Hanley Calibration | Validation | Resource Hire

Rev.	Status	Author(s)	Reviewed By	Approved By	Issue Date
A	Dormant	A. McGuinness	Adrian Hanna	Dan Buckley	14/10/2002
B	Dormant	Sinead Dwyer	Adrian Hanna	Dan Buckley	01/12/2005
C	Dormant	Sinead Dwyer	Adrian Hanna	Dan Buckley	20/02/2007
D	Dormant	Safety Committee	Adrian Hanna	Dan Buckley	04/03/2011
E	Dormant	Safety Committee	Adrian Hanna	Dan Buckley	25/03/2011
F	Dormant	Safety Committee	Adrian Hanna	Dan Buckley	31/08/2012
G	Dormant	Safety Committee	Adrian Hanna	Dan Buckley	31/08/2013
H	Dormant	Safety Committee	Adrian Hanna	Dan Buckley	28/10/2014
I	Dormant	Safety Committee	Adrian Hanna	Dan Buckley	27/02/2015
J	Dormant	Safety Committee	Adrian Hanna	Dan Buckley	16/03/2016
K	Dormant	Safety Committee	Adrian Hanna	Aidan O'Mahony	20/02/2017
L	Dormant	Safety Committee	Adrian Hanna	Aidan O'Mahony	04/01/2018
M	Dormant	Safety Committee	Adrian Hanna	Aidan O'Mahony	17/01/2019
N	Dormant	Safety Officer	Safety Committee	Aidan O'Mahony	29/01/2020
N(1)	Dormant	Safety Officer	Aidan O'Mahony	Aidan O'Mahony	14/05/2020
O	Dormant	Safety Officer	Adrian Hanna	Aidan O'Mahony	05/02/2021
O(1)	Dormant	Safety Officer	Adrian Hanna	Aidan O'Mahony	12/05/2021
P	Dormant	Safety Officer	Adrian Hanna	Aidan O'Mahony	01/02/2022
Q	Dormant	Safety Officer	Adrian Hanna	Aidan O'Mahony	30/01/2023
R	Dormant	Safety Officer	Adrian Hanna	Aidan O'Mahony	30/01/2024
S	Dormant	Safety Officer	Adrian Hanna	Aidan O'Mahony	01/01/2025
T	Active	Safety Officer	Adrian Hanna	Aidan O'Mahony	01/01/2026

INDEX

1. Introduction

This safety statement provides the framework setting of the manner in which the organisation manages safety and health throughout Hanley Calibration.

This safety statement is formulated in compliance with the Safety, Health, and Welfare at Work act 2005 (No 10 of 2005) and the Safety, Health and Welfare at Work (General Application) Regulations 2007 and other statutory regulations. The safety statement is prepared in writing; it consists of a safety policy specifying the manner in which health, safety and welfare is secured at the workplace. This safety statement is based on a risk assessment identifying hazards and assessing the risk to safety and health and the implementation of control measures to secure safety and health at work.

This safety statement specifies the general arrangements and resources provided for maintaining health and safety for employees, contractors, and relevant others of the company. The names and titles of persons responsible for securing health and safety are identified in the safety statement.

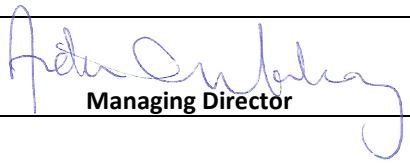
1.1 Health and Safety Policy Statement

It is the policy of Hanley Calibration in complying with the provisions of The Safety, Health, and Welfare at Work act 2005 (No 10 of 2005), the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any associated regulations and codes of practice to ensure as far as is reasonably practicable, the safety, health and welfare of all employees, contractors, visitors and relevant others when on the company's premises.

The managing director has overall responsibility for the implementation of the safety management system, modifications, and changes to the safety statement, in consultation with employees and safety representatives.

All managers and supervisors are responsible for the safety and health of employees in their charge to the managing director. It is essential to the implementation of this policy that all employees read it and understand their role in maintaining health and safety. It is the policy of Hanley Calibration to adhere to their legal obligation of the Safety, Health, and Welfare at Work act 2005 (No 10 of 2005), the Safety, Health and Welfare at Work (General Application) Regulations 2007 in so far as is reasonably practicable in ensuring the following:

- The design, the provision and Management of a place of work in a condition that is safe and without risk to health.
- The design, the provision, and the Management of access to and egress from place of work.
- The design, the provision and the Management of plant and machinery that are safe and without risk to health
- The provision of systems of work that are planned, organised, performed, and maintained so as to be safe and without risk to health. This is outlined in the Hanley Calibration Quality Manual.
- The provision of such information, instruction, training, and supervision as is necessary to ensure the safety and health at work of its employees
- In circumstances in which it is not reasonably practicable for Hanley Calibration to control or eliminate hazards in a place of work under their control, or in such circumstances as may be prescribed, the provision and Management of such suitable protective clothing or equipment, as appropriate, that are necessary to ensure the safety and health at work of its employees
- The provision and the Management of facilities and arrangements for the welfare of their employees at work.
- The safety statement is revised and updated as required and annually by a delegated competent person.
- The current safety statement is issued to all employees.
- The company is committed to obtain any pertinent safety information from its clients. This is detailed in Hanley Calibration Quality Procedure DP6 Service Provision.
- The company is committed to complying to with the requirements, relating to stress, anti- bullying, harassment, and sexual harassment, of the Employment, Equality Act 1998, and the Code of Practice on the Prevention of Workplace bullying. Safety, Health, and Welfare at Work (General Application) Regulations 2007

Signed By	 Managing Director	Date	11thDec 2025

1.2 Organisation and Responsibility

Managing Director

The managing director is responsible for the Management of an effective safety policy, which upholds all legislation by which the company is bound. He achieves this objective by:

- Ensure that a safety management team is in place consisting of Safety Officer, Safety Representatives and Managing Director.
- Review health and safety objectives and performance on an annual basis (safety review).
- Making resources available that will ensure the achievement and Management of these objectives.
- Prevent any improper conduct or behaviour likely to put the safety, health and welfare of employees at risk.
- Provide instruction and training to employees on health and safety.
- Where more than 3 consecutive days are lost due to an accident or dangerous occurrences the HSA must be informed at www.hsa.ie.

Services Managers/Directors

The Services Manager has the following responsibilities for health and safety:

- Ensuring that employees are provided with equipment and materials, which meet legal safety requirements.
- Ensuring protective clothing is worn where necessary. This applies to employees, visitors, and all contractors.
- Ensuring that the sections of the safety statement relevant to their area are understood by the staff, implemented fully, and revised as changes occur in the work process and machinery legislation
- Reporting accidents, dangerous occurrences/near misses to the Safety Officer and or the Managing Director.
- Employees are trained in the safe operation of each piece of calibration test equipment that they encounter.
- Ensuring safety procedures are observed and adhered to.
- Ensuring all employees under their control are aware of the evacuation procedures and that all exits and fire-fighting equipment in their area are unobstructed at all times.

Health and Safety Officer

The Health and Safety Officer has the following responsibilities for health and safety:

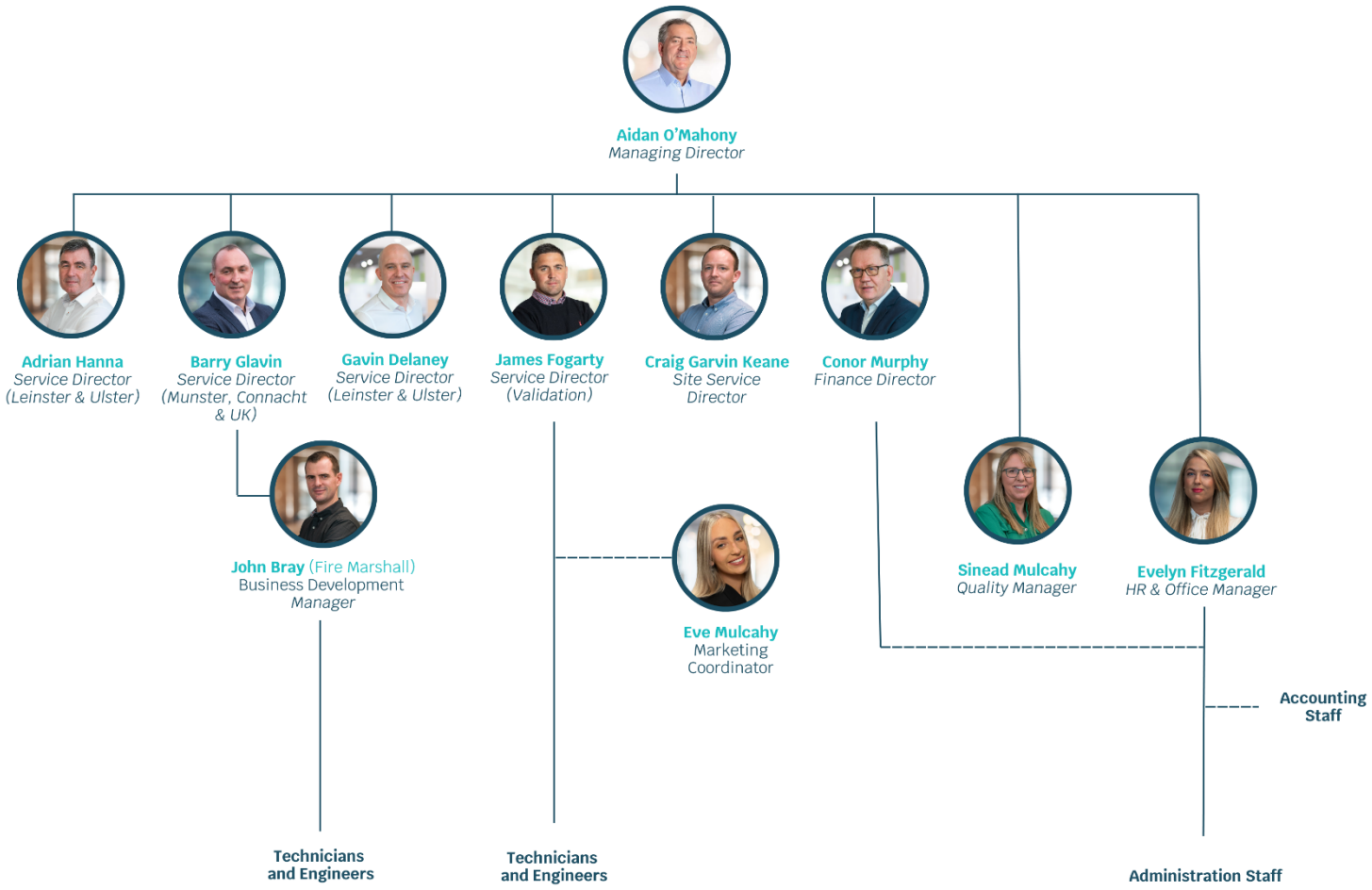
- Ensuring that the safety and health policy is understood at all levels within the organisation.
- Advising management on matters relating to the safety, health, and welfare for employees.
- Co-ordinate and/or carry out site inspections and risk assessments as required.
- Monitoring accidents and dangerous occurrences and the completed records maintained by management.
- Ensuring that the safety statement is continually monitored and revised as necessary (a minimum of once a year).
- Ensuring that safety and health documentation is kept up to date.
- Co-ordination of the responsibilities with those of the appointed safety representative.
- Delegate the responsibility to the safety representatives on matters of health and safety
- Ensuring adequate arrangements are in place for responding to an emergency.
- Discuss site accidents/ reporting procedures, assist in identifying corrective actions.
- Respond to queries individual employees may bring to him/her.
- Supporting the service managers in managing health and safety.
- To review health and safety inspections, audits, and risk assessment and, where necessary, assist the development of action plans and identify assigned responsibility to correct noted deficiencies.
- The implementation of specific training programmes relevant to the nature of Hanley Calibration Ltd. where and when necessary.

Employee

Statutory provision of The Safety, Health, and Welfare at Work act 2005 (No 10 of 2005), the Safety, Health, and Welfare at Work (General Application) Regulations 2007 places a number of obligations on employees while at work to co-operate in the following:

- To take reasonable care to protect the health and safety of themselves and of other people in the workplace
- Not to engage in improper behaviour that will endanger themselves or others
- Not to be under the influence of drink or drugs in the workplace
- To undergo any reasonable medical or other assessment if requested to do so by the employer
- To report any defects in the place of work or equipment which might be a danger to health and safety
- To report any unsafe or dangerous occurrence, an accident or incident and near misses on the Hanley Calibration accident report form ARF-001

1.3 Organisation Chart



2. General Arrangements

2.1 Training and Information

Health and safety training is provided to all employees at Hanley Calibration. In compliance with the preventative approach of The Safety, Health, and Welfare at Work act 2005 (No 10 of 2005), the Safety, Health and Welfare at Work (General Application) Regulations 2007

2.2 Identification of Training Needs

Training needs of employees are identified at induction and reviewed annually at their staff appraisal and at management review meetings.

2.3 Specific Training

Specific safety and health training is provided to employees involved in activities as in the relevant sections of the safety statement.

This includes:

- Manager responsibilities
- First aid
- Use of fire-fighting equipment
- Use of Personal Protective Equipment
- Risk Assessment
- Emergency Procedures
- Evacuation Drill
- Confined Space
- Working at Heights
- Mobile Elevated Work Platforms (MEWPs)
- Lock Out Tag Out

2.4 Training Records

The Training or Quality Manager maintains a record of each employee's safety training and certificates acquired on file.

2.5 Information

Information is available to all employees on safety and health relating to the company's activities through the safety statement. The master copy of the safety statement will be retained in the head office (Cork) and will be made available to any employee, contractor or customer through the company web site who wishes to view it.

2.6 Safety Consultations and Safety Representative

Safety Consultation

The Managers will consult with their employees to ensure their health, safety, and welfare at work and to consider any representation that they may have in compliance with its obligation under The Safety, Health, and Welfare at Work act 2005 (No 10 of 2005), the Safety, Health, and Welfare at Work (General Application) Regulations 2007 and other relevant health and safety legislation. The safety officer, managers and safety representative(s) are responsible for co-ordinating and assisting management in consulting with employees and providing appropriate information on all matters pertaining to safety, health, and welfare in Hanley Calibration Ltd.

Safety Representative

Employees elect their own safety representative. If no names are sent forward for nomination, management can elect a safety representative(s) on the employee's behalf. The safety representative carries out the following duties for one year at which time an election will take place.
The safety representative is afforded the opportunity to make representation on matters of safety, health, and welfare at the work place to the management. The safety representative is given access to information that pertains to the safety, health and welfare of employees and the powers to investigate accidents and dangerous occurrences. The safety representative is given the opportunity to receive appropriate health and safety training. The safety representative is allowed to make representations to the HSA inspectors on health and safety matters. The safety representative is informed when an inspector from the Health and Safety authority (HSA) visits the premises. The safety representative will not suffer any disadvantage through discharge of these functions.

2.7 Safe Systems of Work

A safe system of work is defined as ''the integration of people, machinery, and materials in a correct working environment to provide the safest possible working conditions''. The Safety, Health, and Welfare at Work (General Application) Regulations 2007 requires the provision and Management of plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health. The manner by which the safety, health, and welfare of people at work is secured in the provision of the following:

- Safe machinery, plant, and equipment – Appropriate design and safety specification, management and cleaning of plant machinery and equipment.
- Safe environment – Good welfare facilities and safe access and egress, controls on lighting, temperature, ventilation, dust, and noise.
- Safe place of work – Safe structure of the workplace i.e., stability of buildings, soundness of floors.

2.8 Working at Heights

The Safety, Health, and Welfare at Work (General Application) Regulations 2007 set out the basic principles for safe work at heights for all sectors of employment. The regulations cover the key requirements with regard to preventative measures, equipment used, inspection, records, working conditions, etc.

Safe Ladders – All ladders including step ladders will be carefully selected for each task, be free from patent defects, be of correct length, be carefully tied, be set at the correct angle, and, where necessary, be footed. Ladders must be controlled and subject to frequent auditing to ensure fitness for use. All ladders must be tied, such that they will not slip or slide while in use.

Scissors Lift /MEWPs Can extend to significant height using hydraulic scissors movement, and can be used where scaffold platforms are not suitable. Selection must be based on suitability for the task, with particular attention given to the ground conditions, and that the manufacturer's guidelines for safe use can be followed fully. Only competent and trained operators should control the movement of these.

2.9 Hazards Audits

Safety Auditing is an ongoing process aimed at ensuring effective health and safety management. It is a systematic examination of the company's activities. The purpose of these audits is to ensure the continued suitability, adequacy and effectiveness of the health and safety management system.

The Safety Officer will initiate the Safety Audits as per Hanley Calibration annual Safety Plan. A **minimum of one per year** is required. Safety Officer can be accompanied by the department managers/supervisors and/or safety representative.

The Safety Audits will concern themselves with all aspects of the operations and will take account of the following potential hazards

- Access/Egress problems including floors, steps roads and aisles etc.
- Electrical Safety.
- Lighting and ventilation
- Manual operations, ergonomics
- Handling and storage of chemicals
- Use of personal protective equipment
- Noise and vibration
- Heating
- Systems of work
- Maintenance operations
- First Aid
- Substances or atmospheres hazardous to health.
- Fire safety
- Housekeeping
- Exposure to Biological Agents

2.10 Occupational Driving

Under The Safety, Health, and Welfare at Work act 2005 (No 10 of 2005), the Safety, Health, and Welfare at Work (General Application) Regulations 2007 employers who drive as part of their employment have a duty to ensure that the vehicles are constructed, maintained, and used in a safe manner. They also have a duty to ensure that the employees/drivers are provided with adequate training, instruction, and information to enable them to use the vehicles in a safe manner not only to themselves, but also to others as well. All Car/Van drivers must have a current full 'Driving Licence'. Please reference **'Driving for Work Policy' outlined in Employee Handbook**

Management must provide the employee with training and instruction in:

Safe loading/unloading of goods (Manual Handling)

The risk of developing a lower back injury from incorrect lifting techniques is high in the case of loading/unloading equipment from the rear of Hanley Calibrations Services vans. This risk is partly due to the low ceiling of the van, which requires the employees to stoop and crawl into the rear of the vehicle. This causes the lumbar region of the spine to be bent in a posture, which puts excess strain on the muscles of the back. This condition can be aggravated by compound movements such as twisting of the trunk and extension of the shoulders and arms causing an increase in torque on the biceps and triceps and causing fatigue.

Long distance driving

Under The Safety, Health, and Welfare at Work act 2005 (No 10 of 2005), the Safety, Health, and Welfare at Work (General Application) Regulations 2007 the employer has a duty of care to the employee to provide a safe place and safe system of work. Fatigue or tiredness can cause an infringement on this duty and can lead to an incident or accident. Management should encourage the policy of employees taking regular rest breaks when driving over a long distance

Ergonomics of safe driving

The term ergonomics refers to how an employee interacts with their work environment, in this case their van. Issues such as seating, isolation of front and rear compartments and clothing are important concerns. The safety cage/partition that divides the driving & storage areas must not be interfered with. In the interest of safety as well as comfort, the seat should be adjusted so that it provides maximum support of the back (especially the lower back) and the headrest should align with the back of the driver's head. The same applies for any passengers in the vehicle. This measure helps to reduce the risk of severe injury due to whiplash in the unfortunate event of a road traffic accident.

2.11 Smoking, alcohol & drug use

Smoking, taking alcohol or drugs is prohibited in all places of work.

2.12 Use of Mobile Phone (Road Traffic Act 2010)

The Act creates on offence of driving a mechanically propelled vehicle while holding a mobile phone. The Act also provides for the application of penalty points to the offence of driving while holding a mobile phone.

2.13 First Aid

The company will comply with the requirements of The Safety, Health, and Welfare at Work act 2005 (No 10 of 2005), the Safety, Health, and Welfare at Work (General Application) Regulations 2007 in the provision of first aid training and facilities. In a case of a minor injury which would otherwise receive no treatment or which does not need treatment by a registered medical practitioner or registered general nurse, treatment of that minor injury; "occupational first-aider" means a person trained and qualified in occupational first-aid.

First Aid Training

First Aid training is carried out by a competent independent organisation. **Occupational First Aid Certificates are general valid for 3 years.**

First Aid Facilities

First Aid boxes are kept fully stocked in accordance with the recommended guidelines from the HSA. The locations of the first aid boxes and cabinet are located in the following areas:

- Cork Office Reception
- Calibration Workshop
- Vans (on request)

When supplies from the boxes/cabinet are used the designated first aider restocks the boxes as appropriate. All employees are aware that in the event of an injury, it is reported to their manager/supervisor and to a person trained in first aid. All injuries are to be reported by the completion of an **Accident Report Form (ARF-001).**

2.14 Work Instruction for the Correct Use of Fire Extinguishers

1. Purpose

This Work Instruction provides detailed steps on how to properly use fire extinguishers in the event of a fire. The goal is to ensure that employees understand the correct procedures for using fire extinguishers effectively and safely.

2. Scope

This instruction applies to all personnel who are trained and authorized to use fire extinguishers within the premises. It covers the operation of all types of fire extinguishers available at the site.

3. Responsibilities

- **Employees**: All employees are required to have basic knowledge of how to use fire extinguishers.
- **Fire Marshalls**: Ensure that all staff members are trained on fire extinguisher use and that fire extinguishers are in good working condition.
- **Fire Marshalls**: Ensure that fire extinguisher training is up-to-date, and that fire extinguishers are serviced annually.

4. Types of Fire Extinguishers

There are different types of fire extinguishers, each suitable for specific kinds of fires. The following is a brief overview of the types:

- **Water Extinguishers (Class A)**: Used for fires involving solid materials like paper, wood, or textiles.
- **Foam Extinguishers (Class A and B)**: Suitable for fires involving solids and liquids, such as oil, petrol, or paints.
- **CO2 Extinguishers (Class B and Electrical Fires)**: Best for fires involving electrical equipment and flammable liquids.
- **Dry Powder Extinguishers (Class A, B, and C)**: Used for a wide variety of fires, including gas, electrical, and flammable solids.
- **Wet Chemical Extinguishers (Class F)**: Designed for kitchen fires involving cooking oils or fats.

5. Instructions for Use

Follow the **PASS** method to operate a fire extinguisher:

Step 1: Pull the Pin

- **Pull the safety pin** from the handle of the extinguisher. This pin prevents accidental discharge.
- Hold the extinguisher upright to avoid any spillage or malfunction.

Step 2: Aim the Nozzle

- **Aim the nozzle or hose** at the base of the fire, not the flames. This is critical because extinguishing the fire at the base prevents it from reigniting.
- Maintain a safe distance from the fire, typically around 2-3 meters (depending on the extinguisher type).

Step 3: Squeeze the Handle

- **Squeeze the handle** to release the extinguishing agent. Apply a steady pressure to ensure a consistent flow of the substance.
- Be prepared for a burst of pressure when releasing the agent.

Step 4: Sweep from Side to Side

- **Sweep the nozzle or hose** from side to side at the base of the fire. This motion helps to cover the entire area of the fire, ensuring that it is fully extinguished.
- Continue spraying until the fire is completely out or the extinguisher is empty.

6. After Use

- **Check for re-ignition**: Even after a fire appears to be extinguished, keep an eye on the area for a few minutes. If the fire re-ignites, repeat the steps above or call emergency services if necessary.
- **Dispose of the extinguisher properly**: After use, fire extinguishers should be checked for damage. If the extinguisher has been used (even partially), it must be replaced or refilled by a certified technician.

- **Report the use of the extinguisher** to your Fire Marshal and John (Fire Safety Responsible Person) so that it can be properly serviced.

7. Important Safety Notes

- **Never use water on electrical fires** or flammable liquids. Always use CO2 or dry powder extinguishers for such fires.
- **Do not attempt to fight large fires**. If the fire is spreading quickly or if you're unsure about your ability to extinguish it, immediately evacuate the area and call the Fire and Rescue Service.
- **Stay low to the ground** when using a fire extinguisher in smoke-filled areas to avoid inhaling toxic fumes.
- **Do not block escape routes**. Always ensure that you have a clear escape path before engaging with the fire.

8. Fire Extinguisher Maintenance

- **Check the pressure gauge** on the extinguisher regularly to ensure it's in the “green” (safe) zone.
- **Check for signs of damage**, such as dents, rust, or leakage, and report any damage immediately.
- **Ensure the fire extinguisher is accessible** and not obstructed by equipment or debris.

9. Emergency Contacts

- **Fire and Rescue Service**: **999** or **112**

10. Conclusion

Using a fire extinguisher correctly is vital for preventing the escalation of a fire and protecting lives and property. Employees are strongly encouraged to familiarize themselves with the procedure, practice using the extinguisher during training sessions, and always prioritize safety in an emergency situation.

Fire Detection and Alarm system

The fire alarm system is installed in accordance with the requirements of the Irish Standard IS 3218 Code of Practice for Fire Detection and Fire Alarm systems for Buildings. All escape lighting meets the requirements of IS 3217, which is provided on all exit routes

2.15 Technology House: Fire Safety Plan

1. Overview

This Fire Safety Plan outlines the procedures and responsibilities to ensure the safety of all individuals within the premises in the event of a fire. It is designed to comply with relevant safety regulations and to ensure the prompt, safe evacuation of staff, visitors, and anyone present at the location.

2. Responsible Person

- **The Fire Marshall(s)** is the designated individual responsible for fire safety at the premises. The Fire Marshall is tasked with ensuring that the fire safety measures are implemented, maintained, and updated regularly to guarantee the safety of all personnel.

3. Fire Marshall

- A **Fire Marshall** has been appointed for the premises. In the event of a fire or fire alarm activation, the Fire Marshall will:
  - Meet the Fire and Rescue Service upon their arrival.
  - Provide necessary information to aid in the rescue operation.
  - Ensure that everyone has evacuated the building and accounted for at the assembly point, utilising the office logbook and completing a roll call.
  - Coordinate any additional actions or evacuation procedures as needed.

4. Fire Alarms and Extinguishers

- All **fire alarms** and **fire extinguishers** on the premises are serviced **annually** by certified professionals. This ensures that all equipment is in good working condition and compliant with fire safety standards.
- In the case of a malfunction or if any equipment is found to be defective, the Fire Marshall will take immediate action to have it repaired or replaced.

5. Fire Extinguisher Training

- **Fire extinguisher training** is provided to all office staff at regular intervals. The training includes:
  - Proper use of fire extinguishers.
  - Identifying different types of fires and which extinguisher to use for each.
  - Understanding fire safety procedures in the event of an emergency.
- This training helps ensure that employees are prepared and confident in their ability to use fire extinguishers safely should the need arise.

6. Assembly Point

- In the event of an evacuation, all staff, visitors, and contractors must proceed immediately to the **assembly point**, which is located at the **front gate** of the premises.

- The Fire Marshall will ensure that everyone is accounted for at the assembly point.
- The Fire Marshall will only re-enter the building once it has been declared safe to do so by the Fire and Rescue Service.

7. Fire Drills

- Regular **fire drills** will be conducted to ensure that all staff are familiar with evacuation procedures and that the assembly point is reached promptly. These drills will be held at least once every six months.

8. Emergency Contact Information

- In the event of a fire, the following emergency contacts must be notified immediately:
  - **Fire and Rescue Service**: **999** or **112**
  - **Fire Marshall** (Fire Safety Responsible Person): 0861580661

Conclusion

This Fire Safety Plan is designed to ensure the safety of all individuals at the premises in the event of a fire. All staff members are expected to familiarize themselves with this plan and adhere to its procedures. Regular reviews and updates will be carried out to ensure the continued effectiveness of this plan.

2.16Welfare Facilities

- Hanley Calibration will provide on all of its permanent premises the following:
- Enough toilets for all its employees
- Provisions made for enough drinking water for all its employees
- Provisions made for the storage of non-work clothes
- Fully equipped canteen or kitchenette with areas where food and drink are consumed should be equipped with adequate hygiene such as hot and cold running water, soap, and drying facilities.
- Ensure that all cleaning agents and chemicals are clearly labelled and stored in a safe place.
- Enough parking spaces to facilitate all of its employees and a limited number of visitors
- While working away from home, provision of comfortable accommodation for all employees.

2.17 Manual Handling

Definition`

The Safety, Health, and Welfare at Work act 2005 (No 10 of 2005), the Safety, Health, and Welfare at Work (General Application) Regulations 2007 defines “manual handling of loads” as means any transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying, or moving a load, which, by reason of its characteristics or of unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees.

Injuries associated with Manual Handling include:

Strains and Sprains resulting in back pain and other muscular skeletal injuries

Manual Handling Regulation

Hanley Calibration Services Ltd. will comply with their duty as required in The Safety, Health, and Welfare at Work act 2005 (No 10 of 2005), the Safety, Health and Welfare at Work (General Application) Regulations 2007 on Manual Handling as follows:

a) Take appropriate organisational measures, or use the appropriate means, in particular mechanical equipment, to avoid the need for the manual handling of loads by employees,
b) Where the need for the manual handling of loads by the employer’s employees cannot be avoided, take appropriate organisational measures, use appropriate means, or provide the employer’s employees with such means in order to reduce the risk involved in the manual handling of such loads, having regard to the risk factors.
c) Wherever the need for manual handling of loads by the employer’s employees cannot be avoided, organise workstations in such a way as to make such handling as safe and healthy as possible, and:
    I. taking account of the risk factors for the manual handling of loads specified assess the health and safety conditions of the type of work involved and take appropriate measures to avoid or reduce the risk, particularly of back injury, to the employer’s employees,
    II. Ensure that particularly sensitive risk groups of employees are protected against any dangers which specifically affect them in relation to the manual handling of loads and the individual risk factors, having regard to the risk factors.
    III. ensure that where tasks are entrusted to an employee, his or her capabilities in relation to safety and health are taken into account, including, in relation to the manual handling of loads by employees, the individual risk factors
    IV. when carrying out health surveillance in relation to the manual handling of loads by employees, take account of the appropriate risk factors set out in Schedule 3

Without prejudice ensure that those of the employer's employees who are involved in manual handling of loads receive general indications and, where possible, precise information on—

(i) The weight of each load

(ii) The centre of gravity of the heaviest side when a package is eccentrically loaded.

Manual Handling Training

A qualified instructor will provide training to all employees for whom manual handling tasks involve a significant risk, which cannot be avoided. All employees will receive a recognised manual handling training course. Refresher courses provided after **3 years.**

2.18 Working on sites still under Construction

The Safety, Health, and Welfare at Work (Construction) Regulations 2013 (SI 291) provide appropriate guidelines when working on sites defined as 'Under Construction'. When an employee starts work on a customer's site that is either still under construction or is under repair or maintenance, the employee should be aware of the inherent risks involved. Construction sites are one of the most dangerous work places in Ireland today. Hazards such as falls from heights, electrical hazards, and scaffold and excavation collapse are often not found in other areas.

- Extreme care and vigilance must be taken when entering, moving around, and exiting the site so as not to interfere with other contractor's work and associated hazards.
- As far as possible identify other hazards not directly associated with your work, which could pose as a risk to you.
- Report any unsafe practices to your supervisor.
- Do not use another contractor's tools or equipment.
- Wear the appropriate personal protective equipment (e.g., Hi-Viz vests, safety boots, goggles, bump hats etc) when necessary

2.19 Safe Pass Training

A qualified instructor provides training to all employees who work on construction sites. All employees who work on construction sites receive a recognised Safe Pass training course.

2.20 Non-Employees

Non-employees refer to contractors/*sub-contractors,* visitors and relevant others who visit the company *or are sub-contracted to do work for the company*. The company will abide the requirements *of the Safety, Health, and Welfare at Work Act, 2005* in providing a safe system of work and The Safety, Health and Welfare at Work act 2005 (No 10 of 2005), the Safety, Health and Welfare at Work (General Application) Regulations 2007 in providing information and training to contract employees.

2.21 Visitors

All visitors to the company are required to report to reception on arrival and sign in on the visitors log book and also sign out when they are leaving. Responsibility for the safety and health of all visitors lies with the individual to whom the visitor is reporting. An employee of the company will accompany all visitors while on the premises.

2.22 Contractors/Sub-Contractors

Contractors carrying out work at or on behalf of Hanley Calibration Services Ltd. must adhere to the following rules and regulations:

1. Contractors/Sub-Contractors must carry appropriate insurance liability cover.
2. Contractors/Sub-Contractors are provided with a copy of the Safety Statement and are made aware of the company 'Accident Reporting System'(ARF-001) prior to commencing work, which must be read, understood, and signed by them.

3. Contractors/Sub-Contractors must observe the company's safety rules for contractors and perform their work in accordance with the terms of the Safety Statement.
4. Contractors/Sub-Contractors (where applicable) must submit their own Safety Statement and Risk Assessment prior to commencing work.
5. Contractors/Sub-Contractors will follow the terms of any 'permits to work' systems in force e.g. (hot work permit for welding etc.).
6. Contractors/Sub-Contractors must prove competence and submit a copy of any Qualifications for perusal. (A Medical Examination may also be required)
7. Contractors/Sub-Contractors to be added to Company Training Matrix to monitor and record any compulsory or specific training requirements- i.e., Manual Handling, Safe Pass etc.
8. Contractors/Sub-Contractors must adhere to company policies and are subject to our Disciplinary Procedures.

2.23 Personal Protective Equipment (PPE)

Personal Protective Equipment includes equipment worn and used by people at work to protect them from both general and specific risks. The company will only use PPE as short-term measure until a safe place strategy is implemented e.g. (guarding on a machine) a last resort, when all other protection strategies have failed.

Where people and vehicles cannot be physically separated, other measures will need to be put in place. Where people must work in areas with moving vehicles or have to work close to moving vehicles, the risk may be further reduced by using high visibility clothing to signal their presence.

High visibility clothing is a vital and necessary requirement in any workplace where a significant proportion of the work occurs near, in, on and around moving vehicles. It is also of critical importance for people working at night or in low-light conditions.

Selection of PPE

The company will comply with its legal duty in the selection and provision of PPE in accordance with The Safety, Health and Welfare at Work act 2005 (No 10 of 2005), the Safety, Health and Welfare at Work (General Application) Regulations 2007

Suitability of PPE

The Regulations requires the company to ensure that PPE:

- Is appropriate for the risks involved, without causing increases risk
- Takes account of existing conditions at place of work
- Takes account of ergonomic requirements and employees' state of health
- Fits the wearer correctly after any necessary adjustments

The type of personal protective equipment depends on the hazards to which the worker is exposed. Examples of the PPE used at Hanley Calibration Services Ltd. include:

- Eye protection
- Heat protection gloves and sleeves
- Cut resistant sleeves
- Protective footwear
- Chemical resistant glove
- Hearing protection

The Noise Regulations require an employer to take specific action at certain action values. These are the daily noise exposure level or the peak sound pressure level which, if exceeded, for an employee, action will need to be taken to reduce the risk.

These relate to: The levels of exposure to noise of your employees averaged over a working day or week and the maximum noises (peak sound pressure) to which employees are exposed in a working day.

Lower exposure action values = daily or weekly exposure of 80 dB & peak sound pressure of 135 dB;

Upper exposure action values = daily or weekly exposure of 85 dB & peak sound pressure of 137 dB.

2.24 Accident /Incident Report and Investigation

Definitions

Accident: An accident is defined as an unplanned, undesired event resulting in harm.

Incident: An incident is defined as an unplanned, undesired event that may have resulted in harm (near miss etc.)

Accident Reporting System
In the unfortunate event of an accident a set of reporting, investigating and remedial procedures are enacted:

Reporting
All employees are required to report accidents, dangerous occurrences and near miss situations to their immediate supervisor or manager. All accidents are to be reported using an **ARF-001**. The company will carry out its statutory obligation in reporting occupational accidents as required in The Safety Health and Welfare at Work (General Application) Regulations, 2007-2016 company notifies the HSA,

Investigating, Recommendations and Controls

An investigation is carried out after an accident report form is completed (ARF –001) by the Safety Officer or designee to identify the cause of the accident/incident. Copies of the report form (ARF-001) are then forwarded to the manager and safety officer. The procedures for investigating accidents are as follows:

1. Establish the facts as quickly as possible.
2. Use a camera, where possible, to take photographs of the accident scene.
3. Using sketch and take measurements of the accident scene where necessary.
4. List the names of all witnesses if possible.
5. Evaluate all the facts and determine the cause of the accident.
6. Produce a report for the responsible manager indicating the causes and recommendations to prevent a recurrence, including changes as necessary.

2.25 Pregnant Employees

Hanley Calibration will as far as possible, identify hazards in the workplace which could cause a risk to the health and safety of a pregnant woman or her new unborn child in complying with The Safety, Health, and Welfare at Work act 2005 (No 10 of 2005), the Safety, Health, and Welfare at Work (General Application) Regulations 2007

- All female employees are encouraged to inform their manager/supervisor if they are pregnant as early as possible in the pregnancy or a new mother who is breast-feeding.

- The safety representative in liaison with the employee and their manager/supervisor will identify those aspects of work processes that will place the mother or child at risk.
- On completion of a Pregnancy Risk Assessment, all efforts are made to remove exposure to the identified risks & hazards below:
    - General Risks/Hazards Assessed:
        - Access/Egress
        - Manual Handling
        - Biological agents – including viruses, bacteria etc.
        - Stress and/or bullying
        - VDU...Ergonomics
    - Risks/Hazards specific to pregnancy
        - Pressurisation chambers
        - Rubella
        - Toxoplasma- Infection usually occurs by eating undercooked contaminated meat, exposure to cat faeces
        - Lead and lead substances
        - Lead and lead substances
        - Certain physically demanding tasks – heavy lifting, for instance
- The expectant and new mothers are informed about the risks and the steps taken to prevent injury to her or the unborn child.
- Every effort in terms of privacy, flexible working arrangements and facilities are made to facilitate nursing mothers.

2.26 Stress Management

Definition

Workplace stress is defined as arising ‘‘when the demands on a person exceed their capacity to meet them’ (Health and Safety Authority). Stress is a natural reaction to excessive pressure, if the stress is excessive and goes on for some time it can lead to physical and mental ill health e.g. (depression, nervous breakdown, heart disease) and loss of performance.

The causes of Workplace stress include:

- Poor communication at work
- Poorly organised shift work
- Changes at work
- Poor working relationships
- Ill-defined work roles
- Dull repetitive work
- Highly demanding tasks
- Lack of support from co-workers and others
- Excessive working hours
- Noise, poor lighting, lack of space, extreme temperatures
- Responsible jobs
- Working with the public

The Signs and Symptoms of Workplace stress include:

- Fatigue and Anxiety.
- Reduced performance and increased incidence of accidents
- High blood pressure, tension, and headaches,
- Reduced resistance to colds and other viral illnesses.
- Skin problems

- Digestive problems,
- Smoking
- Drinking alcohol
- Over eating.

Employees are encouraged to inform their manager if they are or a fellow worker is suffering from stress. Confidentially on all discussions and records of employee problems are maintained.

Management's commitment to controlling workplace stress

The company will comply with their statutory duty under The Safety, Health, and Welfare at Work act 2005 (No 10 of 2005), the Safety, Health, and Welfare at Work (General Application) Regulations 2007 in ensuring, as far as is reasonably practicable, the health, safety, and welfare at work of all their employees.

2.27 Bullying, Harassment &Sexual Harassment

Hanley Calibration with comply with 2021 Code Of Practice for Employers & Employees on the prevention & resolution of Bullying at Work: This Code of Practice replaces the Code of Practice entitled "Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work" which was issued by the HSA in March 2007 in accordance with the Safety, Health and Welfare at Work Act 2005 and the "Code of Practice Detailing Procedures for Addressing Bullying in the Workplace" issued by the LRC in 2002 in accordance with Section 42 of the Industrial Relations Act 1990.
The definitions of bulling, harassment, and sexual harassment as well as the procedures dealing with complaints about incidents of same are outlined in the EMPLOYEE HANDBOOK.

2.28 Emergency Evacuation Procedures - Fire, bomb, and any other emergency

Hanley Calibration acknowledges its responsibility in achieving a high standard of fire safety and in the provision of a safe workplace, in conforming to the requirements of The Safety, Health and Welfare at Work act 2005 (No 10 of 2005), the Safety, Health and Welfare at Work (General Application) Regulations 2007 and the Fire services Act, 1981 and 2003.

The objective of the fire safety programme is to guard against an outbreak of fire and to ensure as far as is reasonably practicable the safety of persons on the premises in the event of outbreak of fire or other emergencies, i.e., chemical spill. Appropriate training in the form of notices, information and hands on experience is put in place to ensure that all employees are aware of:

- Fire Prevention Measures
- Fire Prevention
- Safe Plan of Action in the event of a fire or emergency
- Site Evacuation

This plan details the procedures for fire prevention and instructions in the event of a fire or other emergency as required in the Technical Guidance Document of the Building Regulations 2006.

3. Risk Assessments

A Risk Assessment is defined as ''An identification of hazards presents in an undertaking and an estimate of the extent of the risk involved, considering whether precautions are already being taken'' The risk assessment is carried out in complying with The Safety, Health, and Welfare at Work act 2005 (No 10 of 2005), the Safety, Health, and Welfare at Work (General Application) Regulations 2007

The risk assessment is carried out in three stages:

3.1 Identification of all hazards

a. Liaise with client upon arrival on site or with the relevant Hanley staff member when risk assessment is in-house.
b. Identify local site safety regulations
c. Identify any site-specific hazards relating to work area and scope of work.
d. Identify any other site-specific infuse., emergency exits, emergency response units, first aid stations etc

3.2 Evaluation and measurement of the risk

a. Reference Hanley Quality System procedure DP13.
b. For completed risk assessments see end of this section.

3.3 Implementation of measures to eliminate or control risks

a. Reference Hanley Quality System procedure DP13.
b. For completed risk assessments see end of this section.

3.4 Risk and Hazard Definitions

Hazard: Is something with the potential to cause harm – substance, energy, work method, poor machinery.
Risk: Is the measure of the likelihood that the harm from a particular hazard will occur, usually expressed in quantifiable terms (i.e. high risk, significant risk, trivial risk, low risk, negligible risk).
Risk Evaluation; Having identified the hazards, the level of the risk will be assessed based on qualitative measures. The severity of the risk will either be termed as High, Moderate or Low.

High: Extremely harmful e.g. (amputations, permanent loss of sight, major fractures, poisoning and gassing, fatal injuries, severe life-threatening disease, acute fatal diseases etc & major damage to property, equipment or to the environment.)
Moderate: Harmful e.g. (laceration, serious cuts and bruises, burns, serious sprains, minor fractures, occupational deafness, dermatitis, allergy, repetitive strain injury ill health leading to permanent disability etc, and serious damage to equipment, property, or the environment).
Low: Slightly harmful e.g. (superficial injuries, minor cuts and bruises, eye irritation, ill health leading to temporary minor disability etc, minor damage to equipment, property, or the environment.

		PROBABILITY			
12 - 16 = High Risk 6 - 9 = Moderate Risk 1 - 4 = Low Risk		4	3	2	1
CONSEQUENCES	4	**16**	**12**	**8**	**4**
	3	**12**	**9**	**6**	**3**
	2	**8**	**6**	**4**	**2**
	1	**4**	**3**	**2**	**1**

Risk Category	CONSEQUENCE X PROBABILITY (RPN)	ACTION
High Risk	12 - 16	**RISK:** Activities in this category contain unacceptable risk and are likely to occur. Organisations shall consider to eliminate or modify activities that still falls under this category after applying all reasonable risk management strategies.
Moderate Risk	6 - 9	**RISK:** Activities in this category contain some risk and are likely to occur. Organisation are advised to consider what can be done to manage the risk to prevent any negative outcomes.
Low Risk	1 - 4	**RISK:** Activities in this category contain minimal risk and are unlikely to occur. Organizations can proceed with these activities as planned.

Criteria: Risk Matrix as per DP13

3.5 Review of the risk assessment

Responsible persons in consultation with the safety representative will revise this safety statement annually and as required in accordance with legislation. Any changes in work practices, machinery, buildings, or processes will require the safety statement to be revised. The safety statement is revised as per changes in legislation or at the request of the Health and Safety Authority. The safety officer will review all relevant safety procedures following all accident/incidents or near misses and dangerous occurrences.

4. Completed Risk Assessments

4.1 Access / Egress

Physical Hazard		Access / Egress		
HAZARD	**RISKS**	**RISK LEVEL**	**CONTROLS**	**RISK LEVEL**
Obstruction to safe access and egress of Hanley Calibrations facilities.	Injury associated with obstruction of egress for employees in the building and access for the fire brigade in the event of an obstruction.	High	Access / egress to the plant should be always kept clear and free from obstruction. All no parking zones should be appropriately marked	Moderate
Unclear marking of all escape routes	Serious injury/fatality in the event of an emergency.	Moderate	All obstructions are moved from blocking emergency exits	Low
Parking zones inappropriately marked	Trips, slips and falls	Low	Company's facilities are cleaned twice weekly to ensure a clean working environment is maintained	Low
Moving Vehicles next to or near pedestrians	Crush or death	high	High visibility clothing is a vital and necessary requirement in any workplace where a significant proportion of the work occurs near, in, on and around moving vehicles	Moderate

4.2 Compressed Air

Chemical Hazard		Compressed Air		
HAZARD	**RISKS**	**RISK LEVEL**	**CONTROLS**	**RISK LEVEL**
Vapor's and/or liquid leakage	Drowsiness and possible asphyxiation from leaking gas	High	Safe working practiced must be adhered to as laid out in the procedure's manual.	Moderate
Cylinder may explode if over-heated	Eye damage from leaking gas/Skin burns	Moderate	Cylinder must not be placed near any source of heat	Low
Broken or ruptured cylinder or lines from cylinder	Death	High	Regulator and nozzle must be periodically checked and maintained to prevent leaking	Moderate

4.3 Biological Agents

Chemical Hazard		Compressed Air		
HAZARD	**RISKS**	**RISK LEVEL**	**CONTROLS**	**RISK LEVEL**
Toxic or corrosive agents. Biological Agents	Hepatitis B	Moderate	Relevant PPE must be worn. Buddy system if required. Vaccinations available on request.	Low
Biological agents are widely found in the natural environment and as a result found in many work sectors. They include bacteria, viruses, fungi (including yeasts and moulds) and internal human parasites (endoparasites). In particular, severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), the virus responsible for coronavirus disease 2019 (COVID-19).	As they are usually invisible, it is often difficult to appreciate the risks they present. With COVID-19 an employee may be harmed by a severe acute respiratory condition, hospitalization and/or death	High	Wash hands regularly and especially before eating, drinking, or smoking. Wash any cuts and grazes immediately with soap and running water. Cover any existing cuts, abrasions or breaks in the skin with waterproof dressings and/or gloves. Avoid hand to mouth/eye contact. Take rest breaks, including eating meals and taking drinks, away from potentially contaminated work areas Introduce Physical/Social distancing measures: 1. Complete RAMS based on HSE advice to reduce the spread of COVID-19. 2. Erect workplace information and guidance signage. 3. Introduction of floor markings to help maintain physical distancing. 4. Provide hand sanitisers 5. Monitor & encourage social distancing between employees of 2 metres (6.5 feet) Avoiding making close contact with people (**i.e., do not shake hands);**	Moderate

Exposure to Biological Agent while working in a Laboratory; Where a risk to health or safety is caused by working with a biological agent, the Biological Agents Regulations require the Client/Customer must provide all employees at risk with suitable work clothing, special protective clothing, and PPE	As laboratory work activities vary greatly and different types of biological agents or materials containing biological agents may be encountered, detail cannot be given here on how to conduct specific risk assessments. In addition, different risk assessment methodologies also exist. Therefore, a general overview of the risk assessment process and a non-exhaustive list of considerations is provided.	High	Within the laboratory, various types of clothing can be used – laboratory coats, gowns, aprons, head covers, sleeve protectors/oversleeves, coveralls, full body suits, boot/shoe covers and footwear. The clothing may be designed and used for different reasons – as PPE to prevent employee harm, to prevent transfer of contamination outside the workplace or to prevent product contamination, or soiling of own clothes. Good Handwashing Practice should always be followed. See illustrated guide below	Low


How To Wash Away Germs Like A Pro
1
Wet your hands
2
Apply soap
3
Scrub hands palm to palm
4
Scrub the back of your hands
5
Scrub between your fingers
6
Rub backs of fingers against palms
7
Clean your thumbs
8
Rub fingernails and fingertips
9
Rinse
10
Dry hands with paper towel
11
Turn off tap with paper towel
12
Now your hands are squeaky clean
Hanley
Calibration | Validation | Resource Hire

4.4 Chemical Agents

Chemical Hazard		Chemical Agent		
HAZARD	**RISKS**	**RISK LEVEL**	**CONTROLS**	**RISK LEVEL**
In the unlikely event of exposure to a Chemical Agent It is important to review the hazards associated with each specific Chemical Agent	Chemicals may cause health effects, for example be a respiratory sensitizer or skin irritant Chemicals may be a physical hazard, for example a flammable, explosive or oxidizing chemical Chemicals may affect the environment, if they are used, stored, or disposed of incorrectly	High	Consider what each chemical is used for, who uses it and how? Implement suitable control measures to eliminate or reduce the risk. Record your findings The Regulations enable the publication of an approved Code of Practice (1.4 MB) which lists occupational exposure limit values (OELV's) for about 700 chemical agents. Assess the risk (what is the exposure?) to employees and others Put prevention and control measures in place. Decide to deal with accidents, incidents, and emergencies. Make arrangements for information, training and consulting their employees. Provide appropriate health surveillance and keep exposure records. Supply appropriate PPE Chemicals classified as hazardous in accordance with Regulation (EC) No 1272/2008 on the classification, labelling and packaging of substances and mixtures (CLP) will identify chemical hazards from The Label & Safety Data Sheet, for industry guidance. The label on the container of a chemical agent should give information about any dangerous properties of the chemical. Read the label & act accordingly. **See illustrations below:** Laboratory PPE and additional Cryofreezer PPE are donned before entering any Cryofreezer room (personal Oxygen monitor, Cryoapron, face shield, unvented/antifog goggles, cryo-	Moderate
Performing a Calibration on a Cryofreeze with Liquid Nitrogen.	Inhalation - Through the respiratory			

Filling a (6liter) Dewar with Liquid Nitrogen	system, Eyes - Contact with the eyes, Asphyxiation in the event of leak or overfilling of the Cryofreezer or Dewar Cryo burns if in contract with skin or eyes.		gloves over standard nitrite gloves). A buddy system is agreed before entry into the Cryofreezer room. If possible, Oxygen levels should be checked before entering the room. The Buddy is on watch at Cryofreezer door and must remain outside room in case of emergency. Cryofreezer levels are checked and manual fill is completed to avoid auto-filling of the Cryofreezers during the task. The Dewar should be positioned close to the room extract vent. The Dewar should be kept at a low level to ensure safe filling away from operator\'s breathing zone. Before filling can commence, the fill lines are vented (externally) to allow filling of Liquid Nitrogen. The Dewar is filled very slowly, stopping to allow LN2 to sufficient vent to determine fill level and prevent overfilling. PPE: Eyes: Safety Goggles (unvented) antifog, Feet: Safety Boots Face Protection: Invincible Brow/Chinguard with 20cm Acetate Visor Hand Protection: Tempshield Cryo-gloves worn over standard lab Nitrile Gloves during filling and transport of LN2 Other: Safety Apron Tempshield required for filling the Dewar in Cryofreezer room Lab Coat Disposable lab coat	

The Safety Data Sheet must contain the following 16 headings:

1. Identification of the substance/ mixture and of the company/undertaking
2. Accidental release measures
3. Ecological information
4. Handling and storage
5. Disposal considerations
6. Hazards identification
7. Exposure controls/personal protection
8. Transport information
9. Composition/information on ingredients
10. Physical and chemical properties
11. Regulatory information
12. First aid measures
13. Stability and reactivity
14. Fire-fighting measures
15. Toxicological information
16. Other Information

4.5 Dust

Chemical Hazard		Dust		
HAZARD	**RISKS**	**RISK LEVEL**	**CONTROLS**	**RISK LEVEL**
Total Inhalable Dust – size range up to 100mm & respirable Dust – size range up to10mm	Development of respiratory diseases, asthma	Moderate	The employee should try to remove source of the dust if it is safe to do so and review OELV to determine risk over time period. An OELV (Occupational Exposure Limit Value) is defined as the limit of the time-weighted average (TWA) of the concentration of a chemical agent in the air within the breathing zone of a worker in relation to a specified reference period as approved by the Health and Safety Authority.	Low
Ignitable dusts on customers' sites	Dry, light dusts can ignite with very low changes in temperature hence there is a risk of a fire	Moderate	If it is not possible to remove the source of the dust then the employee must report it to his supervisor.	Low
Inadequacy of PPE	Inhalation of dusts due to breakthrough of the PPE	Low	If the source of dust cannot be removed or shielded, employees must wear adequate PPE such as dust masks or breathing apparatus.	Low
Process/Office Printers OELV = 0.05 – 0.2 ppm	Over exposure	Low	The masks should only be used for protection against the type of dust they are designed for.	Low

4.6 Confined Spaces

Physical Hazard		Confined Spaces		
HAZARD	**RISKS**	**RISK LEVEL**	**CONTROLS**	**RISK LEVEL**
A Confined Space is any place, including any vessel, tank, container, vat, silo, hopper, pit, bund, trench, pipe, sewer, flue, well, chamber, compartment, cellar, or other similar space which, by virtue of its enclosed nature creates conditions which give rise to a likelihood of accident, harm, or injury of such a nature	Oxygen Deficiency and/or Oxygen Enrichment Flowing Liquid or Free Flowing Solids Excessive Heat Toxic Atmosphere Flammable or Explosive Atmospheres	High	Confined space training provided on request. Extreme care to be taken when working around customer's equipment. Follow all safety instructions given by trained personnel on site. Do not interfere with the operations of equipment unless absolutely necessary in the course of the work and having being previously approved by the customer.	Moderate

as to require emergency action.	Injury due to tripping around customer's equipment. Damage to customer's plant and equipment			

4.7 Electrical Installations

Physical Hazard		Electrical Installations		
HAZARD	**RISKS**	**RISK LEVEL**	**CONTROLS**	**RISK LEVEL**
Overload of electrical circuits. Damaged wiring/taped joints	Serious injury/death due to severe electric shock (electrocution)	High	All electrical equipment must be constructed, maintained, and used in a safe condition as per manufacturer's instructions	Moderate
Disconnection of earth terminals/wires Damaged electrical installations and equipment	Serious burns due to electric shock if live parts are exposed	High	Damaged and frayed wiring must be immediately removed and replaced with new wiring. Any damaged electrical equipment must be tagged so as to prevent its use. All staff must report damaged equipment to their supervisor.	Moderate
Use of electrical equipment in damp conditions	Increased risk if in use in damp environment	High	Extreme care must be taken when operating electrical equipment in damp and confined spaces. If an employee is unsure of the safety of a piece of equipment, he/she must consult with trained personnel	Moderate

4.8 Fire

Physical Hazard		Fire		
HAZARD	**RISKS**	**RISK LEVEL**	**CONTROLS**	**RISK LEVEL**
Overload of electrical circuits	Serious injury/ death due to fire	High	Electrical circuits and relays must not be overloaded	Moderate
Incorrect storage of combustible materials	Injury due to explosion	High	Any material likely to cause explosion must be adequately stored and maintained so as not to overheat	Moderate
Insufficient knowledge of fire evacuation procedures. Obstruction of fire exits. Misuse of emergency equipment. Inadequate regular maintenance of fire equipment	Injury/Death due to smoke inhalation	High	All employees must receive training and information on what to do in case of an emergency (induction training). All fire exits must be kept clear from obstruction at all times whether at HCS premises or on a customer's site. Emergency equipment must be only used as directed and not used for any other purpose (e.g., used as a door stop). Regular checks on fire alarm in Technology House	Moderate

4.9 Housekeeping

Physical Hazard		Housekeeping		
HAZARD	**RISKS**	**RISK LEVEL**	**CONTROLS**	**RISK LEVEL**
Storage of goods above eye level	Injury due to goods toppling over and falling through weak containers	Moderate	Provision of storage area that is capable of holding equipment and goods that minimizes the risk of manual handling injuries	Low
Inadequate strength of containers. Inadequate shelving Improper storage of heavy weights and hoses	Damage to goods due to inadequate strength shelves	Low	Provision of adequate strength containers to hold loose accessories and parts	Low
Untidy access-ways	Manual handling risk due to carrying heavy and awkward goods over long distances (including stairs)	Moderate	All steps, stairs, floors, and passageways to be of sound construction (non-slip nature) and properly maintained (clean).	Low

4.10 Manual Materials Handling

Physical Hazard		Manual Materials Handling		
HAZARD	**RISKS**	**RISK LEVEL**	**CONTROLS**	**RISK LEVEL**
Poor lifting techniques. Lifting from confined spaces (e.g., lifting equipment from the back of his van). Lifting an unsteady load. Poor coupling (handles/grip) of load	Injury to back, feet, hands, arms due to poor posture while lifting, over reaching, and stacking	Moderate	Training in manual handling is provided for all personnel for whom manual handling represents a significant part of their work to familiarise all employees with correct lifting techniques. No one is expected to lift or move a load so heavy as to cause him or her injury. Employees should not attempt to lift a load by themselves, which requires more than one person. Employees should not attempt to lift a load unless they have received manual handling training. Instructions should be given to remind employees of the proper lifting and carrying techniques. Where possible special trolleys should be available to minimise the amount of lifting.	Low

4.11 Pressure

Physical Hazard		Pressure		
HAZARD	**RISKS**	**RISK LEVEL**	**CONTROLS**	**RISK LEVEL**
Components of a customer's operation at high or low pressure e.g., nitrogen lines, high pressure tanks etc.	Pressure burns, eye injury or other injury due to exposure of material under pressure	Moderate	Ensure visual inspection and cross check has been carried out on test equipment. Technicians must be fit to carry out the work on the equipment and, if required, carry a permit to work on the system.	Low
Components of Hanley Calibrations test equipment used for high-pressure calibrations	Explosion/fire due to sudden release of high-pressure materials (e.g., compressed air). Damage to equipment. Bursting of pipe work or pressure vessel	High	Take all necessary precautions to avoid coming into contact with high-pressure equipment that they are not supposed to be working on. Technicians working with a client's high-pressure equipment must consult with trained personnel to identify any risks associated with the equipment. Technicians must wear the appropriate PPE when working on high-pressure equipment (safety glasses, gloves)	Moderate

4.12 Temperature

Physical Hazard		Temperature		
HAZARD	**RISKS**	**RISK LEVEL**	**CONTROLS**	**RISK LEVEL**
High temperatures when using temperature baths	Injury due to scalding/burns to the body	Moderate	Avoid rapid movements to prevent splashing any hot liquid.	Low
High temperature equipment on customer's site	Injury due to scalding/burns to the body	Moderate	Do not lean against or be in very close proximity to high temperature vessels on customer's sites unless absolutely necessary in the course of the work.	Low

4.13 Tools and Equipment

Physical Hazard		Tools and Equipment		
HAZARD	**RISKS**	**RISK LEVEL**	**CONTROLS**	**RISK LEVEL**
Poor tool/ equipment design	Mild injury, possible development of RSI over long period	Low	Company will ensure that all tools are suitable and safe to use for the work required	Low
Faulty/ out of specification equipment. Improper training in use of equipment	Damage to customer's equipment due to faulty tools	Low	All technicians are trained in the proper use of all tools and equipment needed to carry out the work	Low
Rotating shafts & Moving machinery, Fan Belts/Blades etc.	Entanglement/Death	High	All tools and equipment are visually inspected and tested before use. All faulty/ out of specification equipment/safety guards are to be reported to the appropriate manager and that equipment is tagged out of service until it is repaired by a qualified person or replaced. Lock out/Tag out where possible	Moderate

4.14 Visual Display Equipment

Physical Hazard		Visual Display Equipment		
HAZARD	**RISKS**	**RISK LEVEL**	**CONTROLS**	**RISK LEVEL**
Computer display screens	Postural problems. Visual problems. Fatigue and stress from prolonged use	Low	Ensure screen is positioned correctly to reduce glare from light sources (window and additional lighting). Take frequent breaks when working at a VDU to reduce the onset of fatigue. Regular maintenance of the equipment to repair flickering or other faults which can damage the eyes. Provision of anti-glare screen if requested by employee. Good ergonomic positioning, feet flat on the ground, back straight. Provision of footrest if requested by employee. Provision of wrist support for prolonged use of keyboard to reduce the effects of RSI's and carpal tunnel syndrome	Low

4.15 Noise

Physical Hazard		Noise		
HAZARD	**RISKS**	**RISK LEVEL**	**CONTROLS**	**RISK LEVEL**
Sound pressure levels greater than the occupational exposure limit of **80 dB (A)** (Equivalent to not being able to hear normal conversation at a distance of 2 metres)	Risk of developing noise induced hearing loss (NIHL) due to noisy environments. Developing stress/ noise related headaches as well as increased fatigue There are two action values: Lower exposure action values: LEX,8h = 80 dB (A) & peak = 135 dB (C) Upper exposure action values: LEX,8h = 85 dB (A) & peak = 137 dB (C)	Moderate	Information to be provided to all staff detailing the risks of exposure to noise **> 80 dB (A) first action level.** The source of the noise should be removed if possible. If this is not possible then engineering controls must be used. These would include shielding/enclosing the source with an absorbing material, creating a large as possible distance between the employee and the source. (The intensity falls off inversely with distance). PPE should only be used as a last resort. Earplugs and ear defenders should be constructed of a material that is suitable to provide adequate protection against the sound.	Low

4.16 Working from Home and Temporary Workstations

Physical Hazard		Working from Home and Temporary Workstations		
HAZARD	**RISKS**	**RISK LEVEL**	**CONTROLS**	**RISK LEVEL**
Poor Ergonomic set up	Postural problems. Back & Shoulder pain. Fatigue & soreness of the eyes	Moderate	Ergonomic Risk Assessment form: **WFH RA 01** Keep feet flat on the ground, back straight. Provision of footrest and follow the guide in the **Employee Handbook.** Ensure screen is positioned correctly to reduce glare from light sources (window and additional lighting)	Low
Loneliness & lack of human interaction	Mental Health Issues & stress related illness	Moderate	Take frequent breaks. Maintain constant communication with your manager and speak out if any issues or problems	Low
Electrical Cables	Trips, slips & falls	Moderate	Reduce clutter and exercise good house keeping	Low
Poor Time Management	Tiredness, fatigue & poor motivation	Moderate	Limit your screen time and switch off at end of each working day, ensuring your schedule coincide with those in your team for as long as is necessary to complete duties effectively. Define your boundaries between working time & family time	Low
Distractions from working in a shared environment; (family, children, pets etc.)	Mental Health Issues & stress related illness	High	If working from home is not suitable or compatible to your home set-up, please make your manager aware and alternative arrangements will be arranged, for example: hire a hot desk in local business hub.	Low

5. References

- The Safety, Health, and Welfare at Work Act, 2005
- The Safety, Health, and Welfare at Work (General Application) Regulations 2007
- The Safety, Health, and Welfare at Work (Construction) Regulations 2013
- The Safety, Health, and Welfare at Work (General Application) (Amendment) Regulations 2012. Pressure Systems.
- The Safety, Health, and Welfare at Work (Chemical Agents) Regulations, 2001
- The Safety, Health, and Welfare at Work (Biological Agents) Regulations, 2013 & 2020, applies to activities in a place of work where existing or potential – whether deliberate or incidental – exposure to a biological agent has occurred or may occur
- The Safety, Health, and Welfare at Work (Confined Spaces) Regulations, 2001
- The Safety, Health, and Welfare at Work (Control of Noise at Work) Regulations, 2006.
- Traffic Act, 2010
- Employment Equality Act, 1998 to 2008
- Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work (2020/2021)'
- Hanley Calibration Quality Management System procedure DP13 Risk Management
- Hanley Calibration Quality Management System procedure DP9 Training and Recruitment
- Hanley Calibration Quality Management System procedure DP6 On site operations
- Hanley Calibration Employee Handbook:
    - Working from Home Policy
    - Driving for Work Policy
- 2024 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations (2001-2021) & the Safety, Health and Welfare at Work (Carcinogens, Mutagens and Reprotoxic Substances) Regulations (2024)