



Health & Safety Statement

Revision 22

January 2024

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Health & Safety Policy

It is the policy of Kel-tech Engineering Ltd to do all that is reasonably practicable to ensure the safety and health of all its employees. In conformance with this stated policy, the company will seek to provide at all times, as far as is reasonably practicable, the highest standards of occupational and environmental safety and health.

The company will strive as far as is reasonably practicable to:

- Comply with all applicable legal requirements including 'The Safety, Health & Welfare at Work Act 2005' and 'The Safety, Health and Welfare at Work (General Applications) Regulations 2007 as well as all subsequent amendments and other applicable codes of practice.
- Implement measures for the prevention of injuries and ill health at work.
- Commit to do all that is reasonably practicable to protect our employees, contractors and others from foreseeable work hazards & workplace accidents
- Integrate Health & Safety best practices into all of our decision making and activities.
- Promote Health & Safety awareness among our employees by training them and encouraging them to work in a responsible and safe manner.
- Promote continuous improvement in Health & Safety matters by setting specific targets & objectives, monitoring their progress and communicating results internally.
- Avoid unnecessary use of hazardous materials & products, seek substitutions when feasible and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of.
- Communicate our Health & Safety commitment to employees, customers, suppliers and contractors and ensure that they are made aware of their individual obligations.
- Maintain safe working conditions, plant and equipment.
- Encourage active consultation with employees and invite suggestions for improvement in Health & Safety matters.
- Review our Occupational Health & Safety Policy periodically to ensure it remains relevant and appropriate to the organisation.

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

Andy Hayes

Chief Executive Officer

Management of Statement

Statement Revision & Change History

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

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

28/01/15	08	General Review and Update
2/02/16	09	General Review.
21/04/17	10	Org Chart & Abrasive Wheels Training Eir Code added, Fire Marshalls added
10/07/17	11	Risk Assessment for Zonda spray booth updated to include use of face guard to close off Niggle 751. Also FOB for paint shop operator as lone worker. Stacked components Fold Area Risk Assessment following Near Miss.
28/08/17	12	Drill RA changed to include guards; Crane RA changed to include twist on chain
27/11/17	13	Spill Response Training included in Chemical Storage Risk Assessment
19/12/17	14	Defibrillator added and personnel and training changes
01/09/18	15	Updated Organisation chart & first aiders
22/11/18	16	General Review & Update
14/11/19	17	General review and update with changes to the organisation chart
25/05/20	18	Added Covid-19 Policy
14/01/2021	19	Added new EHS Management Team Chart
14/01/2021	19	Update Policy with up-to-date Regulation reference
14/01/2021	19	Welfare facilities added
14/01/2021	19	Safety representative
14/01/2021	19	Violence and robbery
14/01/2021	19	Pregnancy at Work
14/01/2021	19	Young persons at work
14/01/2021	19	Work related stress & dignity at work
14/01/2021	19	Visitors
14/01/2021	19	Contractors responsibilities
14/01/2021	19	Covid Risk Assessment
14/01/2021	19	Revised index page
14/01/2022	20	General review and update
04/01/2023	21	Revised Policies and Risk Assessments
06/01/2024	22	Revised list or risk assessments

Control of Safety Statement

All items in the Safety Statement are controlled by revision number.

Any changes to the General Safety Statement Policy must be authorised by the Managing Director.

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

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

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

Arrangements for Implementation

Resources:

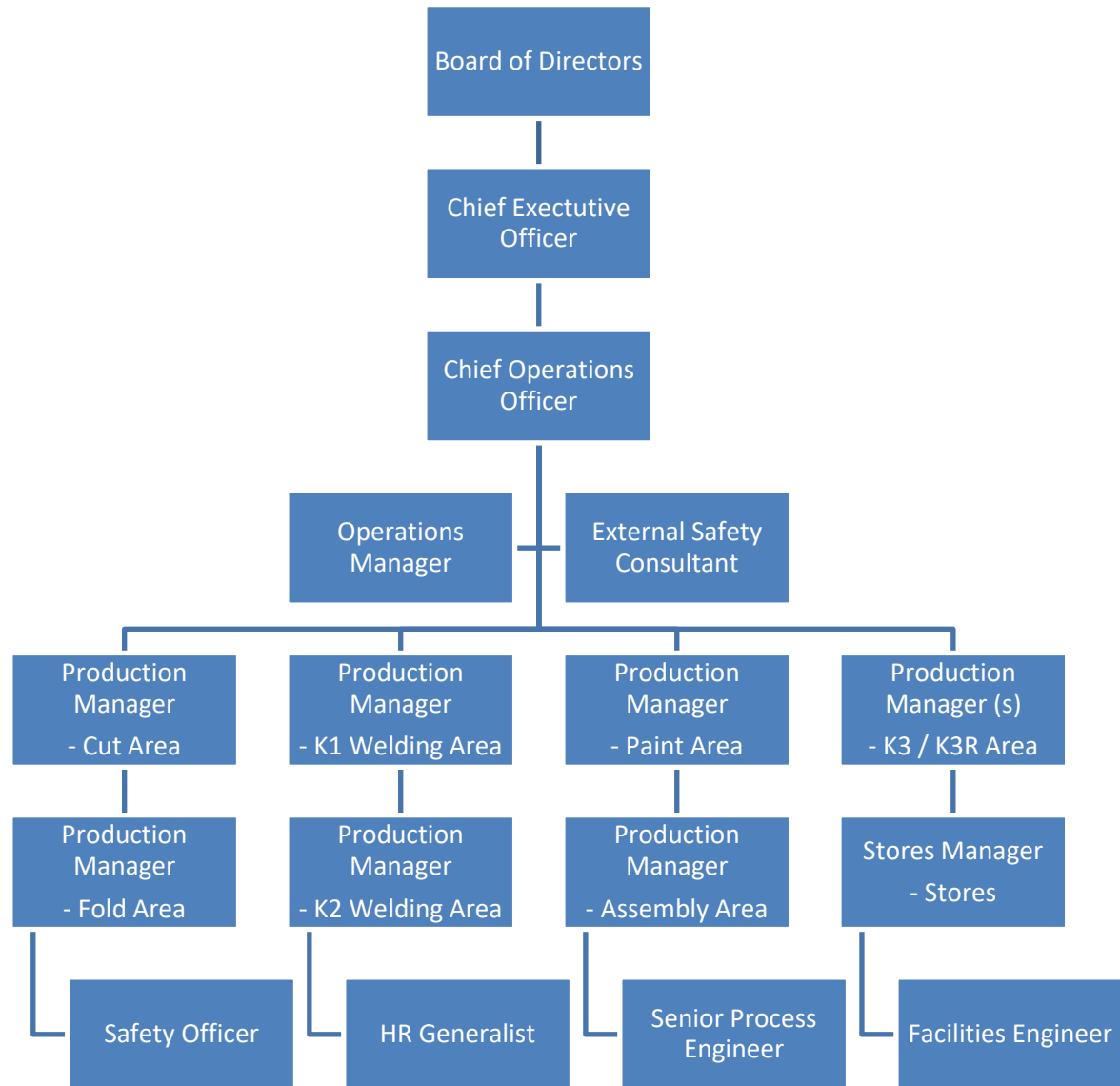
Kel-tech Engineering Ltd will provide adequate resources necessary to ensure, as far as is reasonably practicable, the Safety, Health and Welfare of its employees.

The following resources have been identified:

- The Chief Operations Officer and Production Managers or appropriate persons with the assistance of competent outside agencies, for appropriate safety consultancy and training input.
- The Safety Officer.
- The Safety Committee containing at least one management representative, who shall meet at intervals decided by agreement, to review:
 - Progress on the implementation of the Safety Statement.
 - Safety issues, audits, accidents, and dangerous occurrences.
 - Ensure ongoing compliance with the provisions of the Safety Statement and national legislation.
 - Continually review the Fire Evacuation procedures.
 - Any other Safety, health, and welfare training issues.

Safety Roles & Responsibilities

Safety Team Structure



Management Responsibilities

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

Managers, Supervisors and Team leaders have special ongoing responsibilities to ensure that full consideration is given to the health and safety of all employees and that

there is full compliance with the Company's Safety Policy Statement.

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

- Communicate Safety, Health and Welfare at work by personal example.
- Ensure that all processes and activities under their control are planned and completed in a safe method without risk to health, as far as is reasonably practicable. Where significant hazards are evident, an appropriate risk assessment will be undertaken with the participation of those affected and communicated to all those at risk.
- Familiarise themselves with the company Safety Statement, the responsibilities therein and their own responsibilities in relation to this.
- Ensure the Safety Statement and other safety arrangements and procedures are communicated, observed, understood, and implemented.
- Make sure that all processes and procedures under their control are completed safely and pose no threats to health. This includes provision and maintenance of adequate guarding systems on all machinery, equipment and safety devices are properly maintained and safe to use; activities are planned so that they may be carried out safely.
- Only competent personnel are authorised to adjust, operate, and maintain machinery or equipment.
- All dangerous moving parts of machinery or equipment are adequately guarded.
- Machinery and equipment are properly maintained and safe to use.
- Ensure the provision, maintenance and use of all forms of personal protective equipment as may be required.
- All employees under their control receive appropriate training in Health and Safety as well as work methods and any relevant safety aspects, appropriate to their tasks.
- Ensure that employees under their control are aware of actions to be taken in case of emergency and that properly maintained firefighting equipment is available within their area.
- Maintain good housekeeping standards and in particular ensure access/exit routes as well as fire exits, and fire points are never obstructed.
- All accidents and dangerous occurrences are fully investigated, reported and remedial measures put in place.
- All safety rules, regulations and procedures are kept under review so that they remain applicable to the plant and processes.
- All safety rules, regulations and procedures are firmly and fairly enforced. Adequate and competent supervision is available as appropriate at all times.
- Any new process, or changes to a process, procedure or equipment whether brought into the plant or designed/manufactured in-house, has had full assessment with respect to health and safety and does not endanger the health and safety of an employee.
- Ensure that all chemicals used on site are properly labelled, properly disposed of, properly stored and correct precautions are taken in their use.
- Provide positive consideration and support to any representation about Health and Safety from employees.
- Provide effective management/supervision to ensure safe working practices are adhered to throughout all working activities in the company.
- Adequate records are kept of training, operating procedures, audits, and changes that relate to health and safety.

- All employees under their control are held accountable for their performance in relation to occupational safety and health.
- Take a direct interest in the safety and health of the employees they are responsible for.
- Where corrective action involves approval or action at another level, the matter must be brought to the attention of the appropriate personnel.

Employees Responsibilities

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

- All employees of Kel-tech Engineering Ltd are expected to co-operate fully with all provisions taken by the company for ensuring their safety, health, and welfare. All employees are expected to immediately report any accidents, actual or potentially dangerous occurrences, unsafe conditions and unsafe acts to their immediate Supervisor or Manager. All employees are expected to adhere to all safe systems of work, wear or use personal protective equipment or safety equipment provided and report the need to repair or replace items of personal protective equipment.
- All employees are expected to discharge their work in a safe manner so as to avoid injury to themselves or others and avoid damage to company equipment and property.
- All employees are reminded that they have specific statutory responsibilities under the Safety, Health and Welfare Act 2005, the duties of every employee at work as set out in section 9 of the legislation are as follows:
 1. It shall be the duty of every employee while at work.
 - To take reasonable care of his/her own safety, health, and welfare and that of any other person who may be affected by his acts or omissions while at work.
 - To co-operate with his/her employer and any other person to such an extent as will enable his/her employer or other person to comply with any of the relevant statutory provisions.
 - To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his/her use alone or for use in common with others) for securing his/her safety, health, or welfare while at work and
 - To report to his/her employer or his/her immediate Supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health, or welfare of which he/she becomes aware.
 2. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities.

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

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

- Where personal protective equipment is provided that the employee.
- Uses it in accordance with the information, instruction and training provided by the employer.
- Take all reasonable steps to ensure that this equipment is returned to storage after its use by the employee.

COO Responsibilities

Key Tasks:

1. Ensure the EHS meeting is held on a monthly basis.
2. Sign off all completed accident reports.
3. Provide Resources to ensure all training needs are met.
4. Drive improvement initiatives through senior manager & provide resources.
5. Sign off all communication prior to issue with Statutory Bodies (see Safety Officer).

Responsibilities:

Meetings, Reviews & Improvements:

1. Chair the monthly EHS Committee Meetings.
2. Create and Monitor the KPI's that will give the best feedback of where the company EHS performance.

Risk Assessments:

1. Need to ensure the Production Managers know their risks and how to manage them.
2. Ensure annual review of safety statement and risk assessments happen.
3. Understand the risk assessments and have identified the highest risk areas and concentrate resource on these.

Training:

1. Ensure training happens if gaps in skills are identified.

Accidents & Incidents:

1. Sign off all completed accident & incident reports.

Audits & Inspections:

1. Ensure EHS audits happen.
2. Ensure audits of the risk assessments happen.

Resources:

1. Ensure we have safety reps from factory floor.
2. Make sure the resource is in place to carry out the agreed work daily and project.

Miscellaneous:

1. Understand the H & S Policy.
2. Drive the implementation of 45001.
3. Set Strategic aims for EHS within Keltech.

Safety Officer Responsibilities

Key Tasks:

1. Report on company wide safety issues.
2. Support Hall Manager on Accident Investigation.
3. Maintain master copies of RA's and full responsibility for company wide RA's.
4. Conduct Safety based induction with new operators.
5. Maintain improvement plan for company wide RA's (ones that do not fall under halls).
6. Responsible for Direct Communication with statutory bodies (Irish Water, HSA etc).
7. Conduct Safety based audits and report on findings.

Responsibilities:

Meetings, Reviews & Improvements:

1. Report Safety performance on a monthly basis showing accidents, audit findings, enforcements and improvement projects in the company (Not Halls).
2. Create a specific improvement / action log for the company to ensure a program of improvements is ongoing at a company level (minor stuff only).
3. Report on statutory inspections and any feedback from statutory bodies (HSA).

Risk Assessments:

1. Manage company level Risk Assessments and ensure they are up to date and being followed.
2. Manage all Risk Assessments (master file) an update as requested by Hall Manager.
3. Manage all correspondence with HAS.

Training:

1. Conduct safety portion of Induction program at the office level.

Accidents & Incidents:

1. Support Hall managers at in completing Accident Reports and review prior to submission to COO for final sign off.
2. Maintain company wide accident log and ensure reports are completed to match log.

Audits & Inspections:

1. Conduct Factory wide audits to ensure safety levels are maintained and report on these activities.

Resources:

1. Manage activities of Safety Representative.

Miscellaneous:

1. Lead implementation process of ISO 45001 at company level with support of quality manager.

Production Manager Responsibilities

Key Tasks:

1. Maintain and present a monthly report on EHS for the hall.
2. Responsible for completing full Accident Report for each occurrence in the hall.
3. Responsible for ensuring all Risk Assessments are implemented and all areas covered.
4. Conduct Factory based induction with new operators and maintain Training Matrix for all operators.

5. Responsible for compiling and maintain and EHS improvement plan for the Hall.
6. Responsible for ensuring EHS is discussed at Hall Level and Toolbox talks.
7. Ensure audits conducted weekly and enforcement with records.

Responsibilities:Meetings, Reviews & Improvements:

1. Safety Performance: Report Safety performance on a monthly basis showing accidents, audit findings, enforcements and improvement projects in the hall.
2. Create a specific improvement / action log for the hall to ensure a program of improvements is ongoing, the improvements should specifically address either accidents or risks (Improvement Log actions to be approved to proceed only at monthly safety meetings).
3. Cell Board Meeting: Ensure all major issues are discussed and where required reported back to facilities, HR etc on a daily basis (Culture).

Risk Assessments:

1. Review: Manager must be familiar with what risk assessments are in place and what controls are required for each assessment.
2. Confirmation: Review all the risk assessments related to the area and confirm all risks are covered and identify controls listed on risk assessments but not in place.
3. Controls: Put in place a plan to address all controls not in place, record must be kept of that issues with the controls have been addressed (see above section on Improvement / Action Plan).
4. Issues: As accidents / incidents occur the Risk Assessments must be updated if new controls are added.
5. Changes: If changes happen in the area (new equipment, processes or layout) the Manager needs to request additional risk assessment conducted.
6. Training: Manager must review the Risk Assessments with all staff in the area on at least an annual basis (toolbox talk).

Training:

1. Induction - Risk Assessment: Employee has been taken through the risks specific to the overall area and particularly in relation to job they are going to be doing.
2. Induction - PPE: Employee is issued with the correct PPE prior to starting any task and that they are familiar with specific rules around PPE.
3. Induction - Training: Training record for the employee is created and Employee is signed off as have completed first level of training.
4. Induction - Paperwork: All induction paperwork is signed off correctly to prove that employee was made aware of risks and provided with correct PPE, and paperwork returned to HR.
5. Ongoing - Training: Ensure operators in the area are only working on tasks they have been trained too and that a training record is in place to show this.
6. Ongoing - Paperwork: On a monthly basis update employee's training records (competency) and submit to HR for recording and tracking.

Accidents & Incidents:

1. Management of Situation: Before proceeding down Accident & Incident process, asses the seriousness of the accident and determine if the operator can continue.
2. Initial Statements: On being informed of an accident, immediately identify person(s) involved and witnesses. If possible, get written statements from those involved but ensure witness statements are taken immediately. In all cases make sure they are signed and dated by those giving the statement.
3. Accident Investigation: Regardless of when person involved returns to work, start investigation by speaking to supervisors, chargehands etc and inform operator involved that he needs to attend company office to give statement as soon as possible.

4. Paperwork: Complete all paperwork and then review with HR to ensure all statements are factual or were based on opinion that it is clear.

Audits & Inspections:

1. Walk Throughs: On a daily basis walk the entire area specifically reviewing safety, looking at PPE, practices, operators conducting tasks not trained for etc. Issues should be recorded on applied principles but otherwise no need for paperwork.
2. Weekly Audit: On a weekly basis use applied principles to conduct a full audit of the area. This audit will not differ from the walk through only that this is recorded on applied principles. This is to prove that in the event of a serious accident that checks were occurring.
3. Write Ups: Using applied principles enforce and record issues relating to “Zero Tolerance” and feed the information back to HR for filing.

Resources:

1. Manage activities of all employees under their direct control.

HR Responsibilities

Key Tasks:

1. Report on Safety related disciplinary warnings issued during the month.
2. Conduct Company based induction with new operators. Maintain training files.

Responsibilities:

Meetings, Reviews & Improvements:

1. Report on disciplinary issues relating to EHS infringements on a monthly basis.
2. Report on resources issues which may have impact on manning levels which in turn could affect safety.

Training:

1. Maintain training master list at an overall company level and identify on a monthly basis upcoming / expired training requirements.
2. Liaise with Hall Managers to arrange delivery of upcoming / expired training courses.
3. File and manage all training certificates.
4. Maintain competency master list of employees and liaise with Hall Manager to develop and follow a defined plan for each employee.

Audits & Inspections:

1. Maintain file of all Zero Tolerance program warnings issued.
2. Train and Support Hall Managers in the issuing of warnings to ensure process is similar across the halls.

Snr Process Engineer Responsibilities

Key Tasks:

1. Report on progress with Improvement Plans for each Hall.
2. Report and update progress with Improvement Plans for each Hall and Company Wide.

Responsibilities:

Meetings, Reviews & Improvements:

1. Report on improvement projects status directly from Hall Managers improvement plans.
2. Report on latest testing of statutory areas such as water emissions and any feedback from statutory bodies (Irish Water, EPA, Council etc).

Risk Assessments:

1. Manage all correspondence with Irish Water.
2. Maintain file on each major improvement project (Welding, Water etc) to an audit / inspection level by a statutory body.

Safety Representatives Responsibilities

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

We Kel-tech shall consider these representations and act on them if necessary.

- The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.

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

- The functions of my / our safety representative include:
 - Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him / her and the employer that is based on the nature and extent of the hazards in the place of work.
 - Being given access to information that relates to the safety, health, and welfare of employees.
 - Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation.
 - Being given the opportunity to receive appropriate health and safety training to help him / her perform the function of a safety representative.
 - Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace.

Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.

Contractors Responsibilities

The rules listed below have been put in place to ensure the safety of our employees and contractors. We will take a Zero Tolerance approach in enforcing this rules and contractor or their agents found in breach of these rules will be immediately removed from our site.

Contractors must liaise with the site Process Engineering Manager / Facilities Engineer.

All Contractors must report to reception commencing work each day and must sign in.

Contractors must be deemed competent to carry out work specified. You must submit in advance appropriate certification i.e. safe pass card for all construction work / boom lift licence / forklift licence / relevant training certification etc.

Contractors must provide and wear PPE on site: - Safety Helmet (for construction areas), visibility vest, safety boots / shoes and eye protection (for factory areas).

Other PPE will be required for specific jobs e.g. welding visor, safety harness, protective gloves etc.

Contractors must take all due care of their own safety and the safety of others affected by their work.

Contractors are advised to have a certified First Aider with them at all times.

Do not use the Company's electrical or access equipment (ladders, steps, forklift trucks etc)

Do not seek the assistance of Keltech Engineering Employees.

All Contractors must use pedestrian walkways (marked in yellow on the ground) when walking in production area.

Working at Heights (working above 2m) / Hot Work / Confined Space work will require a permit to work - issued by Keltech's Safety Officer.

Keltech Engineering reserves the right to examine tools and equipment used on the site as to their safety aspects.

Contractors' equipment, tools and systems of work must meet the standards required by the Safety, Health & Welfare at Work Act, 2005 and safety and health standards generally.

Contractors must not leave machines or equipment unattended in a hazardous condition particularly where employees or customers may be present.

All vehicles must be parked in the car park provided at the premises.

Contractors must inform the Process Engineering Manager or Facilities Engineer of any equipment, material or substance that may pose a hazard to the plant or employees before use.

The Process Engineering Manager or Facilities Engineer will ensure that prior to work commencing the contractor has been briefed on any aspects of our activities and premises, which could represent a risk to the contracted staff.

Contractors must report all accidents or near miss incidents and must co-operate in any subsequent investigation of the accident or incident.

Contractors must report any defects in equipment or in systems of doing work.

All employees/ Contractors are obliged to co-operate with the safety training / instruction programmes.

No one may work whilst under the influence of alcohol or drugs as this would impair their judgement or affect their safety or that of others.

Keltech operates a non-smoking site.

Contractors must provide their own tools.

Contractors must provide their own lifting equipment i.e. forklift trucks. Only licensed Contractors will be permitted to use lifting equipment / heights equipment on site.

Employees / Contractors must maintain a high standard of housekeeping at their workplaces.

Contractors are not permitted to use any form of lifting equipment located in Production / Warehouse areas of the factory, either owned or contracted to Keltech.

Photography is not permitted on site at any time.

Any waste generated on site must be removed by the Contractor upon completion of the project.

The contractor must provide their employees with all the necessary safety equipment and train them in its use and care.

The contractor must also ensure that the equipment is suitable for the task being carried out and that it reaches the appropriate EN or ISO standards

Emergency Planning & Arrangements

Emergency Evacuation

On hearing the alarm, all walkie talkies should be immediately switched to channel 1.

Stage 1			
Step	Action	Responsible	Time
1A	Co-ordination: If the alarm is sounded in K1, the Emergency Co-Ordinator will call K2 Supervisor to activate alarm in K2 and vice versa.	Emergency Co-Ordinator / K2 Supervisor	Within 1 st Minute of Alarm
1B	Evacuation: Fire Alarm Sound in K1 or K2 Buildings, every employee leaves building and goes to their designated assembly point outside the building.	Every Employee	Before 4 th Minute of Alarm
Stage 2			
Step	Action	Responsible	Time
2A	Sweep Building: Each hall is swept by the Fire Marshall as part of the evacuation, Fire Marshall is last person out of hall.	Fire Marshalls	Before 4 th Minute of Alarm
2B	Alarm Source: Facilities Engineer will go to panel in either building and identify source of alarm and report this to the Emergency Co Ordinator over radio.	Facilities Engineer	Before 4 th Minute of Alarm
2C	Rolls: Area Supervisors will print a list of employees 15 minutes after shift commences each day and put on a clip board. This is be collected immediately when alarm sounds.	Area Supervisor	Before 4 th Minute of Alarm
Stage 3			
Step	Action	Responsible	Time

3A	Reporting: Fire Marshalls will confirm to hall supervisors that hall evacuation is complete.	Fire Marshalls.	Before 5 th Minute of Alarm
3B	Source Confirmation: Facilities Engineer and Hall Fire Marshall will return to area indicated on panel and check source of alarm.	Facilities Engineer / Fire Marshall (area of alarm only)	Before 6 th Minute of Alarm
Stage 4			
Step	Action	Responsible	Time
4A	Roll Call: Area Supervisors will conduct the roll call from each area. On completion of roll call, supervisor will: <ul style="list-style-type: none"> Confirm anybody missing to Emergency Coordinator. Confirm anybody extra at assembly point to emergency coordinator. 	Area Supervisor	Before 8 th Minute of Alarm
4B	Roll Discrepancies: Where a person is deemed missing by the Emergency Coordinator after the roll calls are reported, the HR Coordinator will try to contact the person on their mobile.	Emergency Coordinator / HR Generalist	Before 9 th Minute of Alarm
Stage 5			
Step	Action	Responsible	Time
5A	Problem Confirmation: Facilities engineer will confirm to Emergency Coordinator scale / source of problem.	Facilities Engineer	Before 14 th Minute of Alarm
5B	Action Required: Emergency Coordinator will confirm action needed: <ul style="list-style-type: none"> Return to Work Contact Fire Service 	Emergency Coordinator	Before 15 th Minute of Alarm

5C	Shut Down: Where Fire Service has been contacted, Emergency Coordinator will instruct Senior Process Engineer to shut down Gas & Electrical Supplies to building.	Snr Process Engineer	Before 15 th Minute of Alarm
Stage 6			
Step	Action	Responsible	Time
6A	Emergency Coordinator will complete fire evacuation report with lessons learned and forward to COO and CFO and review with Fire Marshalls / Team Leaders etc.	Emergency Coordinator	Withing 24 hours of Alarm

Roles:	Primary Person:	Back Up:
Emergency Coordinator	Chris Kenneally	Liam Fitzpatrick

Tasks:	Primary Person:	Back Up:
K1 Alarm Contact	Area Supervisor	Production Manager
K2 Alarm Contact	Chris Kenneally	Liam Fitzpatrick
Roll Calls	Area Supervisor	Hall Manager
Check Panel & Source	Facilities Engineer	Snr Process Engineer
Missing Person Follow Up	HR Generalist	COO

Emergency Contact Information

In case of an Emergency

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

- *Ambulance/Doctor*
- *Gardai*
- *Fire Brigade*

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

Give the exact address and telephone number:

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

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

The following telephone numbers may be useful.

Doctors:	University Hospital Waterford	Tel 051 84800
	CareDoc	Tel 1850 334 999
COO:	Declan Walsh	Tel 0872343834

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

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

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

Defibrillator is located beside the clocking-in machine.

Fire Evacuation Management

Responsibilities of Fire Marshal:

They have to ensure that all fire exits are free of obstructions and access to them is always clear.

There is list of employees available in machinery area at the fire exit to assembly point at the back yard, which must be taken in order to check headcount.

Every Fire Marshall will time evacuation for his area and will record it on the list. Timing evacuation should start since the alarm is sounded and stop after the last person leaves the building.

All employees must go to assembly point – Office Staff in front of the building, Production Staff at the back yard.

The Main Coordinator will take Chemical Safety folder, which includes Material Safety Data Sheets for all chemicals used in factory.

The Main Coordinator will check with all Fire Marshals the headcount.

The following Fire Fighting equipment is located around this plant:

Fire Extinguishers:

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

Fire/Emergency equipment and exits:

Must always be kept clear and accessible.

Marked areas must not be obstructed at any time.

Never use Fire Equipment for other uses besides Fire Fighting.

Where gases or a gas cylinder has ignited, do not attempt to put out the flames. Only extinguish by turning off the gas supply.

Safety Specific Arrangements

Personnel Protective Equipment Process

The company has developed a standalone PPE Policy which details the requirements of PPE in each area of the plant along with the rules relating to the issuing, wearing and enforcement of PPE. Please refer directly to this document for all PPE related issues.

Accident & Dangerous Occurrence Process

The company has put in place a full procedure for the ensuring that when an accident or near miss occurs, a immediate response occurs ensuring the appropriate aid and actions are rendered.

Once aid / containment actions have been initiated then a full and thorough investigation will be undertaken. The outcome of this investigation will be reviewed by senior management to ensure it is sufficiently robust and appropriate to the initial incident.

It is the duty of every employee to immediately report any accidents or near miss and to participate fully in any investigation that requires their input.

Disciplinary Process

The company has developed a standalone Disciplinary Policy and Procedure which details the requirements of various steps within the disciplinary process. Please refer directly to this document for all disciplinary related issues.

Training Process

The company has developed a standalone Training Policy and Procedure which details the employee training processes. Please refer directly to this document for all training related issues.

Drugs & Alcohol

The company has developed a standalone Policy which details the processes around the management of Drugs & Alcohol related issues. Please refer directly to this document for all related issues.

Driving for Work

The company has developed a standalone Policy which details the arrangements for Driving within the company. Please refer directly to this document for all related issues.

Pregnancy at Work

As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, we Kel-tech will assess the specific risks arising from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child.

On provision of an appropriate medical certificate, we will carry out the following.

- Make sure that a specific risk assessment for that employee is undertaken*, taking account of any medical advice that the employee has received.
- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities.
- If a risk cannot be eliminated or reduced to an acceptable level, then:
- Adjust the working conditions or hours of work or both; and
- If this is not possible, provide alternative work; or
- If this is not possible, grant the employee health and safety leave.
- We will ensure that pregnant, postnatal, or breastfeeding employees have suitable facilities to rest or feed.

Young Persons

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

- Carry out a risk assessment before employment of a young person (over 16 but less than 18), considering their relative lack of experience, absence of awareness of potential risks or lack of maturity.
- Put in place all required control measures identified by the risk assessment, taking account of:
- Their lack of experience, maturity, or awareness of risk
- Any work activity likely to involve a risk of harmful exposure to physical, biological, or chemical agents.
- The physical and psychological capacity of the young person
- Make sure the recommended working hours are not exceeded for young persons.

Work Related Stress & Dignity in the Workplace

As an employer I / we Kel-tech will, so as far as is reasonably practicable, ensure that:

- No employee's workload is so great that he or she will have to consistently work overtime.
- No employee will be subjected to harassment from, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'.
- No employee has to work in an environment which is unsafe and in which there are risks of accidents.
- Employees are trained so they can do their jobs effectively and safely.
- Everyone knows what his or her core job is.
- That a 'Dignity at Work Policy' is in place that outlines procedures with regard to addressing bullying and harassment at work.

Visitors

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

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

- Practice good housekeeping, including:
 - Keeping walkways clear
 - Cleaning up spills immediately
 - Restrict access to hazardous areas.
- Prevent visitors from using equipment or machinery.
- Ensure appropriate safety signs and notices are displayed.
- Ensure safe walkways and access routes are maintained.
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Visitors are required to:

- Sign in on arrival and Sign out when leaving (Responsibility of visitor host)
- Conduct themselves in a safe manner at all times.
- Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.

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

Contractors

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

All contractors involved in a work activity on Kel-tech premises must comply with our policy for safety, health, and welfare.

Contractors carrying out work must:

- Be competent to carry out the work.
- Have adequate resources to carry out the work.
- Provide copies of their own Safety statement and Insurance.
- Ensure that work activities do not affect the well-being of our employees, visitors, or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at my / our workplace.

Further information

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

Welfare Facilities

Where required, I / we Kel-tech will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by my / Kel-tech employees and visitors, including but not limited to:

- Toilet facilities
- Canteen and food preparation areas
- Changing areas
- Adequate ventilation, temperature, and lighting
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean.
- Fire detection and fire-fighting equipment
- Emergency routes and exits.
- Pedestrian and traffic management systems.

Lone Workers

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

Employee Consultation

- The Management representative on the Safety Committee will be responsible for co-ordinating consultation with the workforce and providing appropriate information to the workforce and their nominated Safety Representatives/Safety Committee members, on all matters pertaining to safety, health and welfare, or a competent person will be delegated with this responsibility.
- The principal mechanism for consultation with the workforce will be via the Team leader, Supervisor or Manager. The workforce may also nominate Safety Representatives.
- Each employee will be given the opportunity to make representations on any topic of concern to the Team leader/Supervisor or Manager as applicable. In addition, each employee will be given the opportunity to consult as appropriate with their Safety Representative/Safety Committee member.
- Any Safety Representative will be given the opportunity to participate in meetings of the Safety Committee including the management representative. Any appropriate member of management may be co-opted into any Safety Committee meeting, as necessary. Safety Committee meetings will be held at intervals as are deemed necessary. All subjects relating to Health and Safety shall be discussed and decided upon at such meetings.

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

Violence & Robbery

Where there is a risk of robbery or violence in the workplace, we Kel-tech will ensure that we have completed a risk assessment for violence / aggression / theft and that adequate plans and procedures are put in place. We Kel-tech will train staff on how to deal with the threat of robbery / violence, for example:

- Keep calm and make no sudden movements.
- Do what the offender asks.
- Memorise as many details about the offender as possible, e.g., height, clothing, features.
- Note the direction and method of escape, e.g., car, motorbike, on foot.
- Notify the Gardaí as soon as it is safe to do so.
- Provide first aid to victims.
- Lock outside doors until emergency services arrive.

Covid 19 Arrangements

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

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

Changes in work practices

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

Education of employees

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

Provision of suitable PPE

Kel-tech engineering Ltd provides its employees and visitors with suitable PPE for the risk to which they may be exposed. As Kel-tech operate a manufacturing environment where

Risk Assessment

Risk Assessment Process

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

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

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

Risk Assessments by Area

The results of these assessments are detailed in the following documents:

Area:	Risk Assessment Document:
General	RA010 - Working at Heights Risk Assessments
K05C	RA100 – K05C Risk Assessments
K06F	RA200 – K06F Risk Assessments
K07W	RA300 – K07W Risk Assessments
K02W	RA400 – K02W Risk Assessments
K04W	RA500 – K04W Risk Assessments
K03W	RA600 – K03W Risk Assessments
K08P	RA700 – K08P Risk Assessments
K09A	RA800 – K09A Risk Assessments
K11S	RA900 – K11S Risk Assessments
K10D	RA1000 – K10D Risk Assessments

Appendix 1 – Covid 19 Risk Assessment

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

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