinery or equipment are adequately guarded.
- Machinery and equipment is properly maintained and safe to use.
- Ensure the provision, maintenance and use of all forms of personal protective equipment as may be required.
- All employees under their control receive appropriate training in Health and Safety as well as work methods and any relevant safety aspects, appropriate to their tasks.
- Ensure that employees under their control are aware of actions to be taken in case of emergency and that properly maintained firefighting equipment is available within their area.
- Maintain good housekeeping standards and in particular ensure access/exit routes as well as fire exits and fire points are never obstructed.
- All accidents and dangerous occurrences are fully investigated, reported and remedial measures put in place.

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- All safety rules, regulations and procedures are kept under review so that they remain applicable to the plant and processes.
- All safety rules, regulations and procedures are firmly and fairly enforced. Adequate and competent supervision is available as appropriate at all times.
- Any new process, or changes to a process, procedure or equipment whether brought into the plant or designed/manufactured in-house, has had full assessment with respect to health and safety and does not endanger the health and safety of an employee.
- Ensure that all chemicals used on site are: properly labelled, properly disposed of, properly stored and correct precautions are taken in their use.
- Provide positive consideration and support to any representation about Health and Safety from employees.
- Provide effective management/supervision to ensure safe working practices are adhered to throughout all working activities in the company.
- Adequate records are kept of training, operating procedures, audits and changes that relate to health and safety.
- All employees under their control are held accountable for their performance in relation to occupational safety and health.
- Take a direct interest in the safety and health of the employees they are responsible for.
- Where corrective action involves approval or action at another level, the matter must be brought to the attention of the appropriate personnel.

All Employees:

All employees are responsible for their own health & safety and the health & safety of those who may be affected by their acts or omissions.

Contractors

- Ensure that when employing contractors that all necessary measures for securing health and safety are dealt with.
- Ensure that contractors working in the area adopt safe working practices and that employees or any other person are not endangered by the activities of the contractor.

Visitors

- Ensure any visitors on the premises are escorted at all times. Where appropriate they must use suitable personal protective equipment and safe working practices must be adopted in their regard.

Lone Workers

- Wherever practicable, employees of the Kel-tech Engineering Ltd are not to work alone in high-risk activities or areas.
- Where it is unavoidable, and with prior agreement with the Area Manager &/or Area Supervisor, the lone worker will ensure that the Area Supervisor is aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with the Supervisor at pre-arranged times throughout, and on completion, of the activity.

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Consultation.

The Management representative on the Safety Committee will be responsible for co-ordinating consultation with the workforce and providing appropriate information to the workforce and their nominated Safety Representatives/Safety Committee members, on all matters pertaining to safety, health and welfare, or a competent person will be delegated with this responsibility.

The principle mechanism for consultation with the workforce will be via the Team leader, Supervisor or Manager. The workforce may also nominate Safety Representatives.

Each employee will be given the opportunity to make representations on any topic of concern to the Team leader/Supervisor or Manager as applicable. In addition, each employee will be given the opportunity to consult as appropriate with their Safety Representative/Safety Committee member.

Any Safety Representative will be given the opportunity to participate in meetings of the Safety Committee including the management representative. Any appropriate member of management may be co-opted into any Safety Committee meeting as necessary. Safety Committee meetings will be held at intervals as are deemed necessary. All subjects relating to Health and Safety shall be discussed and decided upon at such meetings.

All employees opinions on Safety and Health at work are welcomed at any stage.

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Employee Co-Operation

All employees of Kel-tech Engineering Ltd are expected to co-operate fully with all provisions taken by the company for ensuring their safety, health and welfare. All employees are expected to immediately report any accidents, actual or potential dangerous occurrences, unsafe conditions and unsafe acts to their immediate Supervisor or Manager. All employees are expected to adhere to all safe systems of work, wear or use personal protective equipment or safety equipment provided and report the need to repair or replace items of personal protective equipment.

All employees are expected to discharge their work in a safe manner so as to avoid injury to themselves or others and avoid damage to company equipment and property.

All employees are reminded that they have specific statutory responsibilities under the Safety, Health and Welfare Act 2005, the duties of every employee at work as set out in section 9 of the legislation are as follows:

1. It shall be the duty of every employee while at work;
 - To take reasonable care of his/her own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work.
 - To co-operate with his/her employer and any other person to such an extent as will enable his/her employer or other person to comply with any of the relevant statutory provisions.
 - To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his/her use alone or for use in common with others) for securing his/her safety, health or welfare while at work and
 - To report to his/her employer or his/her immediate Supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare of which he/she becomes aware.
2. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities.

Other statutory employee responsibilities state that every employee has a duty to take into account training and instruction given by his employer in relation to:

- A. Making correct, safe use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production.
- B. Where personal protective equipment is provided that the employee;
 - Uses it in accordance with the information, instruction and training provided by the employer.
 - Take all reasonable steps to ensure that this equipment is returned to storage after its use by the employee.



Emergency Plan

1.0 PURPOSE

The purpose of emergency plan is to ensure that all employees and visitors are evacuated safely in case of fire.

2.0 SCOPE

This procedure applies to all employees and visitors who come to Kel-tech Engineering Ltd.

3.0 RESPONSIBILITY

It is responsibility of all visitors and employees of Kel-tech Engineering Ltd to follow this procedure.

4.0 EVACUATION PROCEDURE

In the event of Fire, Explosion or other hazardous circumstances, it may be necessary to evacuate these premises.

The evacuation alarm will be sounded by one of the following means:

- a) Sounding of the Fire Alarm.
- b) Being told to evacuate.

4.1. *Action on hearing the evacuation alarm*

1. Press emergency stop button on your machine.
2. Leave the premises by the nearest exit.
 - * Do not run.
 - * Do not stop to collect belongings.
 - * Do not re-enter the building for any reason.
3. Report immediately to the Assembly Point.

4.2. *If you are first to discover fire or other emergency that necessitates evacuation:*

1. Call warning to those nearby and activate alarm by smashing nearest break glass.
2. Evacuate premises immediately.
3. Rescue those needing help, but do not put yourself in danger.
4. Attack the Fire - only if you know how to.

NEVER *put yourself in further danger*

Treat all Fire Drills as the real thing as the next time it may be just that.

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In case of an Emergency

Dial 121 or 999 and ask for the service you require:

Ambulance/Doctor
Gardai
Fire Brigade

Give clear and precise information about the incident, number of people requiring help, etc.

Give the exact address and telephone number:

Kel-tech Engineering Ltd,
Unit 37/38
IDA Industrial Park,
Cork Road,
Waterford.
Tel.: (051) 377900
Eir Code X91 XYN5

Do not hang up until the operator has repeated the information back to you.

The following telephone numbers may be useful

Doctors: Rowe Creavin Medical Practice	Tel 051 370057
Waterford Regional Hospital	Tel 051 848000
CareDoc	Tel 1850 334 999

General Manger	Declan Walsh	Mobile	0872343834
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In case of an accident always inform your Team leader/supervisor or manager and or a first aider. If you notice anything missing from the First Aid box, please inform one of the First Aiders.

Remember: The contents of a First Aid box are for every employee's sake. You may be risking **your own life** by abusing the contents.

The latest list of Trained First Aiders is posted on the First Aid Boxes and on Staff notice boards

Defibrillator is located beside the clocking-in machine

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Fire Evacuation Drill

1.0 PURPOSE

The purpose is to ensure that all employees are prepared for evacuation in case of real fire.

2.0 SCOPE

This procedure applies to all employees of Kel-tech Engineering Ltd.

3.0 RESPONSIBILITY

It is responsibility of all employees to follow the procedure. It is the responsibility of the Supervisors of each work area to print off a Roll Call for their shift/area daily.

4.0 EVACUATION PROCEDURE

In the event of a serious fire or any other emergency necessitating the immediate evacuation of the premises, the following procedure will apply:

- 4.1. Where a fire or other emergency occurs, which cannot be contained in the immediate area, then the emergency alarm must be sounded.
- 4.2. When the alarm is sounded, all machinery should be stopped (where possible) and all departments evacuated. Personnel should make their way to the fire exit and proceed to the relevant evacuation Assembly Points, which for floor personnel is located at the rear of both factories, and for office staff is at the front of both factories, where a roll call will be held.
- 4.3. The latest list of nominated Fire Marshals is posted on the Staff notice Boards and their responsibility is to ensure that the respective departments are fully evacuated in an Emergency:
- 4.4. The Supervisor takes the printed off Roll Call for their area to the assembly points.
- 4.5. All Communication Radios are turned to Channel 1 to aid quick communication.
- 4.6. The Supervisor is to account for all their staff & highlight to the Chief Fire Marshall if there are any omissions.
- 4.7. Staff are not to re-enter the building until the Chief Fire Marshall has confirmed with the Main Co-ordinator that it is safe to re-enter the building.
- 4.8. As the Main Keltech & K2 buildings are physically remote, there is no need to evacuate both buildings if the fire alarm only sounds in one. However, the Main Coordinator and Chief Fire Marshal must be informed as soon as possible if the Fire Alarm sounds in either building.

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5.0 Responsibilities of Fire Marshals

- They have to ensure that all fire exits are free of obstructions and access to them is always clear.
- There is list of employees available in machinery area at the fire exit to assembly point at the back yard, which must be taken in order to check headcount.
- Every Fire Marshall will time evacuation for his area and will record it on the list. Timing evacuation should start since the alarm is sounded and stop after the last person leaves the building.
- All employees must go to assembly point – Office Staff in front of the building, Production Staff at the back yard.
- The Main Coordinator who at present is Pat McGrath will take Chemical Safety folder, which includes Material Safety Data Sheets for all chemicals used in factory.
- The Main Coordinator will check with all Fire Marshals the headcount.

The following Fire Fighting equipment is located around this plant:-

Fire Extinguishers:

Type	Use on	How to use	Comments
CO2 Carbon Dioxide	live electrical equipment, liquids	direct the jet at base of fire and release the CO2. This does not cool well and may reignite	ventilate area after use
Dry Powder	solids, metals, electricity, liquid, fuel oil	direct the jet toward the flame and attempt to cover and drive the flame toward the far edge, until smothered	very messy
Fire Blanket	solids or liquids	place it carefully over fire, keep hands shielded, do not waft fire towards you.	small fires only

Fire/Emergency equipment and exits:

Must always be kept clear and accessible.

Marked areas must not be obstructed at any time.

Never use Fire Equipment for other uses besides Fire Fighting.

Where gases or a gas cylinder has ignited, do not attempt to put out the flames.

Only extinguish by turning off the gas supply.



Personal Protective Equipment

1.0 PURPOSE

The purpose of this section is to outline the importance of wearing Personal Protective Equipment.

2.0 SCOPE

It applies to all employees and visitors who come to Kel-tech Engineering Ltd.

3.0 RESPONSIBILITY

It is the responsibility of all visitors and employees of Kel-tech Engineering Ltd to wear appropriate Personal Protective Equipment.

4.0 GENERAL RULES AND PROCEDURES FOR THE USE OF PERSONAL PROTECTIVE EQUIPMENT

All employees and visitors are required to wear Personal Protective Equipment. All employees and visitors are also required to maintain PPE properly.

If your PPE becomes ineffective you have to report it to your supervisor, who will inform H.R. Department. You have to return old ineffective PPE before new piece/set of PPE is issued and in other wise, deduction will be made from your wage.

If your PPE does not fit or causes any unnecessary hazard, you have to report it to your supervisor, who will rectify the problem for you. Every reported case will be considered individually.

Personal Protective equipment is important for two reasons:

1. To protect against immediate danger, eye injury, injury of feet or hands, etc.
2. To protect or guard from long term risk, permanent hearing loss, skin disorders and respiratory problems.

Types of Personal Protective Equipment:

Safety footwear with toe protection

Must be worn in all production areas / departments by all production employees, also by office staff entering production areas on regular basis provided to employees

Hearing protection

Hearing protection must be worn on the Production Floor and is available for all employees and visitors, if an employee requires ear muffs, he/she should request them from his/her supervisor.

Eye protection / Face Shields/ Goggles

Eye protection must be worn by everyone at all times on the factory floor, office staff, visitors, contractors etc.

Welding shields / Glasses

These must be worn by all personnel carrying out welding.

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Gloves / Gauntlets/ Sleeves

These must be worn wherever there is reasonable risk of injury, damage or irritation to hands or wrists such as cuts, nips, skin irritation and burns.

Masks/ Respirators

These must be worn wherever there is reasonable risk of breathing in toxic and/or harmful, or irritating substances.

Disciplinary Procedures

Any act of avoiding wearing the required PPE, using it in improper way or deliberately damaging it will result in the person being issued with a H&S warning. Two warnings will affect disciplinary action.

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Training

Induction Training:

All new employees of Kel-tech Engineering Ltd will receive induction training in order to ensure they fully understand the hazards of the processes they are employed in and what safety precautions and emergency procedures are required as applicable to the position.

All employees transferred or assigned to new tasks will be familiarized with all potential risks and health and safety rules for that section.

All employees will receive appropriate training when any type of new machinery will be introduced, any new system of work or any change made in existing equipment.

The Company will make every effort to ensure that training is provided in a form, manner and language understood for employees.

Other H&S Training:

Manual handling training will be provided to all new employees within a reasonable time after commencement and refreshed every three years. This may be done more frequently if deemed necessary following evaluation or in the event of an accident / injury. Task Specific Manual Handling module has now been introduced to this training.

Kel-tech Engineering Ltd have a number of trained **First Aid** Personnel covering all production areas, there are also a number of designated office First Aiders. This training is refreshed every three years.

It is the Company policy that all forklift drivers are assessed by certified instructor, properly trained and licensed. **Forklift training** is refreshed every three years or sooner if necessary following evaluation or in the event of an accident / injury.

Fire drills will be run at least twice annually for all employees and will include familiarization with evacuation procedure. The company has a number of employees trained in firefighting equipment that covers office and all production areas.

Training will be also given, as necessary, to Managers, team leaders/ Supervisors and specialist staff to ensure that they have adequate knowledge of health and safety to enable them to organize work safely and without risk to health.

Abrasive Wheel Training.

Training will be given to those personnel who are required to use the following types of Abrasive Wheels; Angle Grinders, Con Saws, Chop Saws, Sanders, Circular Saws. The training records will be updated to reflect this training.



Accidents & Dangerous Occurrences Procedure

1.0 PURPOSE

The purpose of this procedure is to outline the importance of reporting accidents and dangerous occurrences.

2.0 SCOPE

It applies to all employees and visitors who come to Kel-tech Engineering Ltd.

3.0 RESPONSIBILITY

It is the responsibility of all visitors and employees of Kel-tech Engineering Ltd to report any accident or dangerous occurrence.

4.0 DEFINITIONS

An accident is an unintended or unplanned happening that may or may not result in personal injury, property damage, work process stoppage or interference, or any combination of these conditions under such circumstances that personal injury might have resulted.

4.0 PROCEDURE

4.1 Any accident or dangerous occurrence has to be reported immediately to a Team leader/ Supervisor / Manager or H.R Coordinator.

4.2 The accident/ dangerous occurrence will be recorded and investigated.

4.3 If there is First Aid required, the injured person must report it. There is a notification of who the First Aiders are on every notice board and on the 3 First Aid Station Cabinets.

4.4 Under Health and Safety legislation every employee is required to take reasonable steps to protect themselves and co-workers.

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Covid-19

Kel-tech Engineering Ltd takes the threat presented by the Covid-19 pandemic with the utmost seriousness. Kel-tech Engineering Ltd understands it has a critical role to play in protecting its employees, visitors, and the public from infection by Covid-19. The company's response to the Covid-19 crisis shall be influenced by the most current guidelines advised by the Government of Ireland, The Health Service Executive and the Health and Safety Authority.

The company's response to Covid-19 can be broken into several different categories, each designed to reduce the risk of infection within the company.

Changes in work practices

Kel-tech Engineering Ltd has reviewed its methods of working and where possible modified them to encourage employees to maintain a minimum distance of 2m for social distancing. Care has been taken to ensure that these changes to work practices do not negatively affect other aspects of health and safety. Where it is not possible to ensure 2m social distancing (either due to operational or safety concerns) alternative arrangements shall be made.

Education of employees

Kel-tech Engineering Ltd encourages its employees to take responsibility for their own safety and the safety of others. The company continually provides its employees information and training as necessary to give them the skills to keep themselves and others safe from Covid-19 infection. Tools used to achieve this include training and toolbox talks, poster campaigns and text / email campaigns.

Provision of suitable PPE

Kel-tech Engineering Ltd provides its employees and visitors with suitable PPE for the risk to which they may be exposed. As Kel-tech operates a manufacturing environment where PPE is used for different purposes, PPE provided for the purpose of protection from infection of Covid-19 has the potential to be used to provide protection from other risks (for example, a face shield provided to place a physical barrier between two people may be used to provide protection when grinding) for this reason PPE shall be provided such that it meets the most onerous condition in which it may be used.

Provision of suitable hand hygiene and disinfection facilities

The company shall provide hand cleaning and hand disinfection facilities to its employees and visitors. These facilities shall be provided such that employees and visitors shall have ample opportunity to avail of them while on the premises.

Plan to deal with a suspect infection

While the company shall make every effort to ensure an infection does not occur it understands that a procedure must be in place to deal with the unlikely event of a person showing symptoms of Covid-19.

The procedure in place to handle a suspect case of Covid-19 is designed to protect the wider workforce, visitors and the general public while at the same time ensuring the person showing symptoms of possible infection receives the help and advice they need as quickly as possible.

KEL-TECH ENGINEERING LTD SAFETY STATEMENT



Risk Assessment.

Kel-tech Engineering Ltd has established a process to identify and assess the H&S hazards and risks of its activities, processes, systems & products. This process includes a determination of those hazards and risks that are significant. The results of this process provide key input into many of the other elements of this H&S Management System that will help mitigate hazards and risks.

For changes to activities, processes, systems, products and services, the operation has systems in place to ensure that the H&S impacts and legal H&S requirements are assessed, and the need for operational controls are identified.

On Induction your immediate supervisor will communicate the specific Risk Assessments associated with your role and your area. Signatures will be required.

The results of these assessments are detailed elsewhere.

Communication and Acknowledgement

It is a requirement of the Safety Health and Welfare at Work Act 2005 Section 20 that Kel-tech Engineering Ltd bring the Safety Statement to the attention of all employees at least on an annual basis. To satisfy this requirement each employee must complete and sign the following acknowledgement.

KEL-TECH ENGINEERING LTD SAFETY STATEMENT



Communication and Acknowledgement of Safety Statement.

I, the undersigned have read and understand the Kel-tech Engineering Ltd Safety Statement. I realise the importance of safety relating to my work contained within this Safety Statement, I know I can refer to it at any time.

I know I have legal obligations to work in a safe manner which minimizes the risks to myself and others who may be affected by my acts or omissions at work by:

- complying with the relevant laws,
- cooperating with the company about safety health and welfare at work,
- not engaging in any improper conduct which endangers myself or others
- participating in Health & Safety Training offered by Kel-tech Engineering Ltd
- proper use of materials, equipment and P.P.E.
- report defects or occurrences which may endanger safety and health

Print Name: _____

Signed: _____

Date: _____

To be completed and returned to HR Department