



APPENDIX 5-2

**Bord na Móna Health and
Safety Statement**

Bord na Móna

Health & Safety Policy

Bord Na Móna Plc and its subsidiaries ("The Company") recognises the proper management of safety, health and welfare as a core business value. It acknowledges its obligations, both legal and moral, as an employer to manage and protect the safety, health and welfare of its employees and others who may be affected by its activities, and in doing so, commits to achieving and maintaining the highest standards of Health and Safety reasonably practicable. To meet these objectives we must all, employer, employee, contractor and service provider strive to work together as a team to ensure that safe working continues to be an integral part of our organisational culture. The safety statement sets out arrangements to secure and manage safety, health and welfare at places of work within the company.

1. The Company will comply fully with all applicable Health and Safety legal requirements and with other requirements as so determined by The Company that relate to The Company's Health and Safety hazards.
2. The safety statement sets out arrangements to secure and manage safety, health and welfare at places of work within Bord Na Móna Plc and its business units.
3. The Company will provide competent advice and support on health, safety and welfare and any necessary means and resources to effectively manage workplace safety, health and welfare.
4. All persons working under the control of The Company will be made aware of their obligations in relation to health and safety.
5. In implementing the safety statement, Bord Na Móna management, so far as is reasonably practicable will provide and maintain:
 - A safe place of work, plant and machinery, access and egress, and systems of work
 - Competent Persons
 - Welfare facilities
 - Information, instruction and training in a manner and language understood by the trainee, and supervision to enable employees to perform their work safely and effectively and any other persons affected by its activities.
 - Provision of suitable and appropriate Personal Protective Equipment where hazards cannot be otherwise minimised or eliminated
 - Emergency management
 - Contractors and service provider management to comply with company safety requirements
6. Identify all workplace hazards, assess the associated risks, implement appropriate control measures, taking account of the principles of prevention, to eliminate where possible or minimise such risks to acceptable levels, and monitor their effectiveness. Communicate all risk assessments to relevant persons as part of the required consultation process.
7. Protect, so far as is reasonably practicable, persons not employed by the company who may be affected by our activities.
8. Continuously improve health and safety management based on performance monitoring in line with changes in legislation and best practice.
9. The Company will establish specific H&S Objectives and Targets and review regularly.
10. Build on its safety culture and continue to raise health and safety awareness amongst employees.
11. The Company recognises that co-operation and participation are required by all to whom the safety statement relates to ensure its successful implementation.
12. Consult with employees and contractors on matters of health, safety and welfare and take account of representations made by employees on such matters.
13. Facilitate the participation of workers in the planning, implementation and monitoring of safety arrangements to assist in the continuous improvement of the overall safety system.
14. This Policy and the Company Safety Statement will be reviewed as per legislative requirements, and to ensure their validity and effectiveness.

CEO: DocuSigned by:
Tom Donnellan
408F314D54C342D

Head of Land & Habitats

Ger Breen

Date : April 2024

Date : 2 April 2024



SAFETY STATEMENT

Bord Na Mona Land & Habitats

Document Name	Bord Na Mona Land & Habitats Safety Statement		Revision No.	Issue Date	Review Date
Document Reference	POHS A 0019		3	04/04/2024	04/04/2025
Document Owner	Health & Safety				
Document Review	Date		Document Approval	Designation	Date
John Mc Namara	02/04/2024		Ger Breen	Head of Bord Na Mona Land & Habitats	04/04/2024
Peter Quinn	02/04/2024		Garvan Hickey	Operations Manager	04/04/2024
			Connor English	Land Use Manager	04/04/2024

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Part 1 SCOPE OF THE SAFETY MANAGEMENT SYSTEM (SMS)

The Safety Management System to which this Safety Statement relates to is the Bord Na Móna Land & Habitats business and applies to its activities, facilities and operations.

The Safety Management System is based on the core values and commitments of The Company, as outlined in the Health and Safety Policy.

The Safety Management System is aligned to the requirements of international safety system standards and based on the Plan-Do-Check-Act model, understanding that this standard drives a system of continuous improvement in Occupational Health & Safety performance.

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1.1 Bord Na Móna Health and Safety Policy

Bord na Móna

Health & Safety Policy

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4. All persons working under the control of The Company will be made aware of their obligations in relation to health and safety.
5. In implementing the safety statement, Bord Na Móna management, so far as is reasonably practicable will provide and maintain:
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14. This Policy and the Company Safety Statement will be reviewed as per legislative requirements, and to ensure their validity and effectiveness.

CEO: Tom Donnellan
408F314US4C3420

Head of Land & Habitats Ger Breen

Date : April 2024

Date : 2 April 2024

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Part 2 DESCRIPTION OF BORD NA MONA PLC AND IT'S SUBSIDIARIES

Bord Na Móna plc operates five Businesses, Renewable Energy, Land & Habitats, Resource Recovery Consumer Products and New Business. Bord Na Móna plc's Head Office is based in Newbridge which consists of administration support for the Business Units and Lean Centre Services. This Safety Statement covers all activities carried out within the Land & Habitats business.

Renewable Energy

Bord Na Móna's strategy is to grow our power generation business by developing renewable energy infrastructure which is consistent with government policy. This will be achieved by leveraging Bord Na Móna's land assets, project development skills, and operation and maintenance capabilities. Renewable Energy will be a leading low-carbon electricity generator, with a diverse portfolio of generating assets which will include wind and solar energy, biomass, biogas and other renewable energy technologies supported by flexible thermal assets designed to support power system flexibility on the road to delivering a net zero power system.

Resource Recovery

Consists of Bord Na Móna's Waste collection services, Waste Management and Landfill and Gas Utilisation with approx. 10 WRF and 1 Landfill sites across the country.

Land & Habitats

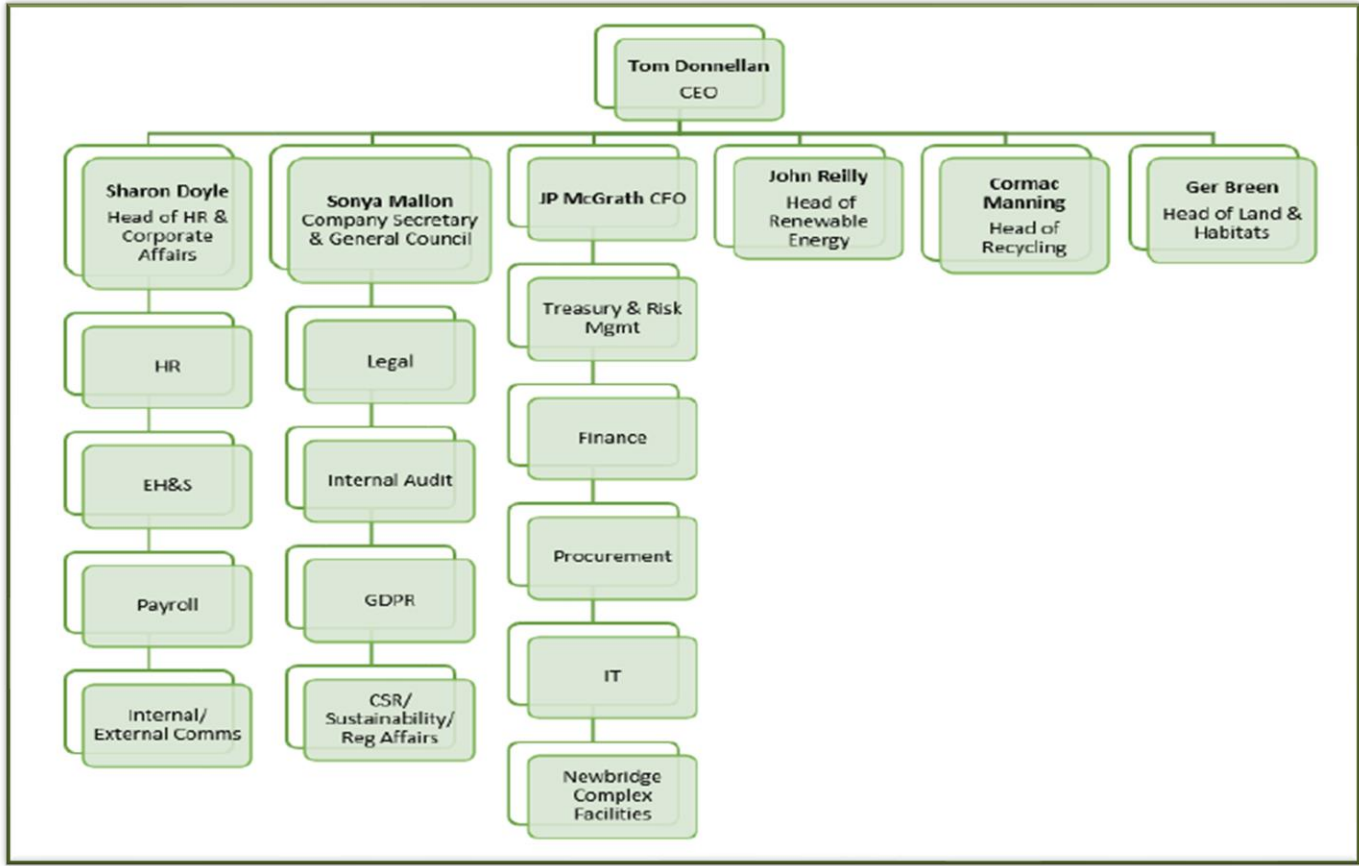
The Land & Habitats is responsible for Bord Na Móna's operating business on the enhanced decommissioning and restoration of designated bog lands (Peat Climate Action Scheme), disposal of surplus mobile plant and equipment, rental or disposal of surplus properties and managing the Peatland Estate through boundary management and the care & maintenance of the land bank resource.

New Business

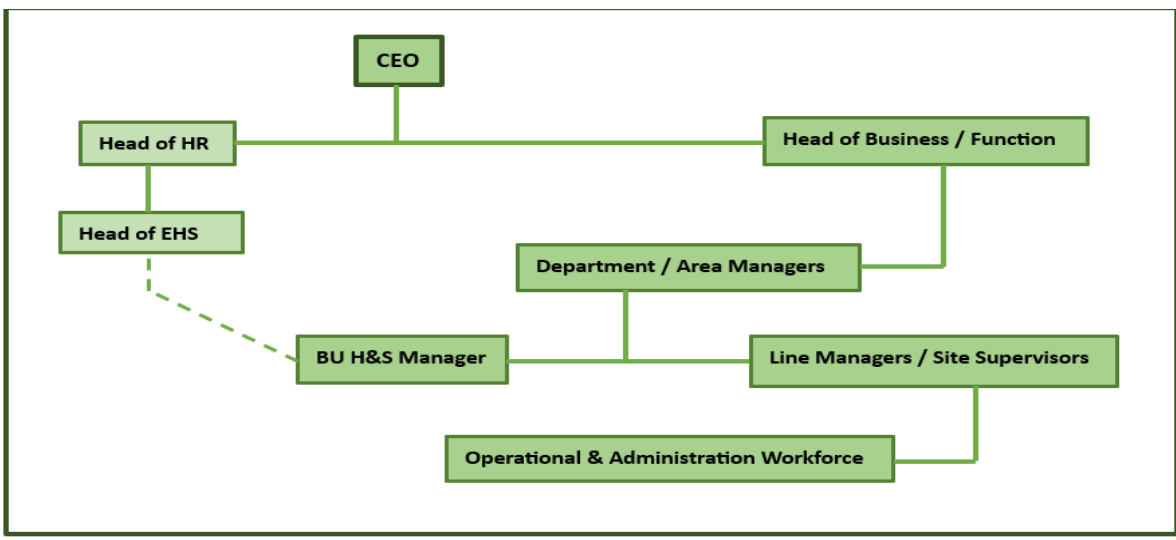
Bord Na Móna is committed to creating a sustainable business and supporting jobs in the Midlands. New business supports this objective. Working with partners to enable the establishment of enterprises in the midlands, using our assets and collaborating with businesses enabling employment and new opportunities .

2.1 Management Structure of Bord Na Móna Plc

BnM Senior Leadership Team

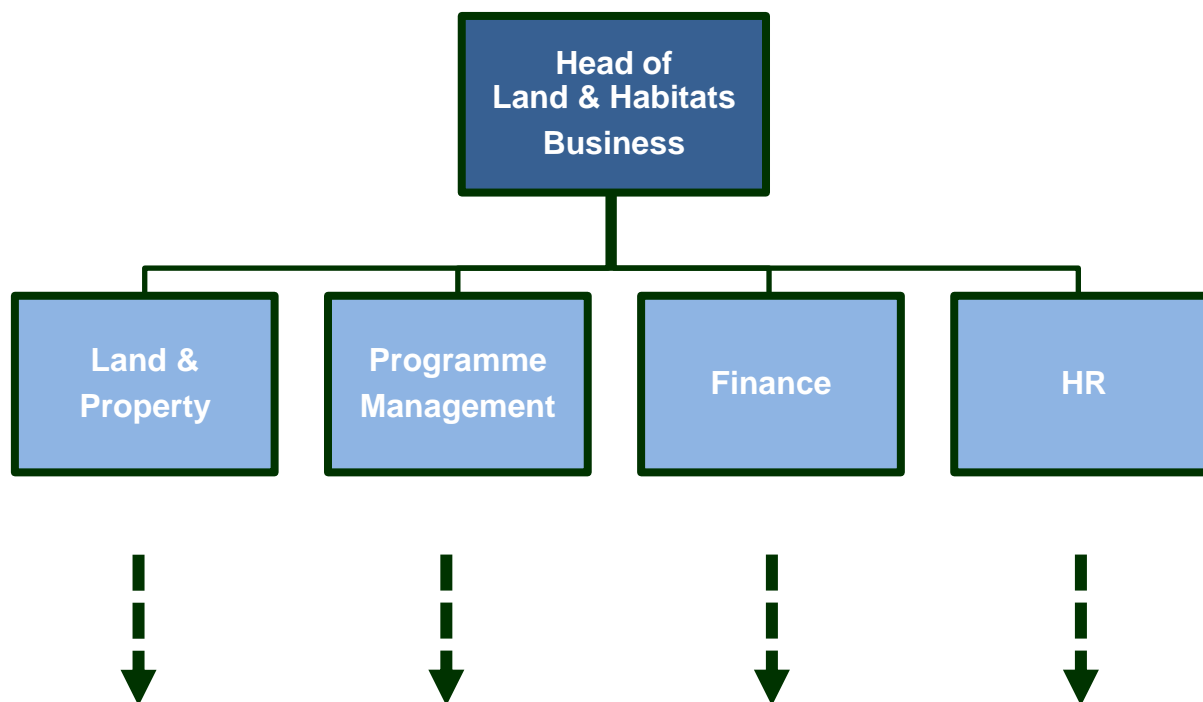


2.2 Organisational Structure for Health & Safety



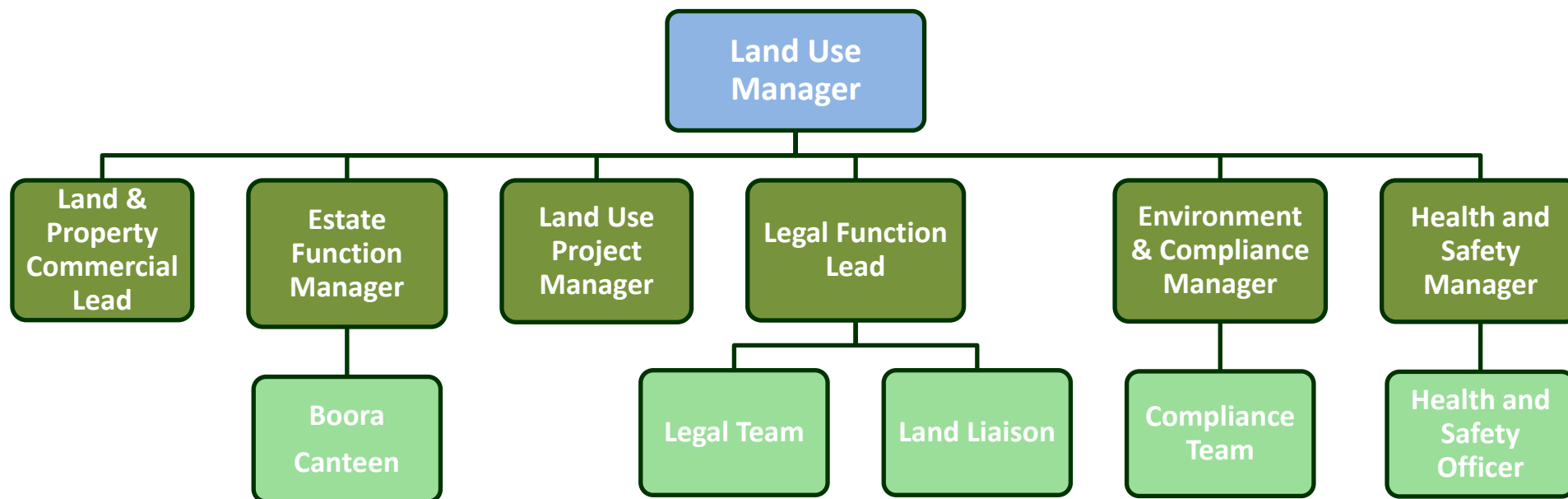
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2.3 Organisation Structure - Bord Na Móna Land & Habitats



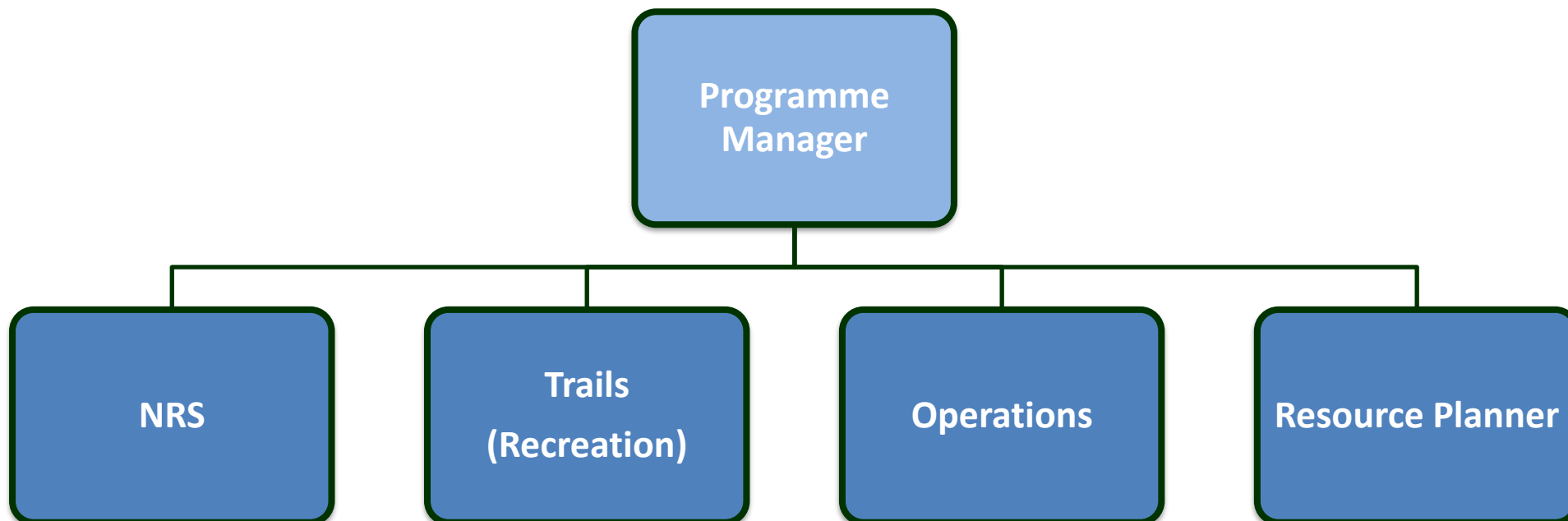
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Land & Property



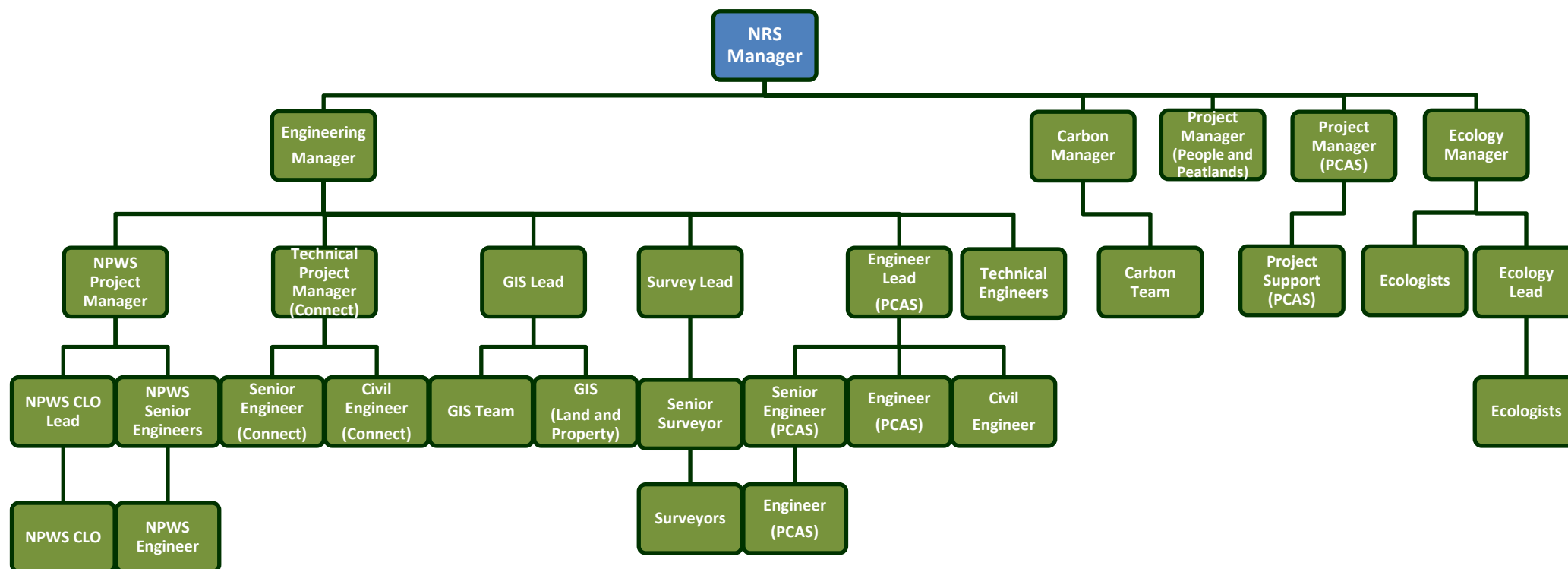
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Programme Management



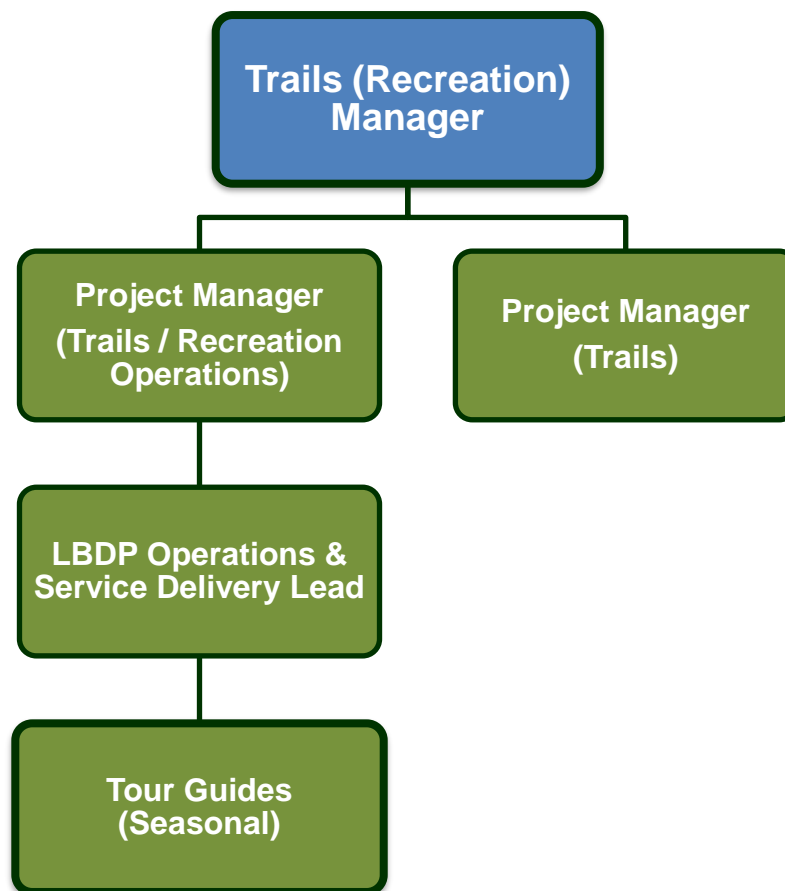
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Natural Resource Services



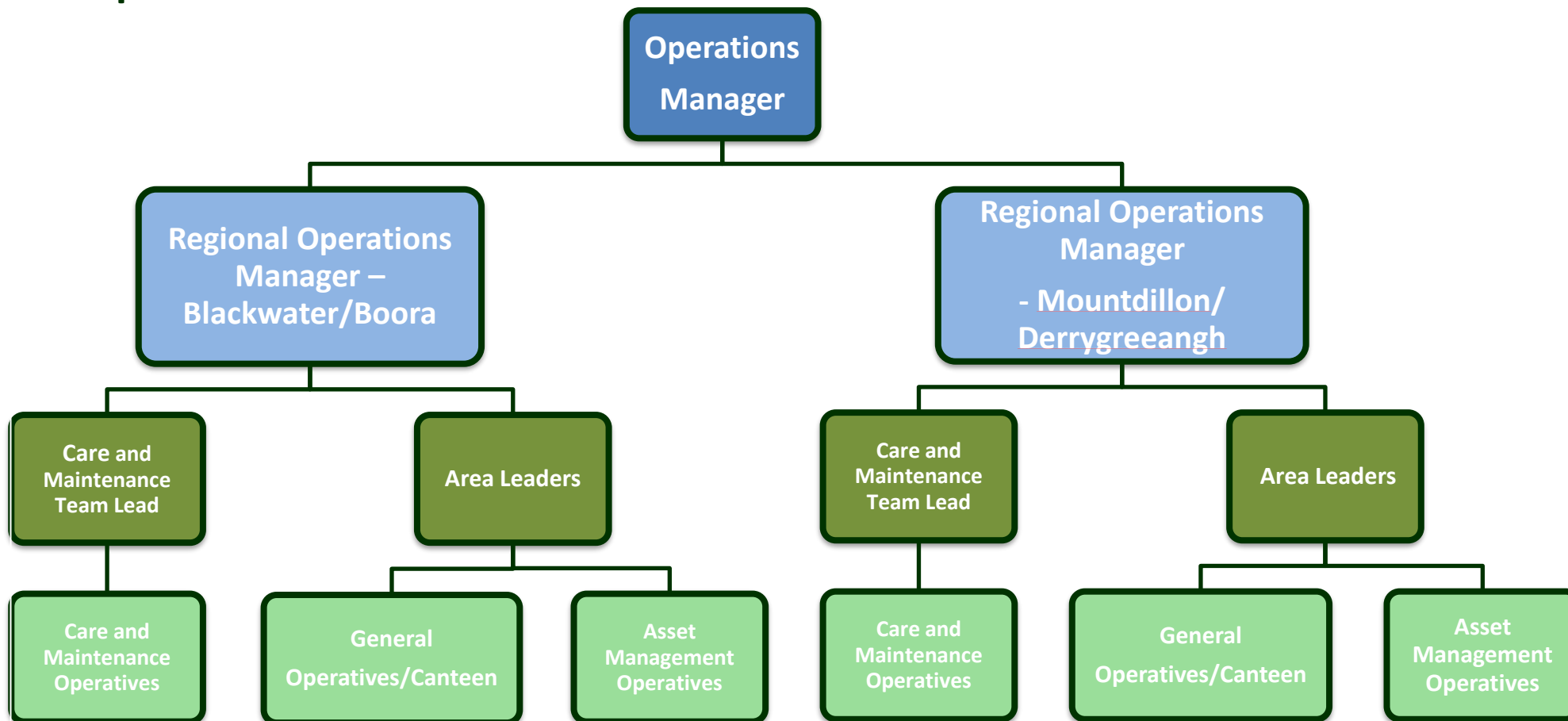
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Trails (Recreation)



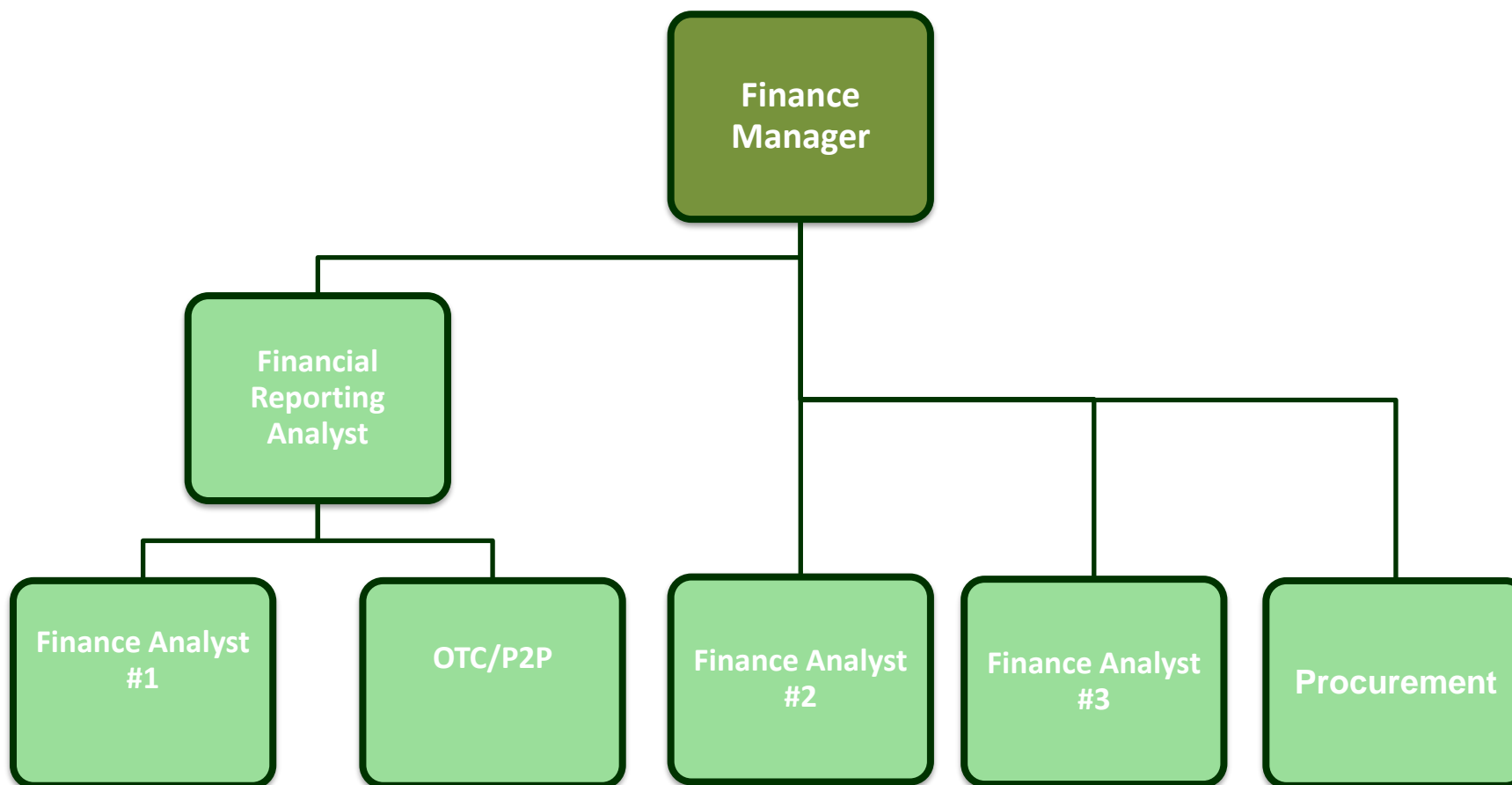
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Operations



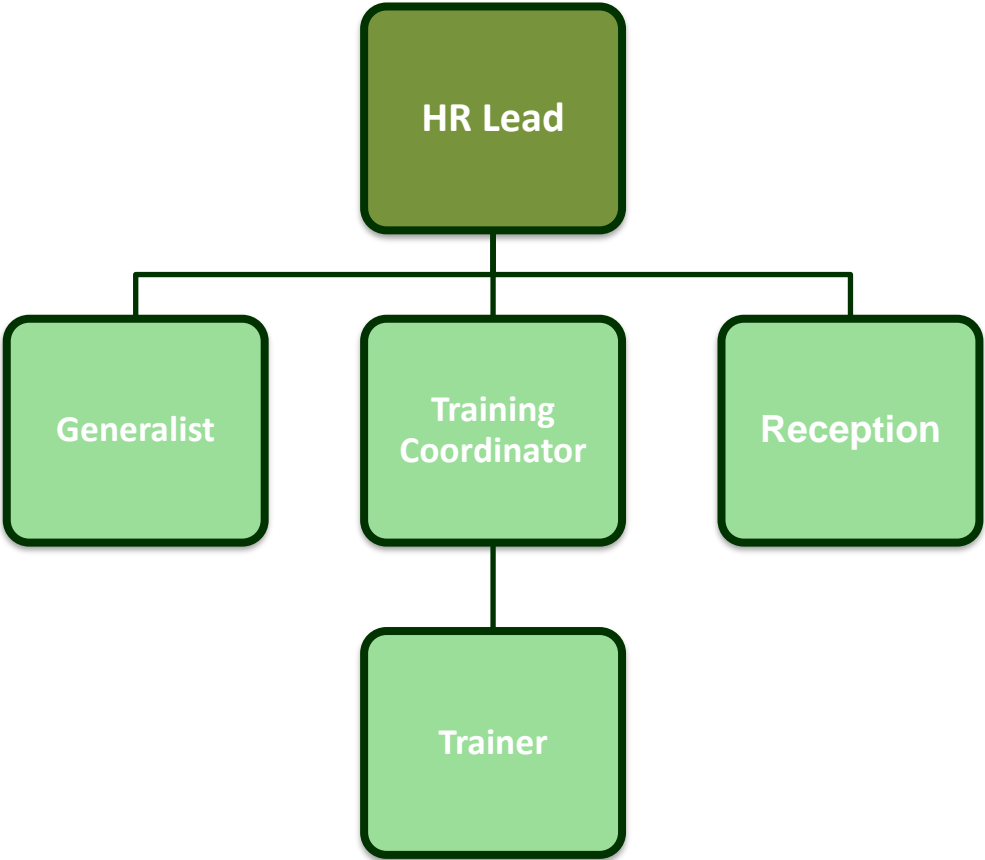
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Finance



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HR



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Part 3 RESOURCES, ROLES AND RESPONSIBILITIES

3.1 Aims and Objectives

It is the aim of Bord Na Móna to ensure that employees, agency workers, contractors and service providers are provided with as safe and healthy a workplace as far as is reasonably possible. Each employee must therefore make a judgement as to the safety requirements in individual situations. Bord na Móna are committed to minimising risks to employees in these situations by identifying hazards and eliminating risks or if this is not possible, by providing appropriate protective equipment and training.

In accepting responsibility to provide safe and healthy working conditions for its employees the organisation aims are to:

- Ensure legal requirements are met.
- As part of our health and safety management this Safety Statement is part of our health and safety aims and consultation process and it is important to note that everybody has a duty to peruse this safety statement in conjunction with other safety statements, risk assessment, safety booklets and policies applicable to their worksite.
- Provide information to employees on safety legislation, standards and codes of practice and such material which would assist safe working.
- Continue to develop and operate safe working practices and procedures.
- Identify all workplace hazards, assess the associated risks, implement appropriate control measures, taking account of the principles of prevention, to eliminate where possible or minimise such risks to acceptable levels, and monitor their effectiveness.
- Develop awareness in each individual of his/her personal responsibility for the safety of himself/herself and fellow employees, through information, training, supervision and consultation.
- Engage the assistance of any technical or medical services deemed necessary to ensure acceptable standards within the company.
- Strive to continuously improve health and safety management based on performance monitoring and in line with changes in legislation and best practice.
- Communicate the contents of the safety statement to all employees at all times and ensure the safety statement is acceptable to them at all times.

To ensure these objectives are met, the C.E.O. and Management at all levels are committed to playing an active role in the implementation of the safety statement and undertake to review and update the statement as per legislative requirements and to ensure their validity and effectiveness.

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3.2 The Company Board

The Board to ensure commitment to health and safety and to ensure the provision of safe working conditions throughout Bord Na Móna and its business units. The Board wish to outline clearly the responsibilities for the maintenance and improvement of health and safety conditions within Bord Na Móna.

All board members and officers of undertakings who authorise or direct any work activities must understand their legal responsibilities and their roles in governing safety and health, upholding core safety and health values and setting good safety and health standards for their business.

Board Members can do this by:

- Ensuring that safety and health is an integral part of the management process
- Setting clear safety and health values and standards
- Thinking strategically about corporate safety and health responsibilities
- Being open and constructive about safety and health regulation
- Rewarding good safety and health behaviour
- Creating a culture of integrity about and responsibility for safety and health matters

The most senior management in the organisation must ensure that all board members have a clear understanding of the key safety and health issues for the Bord Na Móna and its business units and are continually appraised fully of the safety issues or risks likely to arise. Whatever role board members play in the running of the undertaking, they must have, or ensure the availability to the undertaking of, the basic knowledge and safety and health competence that their role requires.

It is important for the board to remember that, although safety and health responsibilities can and should be delegated to senior managers, the legal responsibility for safety and health rests with the employer.

- Each board member and senior manager must accept his/her individual role in providing safety and health leadership for the undertaking.
- Strong leadership is vital in delivering effective safety and health risk control.
- Everyone in the undertaking must believe that the board is committed to the continuous improvement of safety and health performance and must know what its expectations are of them and how they should deliver what is expected of them.
- By involving all staff in the development and maintenance of safety and health, the issue of safety and health becomes everyone's business.

The key tasks that board members should carry out in ensuring that they accept collective responsibility and meet their legal safety and health obligations include:

- Reviewing and, where appropriate, endorsing the safety statement when prepared by the senior management team.
- Receiving regular reports on progress, performance and implementation of safety and health plans.
- Ensuring sufficient resources are made available to achieve and implement these safety and health plans.
- Ensuring that the senior managers and the workforce are actively involved in the management of safety and health.
- Developing a communications plan to show the board's commitment to its safety and health policy.
- Making sure the necessary organisational structures exist to ensure that safety and health is properly managed.
- Keeping aware of all matters in relation to safety and health, especially major incidents and changes in legislation.
- Ensuring safety and health audits are undertaken to monitor all aspects of safety and health policy implementation.

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3.3 Chief Executive Officer (CEO)

The CEO and the senior management team shall establish a broad strategic direction on safety and health management and this should be set and approved by the Board. They should determine how the management of workplace safety and health should happen at the workplace interface and are responsible for ensuring that good practices are followed.

The Chief Executive Officer of Bord Na Móna retains ultimate responsibility for the implementation of the Company's Health & Safety Policy and management of Health, Safety and Welfare in Bord Na Móna and its business units, so far as is reasonably practicable.

The Chief's Executive's responsibilities are summarised as follows;

- Being fully familiar with the Group Safety Statement and any subsequent revisions.
- Ensure the safety considerations are included as an integral part of the company's activities.
- Demonstrating, through personal behaviour that proactive management of Health and Safety is a key business value, and only the highest standards of Safety are acceptable.
- Ensure that an Effective Company Safety Statement has been prepared and that appropriate arrangements are made to ensure the Company's Health and Safety Policy is implemented and communicated.
- Reviewing periodically personal competency and that of business unit managers regarding their health and safety responsibilities.
- Protect their own Safety and Health and that of any other persons that may be affected by their acts or omissions in the workplace.
- Ensuring as far as practicable the provision of a safe place of work, safe plant and equipment, safe systems of work, competent staff, sufficient resources and appropriate materials are available to meet the requirements of all safety legislation.
- Ensuring provision of appropriate resources to deal with emergency situations, accident and dangerous occurrence investigation.
- Ensuring efforts are made to continuously improve the Health and Safety performance of the company.
- Ensuring arrangements are in place for consultation with, and participation and representation by employees in relation to health, safety and welfare.
- Ensuring that sufficient & adequate structures and personnel are in place in relation to the management of health, safety and welfare within the company.
- Ensure the company Safety Statement is reviewed on an ongoing basis and updated as required.
- To report to the board of Directors on any relevant health, safety and welfare matters within the Company as they arise.
- Ensuring the inclusion in the report of the directors of Bord na Móna, under section 158 of the Companies Act, of an evaluation report on the extent to which the safety statement has been fulfilled.

The Chief Executive Officer of Bord na Móna is : Tom Donnellan

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3.4 Head of Land & Habitats

The Head of Bord na Móna Land & Habitats has responsibility for ensuring the proper management of Health, Safety and Welfare throughout the Land & Habitats business, so far as is reasonably practicable.

These responsibilities include;

- Demonstrating, through personal behaviour that proactive management of Health and Safety is a key business value, and only the highest standards of Safety are acceptable.
- Approval of the Health and Safety Policy for Bord na Móna Land & Habitats, and ensuring sufficient resources are provided to implement same.
- Ensuring the safety, health and welfare of persons directly under their control.
- Ensuring the Health and Safety policy, Safety Statement and other established Health and safety policies and systems are implemented, reviewed and communicated as required and appropriate.
- Ensuring an appropriate risk assessment system is in place for all activities in the business, ensuring that all hazards within their business are identified, risk assessed and adequately controlled.
- Ensuring efforts are made to continuously improve the Health and Safety performance of the Bord na Móna Land & Habitats business.
- Ensuring arrangements are in place for consultation with, and participation and representation by employees in relation to health, safety and welfare.
- Ensuring as far as practicable the provision of a safe place of work, safe plant and equipment, safe systems of work, competent staff, sufficient resources and appropriate materials are available to meet the requirements for the management of health, safety and welfare according to the legislation.
- Ensuring the provision of adequate and appropriate training, information and supervision for employees in the business.
- Ensuring appropriate procedures and resources are in place to deal with emergency situations and accident and dangerous occurrences are investigated with a view to determining the cause and prevent recurrence.
- Reviewing periodically personal competency and that of business unit managers regarding their health and safety responsibilities.
- Ensuring that sufficient competent persons are in place in relation to health, safety and welfare.
- Reporting on Health and Safety performance of Bord na Móna Land & Habitats at corporate level.
- Carry out regular documented safety inspections/walks.

The Head of Bord na Móna Land & Habits is : Ger Breen

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3.5 Business Unit Managers

Land Use Manager; Programme Management Manager, Finance & Human Resource Managers

Bord na Móna **Land & Habitats** consists of four sections: **Land & Property, Programme Management, Finance & Human Resources.**

The manager of each Business section has responsibility for ensuring the proper management of Health, Safety and Welfare within their operational Business section in so far as is reasonably practicable.

- Demonstrating, through personal behaviour that proactive management of Health and Safety is a key business value, and only the highest standards of Safety are acceptable.
- Ensuring the Health and Safety policy, safety statement and other established Health and safety policies and systems are implemented, reviewed and communicated as required and appropriate within the Operational Business section for which they are responsible.
- Ensuring appropriate and adequate resources for:
 - Hazard Identification and risk assessment and implementation of mitigation measures.
 - Provision of adequate and appropriate training, information, instruction and supervision for employees.
 - Arrangements are in place to deal with emergency situations.
 - Reporting and investigation of accidents and incidents.
 - Provision of suitable welfare facilities
- Ensuring efforts are made to continuously improve the Health and Safety performance of the Business section for which they are responsible.
- Ensuring arrangements are in place for consultation with, and participation and representation by employees in relation to health, safety and welfare.
- Reporting on Health and Safety performance of Bord na Móna Land & Habitats Business section for which they are responsible.
- Ensuring the safety, health & welfare of persons directly under their control.
- Ensuring regular documented safety inspections / walks are carried out in their Business section.

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3.6 Section / Department Manager / Managers

This manager is responsible for managing and conducting activities within their control, in accordance with the requirements of the Health and safety Policy, so as to secure, so far as is reasonably practicable, the safety, health and welfare of employees.

Responsibilities include:

- Ensuring the provision and maintenance, as far as is reasonably practicable, of a place of work, including any plant and equipment and substances therein, that is safe and without risk to employee safety, health or welfare.
- Ensuring the site safety statement is implemented, reviewed and revised as necessary, and communicated in an appropriate manner to employees and those who may be affected by the facility activities.
- Ensuring workplace hazards are identified, assessed and the associated risks eliminated / mitigated, so far as is reasonably practicable, taking account of the principles of prevention.
- Ensuring arrangements are in place for the protection of persons not employed by the business, including, contractors, visitors and members of the public.
- Provision and maintenance of safe systems of work to ensure protection of employee safety, health and welfare.
- Ensuring that employees under their control receive appropriate information, training, instruction & supervision to enable the safe and competent performance of their tasks.
- Ensuring that arrangements are in place to facilitate the safe undertaking of work by contractors and service providers.
- Ensuring that adequate Emergency plans and procedures are in place; that all employees are aware of actions to be taken in case of emergency and appropriate training is given.
- Ensuring arrangements are in place for employee consultation and representation in relation to safety, health & welfare matters.
- Provision and maintenance of adequate welfare facilities and that good housekeeping standards are maintained.
- Ensuring procedures are implemented in the event of accidents and dangerous occurrences, and the subsequent reporting and investigation of such events are undertaken.
- Provision of sufficient trained occupational first aid personnel and first Aid equipment.
- Ensuring the safety, health & welfare of persons directly under their control.
- Ensuring effects are made to continuously improve the Health & Safety performance of the Business.
- Carrying out regular documented safety inspections / walks in his/her area.

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3.7 Supervisors / Area Leaders / Lead Operators

- Day to day responsibility for ensuring the safety, health and welfare of employees under their control, in accordance with this safety statement.
- Ensure compliance with risk assessments, procedures and systems of work associated with activities within their areas of control in so far as is reasonably practicable.
- Ensure employees under their control receive required and appropriate instruction, information, training and supervision.
- Ensuring that Emergency plans and procedures are implemented as required; that all employees are aware of actions to be taken in case of emergency.
- Ensuring procedures are implemented in the event of accidents and dangerous occurrences, and the subsequent reporting and investigation of such events are undertaken.
- Ensuring adequate coordination and control of contractor personnel on site.
- Ensuring that good housekeeping standards are maintained.
- Ensuring the safety, health & welfare of persons directly under their control.
- Carrying out regular documented safety inspections / walks in his/her area.

3.8 Bord na Móna - Head of Environmental, Health and Safety (EHS)

Establish, implement, maintain and continually improve a Safety Management System (SMS) for Bord Na Móna Plc and its subsidiaries including but not limited to:

- Report to Head of HR, SLT and Board Sub-Safety Committee on Safety Performance and performance of the SMS including accident/ incidents and pre-determined KPI's.
- Interpret and advise Business units on the implications and implementation of specific legislation relating to H&S compliance.
- In conjunction with the H&S Team in all Business Units, ensure compliance with statutory and regulatory approvals, permissions, and licences.
- Development, consultation and communication of H&S Policies and procedures, and document control system for all Lean Centre driven H&S Documentation.
- Primary H&S point of contact for key external stakeholders e.g. H.S.A, Lost adjusters etc.
- Promote and foster H&S and employee wellbeing, as a priority in the business.
- Management of appropriate systems to monitor safety performances of the Business.
- Management of a central accident reporting system.
- Assist H&S Team with risk assessment requirements, reporting and investigation of Incidents, Accidents, and dangerous occurrences to minimise such occurrences.
- In cases of high and immediate risk, pro-actively intervene and put measures in place to ensure employee safety and welfare is protected.
- Management of Safety on the Newbridge Complex.
- Lead and Monitor the execution of the H&S Strategy Plan.
- Provision of advice and guidance to all Businesses on matters relating to Health & Safety Compliance.
- Development of formal communications relating the Health & Safety.
- Governance on compliance of all Businesses with the Bord Na Mona SMS through documented auditing, inspecting and verification checks.

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- COVID19 Lead Worker Representative

3.9 Land & Habitats Health & Safety Manager & Officers

Provide advice to management and employees on matters relating to safety, health and welfare.

- Monitor overall health and safety performance within the business and communicate results to management and employees including reporting and investigating accidents and dangerous occurrences and completing and reporting on H&S Inspections.
- Maintenance, management and tracking of the Business Action Log which facilitates safety con-conformity tracking and communication of same at regular intervals with management and Head of EHS.
- Liaise with Bord na Móna Land & Habitats Management in the development and implementation of plans or systems for the management of health and safety and welfare within Bord na Móna Land & Habitats.
- Liaise with Head of EHS regarding Safety, Health and Welfare, Formulate monthly reports for submission to the Head of EHS.
- Communicate companywide activities relating to safety, health and welfare to management and personnel within business unit.
- Participate in / coordinate the preparation, maintenance & revision of safety documents, safe systems of work and safety management systems.
- Report any major non-compliance and significant hazards to the Head of Land & Habitats and Section Managers in the first instance, and to the Head of EHS.
- Keep up to date with new health and safety and other relevant legislation and communicate as necessary to relevant persons.
- Report any major non-compliance and significant hazards to the Head of Business in the first instance, and to the Head of EHS.
- Liaise with external bodies / authorities as necessary relating to matters of workplace safety health and welfare.
- Ensure a Site-Specific Safety Plan is completed prior to any Construction work commencing on site, and ensuring all activities during works are in compliance as per requirements of Safety, Health and Welfare at Work (Construction) Regulations 2013.

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3.10 Duties of the Employer

The *Safety, Health and Welfare at Work Act (2005) Section 8-11* place duties, on every employer, to employees including the provision of adequate training for all employees in relation to Health and Safety.

Bord Na Móna management, with the aim of providing a safe working environment for all persons affected by its operations, recognises its responsibility to fulfil the following duties:

- Provide and maintain a safe and healthy place of work and working conditions, competent employees and to develop and maintain safe systems of work.
- Ensure adequate resources, structures and systems to effectively manage workplace safety, health and welfare.
- Identify all workplace hazards, assess the associated risks, implement appropriate control measures, taking account of the principles of prevention, to eliminate where possible or minimise such risks to acceptable levels, and monitor their effectiveness.
- Provide information, instruction and training - in a manner and language understood by the trainee - and supervision to enable employees to perform their work safely and effectively.
- Provide necessary protective equipment and safety devices and supervise their use.
- Protect, as far as is reasonably practicable, persons not employed by the company who may be affected by our activities.
- Ensure contractors and service providers comply with company safety requirements.
- Strive to continuously improve health and safety management based on performance monitoring and in line with changes in legislation and best practice.
- Build on its safety culture and continue to raise health and safety awareness amongst employees.
- Consult with employees and contractors on matters of health, safety and welfare and take account of representations made by employees on such matters.
- Review this policy and the safety statement, as per legislative requirements, and to ensure their validity and effectiveness.

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3.11 Duties of Employee's

The *Safety, Health and Welfare at Work Act (2005) Section 13-15* places duties on every employee and Persons in Control of Places of Work.

All employees are expected to co-operate fully with all provisions taken by the company for ensuring Health and Safety, and Welfare of co-employees and members of the public using the premises, and to:

- Take reasonable care for his own Safety, Health and Welfare and that of any other person who may be affected by his/her acts or omissions while at work.
- Co-operate with management and any other person to such extent as will enable management or the other person to comply with any of the statutory provisions.
- Comply with any information, instruction, training and supervision given in order to work safely.
- Use, in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, equipment, guarding, or any means or item provided for securing his/her Safety, Health and Welfare while at work
- Report to management or his/her supervisor, without unreasonable delay, any defects in plant, equipment, place of work, which might endanger safety, health or welfare, of which he/she becomes aware.
- Report all accidents or dangerous occurrences, whether they cause injury or damage or not.
- Must not be under the influence of any intoxicant or drugs at work to the extent that they could be a danger to themselves or others.
- Shall not misrepresent themselves, as regards their level of training, on entering into a contract of employment with their employer.
- Be familiar with emergency procedures, fire and assembly points, and escape routes relevant to their work.
- Any employee who does not adhere to company Health and Safety rules will be subject to appropriate disciplinary procedures.
- All employees are reminded that they have a specific statutory duty as outlined in Chapter 2 under section 13 and 14 of the *Safety, Health and Welfare at Work Act 2005* and also have duties under the *Safety, Health and Welfare at Work (General application) Regulations 2007*.
- Each employee is advised to make themselves familiar with the contents of the Safety Statement and health and safety policies and risk assessments.
- Participate in Safety & Health training.
- Comply with all workplace safety rules.

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3.12 Contractors / Persons entering the Workplace

3.12.1 Contractors & Service Providers

The Health and Safety Legislation Section 13 of the *Safety, Health and Welfare at Work Act 2005* outlines the duty of employers to Contractors / Service Providers. All Contractors / Sub Contractors must receive a full site induction prior to the commencement of any work.

- Contractors may be employed to undertake work in Bord na Móna in a number of ways including, under the management of BnM Engineering & Services; directly by Bord na Móna Land & Habits management, or via central procurement contracts.
- Contractors must comply with the obligations set out in Bord na Mona's Policy for Contractors, Site rules, and any further instructions given by Bord na Móna Land & Habitats personnel.
- Contractors must provide safety statement, specific method statements, risk assessments, training records and certification as required, for the work they are contracted to undertake. Such documentation must be submitted in advance of work commencing and is subject to review by health & safety personnel.
- Contractors must undergo site safety induction and have read & accepted relevant safety rules.
- Contractors may only work on the premises if covered by adequate employers and public liability insurance. Contractors Insurance Policies must be submitted to Bord na Móna for examination prior to commencing work to ensure that they conform to the company's requirements.
- Contractors, where required, will be issued with a permit to work and must adhere to all requirements of the permit.
- All contractor activities must be supervised / controlled by appropriate host.

Any person engaging a contractor to complete work for or on behalf of Bord Na Móna must ensure all necessary H&S requirements are fulfilled in advance of commencement of work. Minimum requirements for contractors are outlined in the **REF-BnM-H&S-008 Internal Management of Construction and Maintenance Contractors Policy**. H&S Team members should be consulted for any new / existing contractor. Compliance with BNM Safety Rules is mandatory. Non-compliance will result in the contractor receiving disciplinary as per REF-BnM-H&S-008.

Basic Contractor / Service Provider rules:

- Smoking is forbidden except in specifically designated areas. Smoking or naked flames could cause an explosion and/or fire.
- Comply with permit systems and safe work systems. Do not introduce or use unsafe tools or equipment.
- Mandatory use of protective clothing and safety equipment in specific areas.
- Safety procedures and equipment must be used for entry to confined spaces. Always consult with the liaison person to ensure that all possible risks are identified and precautionary measures adopted in advance.
- In the event of accidents or fires, notify the liaison person immediately of an accident/incident or fire.
- Action in the event of the fire alarm sounding, evacuate immediately to the designated assembly point and await further instructions.

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- Do not introduce or use any potentially dangerous chemical or substance (e.g. adhesives, chemicals or cleaning agents) on to this site without prior consultation with liaison person. Waste material or rubbish should be disposed of as per regulations.
- Do not borrow or use tools, equipment or property of Bord na Móna.
- Stay in your own work area. Do not wander throughout the site.
- Observe speed limits and traffic control.
- Do not introduce or use intoxicants or narcotics on Bord na Móna premises, this is strictly forbidden.

3.12.2 Visitors

A Visitor is defined as any person not employed on the Bord na Móna site this also includes Bord na Móna Land & Habitats employees from other sites. Visitors are managed through **REF-BnM-H&S-005 Visitors Policy**.

- It is the policy of Bord na Móna Land & Habitats Management to ensure, in so far as is reasonably practicable, that persons not in their employment but who may be affected by their operations, are not exposed to risks to their safety, health or welfare.
- Persons visiting Bord na Móna Land & Habitats premises by invitation, or on official business, not in receipt of a site safety induction, must be accompanied by a Bord na Móna employee at all times while on site.
- Bord na Móna Land & Habitats employee's visiting Bord na Móna sites of which they are not a direct employee must notify the Bord na Móna person responsible for the area they are visiting in advance of their visit.
- Visitors must comply with all relevant site safety rules and instructions given by Bord na Móna personnel while on site.
- It is the responsibility of all Bord na Móna employee's to familiarise themselves with REF-BnM-H&S-003 "Use of Personal Protective Equipment" and make any visitor aware of such requirements.
- Visitors must not intentionally or recklessly interfere with or misuse any protective device or equipment used for securing safety, health or welfare of persons at work.
- It is the policy of the company that no unauthorised persons are allowed onto our work sites.

3.13 New Employees to Bord Na Móna

The following must be carried out by the Manager or competent person of the direct workplace where the new employee will be required to work. Safety Induction of new employees must be documented and include but not limited to:

- Briefing on the content and location of the current Safety Statement, explain its purposes and ensure employee is aware of his/her responsibility.
- Briefing on the Health and Safety Handbook for Employees/ Contractors and ensure that the new employee signs the acknowledgement slip at the back of the handbook.
- New employees must be made aware of any hazards / risks associated with the workplace.
- Advise and issue new employee with suitable protective clothing or equipment necessary and identify the locations where it is required and mandatory to use.
- How to report an accident and safety observation and to who.
- Emergency briefing including first aiders, contact details, fire evacuation accident reporting etc.
- Manual Handling training must be arranged as soon as possible for all new employees.

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Part 4 GENERAL SAFETY ARRANGEMENTS

4.1 Consultation and Representation

Management recognises that employee involvement in Health and Safety in the workplace is an integral part of ensuring that high standards are reached and maintained.

Bord na Móna is also committed to complying with the requirements of *the Safety, Health and Welfare at Work Act 2005 Section 26* specifies that an employer must consult with employees and take account of any health and safety representations made by the employees for the purpose of given effect to the employer's statutory duties. This mandatory and consultation mechanism must be provided.

Employees will be consulted in matters relating to their safety, health and welfare in compliance with the *SHWW Act 2005*.

Equally employees may at any time consult management on steps taken to secure their safety, health and welfare.

Employees are encouraged to consult management on steps to improve any aspect of safety, health and welfare.

Employees will be consulted on any modifications to this safety statement that may be required to take account of changes in the business and also upon review of this safety statement.

To facilitate consultation and representation within the Bord na Móna Land & Habits business, each works has a safety committee; its members include representatives from amongst employees and management.

4.1.1 Safety Committee

The Safety Committee may hold a minimum of four meetings per year.

The safety committee has the following functions:

The safety committee provides a forum through which management and employees can communicate in relation to matters of safety, health and welfare in the workplace.

The safety committee may identify hazards and raise safety, health & welfare issues relating to the work place, and put forward recommendations to management to improve safety.

The safety committee may also assess the effectiveness of implemented safety measures, and report their findings to management.

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4.1.2 Safety Representative

Employees may elect from amongst themselves a safety representative, who, once elected, will undergo appropriate training as a representative.

Management will consult with the safety representative on matters of safety, health and welfare and consider any reasonable representation made by him / her.

Provisions shall be made for the safety representative to carry out inspections of the workplace and to be provided with information relating to safety, health and welfare of persons in this workplace.

The safety representative, where elected, has a number of rights as set out in the *Safety, Health and Welfare at Work Act, 2005, Section 25*.

A safety representative may:

- Carry out inspections having given reasonable notice to the manager or immediately following an incident.
- Investigate accidents and dangerous occurrences, provided these do not interfere with the performance of statutory functions.
- Investigate complaints regarding safety, health and welfare, upon reasonable notice to the employer.
- Accompany an inspector, except where the inspector is investigating an accident or dangerous occurrence.
- Accompany an inspector, at the discretion of that inspector, who is investigating an accident or dangerous occurrence.
- Attend the interview, at the discretion of the inspector, where an inspector is interviewing an employee relating to an accident or dangerous occurrence.
- Make representation to the employer in relation to Safety, Health and Welfare which must be considered by the employer.
- Make oral or written representations to inspectors in relation to safety and health at work, including in relation to accident / dangerous occurrence investigation.
- Receive advice and information from an inspector in relation to safety and health issues.
- Receive time off as may be reasonable without loss of remuneration in order to
 - (a) Acquire knowledge to carry out his functions.
 - (b) To carry out those functions.
- He must be informed when an inspector is on the premises for the purpose of carrying out an inspection.
- The employer and safety representative will agree a schedule of inspections which may be carried out taking account of the hazards and risks at the place of work.

The name of the current Safety Representatives and their contact details can be found on all notice boards throughout the company's work locations.

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4.2 Training and Instruction

Training needs and functions within Bord na Móna Land & habitats are coordinated by an in-house training specialists in conjunction with management and health & safety personnel. Where appropriate, training is provided by in-house trainers. The services of competent persons / organisation are employed, where necessary, to carry out all other required training.

All members of staff are required to co-operate fully in attending any training courses identified. Training is provided in a language and manner which is understood by the recipients.

All employees receive training and instruction to ensure that they fully understand the hazards of their work area, the control measures put in place to minimise the risks and the emergency procedures at the facility.

Training is repeated periodically as appropriate.

All new employees must complete the BnM EHS Induction & Manual Handling Induction.

New employees will be made aware of the location of relevant safety documentation, including this Safety Statement.

Additional training will be provided in the following circumstances as necessary;-

- A change in work practices.
- The introduction of new systems of work.
- A change in equipment / machinery.
- The introduction of new technology.

Training is given to management to ensure that they have all the necessary skills and knowledge to organise and control work safely and without risks to health.

Training records for individuals are retained both at local works and at a centralised location.

4.3 Personal Protective Equipment

Bord na Móna makes every effect to eliminate any hazards in the workplace by use of appropriate procedures and controls. The company recognises that P.P.E. is provided as a last line of defence, where other measures to eliminate or reduce an unavoidable hazard are not reasonably practicable.

It is the policy of Bord na Móna to provide and replace, when necessary, train in use of, and supervise the wearing of required protective equipment in accordance with current regulations.

It is the policy of Bord na Móna that suitable PPE is provided for employees and a documented policy is in place detailing the type of PPE to be worn in each work location area. It is a strict requirement that all persons must wear PPE.

REF-BnM-H&S-003 "Use of Personal Protective Equipment" outlines PPE to be used in all areas of Bord na Móna.

Critical pieces of PPE requiring a thorough inspection, such as lifejackets and harnesses are inspected by a competent person and fitted with a tag detailing the date of inspection and next inspection date.

Certain areas within Bord na Móna Land & Habitats have requirements for mandatory wearing of PPE:

Other P.P.E. requirements are determined by the hazard and associated control measures in place, and are documented in risk assessments.

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4.4 Fire Safety

The *Safety, Health and Welfare at Work Act, 2005, Safety, Health and Welfare at Work (General Application) Regulations 2007 and Fire Services Act 1981 & 2003* require that employers prepare and plan for an emergency.

Fire safety within Bord na Móna Land & Habitats is managed in two main areas: Fire safety in Peat Bog Areas and fire safety at offices / works.

The ***Fire Prevention & Fire Fighting Policy for Production Bogs*** highlights Bord na Móna Land & Habitats Management commitment to and outlines overall arrangements for fire safety in peat bog areas.

The ***Fire Prevention & Fire Fighting Procedures for Production Bogs***, in addition to the ***Bord na Móna Fire and Environmental plan***, detail plans for fire prevention and fighting in peat bog areas and works locations.

It is the intention of Bord na Móna Land & Habitats management to take all practicable measures to prevent outbreak of fire by means of ensuring:

- Implementation of above policy and procedures.
- Activities are risk assessed to identify potential fire hazards and allow for implementation of suitable control measures to eliminate or reduce to a minimum the associated risks.
- Selection of suitable equipment & machinery which is used appropriately and adequately inspected and maintained by competent personnel.
- Maintenance of good house-keeping practices.
- Installation of appropriate fire detection and alarm systems, emergency lighting, and fire-fighting equipment which are adequately inspected and maintained by competent personnel according to *Fire Services Act 1981 & 2003*.
- Proper use, storage and disposal of flammable materials.
- Use of permit to work system, as appropriate, for hot work to be undertaken.

In the event of an outbreak of fire, and to reduce the potential for injury, Bord na Móna Land & Habitats management aims to ensure:

- All personnel receive periodic instruction / training in the use of fire-fighting equipment.
- All personnel have received periodic training in and are aware of emergency procedures, including participation in evacuation drills at least twice a year.

A Fire Safety Register will be maintained by the Works Manager for each office / factory site.

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4.5 Vehicle Safety

All company vehicles are subject to the requirements of the Bord na Móna Road Traffic Manual. Relevant extracts of the manual may be retained in vehicles to which they relate.

The requirements of relevant sections of the Road Traffic Manual must be brought to the attention of all users of company vehicles.

Personnel must have an appropriate licence / training for each category of company vehicle which they operate.

Company vehicles should carry safety equipment as outlined in the traffic manual. Vehicles are subject to periodic checks by drivers and routine maintenance undertaken by competent personnel.

All vehicles entering company work sites must adhere to site traffic management arrangements, such as signs, road markings etc.

All drivers of company vehicles must obey the rules of the road as laid down in the *Road Traffic Act 1961* and also comply with site traffic rules.

Driving for work within Bord na Móna is managed via **REF-BnM-HS-0012 Driving for Work Policy**. All persons who drive for work, both their own personal vehicles and company vehicles are required to complete a Driver Declaration form, all drivers are responsible for ensuring the information on their Driver Declaration form is up to date at all times whilst driving for work.

4.6 Machinery and Equipment

A wide range of machinery and equipment is in use in Bord na Móna Land & Habitats. This machinery and equipment includes but is not limited to, tractors, general construction machinery and mobile plant, manufacturing equipment including automated conveying and handling systems, powered portable tools, hand tools, etc.

In selecting work equipment, account is taken of the specific working conditions, characteristics and hazards in the place of work having regard to the safety and health of the employees and any additional hazards posed by the use of such work equipment.

It is the intention of management of Bord na Móna Land & Habits to ensure that

- All work equipment and machinery is:
 - Suitable and safe for its intended use, taking account of risks involved in such use.
 - Used only for the purpose for which it was intended and under suitable conditions.
 - Maintained in good working order, according to appropriate Health & Safety legislation requirements, including the *SHWW (General Application) Regulations 2007*, as amended, and where applicable, the *SHWW (Construction) Regulations 2013*.
- All personnel using such equipment and machinery are provided with adequate information, instruction and training, enabling them to do so safely and competently
- Machinery and equipment are clearly marked, where required, with appropriate safety warnings.
- First aid boxes and fire extinguishers are provided in all BnM vehicles.
- Any PPE required is provided, maintained and worn when using equipment or machinery.

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4.6.1 Work at Height and Lifting Equipment

Lifting equipment is inspected as per *General Application Regulations 2007, Schedule 1 Part B* for lifting accessories including chains, ropes, rings, hooks shackles, clamps etc. Along with pre-use checks, the maintenance and inspection and certification of lifting and working at height equipment as per statutory regulations are carried out at required intervals by a competent external company. Tags are fitted to each piece of equipment detailing the date of inspection and next inspection date. Working at Height work requires a job specific Method Statement and Risk Assessment. Employees working at height must be trained and certified to use working at height equipment.(See 4.12)

4.6.2 Electrical Equipment

Under the Safety Health and Welfare at Work General Application Regulations 2007 Part 3 sections 74-93 Bord na Móna Land & Habitats Management and Operatives shall ensure all electrical devices and machinery to be used on site are approved, designed, installed, maintained and used and inspected by a competent person on a regular basis to ensure safety and health in the workplace. Such equipment shall be protected and of the type suitable for the purpose, the degree of inspection according to the local standard, and to the correct rating and voltage as is specified under current and applicable legislation.

The electrical cables shall be installed and arranged so that they do not impede or endanger the operatives moving around.

Electrical cables on the ground/above the passages, in particular, shall be protected effectively by collective means i.e. conduits, designated cable run etc. The electric power supply board, light fittings or other electric equipment installed are not allowed to be removed, changed or repaired without permission and where such repairs are deemed necessary, this repair shall be carried out by trained electrical personnel. The use of broken or damaged electrical devices and cables is strictly prohibited. Damaged devices will be removed from use for repair immediately upon discovery. Only a qualified person is permitted to carry out maintenance on the electrical installations. Unauthorised entry/access to electrical rooms, transformer housing, fuse boxes, sealed/secured electrical installations or components is prohibited.

4.7 House keeping

Poor house-keeping in a workplace leads to accidents. It is therefore imperative that a high standard of tidiness and cleanliness is maintained at all work locations within the business. House-keeping practices at Bord na Móna Land & Habitats work locations include:

- Adequate and appropriate storage for all equipment and materials on site.
- Provision of suitably located bins appropriate for the collection of the various waste streams produced on site.
- Timely removal of waste from collection areas to avoid fire hazard potential and unhygienic conditions.
- Periodic site audits to monitor site cleanliness / tidiness and implement corrective actions where required.
- Peat Handling locations where there is an extra fire risk requiring extra prevention such as;
 - Ensuring no build-up of peat under plant and conveyors.
 - Cleaning up of peat spillage as they occur.
 - Regular cleaning schedules.

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4.8 Welfare Facilities

It is the policy of Bord na Móna management to ensure provision of adequate welfare facilities for all employees in accordance with requirements of the *Safety Health and Welfare at Work Act 2005 and the Safety Health and Welfare at Work (General Application) Regulations 2007, as amended*.

The following personal hygiene and general welfare facilities are provided for work locations. Employees are obliged to take reasonable care of these facilities.

- Sanitary and washing facilities.
- Personal lockers – workshops, factories.
- Designated Rest Break Area maintained at a suitable temperature.
- Canteen Area with tea/coffee making / cooking facilities.
- Drinking water supply of suitable drinking quality conveniently accessible to all employees.
- First Aid Provision including stocked first aid kits and presence of trained first aider(s) on site.

All work areas are kept in a clean state and accumulations of dirt, refuse, trade refuse and waste are removed at least once every day by a suitable method and the floor of every workroom is cleaned on a regular basis by a suitable method.

All employees have reasonable opportunities for sitting without detriment to their posture or where a substantial proportion of any work done by employees can properly be done sitting, suitable facilities for sitting are provided and maintained for their use.

In all offices the quality, type and arrangement of work tables/surfaces and work chairs are selected, as far as is reasonably practicable, to avoid undue discomfort, back strain and eye strain.

All offices areas are regularly cleaned and maintained. All office areas are heated.

It is in everyone's interest that the facilities are provided, maintained and respected. Any fall in standards is to be reported without delay.

4.9 Site Security

During business hours, each work location is under the control of a Location Manager / Area Leader / Supervisor / Lead Operator responsible for the work location.

On close of daily business, buildings / bog centers and access gates to the works will be locked.

Office, Workshop, and Factory alarm systems are also used for further security.

Contractors entering Bord na Móna Land & Habitats sites to undertake work must have a site contact or host, who is responsible for controlling the movement & activities of contractors while on site. All persons entering / leaving Bord na Móna Land & Habitats office locations are also required to sign an Admissions register.

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4.10 Hazardous Substances

A register of hazardous substances used within the Bord na Móna Land & Habitats business is retained at each stores and factory site. In addition, safety data sheets are kept for all hazardous substances and are used to risk assess their use and storage.

Where possible, Bord na Móna Land & Habitats will endeavour to eliminate the use of or replace hazardous substances with less hazardous alternatives.

More often today we find the use of corrosive and toxic substances, ranging from oils, acids, resins and solvents playing a major part in work related activities. The following points are to be considered when using chemicals;

- Always wear the appropriate gloves when handling any chemical and apply personal hygiene practices.
- Read the instructions on the container and follow said instructions, noting any precautions advised.
- If one is unsure of the nature of a chemical or compound or whether it is correct for the task in hand – DO NOT USE.
- If any chemical or compound does not have adequate information supplied with it (usually on the container) it should not be accepted onto site. This should be brought to the attention of the stores personnel, management immediately.
- The basic information required is
 - What chemicals does it contain?
 - What are the appropriate safety precautions?
 - What action is required if there is accidental contamination?
- In addition, a Safety Data Sheet should be available for any chemical / compound used and suppliers are required by law to provide such to users upon request. In certain circumstances it might be simpler to obtain an SDS direct from the Manufacturer or the distributing agent, who are subject to the same legal onus as the supplier to provide an SDS.
- Ensure the work area in which the substance is to be used is well ventilated.
- Where possible avoid inhaling the substance – use Respiratory Protective Equipment.
- Do not put any material or rags which have been soaked in the substance in your pockets or next to your skin.
- Always wash your hand after using chemicals especially before meals.

4.11 Manual Handling

Employees working in the Bord na Móna Land & Habits are involved in the manual handling of loads in one form or another as part of their daily working duties. Hazards that are associated with Manual Handling include back pain, back injury, strains or sprains of the arm, back or legs due to over-exertion as well as foot injuries from falling loads.

It is the policy of Management that no person will be expected to lift a load that would be likely to cause him/her injury.

Mechanical lifting equipment is available and these must be utilised, in preference to manual handling, in any situation where it is feasible to do so. If this is not possible, then consideration must be given to the weight of the load and proper manual handling techniques must be used.

Training in manual handling is given to all employees. This training is to meet the requirements of the *Safety, Health and Welfare at Work (General Application) Regulations 2007 (Manual Handling)*. Safety footwear is provided for and must be worn by all employees when engaged in manual handling.

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Every employee must be familiar with the correct lifting techniques. These may be summarised as follows:

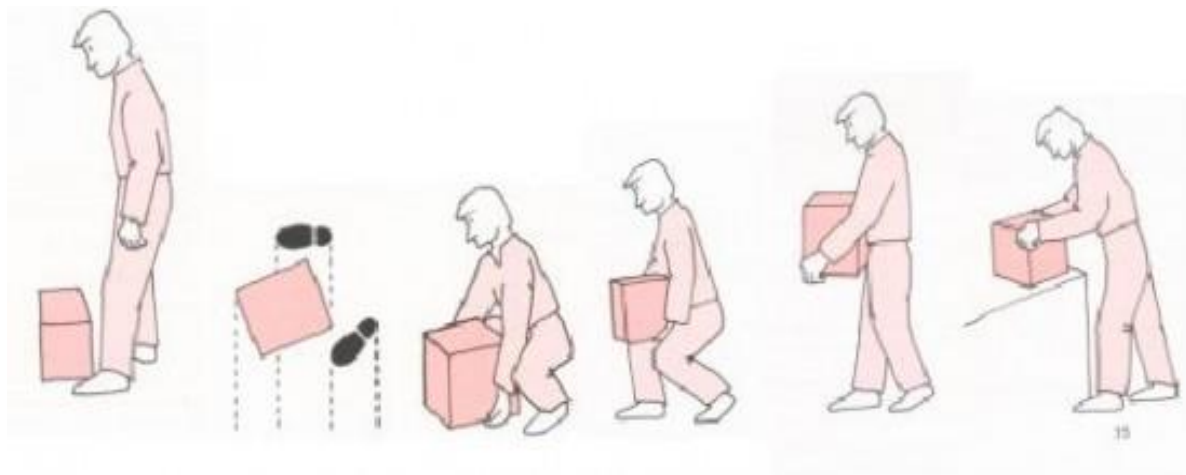
Manual Handling Task

- Size up the job.
- Only lift what you are capable of lifting.
- Where possible use mechanical lifting equipment.
- Do not carry a load that you cannot see over.

When lifting, lowering or transferring a load always bend your knees, keep back straight, elbows close to the body to maintain stability and hold the load close to the body and avoid twisting the body

- Check for sharp edges, splinters or nails;
- Lift in easy stages - floor to knee then from knee to carrying position;
- Hold weights close to body;
- Don't jerk, or twist body;
- Grip load with palms - not fingertips;

The risk from manual handling can further be reduced by having each employee ensure that the working environment is maintained in a safe condition. This includes yards, passageways and floors kept in a good condition and free from obstruction.



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4.12 Working at Height

Where possible all works at height are to be avoided.

Where such works are unavoidable, equipment and other measures to prevent falls are to be put in place. Where such works cannot eliminate the risk of a fall, equipment and other measures should be in place to minimise the distance and consequences of a fall should one occur.

- All work at height must be properly planned, organised and those involved in such works should be competent.
- A Dynamic Risk Assessment should be carried out for each working at height activity and only appropriate equipment should be selected, which is regularly inspected and maintained.
- The Management should ensure that during the execution of work the surrounding area is maintained in an orderly and tidy condition and that loose material of any kind is not left in working areas.
- Safe access to all work must be provided in the form of proper scaffolding, mobile elevated work platforms, ladders, steps, walkways etc.
- A mid-rail is required wherever there is a guardrail.
- The bottom support of any scaffold is to be placed on a proper base plate on timber sole planks spanning two standards to prevent slipping or sinking.
- Scaffolding shall, wherever possible, be approached by ladders direct from the ground. Ladders must extend a minimum of 1 metre above the landing platform and be adequately secured to the scaffold by their stiles, not by the rungs.
- Records of scaffold erection and 7 day inspections must be carried out by a designated competent person and details kept on file.
- Safety harnesses, crawling boards for access to fragile roofs and similar safety equipment and arrangements should be employed.
- There will be protection in place to protect operatives from falling objects and to restrict unauthorised entry into potential danger zones.
- When working close to the edge of roofs or girders, guardrails or safety harnesses or both should be used.
- Ladders are only to be used where the risk is low and where there is no reasonable alternative platform possible.

4.13 Visual Display Unit (VDU)

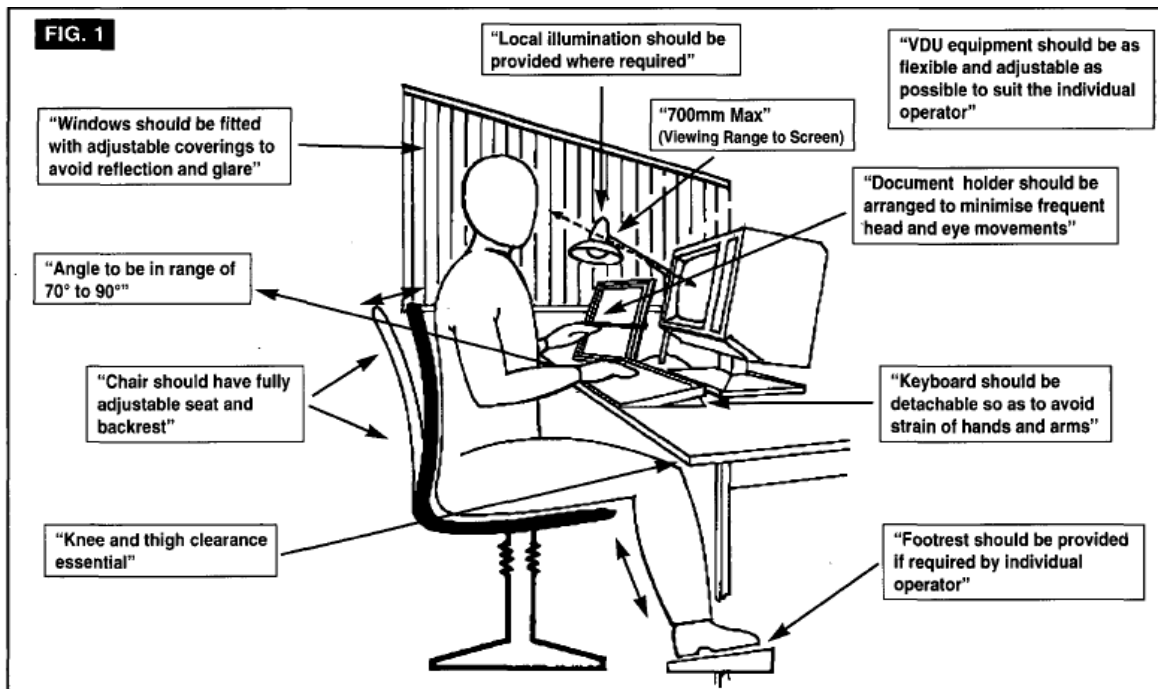
Bord na Móna complies with *Chapter 5 of Part 2 (Display Screen Equipment) of the Safety, Health and Welfare at Work (General Application) Regulations 2007* and *Section 9 & 10 of the Safety Health and Welfare at Work Act 2005* instruction, information and training in the use of workstations and VDUs.

A user is defined as a person for whom use of the display screen forms a significant or substantial part of his/her working time, therefore:

- The workstation for each individual user shall be assessed to see if it is set up appropriately for the work (chairs, desks etc.).
- All users and non-users are required to report any defects in environment or equipment or personal health status which could affect their ability to work safely and in comfort.
- Appropriate breaks are catered for, and the nature of the work is such that naturally occurring breaks occur.

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- While using a VDU does not cause eye damage, BNM provides eye tests to all users.



4.14 Lone Working

Bord na Móna acknowledges that some employees are required to work alone carrying out a diverse range of activities.

Employees who work by themselves without close or direct supervision and who are physically isolated from colleagues and without access to immediate assistance are recognised as lone workers.

When employees work alone, all hazards associated with lone working will be identified, the risks assessed, control measures identified and implemented to ensure the safety and health of employees and those affected by such activities.

REF_BnM-H&S-007 Lone Working Policy outlines how lone working is managed, the general hazards, Risks and control measures associated with Lone Working in Bord na Móna.

4.15 Robbery / Theft

Bord na Móna will ensure that all employees whose role involves the handling of cash are protected in the event of robbery. Cash handling training is provided along with security systems. Management have in place a cash handling policy.

In the event of a robbery taking place employees should:

- Remain calm and observe as much as you can.
- Speak only if you need to answer the offender(s).
- Do not reach for pockets or handbag, keep hands visible.
- Control movements carefully.
- Unnecessary risks should not be taken.
- Raise the alarm only when safe.
- Secure the premises once the offender(s) have left.
- Call the Gardai and ask witnesses to remain.
- Close the premises and place a notice on the entrance stating the location is closed due to robbery.
- Do not interfere with any traces left or touch anything left behind by the robber(s).

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4.16 Pregnant Employees.

Because there are various hazards in the workplace which may affect either the health of the woman or her developing child, a risk assessment must be carried out on each work practice to conform to guidelines laid down in *Safety, Health and Welfare at Work (General Application) Regulations 2007*.

The Regulations

- (a) Identify a list of conditions known to affect a pregnant woman, a breast feeding woman or the developing child.
- (b) Outline the ways to manage health & safety of the pregnant (or breast-feeding) woman during this period.

4.16.1 Responsibilities of Pregnant Employees & their Supervisor

Employees

- Report their pregnancy to their Supervisor/Manager as soon as confirmed to the employee by a medical practitioner.

Supervisor/Manager

- Risk assess the work been undertaken by the pregnant Employee and make any changes necessary in work undertaken by pregnant/breast-feeding Employees.
- Maintain regular contact with the Employee through the course of the pregnancy to ascertain the Employees changing condition.
- Review all notification reports.
- Conduct periodic consultation with the employee regarding their wellbeing.

4.16.2 Considerations regarding Pregnant Employee Work Duties

Standing Tasks

Consideration must be given to relocate a pregnant Employee from tasks that require long periods of standing. It is worth noting that a pregnant Employee may experience difficulty in sitting during the last weeks of pregnancy and may express a preference to stand at this stage.

Work Involving Chemical Exposures

Chemical substances are not typically used but if introduced then a risk assessment must be carried out to determine any additional Hazards to the pregnant employee.

Manual Handling

Consideration must be given to relocating a pregnant Employee from tasks that include excessive periods of manual handling.

Other Factors (Non-exhaustive list)

Other factors to include in consideration of work undertaken by a pregnant or breast-feeding woman include potential for:

- Physical Shocks including direct blows to abdomen.
- Exposure to extremes of noise, cold or heat.
- Extremes of non-ionising radiation (magnetic fields, X rays).
- Biological Agents (viruses, bacteria etc.)

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4.17 Work Environment

During the course of work due consideration will be paid at all times to the current environmental conditions. Bord na Móna Land & Habitats recognises that adverse conditions can have a detrimental effect on employees and on securing their safety. Particular attention should be paid to;

- Temperature – too hot or too cold –physical wellbeing.
- Ventilation – insufficient air supply.
- Lighting – poor visibility, trip/fall hazards.
- Noise – Lack of attention, noise induced hearing loss, deafness.

A dramatic rise or fall in any of these may affect Bord na Móna's personnel, their wellbeing and ultimately the carrying out of the work safely. It is everybody's responsibility to monitor these and to bring to management's attention any drastic or sudden changes likely to affect the safety of our employees.

4.18 Noise at Work

Under the *Safety Health and Welfare at Work (General Application) Regulations 2007* an employer must assess the noise levels in the workplace. At 80dB [A] the employer must make available hearing protection to employees. At 85 dB [A] the employer must ensure that hearing protection is provided and worn. The Maximum Exposure Limit Value for noise is 87dB [A] and this limit should not be exceeded for any operative.

- Exposure Action Values means that the daily noise exposure level which if exceeded for any employee requires specific action to be taken, Furthermore:
 - If the exposure to noise varies from days to day, for the purpose of the exposure limit and values, a weekly noise exposure level can be used instead of a daily one.
 - The exposure limit can be measured at the ear but the reduction in noise level provided by hearing protection must be taken into account.
- When the First Action Level of 80dB [A] is present, the following actions will be taken;
 - A Risk Assessment must be carried out. This will entail measurement of the noise levels to which there is exposure. Risk Assessments should be carried out by competent persons and recorded. These Risk Assessments should be carried out at regular intervals.
 - All measures are to be taken to eliminate or reduce exposure.
 - Hearing Protection PPE is to be provided.
- When the Second Action Level of 85 dB [A] is reached, the following will be carried out;
 - A Risk Assessment is to be undertaken. This will entail measurement of the noise levels to which there is exposure. Risk Assessments should be carried out by competent persons and recorded. These Risk Assessments should be carried out at regular intervals.
 - The identified Noise Hazard Areas are to be demarcated with suitable warning signs posted.
 - The use of Hearing Protection PPE supplied is to be enforced.
- All employees are to be consulted on site with regards to identified noise hazards.
- Information and training to be provided to employees with regards to identified Noise Hazards.
- Measures will be taken by Bord na Móna Land & Habitats to eliminate or reduce such exposure to noise hazards whether by design, layout of the workplace, technical noise reduction measures and work organisation means.

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- Health Surveillance is to be made available to employees who by Risk Assessment are revealed to be susceptible to the risk by their exposure.

4.19 Vibration at Work

Mechanical vibrations at work can expose Bord na Móna Land & Habitats employees to hand-arm vibration and/or whole-body vibration.

The body is more vulnerable to vibration at certain frequencies. Low-frequency motion, from about 5 to 20 Hertz (cycles per second), is thought to be potentially more damaging than higher frequency motion. Vibration at frequencies below 2 Hz and above 1,500 Hz is thought to be less damaging.

Hand-arm Vibration is caused by the use of work equipment and work processes that transmit vibration into the hands and arms of employees. It can be caused by hand-held power tools such as hammer drills, sanders, grinders, impact tools, etc. Long-term, regular exposure to Hand-arm Vibration is known to lead to potentially permanent and debilitating health effects known as hand-arm vibration syndrome (HAVS), such as vibration white finger and carpal tunnel syndrome.

Whole-body Vibration is caused by vibration transmitted through the seat or the feet by workplace machines and vehicles. It can be caused by off-road vehicles, e.g. tractors, when driven over rough surfaces; locomotive travelling over rail; by excavators when excavating difficult ground; and by standing close to powerful, fixed machines. Regular, long-term exposure to high levels of Whole-body Vibration is linked to lower back pain.

Under the *Safety Health and Welfare at Work (General Application) Regulations 2007 Chapter 2 of Part 5* and *Safety, Health and Welfare at Work (Control of Vibration at Work) Regulations 2006*.

The damage caused by vibration is related to the total vibration exposure a person is exposed to during the working day.

The exposure **limit** value (ELV) is the maximum daily level of vibration an employee may be exposed to.

- For Hand-arm Vibration the daily exposure limit value standardised to an eight-hour reference period is 5 m/s².
- For Whole-body Vibration the daily exposure limit value standardised to an eight-hour reference period is 1.15 m/s².

The exposure **action** value (EAV) is the level of daily exposure to vibration for any employee which, if exceeded, requires employers to take action to reduce risk.

- For Hand-arm Vibration the daily exposure action value standardised to an eight-hour reference period is 2.5 m/s².
- For Whole-body Vibration the daily exposure action value standardised to an eight-hour reference period is 0.5 m/s².

Bord na Móna Land & Habitats subject to *Safety Health and Welfare at Work (General Application) Regulations 2007 Chapter 2 of Part 5* and *Safety, Health and Welfare at Work (Control of Vibration at Work) Regulations 2006* shall ensure that;

- Employees are not exposed to mechanical vibration above the relevant exposure limit value.
- If, despite the measures taken to comply with these regulations, the exposure limit value is exceeded, Bord na Móna Land & habitats shall;
 - Take action to reduce exposure to mechanical vibration to below the exposure limit value.
 - Identify the reason for that limit being exceeded, and
 - Amend the technical and organisational measures taken to prevent it being exceeded again.

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Bord na Móna Land & Habitats shall reduce exposure of employees to Whole-body and Hand-arm vibration by considering;

- The level, type and duration of exposure, including any exposure to intermittent vibration or repeated shocks.
- Safe working practices to minimise exposure to mechanical vibration.
- The choice of work equipment of appropriate ergonomic design which taking account of the work to be done, produces the least possible vibration.
- The provision of auxiliary equipment which reduces the risk of injuries caused by vibration, such as seats that effectively reduce whole-body vibration and handles which reduce the vibration transmitted to the hand-arm system.
- The choice of work equipment of appropriate ergonomic design which taking account of the work done, produces the least possible vibration.
- The provision of auxiliary equipment which reduces the risk of injuries
- Adequate information and training to instruct employees to use work equipment correctly, safely and without risk to health in order to reduce their exposure to mechanical vibration to a minimum.
- A limitation of the duration and intensity of exposure to mechanical vibration.
- All employees are to be consulted on site with regards to identified vibration hazards.
- Information and training to be provided to employees with regards to identified Vibration Hazards.
- Measures will be taken by Bord na Móna Land & habitats to eliminate or reduce such exposure to vibration hazards whether by design, layout of the workplace, technical noise reduction measures and work organisation means.
- Health Surveillance is to be made available to employees who by Risk Assessment are revealed to be susceptible to the risk by their exposure.

4.20 Dust

The principle effect reported from exposure to peat dust is primarily nuisance.

In order to reduce the risks of personal exposure to peat dust, the following arrangements and controls are necessary.

- All areas of the site should be cleaned on a regular basis paying particular attention to areas where the accumulation of peat dust is frequent. Cleaning should be performed either by blowing or wet methods.
- Sources of dust should be investigated and those identified should be controlled by appropriate means e.g. Ventilation, Suppression or Wetting etc.
- Suitable and sufficient respiratory protective equipment should be provided as a short term means of controlling personal respirable peat dust exposure or where exposure is only for short, infrequent periods, (for example, maintenance activities, cleaning).

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4.21 Work at or near Water

All work at or near water must be fully risk assessed by the responsible person directing the work.

No persons are permitted to work in proximity of or over open water without the use of an approved and inspected life jacket, of which the users must be trained in its use by a competent person.

Consideration must be given if/ when using multiple controls to ensure compatibility (e.g. use of life jacket and harness if working from a MEWP over water).

It is important that Bord Na Mona Land & Habitats take all-practicable precautions to mitigate the potential for drowning particularly if work is carried out in poor visibility, lone working or at night. This should include adequate protection around any large or deep expanse of water and the provision of adequate signage and lifesaving equipment.

All relevant equipment must be inspected by a competent person.

4.22 Safe Systems of Work

In order to carry out our activities in a safe manner, a safe system / method is required. Safe Systems of Work are the integration of people, machinery and materials in a safe environment in order to provide the safest possible conditions for work.

Hazard identification and the resulting risk assessment are the initial step to a safe workplace. Having identified the hazard and assessed the risks then suitable control measures can be put in place in order to achieve a safe place of work, in as far as it is reasonably practicable. Systems themselves may be viewed as control measures that are recommended in order to reduce the risk potential from being realised.

It is therefore imperative that all personnel follow the requirements of the control measures listed in the risk assessments.

4.22.1 Lock Off / Hold Off System

Bord na Móna land & Habitats staff requiring to safely isolate equipment are trained in the use of the Lock off Hold Off procedure and use a personal Hold Off Card.

The piece of equipment to be worked on must be padlocked off by the Supervisor in charge and details logged on the Safe System Lock Off Log.

The Supervisor who locks off the main isolator hangs a Locked Off Card on the Isolator and checks to see that the piece of equipment is isolated.

Each employee working on the machine must then hang their own personal Hold Off Card on the isolation switch before work commences.

When the work is complete each employee removes their own Hold Off Card. The Supervisor checks the piece of equipment to see all cards are removed and that no one is working on it. He then checks the machine to see if it is safe to start and if satisfied removes the Lock Off Card.

The Padlock is then removed from the isolator switch. The machine is again checked and if satisfied, the machine is switched on. A detail of the removal of the lock off card is recorded on the Safe System Lock Off Log.

Under no circumstances must a Hold Off Card be removed by anyone other than the person that placed the Card / person named on the Hold Off Card.

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4.23 Bullying, Harassment, Aggression and Assault

Bord na Móna fosters a collaborative work environment based on teamwork, accountability, and respect for the dignity and value of each employee. All employees are entitled to be treated with dignity and respect in the workplace and have a duty of care to treat others with dignity and respect.

Bord na Móna subject to *Safety Health and Welfare at Work Act 2005 Section 8* have a duty to manage and conduct their activities to prevent any improper conduct or behaviour which might affect the safety and welfare of employees. *Safety Health and Welfare at Work (General Application) Regulations 2007 Section 13* also imposes a corresponding duty on employees.

Under no circumstances will any inappropriate behaviour such as bullying and harassment in the workplace be tolerated and it is the duty of Bord na Móna Land & Habitats management at all levels to prevent such behaviour.

RA-BnM-H&S-005 Violence / Assault / Aggression / Bullying / Harassment Risk Assessment outlines the hazards, risks and control measures associated with violence / assault / aggression / Bullying / Harassment in Bord Na Mona.

Workplace Bullying:

Is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others at the place of work and/or in the course of employment which could reasonably be regarded as undermining the individual's right to dignity at work.

An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.

The following acts by an individual or group of individuals, irrespective of position with the Bord na Móna Land & Habitats business, shall be construed as violence/assault/aggression/harassment or bullying. These acts apply to both workplace and work sponsored functions outside of the premises.

- Using violence or the threat of violence towards another's person or property.
- Persistent, aggressive behaviour towards another.
- Repeated verbal harassment (e.g. picking on a person as the butt of jokes.
- Uncomplimentary remarks and/or use of songs/jokes or laughter as a form of ridicule.
- Repeated ridicule by the display or circulation of words, pictures or material.
- Repeated physical harassment (e.g. picking on a person or behaviour designed to ridicule, humiliate or terrorise an individual).
- Continued and deliberate staring, obstruction or other non-verbal physical behaviour.
- Showing hostility through sustained unfriendly contact or exclusion.
- Repeated unfair selection for difficult or unpleasant tasks.
- Theft or damage of individual property.

Harassment

On the nine grounds, other than gender, is defined as:

Words; gestures; production, display or circulation of material, that is unwanted by the recipient, related to any of the discriminatory grounds, and being conduct which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

The Acts define sexual harassment as acts of physical intimacy; requests for sexual favours; words or gestures; production, display or circulation of written words or pictures; which are unwelcome to a person and which have the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. Same sex sexual harassment is also covered by the Equality Acts 1998-2011.

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The HR Anti-Bullying and Harassment policy outlines the steps to be taken if anybody feels that they are being bullied or harassed in the workplace.

It is the impact of the conduct on the recipient and not the intent of the perpetrator that determines if the behaviour is unacceptable.

4.24 Workplace Stress

It is recognised that stress resulting from workplace pressures is of increasing concern to all and as such Bord na Móna Energy intends to be vigilant in its monitoring of management and staff in relation to this.

Workplace stress may arise when demands of the work and the surrounding environment on the person exceeds their capacity to meet them.

In order that Bord na Móna Land & Habitats may minimise the risk of occurrence of workplace stress;

It is intended to continually monitor all staff work duties, with particular reference to the following;

- Hours of Work – breaks, start and finishing times.
- Communications – between management and staff.
- Control – is the employee in control of their work.
- Role – do they understand their expected role.
- Repetition – is there provision for change in duties.
- Demanding – are target levels set too high, unrealistic.
- Worker/public interaction – are employees able to cope.
- Violence - has there been any indication of or potential for violence.

Stress can become a significant problem for individuals and can be a contributory factor to ill health such as heart disease or to accidents by reducing concentration. Individuals can be affected by stress in different ways and many sources of stress are not related to work.

Bord na Móna Land & Habitats management will monitor workloads of employees to ensure that they do not exceed reasonable expectations. Employees facing difficulties outside work, which may affect their ability to deal with their work effectively are encouraged to discuss their working arrangements with Bord na Móna Land & Habitats management.

4.25 Occupational Health

In line with the companies Health & Safety Strategy Plan to provide an Occupational Health Service for its employee's, **REF-BnM-HS-006 BnM Occupational Health Service Policy** outlines the core elements to the Service with a primary focus on prevention rather than cure.

The policy includes information on:

Employee Assistance Programme (EAP) provides employees and their family members with confidential counselling services that assist with personal, work, financial or legal issues.

Health Screening is a proactive approach to your own personal wellbeing and the wellbeing of our employees. Health screening aims to help people identify risk factors, signs, and symptoms of common conditions, which if not detected early could result in serious health issues.

Health surveillance means the periodic review, for the purpose of protecting health and preventing occupationally related disease, of the health of employees, so that any adverse variations in their health that may be related to working conditions are identified as early as possible. Health surveillance may be included as part of the Health Screening programme.

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Medical Fitness to Work assessments are carried out to assess the candidate's fitness to do the job, to ensure that they can work without causing undue risk to themselves or others and to advise on any modifications required to enable the candidate perform the job safely and effectively. Pregnancy related assessments may also take place.

Pre-employment medical assessments are carried out to establish a candidate's fitness to perform the job without undue risk to themselves or others. It helps identify if workplace modifications or adjustments are required due to a disability. It also establishes a baseline against which future health changes can be compared.

Occupational Injuries personal injury resulting from an occupational accident.

Long-term sickness absence and return to work medical assessments are usually carried out after a period of continuous absence.

4.26 COVID-19 & Future Outbreaks

Coronavirus (COVID-19) is a new illness that can affect your lungs and airways. It is caused by a virus called coronavirus. The outbreak of Coronavirus (COVID-19) has evolved. The Government is leading the response in Ireland to this national public Health Risk and providing up to date information and advice at www.gov.ie. Bord Na Mona are following all guidelines in relation to COV-19 and will follow government instructions regarding future pandemic outbreaks.

Exposure to COVID-19 may present a health risk to Workers and other persons in the workplace. Employers are advised to follow the latest public health advice.

Bord na Mona's COVID-19 Response plan to deal with COVID-19 sets out arrangements to secure and manage safety, health and welfare at places of work within the company during the COVID-19 pandemic.

4.27 Health & Safety Policies

It is the intention of Management of Bord na Móna Land & Habitats to adopt and adhere to any corporate level health and safety policies in existence or which may be established in the future.

As may be required, Bord na Móna Land & Habitats management will draft relevant health and safety policies, in conjunction with safety personnel, for the business unit.

Copies of health and safety policies will be retained at work locations, and are also available on the company intranet.

Part 5 EMERGENCY & ACCIDENT ARRANGEMENTS

5.1 Emergencies

It is the intention of management to identify the potential for, and take all practicable measures to prevent the occurrence of an emergency situation. However in the event of such an occurrence, in order to minimise potential for injury and ensure safe evacuation of persons, emergency procedures will be prepared, implemented, maintained and periodically reviewed.

BnM L&H Emergency Procedures POHS B 0043 details emergency responses within the Land & Habitats Business.

Emergency contacts lists are posted on safety notice boards at each work location.

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5.2 Accidents

Bord na Móna Land & Habitats Management acknowledge that all workplace accidents are preventable, and are committed to taking all practicable measures to avoid the occurrence of such accidents.

However if an accident does occur, the Accident & Dangerous Occurrence Reporting and Investigation procedure **REF-BnM-H&S-001** will be implemented. Provision of appropriate first aid (see s. 5.4 below) and medical treatment where required, is of primary importance in the event of an accident.

- All accidents at work must be reported to Bord na Móna Land & Habitats management so that appropriate measures can be taken to prevent their reoccurrence.
- Fatal accidents in a workplace will be reported immediately to Bord na Móna Land & Habitats management and to the Health and Safety Authority (HSA) on (01) 6147000 (Mon – Friday 9am -4pm) in addition to the Gardaí so that the necessary action, including any investigation by the HSA, can take place. Subsequently, the formal accident report form will be submitted to the HSA within five working days of the death.
- The Bord na Móna Accident report form **SOP-BnM-H&S-001-F1(a)** must be completed as soon as possible following an accident and within 48 hours and sent to the H&S Central Reporting System and Health and Safety team.
- Accident Investigation must be carried out by a designated accident investigator lead by Health and Safety Personnel within 7 working days of the accident using **SOP-BnM-H&S-001-F1(b)** and sent to the H&S Central Reporting System and Health and Safety team.
- Following the accident investigation, the Health and Safety Investigator and Bord na Móna Land & Habitats management must establish the “root cause” and complete the Remedial Actions Form **SOP-BnM-H&S-001-F1(c)** within 10 working days of the accident and sent to the H&S Central Reporting System and Health and Safety team.
- Where necessary an **I.R.1** Form must be completed by Bord na Móna Land & Habitats management and sent to the Health and Safety Authority (HSA) within 10 working days.
- Details from accident reports are recorded on the H&S Central Reporting System and used to carry out analysis in order to identify potential trends and implement appropriate measures to prevent further similar accidents.
- Where the occurrence of an accident at a particular work location may have an impact at other work locations, an Accident alert form will be completed and sent to those relevant locations.

Accident procedures and forms are maintained electronically. Paper copies are retained in suitable locations to allow access when required. All personal information gathered during dangerous occurrence/incident reporting and subsequent investigation is considered privileged and confidential and will be handled according to Bord Na Mona’s Data Protection Policy.

5.3 Dangerous Occurrences

Management acknowledge the importance of recording and investigating workplace incidents which had the potential to, but did not cause injury, for the purpose of preventing the occurrence of further similar incidents resulting in injury. It is therefore the policy of the company to report and, where necessary, investigate fully such dangerous occurrences in the place of work.

When a Dangerous Occurrence does occur, the Accident & Dangerous Occurrence Reporting and Investigation procedure **REF-BnM-H&S-001** will be implemented.

- All Dangerous Occurrences at work should be reported to Bord na Móna Land & Habitats management so that appropriate measures can be taken to prevent their reoccurrence.

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- The Bord na Móna Dangerous Occurrence report form **SOP-BnM-H&S-001-F2** must be completed as soon as possible following an accident and within 48 hours and sent to the H&S Central Reporting System and Health and Safety team.
- Dangerous Occurrence Investigation using **SOP-BnM-H&S-001-F1(b)** and remedial actions using **SOP-BnM-H&S-001-F1(c)** must be carried out by a designated accident investigator lead by Health and Safety Personnel within 1 month of the incident occurring and sent to the H&S Central Reporting System and Health and Safety team.
- Where necessary an **I.R.3** Form must be completed by Bord na Móna Land & Habitats management and sent to the Health and Safety Authority (HSA) within 10 working days.
- Details from dangerous occurrence reports are recorded on the H&S Central Reporting System and used to carry out analysis in order to identify potential trends and implement appropriate measures to prevent further similar accidents.
- Where the occurrence of a dangerous occurrence at a particular work location may have an impact at other work locations, an incident alert form will be completed and sent to those relevant locations.

Dangerous Occurrence procedures and forms are maintained electronically. Paper copies are retained in suitable locations to allow access when required. All personal information gathered during dangerous occurrence/incident reporting and subsequent investigation is considered privileged and confidential and will be handled according to Bord Na Mona's Data Protection Policy.

5.4 First Aid

It is the intention of the management of Bord na Móna Land & Habitats to provide and maintain appropriate first aid equipment and adequate numbers of trained Occupational First Aid personnel at the workplace, as required by *part 7, chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007, as amended and Regulation 163 of the 2007 Regulations*.

Occupational First aid personnel will receive refresher training as required.

Each work location will have at least one person trained as PHECC First Responders (including use of AED). First Aid kits are provided in all work locations and in all work vehicles.

In addition AED units are provided in suitable locations.

All hybrid workers are required to complete the "Emergency First Aid" training via Go Contractor to increase first aid awareness amongst staff in the unlikely event that an PHECC First Responder is not present onsite due to the Hybrid Working model.

A list of first Aid personnel will be posted on the safety notice board at each work location.

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Part 6 HAZARD IDENTIFICATION & RISK ASSESSMENT

Management acknowledge the critical importance of hazard identification and risk assessment in endeavouring to secure the safety, health and welfare of employees and others at the work place, and thus prevent accidents at work.

Therefore management of Bord na Móna Land & Habitats are committed to establishing and maintaining a process to identify workplace hazards, assess the associated risks and identify, implement and monitor appropriate control measures to eliminate the risks where possible, or reduce them to acceptable levels. All risk assessments will be documented.

The hazard identification and risk assessment process is carried out in compliance with The *SHWW Act 2005, The SHWW (General Application) (Amendment) regulations 2007, as amended*, and any other relevant legislation.

The Bord na Móna Land & Habitats risk assessment process uses a numerical matrix system (BnM Peat Risk Rating Sheet **POHS C 0011**) to assess the level of risk associated with identified hazards taking account of control measures in place; the risk level or factor is a product of the severity of the consequence of exposure to the hazard and the probability that this exposure will occur.

$$\text{Risk factor (RF)} = \text{Severity (S)} \times \text{Probability (P)}$$

Risk Rating						Severity of Accident Occurrence		
Severity (S)		1	2	3	4	5	Severity	Guidance
Probability (P)		Very Minor / No Injuries	Moderate Injuries	Lost Time Injuries	Serious Injuries / Permanent Disabilities	Fatalities		
1	Extremely unlikely	1	2	3	4	5	1	Minor Cuts & Bruises, Eye irritation from Dust, Superficial injuries
2	Very unlikely	2	4	6	8	10	2	Serious Sprains, Minor Fractures, Concussion, Burns, Lacerations,
3	Unlikely	3	6	9	12	15	3	Fractures, Poisoning, Head and Back Injuries, Burns,
4	Likely	4	8	12	16	20	4	Amputation, Lose of Eye, Deafness,
5	Very likely	5	10	15	20	25	5	Fatality
Risk Factor (RF) = Probability (P) x Severity (S)								
Risk Factor		Level	Priority	Action Required				
1-3		Very Low	Not urgent	No further controls needed - Proceed with Caution				
4-6		Low	Not urgent	Monitor existing controls				
8-9		Medium	Action needed	Further Controls to Reduce Risk required where possible & practicable				
10-12		Medium - High	Action needed	Further controls to reduce risk required as soon as practical				
15-16		High	Urgent Action needed	Further controls to reduce risk required immediately				
20-25		Very High	Urgent Action needed	Work Prohibited / Ceased until risk reduced				

Based on the risk level calculated, existing control measures are either deemed appropriate to eliminate / reduce risks to acceptable levels, or additional control measures may need to be identified and implemented. Details are set out on Risk assessment form **POHS C 0010**.

Risk assessments are reviewed periodically and amended as necessary following a significant change to activities to which the risk assessments relate. In addition, relevant risk assessments will be reviewed following accidents / dangerous occurrences.

Risk assessments will be retained electronically at a central point, and in paper copy in locations to which they relate.

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Dynamic Risk Assessments

Dynamic risk assessment is something we are often doing without realising – when crossing the road, driving a car, etc. What we are doing is identifying the hazards that might cause us injury, assessing the likelihood of an accident occurring and then taking the appropriate precautions so that we don't get hurt.

The Dynamic risk assessment template is designed to support you to fully assess your work area and identify all hazards. The hazards can then be removed, or other actions called Control Measures can be taken to prevent personal injury and damage to the environment.

The Dynamic risk assessment template summarises the types of hazards that may be encountered and key points to prevent injury and damage.

It is important that you fully assess your work for hazards and take appropriate remedial action both before starting work and throughout the job. Dynamic Risk Assessment booklets can be obtained from a member of the H&S Team.

Part 7 DISCIPLINARY PROCEDURES

It is company policy to encourage conformance with this safety statement through example setting, consultation and participation. However, in the event of failure to conform with this statement, health & safety policies & procedures or other health and safety requirements, disciplinary procedures are in place.

The disciplinary process will be implemented according to Bord na Mona's agreed disciplinary policy & procedure, which are in compliance with the general principles of natural justice and fair procedure, and will depend on the nature of any breach of health and safety requirements. The disciplinary process normally consists of;

- Verbal warning / Counselling
- Formal verbal warning
- Written warning
- Suspension / Disciplinary action / Final written warning
- Dismissal

Discipline, depending on the severity of the breach may consist of:

- Short term suspension of one to three days without remuneration.
- Suspension leading to dismissal.

In applying the disciplinary procedure employees will be accorded the following:

- The right to know that of which they are being accused.
- The right of reply.
- The right of due consideration.

Part 8 REVIEW

The Safety Statement will be periodically reviewed, at least annually, and revised as necessary as follows:

- Where there is a significant change in the company having an impact on safety, health and welfare.
- To take account of changes in Health and Safety legislation.
- Where there is a change in Company policy or procedures.
- Following changes in work practices.
- On introduction or modification of plant or equipment.
- Following an Accident or Dangerous Occurrence investigation.
- Following request from a Health and Safety Authority Inspector.

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The safety statement review will be carried out by Bord na Móna Land & Habitats management and Health and Safety personnel.

The safety statement will be brought to the attention of employees via training and other communication mechanisms in place.

8.1 Legal / Statutory Requirements

Bord Na Mona is committed to complying with all relevant legal obligations in relation to H&S. To ensure Bord na Móna are kept up to date on all amendments and new legislation the following memberships and subscriptions are provided for:

IBEC

- Bord Na Mona subscribe to IBECs legal database which provides a full register of H&S Legislation and monthly updates on new and revised H&S legislation.
- The Head of EHS is a member of IBEC's Safety Managers Forum which receives consultation emails on upcoming legislation and notifications of Safety Seminars and Webinars.

IOSH

- The H&S Team are members of IOSH keeps members up to date on upcoming and new legislation.

H.S.A

- Regular reviews of the H.S.A website to view news and events.

Red Online (Previously Pegasus)

- Online database of EHS Legislation allowing assessment of compliance by Busines Units.

Irish Waste Management Association (IWMA)

- Relevant EH&S and Management team members are members of the IWMA H&S Subgroup.

Part 9 DOCUMENT CONTROL

The safety statement is a working document which must be maintained up to date so as to accurately reflect the arrangements for managing safety health and welfare within Bord na Móna Land & Habitats at all times.

An electronic safety statement register is retained, including a list of all safety statements; their document numbers; controlled copy locations; dates of issue and revision numbers. An appropriate number of paper copies of each safety statement will be located in places of work to which they relate.

Part 10 REFERENCE DOCUMENTS

- Safety, Health and Welfare at Work Act, 2005
- Safety, Health and Welfare at Work (General Application) Regulations, 2007, as amended
- Safety, Health and Welfare at Work (Construction) Regulations, 2013
- Bord na Mona Visitors Policy **BnM HS P 0010**
- Bord na Mona Agreed Disciplinary Procedure
- Bord na Mona Anti-Harassment & Bullying in the Workplace policy
- Lone Working Policy **REF-BnM-H&S-007**
- Occupational Health Service Policy **REF-BnM-HS-006**
- Driving for Work Policy **REF-BnM-HS-012**
- Use of Personal Protective Equipment **REF-BnM-H&S-003**
- Bord na Mona Accident & Dangerous Occurrence Reporting and Investigation Procedure **REF-BnM-H&S-001**
- BnM L&H Emergency Procedures **POHS B 0043**

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Part 11 FORMS

- Risk Assessment Template **POHS C 0010**
- Risk Rating sheet **POHS C 0011**
- Bord na Mona Accident Report Form **SOP-BnM-HS-001-F1**
- Bord na Mona Dangerous Occurrence / Incident Report Form **SOP-BnM-HS-001-F2**
- Bord na Mona Incident Investigation Form **SOP-BnM-HS-001-F1(b)**
- Bord Na Mona Incident Remedial Form **SOP-BnM-HS-001-F1(c)**

