



# Health & Safety Statement

Revision 19  
January 2021

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## Health & Safety Policy

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.

The term 'general application' in the title of these Regulations is intended to convey the message that the various Parts and Chapters of the Regulations apply to all employments, as does the Safety, Health and Welfare at Work Act 2005. As such, the Regulations are designed to simplify the task for employers and workers of locating and identifying the safety and health duties which apply to them. The Regulations were first introduced in 2007 under Statutory Instrument Number S.I. No. 299 of 2007, which was amended by S.I. No. 732 of 2007, S.I. No. 176 of 2010 and S.I. No. 445 of 2012. Together all these Regulations are known as the Safety, Health and Welfare at Work (General Application) Regulations 2007 and subsequent amendments.

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.

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Ray Breen

Managing Director

## Management of Statement

### Statement Revision & Change History

The following documentation is required prior to commencing work on our site:

Date:	Revision:	Change Details:
29/04/99	0	p.1 changes Jeremy Rossiter to Maria Hayes
29/04/99	0	p.2 adds 'Accidents / Dangerous occurrences' to index
29/04/99	0	p.2 changes Jeremy Rossiter to Maria Hayes, add Declan Walsh to distribution
29/04/99	0	p.1 item 4, add Safety, Health and Welfare training issues
29/04/99	0	p.2 adds Safety Representative
29/04/99	0	p.4 rephrases third point. Add 'Audit Sheet'
29/04/99	0	p.5 rephrase end of first sentence
29/04/99	0	p.6 adds 'potential' to dangerous. A. add 'and safe', delete bottom statement
29/04/99	0	p.9 changes speed dial numbers. Delete Brian Mulcahy from First Aiders.
29/04/99	0	p.10 update chargehand list
29/04/99	0	p.10 update building diagram
29/04/99	0	Add new p.15 'Accidents / Dangerous occurrences procedure
22/06/07	2	p. 1 add Section 7 Appendix, change approved by Michael Howman to John McLoughlin
22/06/07	3	p. 1 change Safety, health & Welfare Act 1989 to 2005
28/06/07	3	p. 1 update organizational chart, add fire marshals, fire wardens
28/06/07	3	p. 2 add paragraph definitions, update distribution list
28/06/07	3	p. 1 item 2 Human Resources Officer
05/07/07	3	p. 2 change 1989 Act to 2005 Act
05/07/07	3	p. 2 change disciplinary procedure as per contract of employment
05/07/07	3	p. 3 change 1989 Act to 2005 Act
16/07/07	3	p. 6 change 1989 Act to 2005 Act
16/07/07	3	p. 8 Change Declan Walsh to John McLoughlin and John Brett to Agnieszka Cisowska, change telephone numbers, add names of all First Aiders
16/07/07	3	p. 9 add list of Fire Marshals
16/07/07	3	p. 10 add list of Fire Marshal's responsibilities
16/07/07	3	p. 11 change of building diagram and evacuation routes
16/07/07	3	p. 13 specify supervisor's and H.R responsibility for PPE
16/07/07	3	p. 15 specifying time frames for refreshing training
05/09/07	3	p. 16 specify H.R. responsibility in relation to accident and dangerous occurrences reporting procedure
01/12/11	4	General Review and update.
24/01/13	5	General Review and update
12/09/13	6	p.4 Changes on Safety Org. chart
12/09/13	6	p.14 Telephone numbers and first aiders updated.
12/09/13	6	P15. Update Fire Marshalls
14/01/14	7	General Review and update
28/01/15	08	General Review and Update

2/02/16	09	General Review.
21/04/17	10	Org Chart & Abrasive Wheels Training Eir Code added, Fire Marshalls added
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.
28/08/17	12	Drill RA changed to include guards; Crane RA changed to include twist on chain
27/11/17	13	Spill Response Training included in Chemical Storage Risk Assessment
19/12/17	14	Defibrillator added and personnel and training changes
01/09/18	15	Updated Organisation chart & first aiders
22/11/18	16	General Review & Update
14/11/19	17	General review and update with changes to the organisation chart
25/05/20	18	Added Covid-19 Policy
14/01/2021	19	Added new EHS Management Team Chart
14/01/2021	19	Update Policy with up-to-date Regulation reference
14/01/2021	19	Welfare facilities added
14/01/2021	19	Safety representative
14/01/2021	19	Violence and robbery
14/01/2021	19	Pregnancy at Work
14/01/2021	19	Young persons at work
14/01/2021	19	Work related stress & dignity at work
14/01/2021	19	Visitors
14/01/2021	19	Contractors responsibilities
14/01/2021	19	Covid Risk Assessment
14/01/2021	19	Revised index page

## 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.

## Arrangements for Implementation

### Resources:

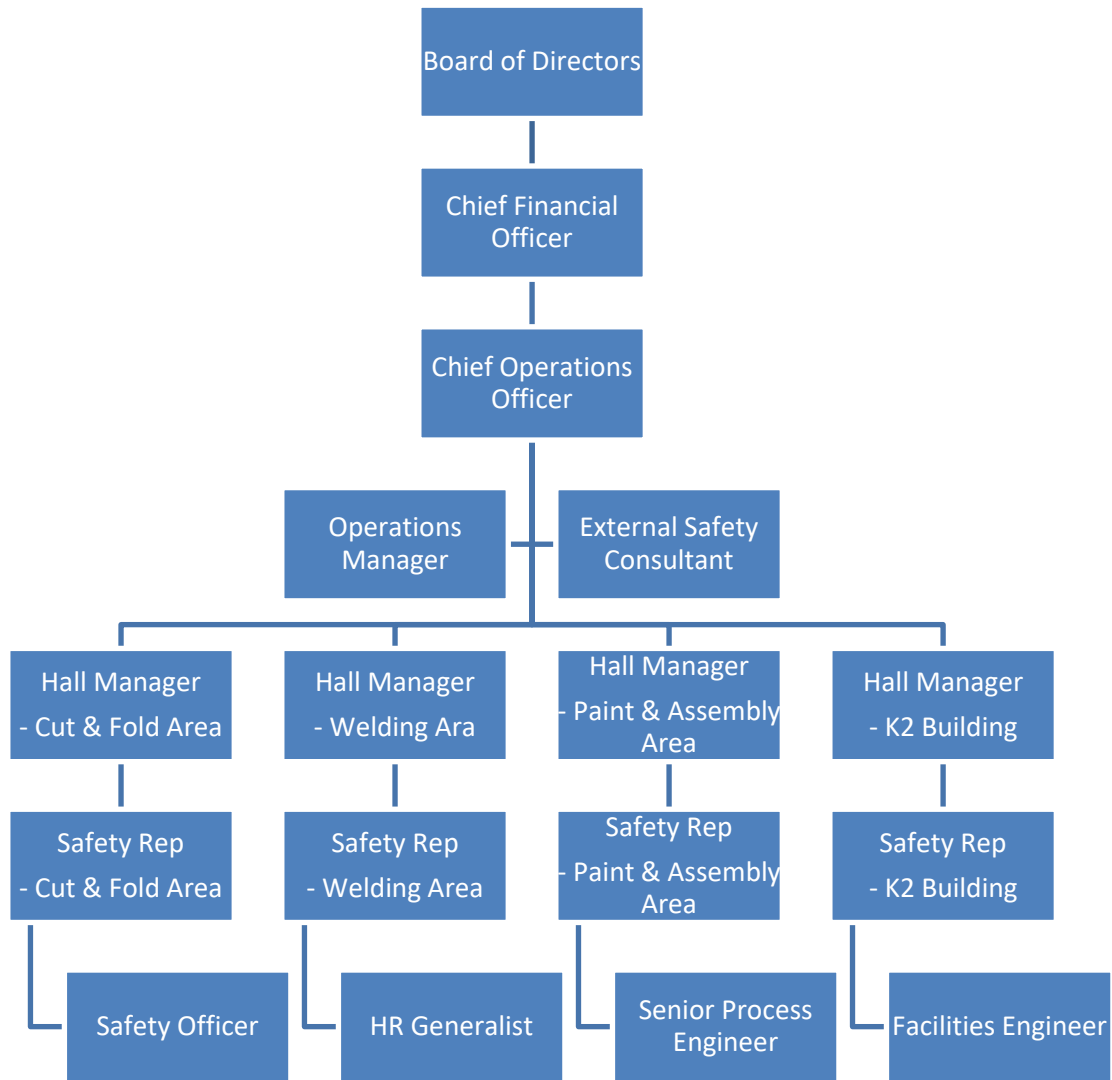
- Kel-tech Engineering Ltd will provide adequate resources necessary to ensure, as far as is reasonably practicable, the Safety, Health and Welfare of its employees.
- Employees are deemed to be those persons in the full-time employment of Kel-tech Engineering Ltd. and self-employed persons who undertake work on behalf of Kel-tech Engineering Ltd.

The following resources have been identified:

- The Chief Operations Officer and Hall Managers or appropriate persons with the assistance of competent outside agencies, for appropriate safety consultancy and training input.
- Safety Officer.
- Where requested, the election of Safety Representatives, in compliance with Section 25 Safety, Health & Welfare at Work Act 2005.
- 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.

**Safety Roles & Responsibilities**

**Safety Team Structure**



**Management 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 are 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.
- 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.

- 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 potentially 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 consider training and instruction given by his employer in relation to:

- Making correct, safe use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production.

- 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.

### **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 contact the Supervisor at pre-arranged times throughout, and on completion, of the activity.

### **Employee 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 principal 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.**

## Emergency Planning & Arrangements

### Emergency Evacuation

#### PURPOSE

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

#### SCOPE

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

#### RESPONSIBILITY

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

#### 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:

Sounding of the Fire Alarm.

Being told to evacuate.

#### Action on hearing the evacuation alarm.

- Press emergency stop button on your machine.
- 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.
- Report immediately to the Assembly Point.

#### If you are first to discover fire or other emergency that necessitates evacuation:

- Call warning to those nearby and activate alarm by smashing nearest break glass.
- Evacuate premises immediately.
- Rescue those needing help, but do not put yourself in danger.
- 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.

## Emergency Contact Information

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 84800
	CareDoc	Tel 1850 334 999
COO:	Declan Walsh	Tel 0872343834

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.

## **Fire Evacuation Management & Drills**

### **PURPOSE**

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

### **SCOPE**

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

### **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.

### **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:

Where a fire or other emergency occurs, which cannot be contained in the immediate area, then the emergency alarm must be sounded.

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.

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:

The Supervisor takes the printed off Roll Call for their area to the assembly points.

All Communication Radios are turned to Channel 1 to aid quick communication.

The Supervisor is to account for all their staff & highlight to the Chief Fire Marshall if there are any omissions.

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.

As the Main Kel-tech & 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.

**Responsibilities of Fire Marshal:**

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.



## Safety Specific Processes

### Personnel Protective Equipment Process

#### PURPOSE

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

#### SCOPE

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

#### RESPONSIBILITY

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

#### 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 PPEs 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:

- To protect against immediate danger, eye injury, injury of feet or hands, etc.
- 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 earmuffs, he/she should request them from his/her supervisor.

Eye protection / Face Shields/ Goggle

- 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.

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.

**Health & Safety Training Process**

**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**

Manual Handling 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.

**First Aid**

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.

**Forklifts**

Forklift training is refreshed every three years or sooner if necessary following evaluation or in the event of an accident / injury.

It is the Company policy that all forklift drivers are assessed by certified instructor, properly trained and licensed.

**Fire Drills**

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**

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

**Disciplinary Process**

**PURPOSE**

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

**SCOPE**

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

**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.

## **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.

## **Accident & Dangerous Occurrence Process**

### **PURPOSE**

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

### **SCOPE**

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

### **RESPONSIBILITY**

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

### **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.

### **PROCEDURE**

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

The accident/ dangerous occurrence will be recorded and investigated.

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.

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

## Safety Specific Arrangements

### Safety Representatives

Kel-tech employees may select and appoint a safety representative. The appointed safety representative may consult with, and make representations to us on safety, health and welfare matters at the place of work.

We Kel-tech 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.

We Kel-tech will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.

- The functions of my / 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.

### Pregnancy at Work

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 Kel-tech 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; and
- 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.

## Young Persons

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

- Carry out a risk assessment before employment of a young person (over 16 but less than 18), considering 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.

## Work Related Stress & Dignity in the Workplace

As an employer I / we Kel-tech 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.

## Visitors

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

Visitors may not be aware of the potential hazards associated with Kel-tech as a place of work. To minimise the risk of injury to visitors, we Kel-tech 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:

- Sign in on arrival and Sign out when leaving (Responsibility of visitor host)
- Conduct themselves in a safe manner at all times.
- 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.

## **Contractors**

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

All contractors involved in a work activity on Kel-tech 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 and 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 my / our workplace.

Further information

To ensure compliance with the legislation we at Kel-tech will provide contractors with the relevant sections of our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in Kel-tech's workplace.

## **Welfare Facilities**

Where required, I / we Kel-tech will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by my / Kel-tech 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.

## **Violence & Robbery**

Where there is a risk of robbery or violence in the workplace, we Kel-tech will ensure that we have completed a risk assessment for violence / aggression / theft and that adequate plans and procedures are put in place. We Kel-tech 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.

## Covid 19 Arrangements

Kel-tech Engineering Ltd takes the threat presented by the Covid-19 pandemic with the utmost seriousness. Kel-tech Engineering Ltd understand 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 encourage 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 operate a manufacturing environment where

## 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, however the core risks each with the company are as follows:

### Company Wide Risks

Risk:	Risk:
Manual Handling	Access & Egress
Noise	Emergency Situations
Forklift Movements	Slips, Trips & Falls

### Punch Area Risks

Risk:	Risk:
Manual Handling	Machine Set Up & Operation (Punch)
Noise	Machine Set Up & Operation (Laser)
Loading Sheets on to Machine	Laser Parts Cleaning
Unloading Parts from Machine	Storage of Materials
Handling of Steel Skeleton	Access & Egress
Forklift Movement in Area	Forklift Operation when Unloading Steel from Trucks
Use of Hand Tools (Grinders / Buffers)	Steel Skips Emptying (Ramp)
Slips, Trips & Falls	

### Fold Area Risks

Risk:	Risk:
Manual Handling	Machine Set Up & Operation (Folding)
Noise	Material Movement & Storage
Tooling Set Up & Storage	Use of Lifting Tables
Steel Skips Emptying (Ramp)	Storage of Materials
Machine Maintenance	Access & Egress
Forklift Movement in Area	Roller Operation
Slips, Trips & Falls	Crush Injuries

### Welding Area Risks

Risk:	Risk:
Manual Handling	Welding Fumes
Noise	Eye Protection
Moving Parts from Pallet to Bench	Burns from Welding and Hot Parts
Moving Kits from Pallet to Bench	Mechanical Lifting of Parts
Movement of Part Through Area	Access & Egress
Use of Hand Tools (Grinders / Buffers)	Storage of Materials & Parts
Testing of Tanks	Slips, Trips & Falls

### Grinding Area Risks

Risk:	Risk:
Manual Handling	Grinding Dust
Noise	Eye Protection
Moving Parts from Pallet to Bench	Burns from Welding and Hot Parts
Mechanical Lifting of Parts	Access & Egress

Movement of Part Through Area	Storage of Materials & Parts
Use of Hand Tools (Grinders / Buffers)	Testing of Tanks
Slips, Trips & Falls	

**Paint Line Area Risks**

Risk:	Risk:
Manual Handling	Paint Dust / Fumes
Noise	Eye Protection
Handling and Removing Parts from Line	Chemical Handling
Mechanical Lifting of Parts	Access & Egress
Movement of Part Through Area	Storage of Materials & Parts
Use of Hand Tools (Nut Insertion)	Use of Hand Tools (Buffing)
Moving Machinery (Line)	Hot Surfaces
Slips, Trips & Falls	Pallet Wrapping (Hand)
Sludge Press Operation	Line Maintenance
Chemical Dosing	Tank Cleaning & Desludging
Forklift Movement in Area	Cardboard Compactor

**Assembly Area Risks**

Risk:	Risk:
Manual Handling	Tank Cleaning
Noise	Eye Protection
Forklift Movement in Area	Chemical Handling
Mechanical Lifting of Parts	Access & Egress
Movement of Part Through Area	Storage of Materials & Parts
Use of Hand Tools	Use of Hand Tools (Buffing)

Pallet Wrapping (Hand)	Hot Surfaces
Slips, Trips & Falls	

## Appendix 1 – Covid 19 Risk Assessment

Task/Activity	Hazard	Risk	Risk Rating	Controls
Hygiene practice.	COVID-19 Virus	Infection/Spread of infection	25 Red	Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance as directed by the Health authorities. Dry hands with disposable towels and dispose of used towels in specialized bins. Bins to be sealed before collection.
Traveling to work with others	COVID-19 virus	Infection/Spread of infection	25 Red	One person per vehicle traveling restriction
Access and egress to site	COVID-19 virus	Infection/Spread of infection	20 Red	Entrance to site is one-way only. Social distancing of 2 meters is adhered to while entering.  Exiting the site is through a designated route
Working alone	COVID-19 virus	Infection/Spread of infection	10 Amber	Wash and sanitize hands before entering the workstation/zone
Working adjacent to others < 2 meters	COVID-19 virus	Infection/Spread of infection	25 red	PPE is worn. (HSE recommended) Full face shield, Hand protection is worn. No sharing of hand tools is permitted.  Prior to donning appropriate gloves, personnel shall wash / sanitize their hands thoroughly.
Welfare including toilets and canteen	COVID-19 virus	Infection/Spread of infection	25 Red	All welfare usage will be as directed by specific site rules. Use of workshop facilities will be as directed by the Health authority protocol . Safe social

				distancing, safe hygiene, and safe use of utensils. Operatives will only use their own canteen utensils.
Use of shared hand tools	COVID-19 virus	Infection/Spread of infection	20 Red	Operatives only uses his own hand tools
Use of walkways/entrance/exits	COVID-19 virus	Infection/Spread of infection	25 Red	All internal walkways are designated with social distancing markings of 2 meters distance
Pinch points on walkways	COVID-19 virus	Infection/Spread of infection	25 Red	Pinch points/Corners/doorways on walkways will be eliminated or controlled to allow one user at a time.
Confined space activities	COVID-19 virus	Infection/Spread of infection	25 Red	Confined space will be limited to one person only
Work surfaces	COVID-19 virus	Infection/Spread of infection	20 Red	<b><u>Cleaning</u></b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.
Work meetings and communications	COVID-19 virus	Infection/Spread of infection	25 Red	All meetings to be conducted through a media forum such as Skype, Zoom or through messaging etc.