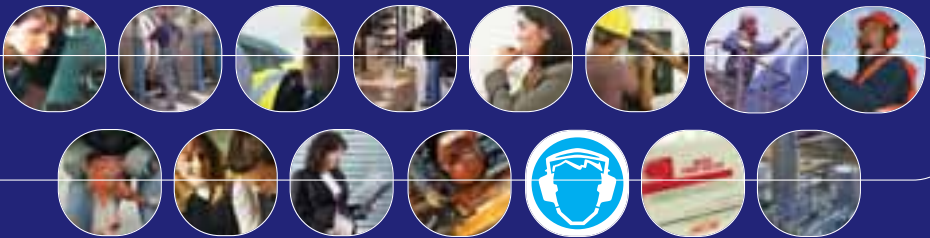


# Safety Toolkit and Short Guide to General Application Regulations 2007

## Small Business Edition

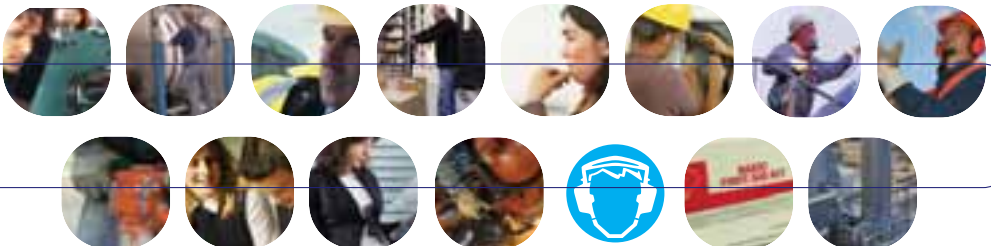


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# Safety Toolkit and Short Guide to the General Application Regulations 2007

## Small Business Edition



Published in January 2008 by the Health and Safety Authority, The Metropolitan Building,  
James Joyce Street, Dublin 1.

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# Introduction



The public face of safety and health is often seen when fatal accidents or serious incidents attract media attention. Prosecutions are frequently a source of interest. However, it is important to remember the unseen side of safety and health. There are many people every year who cannot return to work because of injury or ill health. Many suffer permanent pain or long-term discomfort because safety and health were not properly dealt with.

This document advises on the Safety, Health and Welfare at Work (General Application) Regulations, 2007 as amended. This document does not discuss the amended Regulations in full. It provides succinct guidance on the Regulations. The Regulations can be found at [www.hsa.ie](http://www.hsa.ie).

The objective of the Toolkit is to provide guidance on the prevention of accidents or ill health at work and to provide a practical tool towards a safer workplace. It covers the main requirements of the regulations and is aimed specifically at small and micro businesses. It is not intended as a legal interpretation of the legislation. Legal advice should be sought where required.

Checklists provided are non-exhaustive and in no particular order.

## Why were these Regulations introduced?

The Regulations were introduced to consolidate and update existing legislation into a comprehensive set of regulations. The term “*general application*” means the various Parts and Sections of the Regulations apply to all employment. As such, the Regulations simplify locating and identifying safety and health laws that apply to all.

## Who do these Regulations apply to?

Most sections apply to all work sectors. An important exception is the section on the workplace which does not apply to the construction, mining or quarrying sectors. The Regulations place obligations on employers, employees and others.

## When did these Regulations become law?

The Regulations came into operation in November 2007.

## Are there any major changes in these Regulations?

The Regulations consolidate pre-existing provisions and introduce some new requirements. Changes contained in these regulations include:

- ▲ the minimum temperature for indoor sedentary work (*r7*)
- ▲ seating (*r18*)
- ▲ accommodation for employees (*r22*)
- ▲ the ability of tenants or landlords to make application to the Circuit Court (*r26*)
- ▲ checking and inspection of electrical portable equipment (*r81*)
- ▲ switch rooms (*r91*)
- ▲ work near overhead electricity lines (*r93*)
- ▲ scaffolding (*r107*)
- ▲ safety signs do not contain text (schedule 9)

## How do I use the Toolkit?

The Toolkit is intended to help you to monitor and improve standards of safety, health and welfare. It will assist you towards complying with the law.

1. Use the checklists to monitor how you're doing.
2. Make any required improvements.
3. If necessary, investigate further to find out what you need to do and set a timescale for achieving it.
4. Use the Action Date column to show when action taken.

Checklists provided are non-exhaustive and in no particular order.

At the end of each point in the check list reference is made to the corresponding part of the Regulations, for example (*r51*) indicates Regulation 51.

## Where can I get further advice?

The Health and Safety Authority's website [www.hsa.ie](http://www.hsa.ie) contains a large amount of additional information. Most of the information on the website can be accessed free-of-charge. The website has detailed guides on each section of these Regulations. Each guide contains advice on where to find further information.

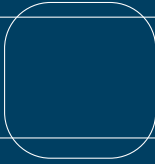
The Health and Safety Authority's Workplace Contact Unit (WCU) is a helpdesk resource for employers, employees and the public. You can contact the WCU through

- ▲ Locall: 1890 289 389 (Monday to Friday, 9am to 5pm)
- ▲ Fax: 01 614 7125
- ▲ Email: [wcu@hsa.ie](mailto:wcu@hsa.ie)
- ▲ Write to: Workplace Contact Unit, Health and Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1



**Workplace**





## Workplace

### What does this section deal with?

This section deals with the physical environment at the place of work and sets out the welfare facilities that should be provided.

The employer must ensure that the physical environment is adequate. Work areas should be large enough to be safe and healthy and be adequate with regard to stability, ventilation, fresh air, temperature and lighting.

Pedestrians and vehicles must be able to circulate safely. Traffic routes, entrances and exits must be kept clear. Floors, walls, ceilings, roofs, doors and gates, loading bays and ramps must be safe.

Adequate toilet, washing and welfare facilities must be provided. Employees working outdoors should be protected against bad weather, slippery conditions etc. Arrangements for pregnant and breastfeeding employees to lie down must be available. Where necessary, the workplace must be organised to take account of workers with disabilities.

### Does this section apply to all workplaces?

This section **does not apply** to

- ▲ means of transport used outside the undertaking
- ▲ construction sites
- ▲ extractive industries
- ▲ fishing boats
- ▲ fields or forestry undertakings away from buildings

### Some Important Points

- ▲ Emergency exits must be kept clear
- ▲ Appropriate fire fighting equipment must be provided
- ▲ Adequate cleaning arrangements must be in place
- ▲ Drinking water must be provided
- ▲ Minimum temperature must be 17.5 degrees for office type work



## Workplace Checklist

Interpretation	Yes	No	N/A	Action Date
Is the workplace				
▲ a means of transport used outside the undertaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ a construction site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ an extractive industry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ a fishing boat	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ a field or forestry undertaking away from buildings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b><i>If YES, do not continue as these workplaces are exempt</i></b>				

Requirement	Yes	No	N/A	Action Date
Solid place of work with structure appropriate to use (r5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sufficient fresh air provided in enclosed places of work (r6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Air-conditioning or mechanical ventilation draught free (r6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Appropriate temperature in rooms containing workstations (r7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
For sedentary office work, a minimum temperature of 17.5°C after the first hour's work (r7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sufficient natural light with adequate artificial lighting (r8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Emergency lighting of adequate intensity where employees are especially exposed to risks if normal lighting fails (r8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Floors have no dangerous bumps, holes or slopes and are fixed, stable and not slippery (r9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Floors, walls and ceilings can be cleaned or refurbished (r9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Access to roofs and suspended ceilings of insufficient strength only permitted if equipment to ensure work can be carried out in a safe manner, and appropriate warning signs are provided (r9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Transparent and translucent walls, in particular all-glass partitions, clearly indicated, made of safety material or shielded from places or traffic routes (r9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Windows and skylights can be cleaned without risk by design, by being fitted with devices, or in conjunction with the use of equipment (r10)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The position, number, construction and dimensions of doors and gates are appropriate (r11)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Swing doors and swing gates are transparent or have see-through panels (r11)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Transparent doors are appropriately marked at a conspicuous level (r11)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
There are doors or gates for pedestrian traffic in the immediate vicinity of gates for vehicle traffic, unless it is safe for pedestrians to pass through and such doors or gates are clearly marked and kept unobstructed (r11)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Mechanical doors and gates function with no risk of accident, are fitted with easily identifiable and accessible emergency shut-down devices, and can be opened manually in an emergency, unless they open automatically in the event of a power failure (r11)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Emergency Exits</b>				
Emergency routes and emergency exits themselves are kept clear and lead as directly as possible to the open air or to a safe area (r12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Emergency exit doors open outwards (r12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sliding or revolving doors are not used, or intended to be used, as emergency exits (r12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Emergency doors and gates are not locked or fastened so that they cannot be easily and immediately opened in an emergency (r12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Specific emergency routes and exits are indicated by signs placed at appropriate points (r12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Emergency routes and exits, and the traffic routes and doors giving access to them, are free from obstruction (r12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Emergency routes and exits requiring illumination are provided with emergency lighting of adequate intensity (r12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Fire Fighting and Detection</b>				
The place of work is equipped with appropriate fire-fighting equipment and, as necessary, fire detectors and an alarm system (r13)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Non-automatic fire-fighting equipment is easily accessible and simple to use, and indicated by signs (r13)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fire detection equipment and fire-fighting equipment is inspected and maintained as frequently as necessary and serviced by a competent person as frequently as necessary (r13)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Pedestrian and vehicle movements</b>				
Outdoor and indoor places of work are organised so that pedestrians and vehicles can circulate in a safe manner (r14)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Traffic routes are designed, located and dimensioned to ensure safe and appropriate access for pedestrians or vehicles (r14)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Pedestrian routes and traffic routes are clearly identified where the use and equipment so require (r14)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Escalators and travelators function safely, are equipped with any necessary safety devices, and are fitted with easily identifiable and accessible emergency shutdown devices (r15)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Loading bays and ramps are suitable for the dimensions of the loads (r16)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

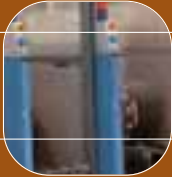
Requirement	Yes	No	N/A	Action Date
Loading ramps are as far as possible safe enough to prevent employees from falling off (r16)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Loading bays have at least one exit point (r16)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Loading bays longer than the width of 5 vehicles have an exit point at each end or an appropriate refuge (r16)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Workrooms have sufficient surface area, height and air space (r17)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The free unoccupied area at a workstation allows employees sufficient freedom of movement to perform their work and, where not possible, the employee is provided with sufficient freedom of movement near his or her workstation (r17)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Welfare</b>				
Place of work is kept clean and accumulations of rubbish removed at suitable intervals (r18)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Floor cleaned as frequently as necessary (r18)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where employees have reasonable opportunities for sitting or a substantial proportion can properly be done sitting, suitable facilities for sitting are provided and maintained, or they are otherwise ergonomically supported (r18)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
An adequate supply of potable drinking water is provided and maintained at suitable points (r18)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Suitable and adequate facilities for boiling water and taking meals are provided (r18)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Taking of meals is prohibited where there is likely to be a risk (r18)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where the type of activity or the number of employees so requires, employees are provided with an easily accessible rest room or appropriate rest area, except where the employees are employed in offices or similar workrooms providing relaxation during breaks (r19)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Rest rooms are large enough and equipped with tables with easily cleaned surfaces and seats with backs, adequate for the number of employees (r19)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If working hours regularly and frequently interrupted and no rest room, other rooms provided in which employees can stay during such interruptions, wherever required for safety, health or welfare (r19)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate and suitable sanitary and washing facilities (r20)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate lavatories and washbasins, with hot and cold running water (r20)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Separate use of lavatories or washbasins for men and women, when so required (r20)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate and suitable showers if required by the nature of the work (r20)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Appropriate changing rooms if they have to wear special work clothes and if they cannot change in another area (r21)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Separate changing rooms or separate use of changing rooms for men and women (r21)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate provision for drying wet or damp work clothes (r21)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If circumstances so require facilities in changing rooms to enable working clothes to be kept in a place separate from personal clothing (r21)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If changing rooms are not required, ensure every person is provided with a place to store clothes (r21)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fixed living accommodation areas are safe and without risk to health (r22)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Outdoor workstations are arranged so that employees are protected against inclement weather and are not exposed to gases, vapours or dusts and cannot slip or fall (r23)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Pregnant, postnatal and breastfeeding employees are able to lie down to rest in appropriate conditions (r24)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Places of work are organised to take account of persons at work with disabilities (r25)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

*This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at [www.hsa.ie](http://www.hsa.ie)*





## Work Equipment



## Work Equipment

### What does this section deal with?

This section deals with the use of work equipment including lifting equipment at work. The definition of work equipment, i.e. *“any machinery, appliance, apparatus, tool or installation for use at work”* is all-inclusive. It ranges from complex machinery such as a printing machine to hand tools such as a hammer. This section details the requirements to ensure work equipment can be used without risk including information and instruction, maintenance, control devices, guarding, inspection and examination, vehicle safety, lifting equipment and lifting accessories.

Some topics are also covered under a number of other Parts of the Regulations such as electricity, work at height, noise, vibration and explosive atmospheres.

### Does this section apply to all work sectors?

This section covers the use of work equipment in all work sectors including requirements for lifting equipment. These Regulations apply to the use of work equipment; they do not cover the duties of manufacturers and others who place equipment on the market for the first time. Those who hire out equipment need to be aware of the requirements.

### Some Important Points

- ▲ Make sure staff receive proper training and instruction
- ▲ Have equipment regularly maintained and inspected
- ▲ Ensure proper controls are in place and machines are properly guarded
- ▲ Follow detailed requirements for vehicles
- ▲ Provide safe traffic routes
- ▲ Maintain lifting equipment and accessories and make sure that detailed requirements are followed
- ▲ Have lifting equipment properly examined and inspected and maintain records



## Work Equipment Checklist

### Interpretation

See Regulation 27 for definitions of carrier, danger zone, EC declaration of conformity, exposed employee, fishing vessel, hoist or lift (amended), lifting accessories, load, non-integrated cage or basket, selection, installation and use of work equipment and thorough examination (r27)

### Requirement

Yes

No

N/A

Action  
Date

#### Selection and use of work Equipment

Equipment selected, which is CE marked, where relevant, suitable for the work and working conditions and takes account of characteristics and hazards in the workplace (r28)

Work equipment is installed and located and suitable or properly adapted for work (r28)

Appropriate measures are taken to minimise any risk (r28)

Sufficient space is provided between moving parts of equipment and their environment (r28)

Equipment likely to involve a specific risk is restricted to employees required to use it (r28)

Employees who carry out repairs, modifications, maintenance or servicing, are competent (r28)

Working posture and position using equipment, and ergonomic requirements are taken into account (r28)

Working areas where equipment used are suitably lit (r28)

Equipment parts at high or very low temperature are protected to avoid contact (r28)

Equipment bears essential warnings and markings (r28)

Requirement	Yes	No	N/A	Action Date
Safe access to, and egress from, all equipment (r28)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Equipment offers appropriate protection against catching fire or overheating, or discharges of substances (r28)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Equipment prevents risk of explosion of equipment or substances (r28)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Equipment erected or dismantled under safe conditions in particular observing instructions (r28)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Equipment which may be struck by lightning is protected by devices or appropriate means (r28)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
All forms of energy, substances and articles supplied or removed in a safe manner (r28)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Information and Instructions</b>				
Employees have adequate information and, where appropriate, written instructions concerning				
▲ the conditions of use of equipment (r29)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ foreseeable abnormal situations (r29) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ the conclusions to be drawn from experience (r29)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Inspection and Testing</b>				
Where safety depends on installation, an initial inspection is carried out and inspection after assembly at new location (r30)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Work equipment exposed to conditions causing deterioration has				
▲ periodic inspections and testing (r30)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ special inspections when exceptional circumstances arise (r30)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ deterioration is detected and remedied in good time (r30)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
▲ appropriate inspections are carried out by a competent person (r30)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Inspections results are recorded and kept available for 5 years (r30)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Equipment used in another place of work, is accompanied by evidence of the last inspection (r30)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Maintenance</b>				
Equipment is kept compliant by means of adequate maintenance (r31)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where possible maintenance operations are carried out when equipment is shut down (r31)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ otherwise appropriate protection measures are taken or operation carried out outside the area of danger (r31)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Maintenance log for any machine is kept up to date (r31)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Control Devices</b>				
Control devices which affect safety are clearly visible and identifiable (r32)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Control devices are outside danger zones except where necessary (r32)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The operation of control devices cannot cause additional hazard (r32)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Unintentional operation of control devices cannot give rise to any hazard (r32)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The absence of persons in danger zones is verifiable from the main control position (r32)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If it is impracticable to verify the absence of persons in danger zones, a safe system such as a warning signal is given whenever the machinery is about to start (r32)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
An exposed employee has time, the means, or both, to avoid hazards caused by the starting or stopping (r32)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Control systems are safe making allowances for expected failures, faults and constraints (r32)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
It is possible to start work equipment only by deliberate action on a control (r32)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
A control is included in equipment to restart it after a stoppage and to control significant change (r32)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
All equipment is fitted with a control to stop it completely and safely (r32)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Each workstation is fitted with a control to stop some or all equipment (r32)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The equipment's stop control has priority over the start controls (r32)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where appropriate, equipment is fitted with an emergency stop device (r32)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Guards and Protection devices</b>				
Equipment presenting risk due to falling objects or projections is fitted with appropriate safety devices (r33)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Equipment presenting hazards due to emissions of gas, vapour, liquid or dust is fitted with appropriate containment or extraction devices (r33)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where a risk of rupture or disintegration of part of work equipment exists, appropriate measures have been taken (r33)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where there is a risk of physical contact with moving parts, guards or protective devices are provided (r33)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Guards and protection devices</b>				
(i) Are of robust construction (r33)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
(ii) Do not give rise to any additional hazard (r33)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
(iii) Are not easily removed or rendered inoperative (r33)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
(iv) Are situated at sufficient distance from the danger zone (r33)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
(v) Do not restrict more than necessary the view of the operating cycle of the equipment (r33)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
(vi) Allow operations necessary to fit or replace parts, and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
(vii) Restrict access for maintenance work to the area where work is to be carried out, if possible, without removal of the guard or protection device (r33)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Warning devices are unambiguous and easily perceived and understood (r33)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Equipment is fitted with clearly identifiable means to isolate it from energy sources (r34)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Reconnecting of equipment poses no risk (r34)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Mobile work equipment</b>				
Equipment with ride-on employees is fitted out to reduce risk of contact with moving parts including wheels (r35)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Combustion engine not used in working areas unless provision for conducting exhaust gases to the open air or area is adequately ventilated (r37)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Equipment with ride-on employees is designed to restrict the risks from roll over by a protection structure (r38)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Restraining system for ride-on employees fitted where necessary (r38)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
A fork-lift truck carrying employees is equipped to limit the risk of it overturning by installation of an enclosure, by a structure preventing overturning, by a structure ensuring sufficient clearance between the ground and the truck, or if overturned by a structure restraining employees on the driving seat (r39)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	



Requirement	Yes	No	N/A	Action Date
Self-propelled equipment is operated only by competent persons appropriately trained, and (r40)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Self-propelled equipment has facilities for preventing unauthorised start-up (r40)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Self-propelled equipment has adequate auxiliary devices to improve visibility where the driver's direct field of vision is inadequate (r40)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Self-propelled equipment has a device for braking and stopping (r40)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Appropriate traffic rules drawn up and followed (r41)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Organisational measures exist to exclude employees from area of operation of self-propelled equipment (r41)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

## Lifting Equipment

**Important – There are highly detailed requirements for lifting equipment. This checklist is shortened. Please investigate further as needed.**

### Requirement

Safe working load clearly marked (r42)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Equipment not designed for lifting persons clearly marked (r42)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Unless required for effective operation, employees not under suspended loads (r42)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Loads not moved above unprotected usually occupied workplaces (r42)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Every crane of variable radius has a properly maintained safe load indicator or rated capacity indicator correctly used, and tested after erection, installation or alteration (r43)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Jib or boom clearly marked to indicate the crane of which it is a part (r43)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Construction site lifting equipment examined weekly and a record kept for 3 months (r43)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The use of an excavator, telehandler, loader or combined excavator/loader as a crane is subject to specific requirements in regulation 55 (r43)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Every platform or support for lifting equipment is suitable (r44)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Equipment for lifting or moving persons or goods				
▲ prevents risk of carrier falling by use of suitable devices (r45)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ prevents risk of user falling from carrier (r45)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ prevents risk of persons being crushed, trapped or struck, in particular through contact with objects (r45)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ where carrier has a roof, suitable inspection control station and stopping device (r45)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ persons trapped in carrier not exposed to danger, can raise alarm and be freed (r45)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Every hoistway or liftway protected by substantial enclosure with gates to prevent any person falling or coming into contact with moving part (r46)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Gate fitted with interlocking or other devices to ensure gate cannot be opened except at landing and carrier cannot be moved until gate closed (r46)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Hoist or lift can be operated at any one time only from one position (r46)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Carrier plate shows rated load in kilograms and, maximum passengers (r46)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Winch for hoist or lift constructed that brake is applied when the control device is not held in the operating position (r47)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Work equipment not specifically designed for lifting persons not used to this effect other than exceptional circumstances subject to the following conditions:				
▲ appropriate action including adequate supervision (r48)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ while employees are on equipment designed for loads, the control position is manned at all times (r48)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ persons being lifted have reliable means of communication(r48)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ reliable means of evacuating persons (r48)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ the ground is even and reasonably flat (r48)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ the equipment is stable under all circumstances (r48)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ persons in non-integrated cage or basket cannot reach controls or other dangerous parts (r48)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ cage/basket is properly secured to the lifting machine (r48)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ the total load is less than half the rated capacity of the lifting equipment (r48)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ lifting equipment has a capacity not less than 1,000 kg unless manufacturer indicates that the machine is suitable for such use (r48)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ hydraulically-operated machines are fitted with check valves or some other suitable device, to prevent a gravity fall of the load (r48)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Lifting equipment with provision for free fall is not used to lift persons (r48)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Lifting accessories marked to identify the characteristics for safe use (r49)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If operator of equipment for non-guided loads cannot observe the full path of the load, a competent person is in communication to guide and organisational measures prevent collision (see section on Safety Signs) (r50)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Suspended loads not left without surveillance unless access to area is controlled (r50)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Open air equipment for non-guided loads halted when meteorological conditions deteriorate (r50)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate protection measures, in particular to avoid work equipment turning over (r50)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
lifting equipment operated by a competent person or under direct supervision of a competent person for training (r51)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
no person under 18 to give signals or operate lifting equipment (r51)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fixed equipment for lifting not used for first time unless tested and examined and a certificate specifying safe working load and maximum numbers of persons (r52)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Mobile equipment for lifting not used for first time unless examined and certified or new machine is				
▲ CE marked (r52)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ Accompanied by EC declaration of conformity (r52)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ Accompanied by a certificate of test, specifying the safe working load (r52) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ Has not been reassembled since dispatch (r52)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where alterations or repairs relevant to the safe operation have been carried out, the equipment is examined by a competent person before its return to use (r52)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The equipment is used only in accordance with safe working conditions in report of an examination (r52)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
A competent person carrying out an examination shall prepare a report containing the particulars that are set out in Part E of Schedule 1 (r53)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Regulation 53 report or a copy of it kept at place of work and in the case of mobile equipment, is kept on the equipment in addition to being available for inspection at the address of the equipment owner (r54)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Register of lifting equipment and accessories maintained and kept for inspection (r54)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Machine not loaded beyond the relevant safe working load (r55)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Hydraulically-operated machines fitted with check valves to prevent a gravity fall of the load in the event of a hydraulic failure (r55)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
In the case of a telehandler, the safe working load is not greater than 1,000 kg unless an automatic safe load indicator or rated capacity indicator fitted (r55)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Identification plainly marked on machines (r55)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Machines to which Regulation applies are examined and tested in accordance with Parts B and C of Schedule 1 (r55)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Schedule 1 Part B — Period of thorough examination</b>				
Hoist or Lift - 6 months (s1pB)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Tailboard goods lift - 12 months (s1pB)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Suspended access equipment - 6 months (s1pB)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Mast climbing work platform - 6 months (s1pB)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Lifting accessories including chains, ropes, rings, hooks, shackles, clamps, swivels, spreader beams and spreader frames, vacuum lifting devices - 6 months (s1pB)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Items provided for support of lifting equipment - 12 months (s1pB)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Mobile elevating work platform - 6 months (s1pB)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Crane - 12 months (s1pB)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Tower crane climbing rig - 6 months ( <i>s1pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Crane used in dock work, shipbuilding, ship-repairing - 12 months ( <i>s1pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fork lift truck including interchangeable accessories - 12 months (6 if used to lift persons) ( <i>s1pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Telehandler including interchangeable accessories - 12 months (6 if used to lift persons) ( <i>s1pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Vehicle lifting table - 12 months ( <i>s1pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Hoisting equipment on fishing vessels - 12 months ( <i>s1pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Winches used for lifting loads - 12 months ( <i>s1pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Other lifting machines (materials only) unless specified in Part D - 12 months ( <i>s1pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Other lifting machines (personnel) unless specified in Part D - 6 months ( <i>s1pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Equipment located in premises used primarily for generating, transforming, switching or otherwise regulating electrical energy. - In compliance with a scheme of inspection and testing drawn up by a competent person ( <i>s1pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Patient hoist - 6 months ( <i>s1pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Schedule 1 Part C (amended) — Circumstances requiring testing of lifting equipment</b>				
All lifting equipment - After any substantial alteration or repair affecting its strength or stability ( <i>s1pC</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fixed lifting equipment - Before first use ( <i>s1pC</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Tower crane - After each assembly ( <i>s1pC</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Mobile crane - Every 4 years ( <i>s1pC</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Winch - Every 4 years ( <i>s1pC</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Self erecting crane - After erection and before first use on site and after any change in configuration or support conditions ( <i>s1pC</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Pulley block, gin wheel or sheer legs or supporting systems for same, used in the raising or lowering of any load weighing 1,000 kg or more - Before first use ( <i>s1pC</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Measures are taken as will ensure the stability of the crane ( <i>r56</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Chain, rope or other lifting accessory is not used unless				
▲ of good construction, sound material, adequate strength, suitable quality ( <i>r57</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ and free from patent defect ( <i>r57</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ properly installed and used ( <i>r57</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ properly maintained ( <i>r57</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ used only for the purpose for which it was intended ( <i>r57</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ marked in plain legible figures and letters with the safe working load unless regulation 57(2) applies ( <i>r57</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ a means of identification ( <i>r57</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ except for fibre rope or fibre rope sling, it has been tested and examined by a competent person and has a certificate specifying the safe working load ( <i>r57</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ in the case of a fibre rope or fibre rope sling, information from the manufacturer on its safe working load is available ( <i>r57</i> ) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ rope or rope sling is marked to enable its safe working load in a report to be ascertained ( <i>r57</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Chain, rope or lifting gear not loaded beyond safe working load ( <i>r57</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
A load is not raised, lowered or suspended on a chain or wire rope which has a knot (r57)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
A person who hires lifting equipment for others, shall comply with Regulations for examination and testing of lifting equipment and keeping of records and registers of lifting equipment (r59)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The master of a ship shall comply with Regulations for examination and testing of lifting equipment and keeping of records and registers of lifting equipment (r60)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The owner of a fishing vessel shall comply with Regulations for examination and testing of lifting equipment and keeping of records and registers of lifting equipment (r61)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

*This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at [www.hsa.ie](http://www.hsa.ie)*





## Personal Protective Equipment



## Personal Protective Equipment

### What does this section deal with?

This section deals with selection, assessment, conditions of use and compatibility, maintenance and replacement, information and training regarding PPE provided. The fundamental principle enshrined in these provisions is that **PPE should only be used as a last resort**.

Employers must supply PPE where risks cannot be eliminated or adequately controlled. Employees, having regard to their training and instructions, must make correct use of PPE.

### Does this section apply to all personal protective equipment?

*"Personal protective equipment"* does not include

- ▲ ordinary working clothes and uniforms not specifically designed to protect employee
- ▲ personal protective equipment for the purposes of road transport
- ▲ sports equipment
- ▲ self-defence equipment or deterrent equipment, or
- ▲ portable devices for detecting and signalling risks and nuisances

### Some Important Points

- ▲ PPE should only be used as a last resort
- ▲ Employees must be primarily safeguarded by eliminating risks at source, through technical or organisational means or by collective protection
- ▲ Collective protective measures covering numbers of employees such as reducing the noise from a machine must have priority over measures applying to individual employees
- ▲ PPE only protects the wearer
- ▲ With PPE, theoretical levels of protection are seldom reached in practice
- ▲ With PPE, actual levels of protection are difficult to assess
- ▲ To cater for the physical differences in employees, more than one type or size of PPE should be available
- ▲ Use of PPE always restricts the wearer to some degree, e.g. in movement
- ▲ PPE may be uncomfortable to wear and cause irritation
- ▲ In some cases, the individual wearing PPE psychologically feels more protected than he or she actually is



## Personal Protective Equipment Checklist

### Interpretation

Yes

No

N/A

Action Date

See Regulation 2 for definition of “*personal protective equipment*.”

“*personal protective equipment*” does not include

- |   |                       |                       |                       |
|---|-----------------------|-----------------------|-----------------------|
| ▲ ordinary working clothes and uniforms not specifically designed to protect employee | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ▲ personal protective equipment for the purposes of road transport                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ▲ sports equipment  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ▲ self-defence equipment or deterrent equipment, or                                   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ▲ portable devices for detecting and signalling risks and nuisances                   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**If YES to any above, do not continue as these items of PPE are exempt**

### Requirement

Yes

No

N/A

Action Date

- |   |                       |                       |                       |
|---|-----------------------|-----------------------|-----------------------|
| Personal protective equipment provided where risks cannot be avoided or limited by collective protection or work organisation (r62) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Take into account matters in Schedule 2 (r62)   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

### SCHEDULE 2 PERSONAL PROTECTIVE EQUIPMENT

**Part A— Guide list of activities and sectors of activity which may require provision of personal protective equipment. See schedule for full lists under the following headings**

- |   |                       |                       |                       |
|---|-----------------------|-----------------------|-----------------------|
| 1. Head Protection (Skull Protection) (r62) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Foot Protection (r62)                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Requirement	Yes	No	N/A	Action Date
3. Eye or Face Protection (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Respiratory Protection (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Hearing Protection (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Body, Arm and Hand Protection (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. Weatherproof Clothing (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8. Reflective Clothing (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9. Safety Harness (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10. Safety Ropes (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. Skin Protection (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Part B — Guide list of items of personal protective equipment. See schedule for full lists under the following headings (r62)</b>				
1. Head Protection (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Hearing Protection (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Eye and Face Protection (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Respiratory Protection (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Hand and Arm Protection (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Foot and Leg Protection (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. Skin Protection (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8. Trunk and Abdomen Protection (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9. Whole Body Protection (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10. Protective clothing (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Personal protective equipment complies with relevant European directives (is CE marked) (r62)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Before choosing PPE, was there an assessment to determine its adequacy under the conditions of use and compatibility (r63)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Did the assessment consist of				
▲ an analysis of risks which cannot be avoided (r63)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ definition of characteristics which personal protective equipment must have, taking into account any risks which this equipment itself may create (r63) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ comparison of the characteristics of the personal protective equipment (r63)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
review assessment and, where required, make changes (r63)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Were the conditions of use, in particular the period for which it is worn, determined on the basis of:				
▲ seriousness of risk (r64)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ frequency of exposure to risk (r64)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ characteristics of workstation of employee (r64) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ adequacy of the personal protective equipment (r64)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Personal protective equipment used only for purposes specified (r64)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are simultaneously worn items compatible and effective (r64)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Use of personal protective equipment normally confined to individuals (r65)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where worn by more than one employee, such use does not create health or hygiene problems (r65)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Employee to ensure equipment returned to storage after use by him or her (r65)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Personal protective equipment in good working order and satisfactory hygienic condition by means of storage, maintenance, repair or replacement (r66)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Inform employee of risks against which equipment protects (r67)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Provide adequate information (r67)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Inform of level of protection afforded by personal protective equipment (r67)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Instructions provided on use of equipment (r67)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Training and, if appropriate, demonstrations arranged in wearing equipment (r67)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

*This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at [www.hsa.ie](http://www.hsa.ie)*



## Manual Handling





## Manual Handling

Manual handling is the main cause of injury at work. Manual handling problems can lead to debilitating long-term illnesses and cause a great deal of pain and discomfort. Sufferers can be forced to leave their jobs and in severe cases, are unable to work at all.

### What does this section deal with?

This section deals with manual handling at work. It covers lifting, putting down, pushing, pulling, carrying or moving a load, where the characteristics of the load pose a risk or the ergonomic conditions of the activity are unfavourable. Where manual handling of loads involves a risk of injury, the employer must avoid or reduce the need for such manual handling.

A risk assessment must be carried out on all manual handling. The risk assessment should identify risks and controls, including both engineering and organisational, to avoid or reduce the risk of injury. This must be done in consultation with staff. The results must be recorded, controls put in place, and the findings communicated to staff.

Employees should be consulted when protective measures related to manual handling are taken. This could include information and training on new mechanical aids to handle heavy loads. Training needs to be specific to tasks. It is not a substitute for the reduction or avoidance of manual handling risks.

### Does this section apply to all manual handling?

No, this section only applies to transporting or supporting a load which, by reason of its characteristics or unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees.

### Some Important Points

- ▲ Avoid handling loads wherever possible
- ▲ Carry out risk assessments for manual handling activities and make sure that all work is planned, organised and carried out by a competent person
- ▲ Take steps to avoid, prevent or reduce risks
- ▲ Choose the right work equipment
- ▲ Use mechanical aids provided
- ▲ **Manual handling training is only part of an approach primarily focused on ergonomic controls**



## Manual Handling Checklist

### Interpretation

“Manual handling of loads” is defined (r68)

### Requirement

Yes

No

N/A

Action  
Date

Appropriate organisational measures taken or appropriate means used, in particular mechanical equipment, to avoid manual handling (r69)

Where manual handling cannot be avoided, appropriate organisational measures (r69)

Means to reduce risk provided, having regard to the risk factors in Schedule 3 (r69)

Where manual handling cannot be avoided, organise workstations to make such handling safe (r69)

Taking account of risk factors in Schedule 3 below, assess and avoid or reduce the risk (r69)

Ensure particularly sensitive groups are protected including risk factors in Schedule 3 below (r69)

Ensure employee capabilities are taken into account, including individual risk factors in Schedule 3 below (r69)

In health surveillance, take account of risk factors in Schedule 3 below (r69)

Ensure employees receive general indications and, where possible, precise information on (i) the weight of each load, and (ii) the centre of gravity of the heaviest side when a package is eccentrically loaded (r69)

Requirement	Yes	No	N/A	Action Date
<b>RISK FACTORS FOR MANUAL HANDLING – SCHEDULE 3 (Regulation 69)</b>				
<b>1. Characteristics of the load may present a risk particularly of back injury if it is:</b>				
Too heavy or too large	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Unwieldy or difficult to grasp	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Unstable or has contents likely to shift	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Positioned in a manner requiring it to be at a distance from the trunk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Positioned in a manner requiring bending or twisting of the trunk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Likely, because of its contours or consistency (or both), to result in injury , particularly in a collision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>2. Physical effort required may present a risk particularly of back injury if it is:</b>				
Too strenuous	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Only achieved by a twisting movement of the trunk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Likely to result in a sudden movement of the load	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Made with an unstable posture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>3. Characteristics of the working environment may increase a risk particularly of back injury if:</b>				
There is not enough room, in particular vertically, to carry out the activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The floor is uneven, thus presenting tripping hazards, or is slippery in relation to footwear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The working environment prevents the handling of loads at a safe height or with good posture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Variations in the level of the floor or the working surface, requiring the load to be manipulated on different levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The floor or foot rest is unstable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The temperature, humidity or ventilation is unsuitable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>4. Requirements of the activity may present a risk particularly of back injury if it entails:</b>				
Over-frequent or over prolonged physical effort involving in particular the spine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
An insufficient bodily rest or recovery period	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Excessive lifting, lowering or carrying distances	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
A rate of work imposed by a process which cannot be altered by the employee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>5. Individual employee may be at risk if he or she:</b>				
Is physically unsuited to carry out the task in question,	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is wearing unsuitable clothing, footwear or other personal effects, or	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Does not have adequate or appropriate knowledge or training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

*This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at [www.hsa.ie](http://www.hsa.ie)*



## Display Screen Equipment



## Display Screen Equipment

### What does this section deal with?

This section deals with display screen equipment and associated workstations including work chairs, work desks and associated work equipment. Employers are required to evaluate workstations. Appropriate steps must be taken to control risks identified. A competent person with the necessary skills, training and experience must complete this analysis.

It is not sufficient to allow employees use a software package to assess their workstations. The results of the workstation analysis must be shared and a written record kept of the analysis. Any changes to meet the requirements for equipment, environment and employee/computer interface must be recorded.

### Does this section apply to all display screen equipment and users?

The provisions only relate to employees who **habitually** use display screen equipment (VDUs) as a **significant** part of their normal work.

This section **does not apply** to

- ▲ cabs for vehicles or machinery
- ▲ computer systems on a means of transport
- ▲ systems mainly for public use
- ▲ portable equipment not in prolonged use
- ▲ calculators, cash registers and equipment with small data or measurement display, and
- ▲ typewriters with a window

### Some Important Points

- ▲ Employees are entitled to have their workstation assessed
- ▲ Employees must be trained and given information
- ▲ Employees must have periodic breaks or changes of routine, away from VDUs
- ▲ Employees must be informed that they are entitled to eye and eyesight test
- ▲ Employees are entitled to eye and eyesight test before working with VDUs and at regular intervals
- ▲ Employees must be provided at no cost with spectacles required exclusively for display screen
- ▲ It is not sufficient to allow employees use a software package to assess their workstations





## Display Screen Equipment Checklist

### Interpretation

“display screen equipment”, “employee” and “workstation” defined

“employee” means an employee who uses display screen equipment as a significant part of normal work

“workstation” includes chair and desk, accessories and immediate environment (r70)

Yes No N/A Action Date

Is the equipment

▲ in a cab for vehicles or machinery (r71)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▲ computer systems on a means of transport (r71)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▲ systems mainly for public use (r71)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▲ portable equipment not in prolonged use (r71)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▲ calculators, cash registers and equipment with small data or measurement display (r71) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▲ “typewriters with window” (r71)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**If YES to any above, do not proceed because this part does not apply**

### Requirement

Yes No N/A Action Date

General use of the equipment is not a risk (r72)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analyse workstation, particularly as regards eyesight, physical problems and stress (r72)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On evaluation, have measures been taken to remedy risks, taking account of minimum requirements in Schedule 4, and additional or combined effects (r72)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Requirement	Yes	No	N/A	Action Date
<b>SCHEDULE 4 MINIMUM REQUIREMENTS FOR ALL DISPLAY SCREEN EQUIPMENT</b>				
<b>Equipment</b>				
<b>Display screen</b>				
Screen characters well defined and clearly formed, of adequate size with adequate spacing (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Screen image stable, with no flickering (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Brightness or contrast easily adjustable (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Screen free of reflective glare and reflections (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Screen able to swivel and tilt (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Separate base or adjustable table (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Keyboard</b>				
Keyboard with matt surface to avoid reflective glare (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Arrangement of keyboard and characteristics of keys to facilitate use (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Symbols on keys adequately contrasted and legible (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Keyboard tiltable and separate from screen (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Space in front of keyboard sufficient to support hands and arms (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Desk or surface</b>				
Desk or work surface sufficiently large, low-reflectance surface (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Document holder stable and adjustable and positioned to minimise uncomfortable head and eye movement (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

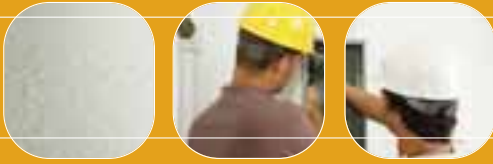
Requirement	Yes	No	N/A	Action Date
<b>Chair</b>				
Stable and easy freedom of movement and comfortable position (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Seat adjustable in height (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Seat back adjustable in both height and tilt (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Footrest available to user who requires one (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Environment</b>				
Dimensioned and designed to provide sufficient space to change position and vary movements (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Satisfactory lighting and appropriate contrast (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Glare and reflections prevented (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sources of light cause no direct glare or reflections on the screen (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Windows fitted with suitable adjustable covering to attenuate daylight (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
All radiation reduced to negligible levels (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Noise taken into account, in particular so as not to distract attention or disturb speech (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Equipment shall not produce excess heat (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is an adequate level of humidity maintained (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Employee/Computer Interface</b>				
Software suitable for task (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Software easy to use and adaptable to employee's knowledge or experience (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
No quantitative or qualitative checking without the knowledge of employees (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Systems provide feedback to employees on their performance (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Display information in a format and at a pace adapted to employees (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Principles of software ergonomics applied, in particular to human data processing (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Requirement</b>				
Plan activities that daily work is periodically interrupted by breaks or changes of activity (r72)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Provide information to employees on measures implemented (r72)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Provide training before commencing work and when workstation substantially modified (r72)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Perform analysis where employee transfers to a new workstation, or significant new equipment or technology (r72)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Taking into account State entitlement, ensure appropriate eye test available to every employee				
▲ before work (r73)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ at regular intervals thereafter (r73) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ if employee experiences visual difficulties (r73)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If test shows that it is necessary, ophthalmologic examination carried out (r73)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If test shows that it is necessary special corrective appliances provided (r73)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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**Electricity**



## Electricity

In general the higher the supply voltage the higher the risk. However, electricity at all voltages, if not managed in a safe way, can present significant hazards.

Electrical hazards include:

- ▲ electrical shock
- ▲ burns sustained at the point of contact, or due to arcing
- ▲ fires caused by overheating or ignition of explosive atmospheres
- ▲ injuries due to muscle spasm causing for example a fall from a ladder

### What does this section deal with?

This section deals with safe use of electrical equipment and installations and work on or near electrical equipment. It also imposes duties on persons who design, install, maintain, use or are in control of electrical networks.

### Does this section apply to all electrical equipment?

This section **does not apply** to

- ▲ any electrical equipment or installation exclusively for electrical testing or research
- ▲ medical electrical equipment
- ▲ issues associated with radiation from electric sources or interference effects

### Some Important Points

- ▲ Do not work with electricity unless you are qualified and have sufficient practical experience in the work
- ▲ Ensure electrical equipment is properly installed and kept in good condition
- ▲ Connections such as plugs and at portable equipment should be checked and maintained
- ▲ Ensure equipment is tested as needed by a competent person and any necessary work safely completed by a competent person



## Electricity Checklist

### Interpretation

Yes

No

N/A

Action  
Date

See Regulation 74 for definitions of authorised person, circuit, circuit breaker, conductive part, conductor, danger, earthing, electrical equipment, electrical installation, higher voltage, live, medical electrical equipment, overcurrent, overhead line, portable equipment, residual current device, substation, switch room and underground cable (r74)

Is the equipment

- |  |                       |                       |                       |
|--|-----------------------|-----------------------|-----------------------|
| ▲ electrical equipment or installation exclusively for electrical testing or research (r75) or | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ▲ medical electrical equipment (r75)   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

***If YES, do not proceed because this part does not apply.***

### Requirement

Yes

No

N/A

Action  
Date

Are all electrical equipment and electrical installations

- |                               |                       |                       |                       |
|-------------------------------|-----------------------|-----------------------|-----------------------|
| ▲ designed (r76)              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ▲ constructed (r76)           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ▲ installed (r76)             | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ▲ maintained (r76)            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ▲ protected (r76) and         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ▲ used                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| so as to prevent danger (r76) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Electrical equipment and installations protected from ingress of moisture or particles and foreseeable impacts (r76)

- |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
|-----------------------|-----------------------|-----------------------|



Requirement	Yes	No	N/A	Action Date
Electrical equipment is safe in regard to exposure to adverse or hazardous environments, including				
▲ mechanical damage (r77)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ weather, natural hazards, temperature or pressure (r77)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ wet, dirty, dusty or corrosive conditions (r77) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ flammable or potentially explosive atmosphere	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
All electrical equipment suitably identified where necessary (r78)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
All electrical equipment, other than cables and overhead lines, display the maker's name with all ratings necessary (r78)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
All electrical circuits suitably identified at source to allow circuits to be de-energised and isolated (r78)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
All live parts suitably covered with insulating material or suitably placed for protection (r79)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Precautions by earthing and automatic disconnection or other suitable means to prevent danger where exposed conductive part may become live (r80 amended)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
RCD's (residual current devices) fitted on circuits supplying showers or other similar water heating devices (r80)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Portable equipment maintained fit for safe use (r81)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
RCD's fitted to circuits supplying portable equipment operating above 125 volts A.C.(r81)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Portable equipment exposed to deterioration and exceeding 125 volts alternating current is				
▲ visually checked by the user before use (r81)and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ periodically inspected by a competent person, appropriate to the nature, location and use (r81)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

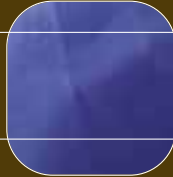
Requirement	Yes	No	N/A	Action Date
A competent person tests and certifies portable equipment exposed to deterioration and exceeding 125 volts alternating current ( <i>r81</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Portable equipment certified as not safe not used ( <i>r81</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Portable equipment, other than transformers and generators, exceeding 125 volts alternating current not used in				
▲ construction work ( <i>r81</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ external quarrying activities ( <i>r81</i> ) or	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ damp or confined locations, unless its rating exceeds 2 kilovolt amperes ( <i>r81 amended</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Electrical joint and connection of adequate construction to prevent danger ( <i>r82</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Cable in construction or external quarrying appropriately protected and insulated ( <i>r82</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Effective means suitably located to protect from overcurrent (e.g. fuses, circuit breakers) ( <i>r83</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Appropriate precautions taken with auxiliary batteries or generators, and ( <i>r84</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Appropriate precautions taken where risks to persons working on external network supplying an installation ( <i>r84</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Suitable means provided to switch off electricity and isolate equipment ( <i>r85</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Every switch, circuit breaker or other control device				
▲ clearly marked "ON" and "OFF" unless self-evident ( <i>r85</i> ) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ readily accessible and adequately lit ( <i>r85</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Before work is carried out on live electrical equipment, it is made dead ( <i>r86</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Precautions to prevent danger from				
▲ equipment made dead becoming live while work carried out (r86) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ any electrical equipment inadvertently becoming live (r86)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
No work on or near live parts, other than one suitably covered, unless				
▲ unreasonable for it to be dead (r86)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ live work reasonable in the circumstances (r86) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ precautions taken, including protective equipment (r86)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Protective equipment for worker protection near live electrical equipment is suitable, maintained and properly used (r86)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate working space, access, egress and lighting at all electrical equipment (r87)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Emergency lighting in all switchrooms (r87)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
No person in any electrical or related work activity unless competent or under appropriate supervision (r88)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
New installation and major alteration or extension inspected and tested by a competent person and report verifying compliance (r89)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Existing electrical installation tested from time to time having regard to the nature, location and use or if inspector so requires, and a report of the test is completed (r89 amended)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Advice of inspector, or competent person, on further testing acted upon (r89)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
All defects found during testing and inspection rectified promptly (r89)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Effective means provided to every higher voltage circuit to prevent danger from leakage currents to earth (r90 amended)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Substation or a main switch room				
▲ suitably constructed (r91)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ arranged so no access otherwise than intended entrance (r91)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ arranged so a person cannot interfere with equipment or conductors from outside (r91)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ provided with efficient ventilation and kept dry if under cover	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ under control of authorised person(s) (r91)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Only authorised person or person under supervision, can enter substation or switch room (r91)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Higher voltage transformer or switchgear not in a building adequately protected by				
▲ fencing not less than 2.4 m high (r91) or	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ other means for preventing unauthorised access to equipment or conductor unless completely enclosed by (r91)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ a metal casing connected to earth (r91) or	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ equally suitable non-metal casing (r92)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Overhead lines, their supporting structures and underground cables suitable for operating conditions (r93)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Underground cables in ducting, other than in concrete ducts or in floor voids or slabs (r93) are	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ coloured red (r93)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ high resistance to impact (r93) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ suitable warning tape embedded in the ground above duct (r93)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Overhead lines and connected current-carrying parts arranged so that adequate clearance from the ground or other accessible place (r93)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are means provided to prevent danger				
▲ in the event of live conductor falling (r93) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ from excessive voltage due to accidental contact or leakage from other overhead line (r93)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where excavation in the proximity of a known or suspected underground cable (r93)				
▲ where reasonably practicable, supply to underground cable isolated (r93)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ position of underground cable accurately determined, so far as is reasonably practicable (r93) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ material immediately surrounding cable excavated using safe system (r93)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Person in control to ensure work in proximity of live overhead lines not carried out until				
▲ supply to overhead line isolated (r93)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ if isolation not practicable, overhead line diverted (r93)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ if isolation or diversion is not practicable, adequate barriers (r93)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ protective measures (r93)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ warnings (r93) or	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ other suitable means (r93)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Owner of new or known underground cable, where practicable, shall determine position of cable and record on a plan (r93)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at [www.hsa.ie](http://www.hsa.ie)



**Work at Height**



## Work at Height

Work at height means a place where a person could be injured by falling, even at or below ground level. It also includes access and egress from such places. Deaths and injuries caused by falls from height are a significant percentage of workplace fatalities and serious injuries each year.

### What does this section deal with?

This section deals with all work at height where there is a risk of personal injury. It provides a fundamental framework, based on risk assessment, applicable to the wide range of work activities carried out at height. It sets out the key requirements for safe working at height and provides guidance on equipment.

### Does this section apply to all work at height?

*“Work at height”* **does not include** access to or egress from any place by a staircase in a permanent place of work.

### Some Important Points

- ▲ Avoid work at height where this is reasonably practicable
- ▲ Use work equipment or other measures to prevent falls where you cannot avoid working at height
- ▲ Prevent anyone falling a distance liable to cause personal injury
- ▲ Ensure all work at height is properly planned, organised, supervised and carried out
- ▲ Ensure the place where work at height is done is safe
- ▲ Ensure all work at height takes account of weather conditions
- ▲ Ensure those involved in work at height are instructed and trained
- ▲ In selecting equipment give collective protection priority over personal protection
- ▲ Ensure equipment for work at height is appropriately inspected
- ▲ Ensure the risks from fragile surfaces are properly controlled
- ▲ Ensure injury from falling objects is prevented
- ▲ Ensure employees are consulted





## Work at Height Checklist

Requirement	Yes	No	N/A	Action Date
<b>Organisation, Planning and Risk assessment</b>				
Work at height properly planned, supervised and carried out in a safe manner (r95)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
When planning work at height, equipment selected in accordance with advice in Reg 100 (r95)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Risk assessment and safety statement prepared (r95)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Plan prepared for emergencies and rescues (r95)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Take account of risk assessment (r95)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Surface and every parapet, permanent rail or other such fall protection checked visually prior to use and at appropriate intervals (r96)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Work at height carried out only when weather conditions pose no risk (r97)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Avoidance of Risks from work at height</b>				
Taking account of general principles of prevention in Schedule 3 of 2005 Act				
▲ no work at height where reasonably practicable to carry out work safely otherwise than at height (r98)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ no work at height unless safe (r98)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ where necessary to work at height, prevent employee falling a distance liable to cause injury, including work from an existing place or using existing access or egress and where not practicable ensure equipment to prevent a fall (r98)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where risk of a fall provide equipment to minimise the distance and risk of injury and provide training and instruction or other measures to prevent any employee falling (r98)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
<b>Protection of places of work at height</b>				
Place of work or access or egress				
▲ stable and of sufficient strength and rigidity (r99)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ on a stable, sufficiently strong surface (r99)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ of sufficient dimensions for safe passage and the safe use of plant or materials (r99)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ suitable and sufficient edge protection (r99)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ no gap through which an employee or any material or object could fall (r99)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ in such condition as to prevent slipping or tripping, or being caught between it and any adjacent structure (r99) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ moving parts prevented from moving inadvertently during work at height (r99)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Selection of work equipment for work at height</b>				
In selecting equipment for use at height give collective protection priority over personal protection and take account of				
▲ working conditions and risks (r100)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ for access and egress, the distance and height (r100)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ distance of a potential fall and the risk of injury (r100)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ duration and frequency of use of equipment (r100)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ need for easy and timely evacuation and rescue (r100)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ any additional risk from use, installation or removal of equipment or evacuation and rescue (r100)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ characteristics, including dimensions appropriate to work and loadings (r100)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
▲ allows safe passage ( <i>r100</i> ) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ the most suitable equipment ( <i>r100</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Surface of supporting structure stable, of sufficient strength and of suitable composition to support the structure, platform and any loading ( <i>r101</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Supporting structure suitable and of sufficient strength and rigidity ( <i>r102 amended</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Mobile structure, prevented from moving inadvertently ( <i>r102 amended</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If altered or modified, does it remain stable ( <i>r102 amended</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Guard-rail, toe-board, barrier or other similar protection				
▲ of sufficient dimensions, strength and rigidity ( <i>r103</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ so placed, secured and used to prevent it becoming accidentally displaced ( <i>r103</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ so placed to prevent fall of employee, or material or object ( <i>r103</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ in construction work the top guard-rail is at least 950 mm above the edge from which any employee is liable to fall, toe-boards suitable and sufficient and gap between intermediate guard-rail and other guard-rail, toe-board, barrier or other similar protection does not exceed 470 mm ( <i>r103</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Task not performed while the guard-rail, toe-board, barrier or other similar protection removed, unless effective compensatory safety measures ( <i>r103</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Stability and safety of working platforms</b>				
Working platform suitable and of sufficient strength and rigidity ( <i>r104</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Working platform erected and used to ensure components not accidentally displaced ( <i>r104</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
If working platform altered or modified does it remain stable (r104)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Moving parts prevented from moving inadvertently during work at height (r104)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Working platform is of sufficient dimensions for the work and provides a safe working area (r105)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Working platform has suitable surface and has no gaps through which an employee or material can fall causing injury (r105)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Scaffolding, Additional requirements</b>				
Every scaffold of good design and construction, composed of suitable and sound material and of adequate strength (r107)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
A scaffold not available for use is marked with warning signs and, where appropriate, protected by barriers (r107)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Scaffolding assembled, dismantled or significantly altered is only carried out under a competent person and by persons who have received specific training and, in particular				
▲ in understanding the plan for assembly, dismantling or alteration (r107)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ safety during assembly, dismantling or alteration (r107)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ measures to prevent the risk of persons, materials or objects falling (r107)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ measures in the event of changing weather conditions (r107)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ permissible loadings (r107)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ any other risks that entail (r107)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
A collective safeguard for arresting falls is only used if				
▲ risk assessment has demonstrated the work can be performed safely using it (r108)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
▲ use of other, safer work equipment is not practicable (r108)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ sufficient persons are available to assist and have adequate training, including rescue procedures (r108)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Safeguard is suitable and of sufficient strength to arrest safely the fall of any employee (r108)				
<b>Arresting falls and related systems</b>				
Safeguard securely attached to anchors, and has anchors, and means of attachment, of sufficient strength and stability (r108)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
A personal fall protection system is only used if				
▲ risk assessment has demonstrated the work can be performed safely using that system, and other, safer work equipment is not practicable (r109) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ the user and a sufficient number of persons are available to assist with any operations and have adequate training, including rescue procedures (r109)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
A personal fall protection system is suitable and of sufficient strength for any foreseeable loading (r109)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
A personal fall protection system				
▲ fits the employee (r109)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ is correctly fitted (r109)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ is adjustable to minimise injury if a fall (r109) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ is so designed, installed and used as to prevent unplanned or uncontrolled movement of the user (r109)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where for use with an anchor, personal fall protection system attached to at least one anchor, and each anchor of sufficient strength and stability (r109)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

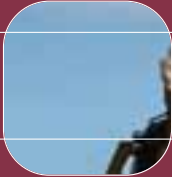
Requirement	Yes	No	N/A	Action Date
Work positioning system used only if includes a suitable backup system for preventing or arresting a fall and where a line as a backup system, the user is connected to it (r110)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
All reasonably practicable measures to ensure work positioning system does not fail (r110)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Rope access or positioning technique used only if				
▲ at least two separately anchored lines (r111)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ a suitable harness properly connected (r111)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ working line with safe ascent and descent and self-locking system (r111)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ safety line with mobile fall protection connected to, and travels with, the user (r111)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fall arrest system incorporates means of absorbing energy and limiting the force applied to the user's body (r112)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
A fall arrest system used in correct manner that doesn't				
▲ involve the risk of a line being cut (r112)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ where safe use requires a clear zone (for any pendulum effect), does not afford such zone (r112) or	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ otherwise inhibit performance or render use unsafe (r112)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Work restraint system prevents user getting into a position in which a fall can occur (r113)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Ladders</b>				
Ladder used only if risk assessment demonstrated more suitable equipment not justified because				
▲ risk is low, and (r114)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
▲ duration of use is short ( <i>r114</i> ) or	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ existing features at the place of work cannot be altered ( <i>r114</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Surface upon which a ladder rests is stable, firm, of sufficient strength to support safely the ladder ( <i>r114</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ladder positioned to ensure its stability during use ( <i>r114</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ladder for access is long enough to protrude sufficiently to ensure a firm handhold ( <i>r114</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Interlocking or extension ladder sections prevented from moving while in use ( <i>r114</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Mobile ladder prevented from moving before it is used ( <i>r114</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ladder used that secure handhold and support always available ( <i>r114</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Fragile surfaces</b>				
No work on, from or near, fragile surface, where work can be carried out safely without doing so ( <i>r115</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where necessary to pass across or near, or work on, from or near a fragile surface				
▲ ensure suitable and sufficient platforms, coverings, guard-rails or other similar means of support or protection ( <i>r115</i> ) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ where risk despite the measures taken, suitable and sufficient measures to minimise the potential fall and the risk of personal injury ( <i>r115</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ prominent warning notices at the approach ( <i>r115</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ where not practicable, employee is made aware by other means ( <i>r115</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
<b>Falling Objects and Danger Zones</b>				
Suitable and sufficient steps to prevent fall of material or object (r116)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where area in which risk of falling a distance, or being struck by a falling object, place of work equipped with devices preventing unauthorised entry and area clearly indicated by warning signs (r117)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Inspection of Work equipment</b>				
Where safety of equipment depends on how it is installed or assembled, it is not used unless inspected in that position (r119)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Equipment exposed to conditions causing deterioration liable to result in dangerous situations inspected at suitable intervals, and as soon as practicable following exceptional circumstances liable to jeopardise safety (r119)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
A working platform used for construction from which an employee could fall 2m or more, is not used in any position unless inspected within the previous 7 days (r119)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
A person carrying out an inspection of equipment shall promptly prepare a report containing the particulars as set out in Schedule 5 (r119)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Employer shall keep the report or copy at the site where the inspection was carried out until the construction work is completed, and thereafter, at an office of the employer (r119)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
No work equipment used in another place of work unless accompanied by evidence that last inspection has been carried out, and result of inspection kept available for an inspector for 5 years (r119)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

*This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at [www.hsa.ie](http://www.hsa.ie)*





**Noise**



## Noise

As a rule of thumb you may be at risk if:

- ▲ you have to shout to be clearly heard by someone 2 metres away
- ▲ your ears are still ringing after leaving the workplace
- ▲ the noise is intrusive – like a vacuum cleaner – for most of the day
- ▲ you work in a noisy industry, e.g. construction, canning or bottling etc
- ▲ there are noises due to impacts such as caused by hammering

### What does this section deal with?

This section deals with the risks from exposure to noise at work.

When noise exposure exceeds the exposure action value (80 dB(A)), information, training and hearing protection must be provided.

If the upper exposure action value (85 dB(A)) is exceeded,

- ▲ establish and implement technical and/ or organisational measures to reduce exposure to noise
- ▲ restrict access
- ▲ provide warning signs and hearing protection
- ▲ hearing protection must be worn
- ▲ provide hearing checks

### Does this section apply to all noise at work?

The exposure limit value does not apply to seagoing vessels until 15 February 2011.

### Some Important Points

- ▲ Consider other methods of work which eliminate or reduce exposure
- ▲ Choose appropriate equipment, emitting the least possible noise
- ▲ Provide adequate information and training on equipment
- ▲ Consider noise reduction by technical means, such as shields, enclosures and sound absorbent coverings, or damping or isolation
- ▲ Organise work to reduce noise by limiting duration and intensity of exposure, and appropriate work schedules with rest periods



## Noise Checklist

### Interpretation

Applies to activities in which employees are or are likely to be at risk from noise during their work (*r121*)

For employees on board seagoing vessels, Regulation 128 (Application of exposure limit value) does not apply until 15th February 2011 (*r122*)

Exposure limit values and exposure action values are

- ▲ exposure limit values— LEX,8h = 87 dB(A) and  $p_{\text{peak}} = 140\text{dB(C)}$  (*r123*)
- ▲ upper exposure action values— LEX,8h = 85 dB(A) and  $p_{\text{peak}} = 137\text{dB(C)}$  (*r123*)
- ▲ lower exposure action values— LEX,8h = 80 dB(A) and  $p_{\text{peak}} = 135\text{dB(C)}$  (*r123*)

### Requirement

Yes

No

N/A

Action  
Date

Where exposed to noise above a lower exposure action value, in consultation with employees or representatives, assess the risk (*r124*)

In risk assessing, measure noise if necessary (*r124*)

Ensure assessment is planned and carried out competently at suitable intervals (*r124*)

Give particular attention when risk assessing to—

▲ level, type and duration of exposure, including impulsive noise (*r124*)

▲ exposure limit values and exposure action values (*r124*)

▲ effects of exposure to noise on employees at particular risk (*r124*)

Requirement	Yes	No	N/A	Action Date
▲ effects from interactions between noise and ototoxic substances, and between noise and vibrations ( <i>r124</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ indirect effects from interactions between noise and warning signals or other sounds to reduce the risk of accidents ( <i>r124</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ information on noise provided by manufacturers of equipment ( <i>r124</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ availability of alternative equipment designed to reduce noise ( <i>r124</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ exposure beyond normal working hours under employer's responsibility ( <i>r124</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ information from health surveillance including, published information ( <i>r124</i> ) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ availability of hearing protectors with adequate attenuation ( <i>r124</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Record in safety statement</b>				
▲ findings of risk assessment as soon as practicable ( <i>r124</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ steps taken to comply with these Regulations ( <i>r124</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
In compliance with general principles of prevention, and in consultation with employees or representatives, eliminate risk at source or reduce to a minimum ( <i>r125</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>In reducing or eliminating risk, take into account—</b>				
▲ other methods of work which eliminate or reduce exposure ( <i>r125</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ choice of appropriate work equipment, emitting the least possible noise ( <i>r125</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ design and layout of places and workstations ( <i>r125</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
▲ adequate information and training on equipment (r125)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ noise reduction by technical means, such as shields, enclosures and sound absorbent coverings, or damping or isolation (r125)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ maintenance programmes (r125)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ organisation of work to reduce noise by limiting duration and intensity of exposure, and appropriate work schedules with rest periods (r125)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If risk assessment indicates upper exposure action value is exceeded, establish and implement technical and/ or organisational measures to reduce exposure to noise (r126)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If risk assessment indicates workstations where likely noise above 85dB(A),				
▲ display mandatory warning signs to convey that noise levels likely to exceed upper exposure action value, and hearing protectors are available and must be worn (r127)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ protect workstations from unauthorised access by barriers or other suitable means (r127)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ensure employees are not exposed to noise above exposure limit value, or (r128)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If exposure above exposure limit value is detected				
▲ take immediate action to reduce exposure below exposure limit value (r128)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ identify reasons for limit being exceeded (r128) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ amend organisational and technical measures to prevent exposure limit value being exceeded again (r128)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where risks cannot be prevented by other means, make available appropriate, properly fitting, individual hearing protectors (r129)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Where noise exposure exceeds lower exposure action values, make individual hearing protectors available ( <i>r129</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where employees are exposed to noise at or above the lower exposure action value, provide information and training on risks ( <i>r130</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ensure information and training includes				
▲ the nature of such risks ( <i>r130</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ organisational and technical measures ( <i>r130</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ exposure limit values and exposure action values ( <i>r130</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ results of assessment and measurements of noise and an explanation of their significance and potential risks ( <i>r130</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ correct use of hearing protectors ( <i>r130</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ why and how to detect and report hearing damage ( <i>r130</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ circumstances in which health surveillance is available and its purpose ( <i>r130</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ safe working practices to minimise exposure ( <i>r130</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ensure consultation of employees and in particular consultation on risk assessment, noise elimination and reduction and selection of hearing protectors ( <i>r130</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ensure appropriate health surveillance is made available to employees for whom risk assessment reveals a risk ( <i>r131</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Make available services of a registered medical practitioner for a hearing check for employees who exceed upper exposure action value ( <i>r131</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Make available preventive audiometric testing to employees who exceed lower exposure action value ( <i>r131</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Where hearing damage has been identified, ensure a registered medical practitioner assesses whether such damage is likely to be the result of exposure to noise at work and, if so established				
▲ every relevant employee shall be informed by the registered medical practitioner of the result which relates to the employee personally (r131)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ review the risk assessment (r131)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ review measures to eliminate or reduce risks (r131)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Take into account advice of the registered medical practitioner or other suitably qualified person, or the Authority, including the possibility of assigning the employee to alternative work where there is no risk of further exposure (r131)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Arrange systematic health surveillance and a review of the health status of any other employee exposed (r131)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

*This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at [www.hsa.ie](http://www.hsa.ie)*





**Vibration**



## Vibration

Hand-held power tools cause hand-arm vibration (HAV). Whole body vibration (WBV) is caused by vibration transmitted through the seat or feet by machines and vehicles. Regular, long term exposure is linked to vibration white finger, carpal tunnel syndrome and lower back pain.

### What does this section deal with?

This section deals with the risk of exposure to vibration at work and the measures necessary to avoid adverse health effects.

The Regulations include requirements for an employer to:

- ▲ assess the vibration risk to employees
- ▲ decide if exposed above the daily exposure limit value (ELV)
- ▲ if so, take immediate action to reduce exposure below the ELV
- ▲ decide if exposed above the daily exposure action value (EAV) and if so
  - 1) introduce controls to eliminate or reduce daily exposure
  - 2) provide health surveillance to employees who continue to be exposed
- ▲ provide information and training to employees on risks and controls
- ▲ keep a record of risk assessment and controls
- ▲ review and update their risk assessment regularly

### Does this section apply to all vibration at work?

Where equipment in use first provided before 6 July 2007 does not permit compliance with the exposure limit values the regulations apply on and after

- ▲ 6 July 2010 for all work equipment
- ▲ 6 July 2014 for work equipment, used in agriculture and forestry only

### Some Important Points

- ▲ Ensure mechanical vibration is eliminated at source or reduced to a minimum
- ▲ Choose appropriate equipment generating the minimum vibration
- ▲ Provide adequate training and information on working methods
- ▲ Ensure adequate maintenance programmes
- ▲ Arrange appropriate health surveillance
- ▲ Organise work to reduce exposure
- ▲ Provide gloves to keep hands warm



## Vibration Checklist

### Interpretation

For hand-arm vibration

▲ the daily exposure limit value standardised to an eight-hour reference period is 5 m/s<sup>2</sup>

▲ the daily exposure action value standardised to an eight-hour reference period is 2.5 m/s<sup>2</sup>, and

For whole-body vibration

▲ the daily exposure limit value standardised to an eight-hour reference period is 1.15 m/s<sup>2</sup>

▲ the daily exposure action value standardised to an eight-hour reference period is 0.5 m/s<sup>2</sup>

### Requirement

Yes

No

N/A

Action  
Date

Hand and arm vibration and whole body vibration exposure shall be assessed or measured on the basis set out in schedule 6 (*r135*)

Where employees exposed to risks, make a risk assessment (*r136*)

In carrying out the risk assessment, assess daily exposure to mechanical vibration by

▲ observation of specific working practices (*r136*)

▲ reference to probable vibration corresponding to equipment in working conditions (*r136*)

▲ if necessary, measurement of mechanical vibration on the basis set out in schedule 6 (*r136*)

Ensure assessment planned and at suitable intervals (*r136*)

In risk assessment, give particular attention to

▲ level, type and duration of exposure, including intermittent or repeated (*r136*)

Requirement	Yes	No	N/A	Action Date
▲ exposure limit values and exposure action values specified (r136)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ effects of vibration on employees at particular risk (r136)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ indirect effects from interactions between vibration and workplace or other work equipment (r136)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ any information from manufacturers (r136)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ replacement equipment designed to reduce vibration (r136)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ extension of exposure beyond normal hours under employer's responsibility (r136)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ specific conditions such as low temperatures (r136)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ information from health surveillance (r136)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ record in safety statement (r136)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ findings of the risk assessment (r136)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ steps taken to to review assessment and measurement (r136)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Review assessment and, if necessary, measurement at suitable intervals and, in particular, where significant change or no longer valid (r136)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Having regard to the general principles of prevention ensure mechanical vibration is eliminated at source or reduced to a minimum (r137)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adapt any measure to take account of employee at particular risk (r137)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If risk assessment indicates exposure action value is exceeded, reduce exposure by technical and/or organisational measures taking into account				
▲ other methods of work which reduce exposure (r138)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
▲ choice of equipment of ergonomic design with least possible vibration ( <i>r138</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ auxiliary equipment to reduce risk of injury, such as seats and handles ( <i>r138</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ maintenance for equipment, workplaces, workstations and systems ( <i>r138</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ design and layout of places of work and workstations ( <i>r138</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ adequate information and training ( <i>r138</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ limitation of duration and intensity of vibration ( <i>r138</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ work schedules with adequate rest periods ( <i>r138</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ clothing to protect employees exposed to cold and damp ( <i>r138</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Subject to transitional periods and exemptions in Reg 134 and 142 ensure				
▲ vibration not above relevant exposure limit value ( <i>r139</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ if exposure limit value exceeded reduce exposure below exposure limit value and identify reason and amend technical and organisational measures to prevent it being exceeded again ( <i>r139</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Provide employees exposed to risk and/or their representative with information, instruction and training, including				
▲ technical and organisational measures taken ( <i>r140</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ exposure limit values and exposure action values ( <i>r140</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ results of risk assessment and measurement and potential injury from equipment ( <i>r140</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
▲ why and how to detect and report injury (r140)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ circumstances in which health surveillance is available and its purpose (r140)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ safe working practices to minimise exposure (r140)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Appropriate health surveillance available to employees for whom a risk assessment reveals risk, including employees exposed to mechanical vibration in excess of an exposure action value (r141)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ensure that				
▲ results of health surveillance taken into account in preventive measures (r141)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ health record for each employee who undergoes health surveillance made and maintained (r141)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ health record or copy kept available to permit appropriate access, taking into account any confidentiality concerns (r141)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ on request, an employee is allowed access to his or her personal health record (r141)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ the Authority is provided with copies of such health records as it may require (r141)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ if employer ceases to trade, the Authority is notified in writing and all health records made available to the Authority (r141)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where employee is found to have identifiable illness or adverse health effect which is the result of exposure at work to mechanical vibration, employer shall				
▲ review the risk assessment (r141)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ review the measures provided to eliminate or reduce the risk (r141)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
▲ take account of the advice of the registered medical practitioner or competent person, or inspector, in implementing measures to eliminate or reduce risk, including the possibility of assigning alternative work where there is no risk of further exposure (r141)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ arrange continued health surveillance and review health of any employee similarly exposed (r141)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ take account of recommendations of registered medical practitioner or competent person regarding further medical examination (r141)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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**Children and  
Young Persons**



## Children and Young Persons

Children or young people have an increased risk from work because of their lack of maturity and experience.

### What does this section deal with?

This section deals with the conditions under which a child or young person is employed. The regulations define a child as under 16 and a young person as 16 to 18. The employer is required to carry out a risk assessment prior to a child or a young person commencing employment and, when there is a major change.

The employer must ensure that risks to a child or young person or to their development are assessed taking into account the increased risk from lack of maturity and experience. Preventive measures must be taken. Specifically, exposure to physical, biological and chemical agents or certain identified work situations or processes must be avoided.

Where there is a risk or a risk to development, the employer must provide health surveillance. An assessment of health and capabilities must be carried out prior to night work. The employer must inform the child or young person of the results and in the case of a child the parent or guardian must also be informed.

### Does this section apply to all children and young persons?

Yes

### Some Important Points

▲ No person under 18 can give signals or operate lifting equipment.

Do not employ a child or young person where risk assessment reveals work:

- ▲ is beyond physical or psychological capacity
- ▲ involves harmful exposure to harmful agents or radiation
- ▲ involves the risk of accidents due to insufficient attention to safety or lack of experience or training
- ▲ presents a risk from exposure to extreme heat or cold or to noise or vibration



## Children and Young Persons Checklist

### Interpretation

See Reg 143 for definitions of child (under 16), night work, risk assessment and young person (16 to 18) (*r143*)

### Requirement

Yes No N/A Action Date

No person under 18 to give signals or operate lifting equipment (*r51*)

Risk assessment before employing a child or young person and whenever major change which could affect such child or young person (*r144*)

Assess any specific risk from lack of experience, absence of awareness of risks or lack of maturity (*r144*)

Assess any specific risk from exposure to agents in Part A of Schedule 7 (*r144*)

### SCHEDULE 7 Part A — Guide list of agents, processes and work

#### Physical Agents

▲ Ionising radiation (*s7pA*)

▲ high-pressure atmosphere (*s7pA*)

#### Biological agents

▲ groups 3 and 4 in Regulation 2(1) of Biological Agents Regulations 1994 (*s7pA*)

#### Chemical agents

substances and preparations classified under the Classification, Packaging, Labelling and Notification of Dangerous Substances Regulations as (*s7pA*)

▲ toxic (T) (*s7pA*)

▲ very toxic (T+) (*s7pA*)

Requirement	Yes	No	N/A	Action Date
▲ corrosive (C) ( <i>s7pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ explosive (E) ( <i>s7pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ carcinogenic ( <i>s7pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ mutagenic ( <i>s7pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ toxic to reproduction ( <i>s7pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ harmful (Xn) ( <i>s7pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ irritant (Xi) ( <i>s7pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Substances and preparation in Carcinogens Regulations 2001 ( <i>s7pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Lead ( <i>s7pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Asbestos ( <i>s7pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Assess any specific risk from processes and work specified in Part B of Schedule 7 ( <i>r144</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**SCHEDULE 7 Part B — Processes and work (*r144*)**

▲ processes in Carcinogens Regulations 2001 ( <i>s7pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ manufacture and handling of explosives ( <i>s7pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ work with dangerous, fierce or poisonous animals ( <i>s7pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ animal slaughtering on an industrial scale ( <i>s7pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ production, storage or application of compressed, liquefied or dissolved gases ( <i>s7pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ vats, tanks, reservoirs or carboys containing specified chemical agents ( <i>s7pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ risk of structural collapse ( <i>s7pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
▲ high-voltage hazards ( <i>s7pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ Work the pace of which is determined by machinery and involving payment by results ( <i>r144</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Take the necessary preventive and protective measures ( <i>r144</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
When carrying out a risk assessment take account of the following:				
▲ the fitting-out and the layout ( <i>r144</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ nature, degree and exposure to physical, chemical or biological agent ( <i>r144</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ form, range and use of work equipment ( <i>r144</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ arrangement of work processes and of work operations ( <i>r144</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ training, instruction and supervision provided ( <i>r144</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Inform a child or young person of any risk and preventive measures and inform parent or guardian of child ( <i>r144</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
No child or young person employed where risk assessment reveals work:				
▲ is beyond the physical or psychological capacity ( <i>r145</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ involves harmful exposure to agents which are toxic, carcinogenic, cause heritable genetic damage or harm to the unborn child or which in any other way chronically affect human health ( <i>r145</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ involves harmful exposure to radiation ( <i>r145</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ involves the risk of accidents which cannot be recognised or avoided owing to insufficient attention to safety or lack of experience or training ( <i>r145</i> ) or	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ presents a risk from exposure to extreme heat or cold or to noise or vibration ( <i>r145</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Make available health surveillance where risk assessment reveals a risk to safety or health or physical or mental development of a child or young person (r146)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Make available to a child or young person a free assessment of his or her health and capabilities before assignment to night work and at regular intervals thereafter (r146)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Inform a child or young person of the result of any health surveillance or health assessment and inform parent or guardian of child (r146)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

*This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at [www.hsa.ie](http://www.hsa.ie)*



**Pregnant, Post Natal and  
Breastfeeding Employees**





## Pregnant, Post Natal and Breastfeeding Employees

As the earliest stages of pregnancy are the most critical for the developing child it is in the employee's interest to let her employer know she is pregnant as soon as possible.

### What does this section deal with?

This section deals with specific requirements which apply when an employee informs her employer that she is pregnant and provides an appropriate medical certificate. On receiving notification, an employer must assess the specific risks and take action to ensure that she is not exposed to anything harmful referred to in Part A of Schedule 8. The employer must identify type, quantity and duration of exposure to any agent, process or working condition.

Schedule 8 lists physical, biological, chemical agents, processes and working conditions known to endanger pregnant or breastfeeding employees and the developing child

- ▲ Part A for pregnant, post natal and breastfeeding employees
- ▲ Part B for pregnant employees only, and
- ▲ Part C for breastfeeding employees only

Where there is a risk, the employer must

- ▲ Adjust the working conditions and/or hours of work
- ▲ Provide suitable alternative work
- ▲ Assist the employee in receiving health and safety leave

### Does this section apply to all pregnant, post natal and breastfeeding employees?

This section applies when an employee informs her employer that she is pregnant and provides an appropriate medical certificate.

### Some Important Points

- ▲ Pregnant, post natal and breastfeeding employees must be able to lie down to rest in appropriate conditions



## Pregnant, Post Natal and Breastfeeding Employees Checklist

### Interpretation

See Reg 147 for definitions of agent, process or working condition, employee, employee who is breastfeeding, post natal employee and pregnant employee (*r147*)

### Requirement

Yes

No

N/A

Action Date

This Chapter applies to an employee subject to her notifying her employer as soon as is practicable and producing a medical or other appropriate certificate (*r148*)

Defence Forces not exempt (*r148*)

Pregnant, postnatal and breastfeeding employees are able to lie down to rest in appropriate conditions (*r24*)

Assess any risk to and possible effect on pregnancy or breastfeeding from exposure to any agent, process or condition as referred to in Part A of Schedule 8 (*r149*)

### SCHEDULE 8 Part A — Pregnant, Post Natal and Breast Feeding Employees

#### Physical agents

Physical agents regarded as causing foetal lesions or likely to disturb placental attachment, in particular (*s8pA*)

▲ shocks, vibration or movement (*s8pA*)

▲ handling of loads entailing risks (*s8pA*)

▲ noise (*s8pA*)

▲ ionising radiation (*s8pA*)

▲ non-ionising radiation (*s8pA*)

▲ extremes of cold or heat (*s8pA*)

Requirement	Yes	No	N/A	Action Date
▲ movements and postures, travelling, mental or physical fatigue and other physical burdens ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Biological Agents</b>				
▲ biological agents of risk groups 2, 3 and 4, in so far as it is known that these agents endanger pregnant employees and the unborn child but excluding toxoplasma and rubella virus ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Chemical Agents</b>				
the following insofar as they endanger pregnant employees and the unborn child but excluding lead and derivatives capable of being absorbed ( <i>s8pA</i> )				
▲ substances and preparations under Classification, Packaging, Labelling and Notification of Dangerous Substances Regulations with the following risk phrases ( <i>s8pA</i> )				
▲ limited evidence of a carcinogenic effect ( <i>R40</i> ) ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ may cause cancer ( <i>R45</i> ) ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ may cause heritable genetic damage ( <i>R46</i> ) ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ may cause cancer by inhalation ( <i>R49</i> ) ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ may cause harm to the unborn child ( <i>R61</i> ) ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ possible risk of harm to the unborn child ( <i>R63</i> ) ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ may cause harm to breastfed babies ( <i>R64</i> ) ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ possible risk of irreversible effects ( <i>R68</i> ) ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ substances and preparations in Schedule 1 to Carcinogens Regulations 2001 or released by a process in Schedule 1 ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ mercury and mercury derivatives ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
▲ antimitotic (cytotoxic) drugs ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ carbon monoxide ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ chemical agents of dangerous percutaneous absorption ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Processes</b>				
▲ industrial processes in Schedule to Carcinogens Regulations 2001 ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Working Conditions</b>				
▲ underground mining work (R149) ( <i>s8pA</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Determine nature, degree and duration of exposure of all employees under these regulations to any agent, process or working condition ( <i>r149</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Take the preventive and protective measures necessary ( <i>r149</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Assess risk to a pregnant employee from exposure to an agent or working condition in Part B of Schedule 8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>SCHEDULE 8 Part B — Pregnant employees</b>				
<b>Physical Agents</b>				
▲ hyperbaric atmosphere ( <i>s8pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Biological Agents</b>				
▲ Toxoplasma ( <i>s8pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ Rubella virus ( <i>s8pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ unless pregnant employees adequately protected by immunisation ( <i>s8pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
<b>Chemical Agents</b>				
▲ lead and derivatives capable of being absorbed ( <i>s8pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ working conditions ( <i>s8pB</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ underground mining ( <i>r149</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Assess risk to a breastfeeding employee from lead and lead derivatives capable of being absorbed and underground mining work ( <i>r149</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Such employee not required to perform duties for which the assessment reveals such risk ( <i>r149</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where the risk assessment reveals a risk and it is not practicable to use protective or preventive measures adjust temporarily working conditions or hours so that exposure to such risk is avoided, and ( <i>r150</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where adjustment of work or hours is not feasible provide other work which does not present a risk ( <i>r150</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
In this Regulation “night work” means at least 3 hours normal work between 11 p.m. and 6 a.m. on the next day or at least 25 per cent of monthly working time in that period ( <i>r151</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If a registered medical practitioner so certifies, employee not required to do night work during pregnancy or for 14 weeks following childbirth or transferred to day work or leave granted ( <i>r151</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Employees and/or representative are provided with assessment and measures to be taken ( <i>r152</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

*This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at [www.hsa.ie](http://www.hsa.ie)*



## Night Work and Shift Work



## Night Work and Shift Work

Night workers are employees who normally work at least 3 hours between midnight and 7.a.m. the following day for at least 50% of their annual working time.

### What does this section deal with?

This section deals with the specific requirements which apply when employees are employed on night work. An employer must carry out a risk assessment to determine whether night work involves special hazards or a heavy physical or mental strain. The employer must ensure protection from and prevention of risks to a night worker or shift worker.

Before an employee starts night work and at regular intervals, the employer must offer an assessment of the adverse effects of night working on his or her health. This assessment must be free of charge.

A registered medical practitioner, or their nominee, will assess whether night work is having, or may have, a negative impact on health. They will inform the employer and employee whether or not the employee is fit or unfit to perform night work.

Where the employee is unfit for night work because of working conditions, the person who carried out the assessment may suggest changes which would result in him or her being fit for the work.

If a night worker becomes unwell for reasons connected with night work, the employer must reassign to other duties whenever this is possible.

### Does this section apply to all night work and shift work?

This section does not apply to

- ▲ Those not covered by the rest and maximum working time rules of the Organisation of Working Time Act 1997
- ▲ A member of the Defence Forces, the Garda Síochána, some transport employees
- ▲ Those who control their own working hours
- ▲ A family employee working on a farm or in a private house

### Some Important Points

- ▲ Health assessment must be offered to night workers
- ▲ Day work must be offered in case of illness due to night work





## Night Work and Shift Work Checklist

### Interpretation

See Reg 153 for definitions of 1997 Act, night work, shift work and shift worker (*r153*)

### Requirement

Yes

No

N/A

Action  
Date

Risk assessment, taking account of specific effects and hazards of night work, and the work to determine whether special hazards or a heavy physical or mental strain (*r155*)

Take steps appropriate for protection of a night worker or shift worker (*r156*)

Before employing a night worker, and at regular intervals during period that person is a night worker, make available free assessment by a registered medical practitioner in relation to adverse effects of night work (*r157*)

May take into account entitlement to assessment that is provided by State and facilitate night worker's attendance (*r157*)

Person who performs assessment shall

▲ endeavour to detect if the health adversely affected by night work (*r157*) and

Inform the employer and employee on completion of assessment (*r157*)

▲ whether employee is fit or unfit to night work (*r157*) and

▲ suggest changes in working conditions so that employee could night work (*r157*)

Neither registered medical practitioner nor person under supervision shall disclose

▲ clinical details of assessment (*r157*) or

▲ opinion other than to the employee and employer concerned (*r157*)

Requirement	Yes	No	N/A	Action Date
If a night worker becomes ill or exhibits symptoms of ill-health, and illness or symptoms are connected with night work, whenever possible, assign duties that do not involve night work and to which the employee is suited (r157)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

*This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at [www.hsa.ie](http://www.hsa.ie)*



**Safety Signs**



## Safety Signs

### What does this section deal with?

This section deals with signs. It includes signboards and acoustic, verbal or hand signals. Signboards use a combination of shape, colour and a symbol or pictogram. Signboards should not contain text as the symbols or pictograms should be understood independently of the literacy or language ability. Only information authorised in Regulations may be displayed on safety signs at workplaces. Employees must be provided with information and instruction. Where there is a risk because of traffic, signs should be put in place.

### Does this section apply to all safety signs?

This section does not apply to signs used for

- ▲ the placing on the market of hazardous substances and mixtures, products or equipment
- ▲ regulating road, rail, inland waterway, sea or air transport

Signboards with text in place before 1 November 2007 should be replaced by 1 January 2011.

### Some Important Points

- ▲ Where hazards cannot be avoided, employers must assess and reduce risk
- ▲ Where hazards cannot be avoided or reduced, employers must put in place appropriate signs
- ▲ Safety signs must never be a substitute for necessary protective measures
- ▲ The risk assessment and safety statement should identify necessary signs
- ▲ The objective of the system of safety signs is to draw attention rapidly and unambiguously to specific hazards
- ▲ Safety signs may only be used to give information related to safety
- ▲ The effectiveness of safety signs is dependent on provision of full information



## Safety Signs Checklist

Interpretation	Yes	No	N/A	Action Date
<p><i>“acoustic signal”, “emergency escape or first-aid sign”, “hand signal”, “illuminated sign”, “information sign”, “mandatory sign”, “prohibition sign”, “safety colour”, “safety or health signs”, “signboard”, “supplementary signboard”, “symbol or pictogram”, “verbal communication” and “warning sign” are all defined (r158)</i></p>				
Chapter does not apply to signs for hazardous substances and mixtures, products or equipment (r159)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Chapter does not apply to signs for road, rail, inland waterway, sea or air transport (r159)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Provide signs where hazards cannot be avoided or reduced by collective protection or organisation of work (r160)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ensure signs are in place (r160)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Regard the risk assessment and safety statement when determining whether to provide a sign (r160)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Use prescribed sign regulating traffic involving road, rail, inland waterway, sea or air, where such forms of transport are present at place of work and give rise to a risk (r160)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signboards and/ or a safety colour mark permanently the location and identification of fire-fighting equipment (s9pA)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Places where risk of colliding with obstacles or falling permanently marked with a safety colour and/ or with signboards (s9pA)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Traffic routes permanently marked with a safety colour (s9pA)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Illuminated signs, acoustic signals and/ or verbal communication where occasion requires (s9pA)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement			Yes	No	N/A	Action Date
Hand signals and/ or verbal communication where occasion requires, to guide dangerous manoeuvres ( <i>s9pA</i> )			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The instructions in the table below apply to all signs incorporating a safety colour ( <i>s9pA</i> )			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Colour	Meaning or Purpose	Instructions and Information				
Red	Prohibition sign	Dangerous behaviour	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Danger alarm	Stop, shutdown, emergency cut-out devices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Fire-fighting equipment	Evacuate Identification and location	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Yellow or Amber	Warning sign	Be careful, take precautions Examine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Blue	Mandatory sign	Specific behaviour or action	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Green	Emergency escape, first-aid sign	Wear personal protective equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	No danger	Doors, exits, routes, equipment, facilities Return to normal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Effectiveness of a sign not adversely affected by						
▲ presence of another emission source of the same type which interferes with visibility or audibility in particular ( <i>s9pA</i> )			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ placing of too many signs too close together ( <i>s9pA</i> )			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ two illuminated signs likely to be confused being used at the same time ( <i>s9pA</i> )			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ an illuminated sign being used in proximity of another similar illuminated source ( <i>s9pA</i> )			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ two acoustic signals being used at the same time ( <i>s9pA</i> )			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ acoustic signal being used if there is too much ambient noise ( <i>s9pA</i> )			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Effectiveness of a sign not adversely affected by poor design, insufficient number, incorrect positioning, poor state of repair or incorrect functioning of the signs or signalling devices ( <i>s9pA</i> )			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signs and signalling devices cleaned, maintained, checked, repaired, and if necessary replaced on a regular basis ( <i>s9pA</i> )			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

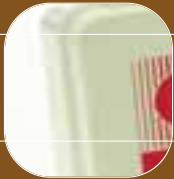


Requirement	Yes	No	N/A	Action Date
<b>Schedule 9 Part B – Signboards</b>				
<b>Prohibition Signs: Shape=Round, Background=White, Symbol=Black</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Note:</b> Red must appear around the edge and in a transverse bar and cover at least 35% of the surface ( <i>s9pB</i> )				
<b>Warning Signs: Shape=Triangular, Background=Yellow with Black edging, Symbol=Black</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Note:</b> A yellow triangle must have a black edge. Yellow must cover at least 50% of the surface ( <i>s9pB</i> )				
<b>Mandatory Signs: Shape=Round, Background=Blue, Symbol=White</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Note:</b> Blue must cover at least 50% of the surface ( <i>s9pB</i> )				
<b>Emergency Escape or First-Aid Signs: Shape=Rectangular or Square, Background=Green, Symbol=White</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Note:</b> Green must cover at least 50% of the surface ( <i>s9pB</i> )				
<b>Fire-Fighting Signs: Shape=Rectangular or Square, Background=Red, Symbol=White</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Note:</b> Red must cover at least 50% of the surface ( <i>s9pB</i> )				
<b>Supplementary Signs: Background=White Safety Colour, Symbol=Wording: Black, Wording Contrasting Colour</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Containers together with visible pipes containing or transporting hazardous substances and mixtures labelled ( <i>s9pC</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signs on containers and pipes shall be mounted on visible sides, and in unipliable, self-adhesive or painted form. ( <i>s9pC</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where appropriate, signboards				
▲ made of shock and weather-resistant material suitable for environment ( <i>s9pC</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

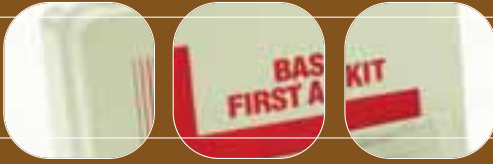
Requirement	Yes	No	N/A	Action Date
shall fulfil the conditions of use for signboards laid down in paragraph 2 of Part B.				
▲ installed at suitable height and position to the line of sight in a well-lit and easily accessible and visible location and be easily seen and understood ( <i>s9pC</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ phosphorescent colours, reflective materials or artificial lighting where natural light is poor ( <i>s9pC</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ removed when situation ceases to exist ( <i>s9pC</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ labels on pipes positioned visibly in vicinity of most dangerous points, such as valves and joints, and at reasonable intervals ( <i>s9pC</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fire-fighting equipment identified using red colour for equipment and location signboard and/ or red colour for places where equipment kept, or access points ( <i>s9pD</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Places where risk of colliding with obstacles, of falling or of objects falling marked with alternating yellow and black, or red and white stripes ( <i>s9pE</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where so required traffic routes for vehicles clearly identified by continuous stripes in clearly visible colour, preferably white or yellow ( <i>s9pE</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Permanent traffic routes in built-up areas outdoors similarly marked, unless suitable barriers or pavements ( <i>s9pE</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Acoustic signals sound levels considerably higher than ambient noise without being excessive or painful ( <i>s9pG</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Continuous evacuation signal ( <i>s9pG</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Spoken messages short, simple and clear and in language understood ( <i>s9pH</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
verbal skills of speaker and hearing abilities of hearers to ensure reliable verbal communication ( <i>s9pH</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Hand signals precise, simple, expansive, easy to make and to understand, and clearly distinct ( <i>s9pH</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where both arms used, moved symmetrically and for giving one sign only ( <i>s9pH</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Hand signals consistent with any relevant code of practice ( <i>s9pH</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Operator shall interrupt ongoing manoeuvre to request new instructions if unable to carry out orders with necessary safety ( <i>s9pH</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Operator able to recognise signaller without difficulty ( <i>s9pH</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signaller shall wear one or more appropriate distinctive items, e.g. jacket, helmet, sleeves or armbands, or carry bats ( <i>s9pH</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Distinctive items shall be brightly coloured, preferably all the same colour and for exclusive use of signallers ( <i>s9pH</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
No person under 18 to give signals or operate lifting equipment ( <i>r51</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signal for directing movement of lifting equipment is distinctive and easily seen or heard ( <i>r51</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signalling devices properly maintained, and protected from accidental interference ( <i>r51</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Provide information to employees and/ or representative concerning safety or health signs especially signs incorporating words ( <i>r161</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Give suitable instruction, in particular specific directions concerning safety or health signs, which must include the meaning of the signs ( <i>r161</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signs do not include information other than that authorised ( <i>r162</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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**First-Aid**



## First-Aid

### What does this section deal with?

This section deals with the requirement to provide first-aid equipment at all places of work where working conditions require it. Depending on the size and/ or specific hazards of the place of work, trained occupational first-aiders must also be provided.

Apart from some exceptions first-aid rooms must be provided where appropriate.

Information must be provided to employees or safety representatives (or both) as regards the first-aid facilities and arrangements in place.

### Does this section apply to all places of work?

The requirements for first-aid rooms do not apply to:

- ▲ means of transport outside undertaking or a place inside a means of transport
- ▲ a fishing boat
- ▲ a field, wood or agricultural or forestry land away from the undertaking's buildings

### Some Important Points

- ▲ Adequate and appropriate first-aid equipment must be provided
- ▲ Emergency services telephone numbers must be displayed

A white first aid kit with a red handle and a red graphic on the side. The text "BASIC FIRST AID KIT" is printed in red on the white surface.

**BASIC  
FIRST AID KIT**

## First-Aid Checklist

Interpretation	Yes	No	N/A	Action Date
<p><i>"First-aid"</i> and <i>"occupational first-aider"</i> defined (r163)</p> <p>Regulation 166 (provision of first-aid rooms) does not apply to:</p>				
▲ means of transport outside undertaking or a place inside a means of transport	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ a fishing boat	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ a field, wood or agricultural or forestry land away from the undertaking's buildings (r164)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Requirement	Yes	No	N/A	Action Date
Provide and maintain suitably marked and easily accessible first-aid equipment (r165)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Designate number of occupational first-aiders necessary (r165)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Number of occupational first-aiders, their training and equipment available adequate (r165)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Arrangements for first-aid, including names of first-aiders and location of first-aid rooms included in safety statement (r165)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
names, addresses and telephone numbers of local emergency services clearly displayed (r165)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where provided first-aider absent in exceptional circumstances, designate person to take charge of injured/ill person (r165)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Provide first-aid room(s) at every place of work where undertaking size, type and scale of activity and the frequency of accidents so require (r166)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Every first-aid room fitted with essential first-aid equipment and facilities and is easily accessible for stretchers (r166)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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**Explosive Atmospheres**





## Explosive Atmospheres

**This section applies only to workplaces with a potential risk of explosive atmospheres.**

### What does this section deal with?

This section deals with the risk of fire and explosion arising from the presence of flammable materials at the workplace. Employers and the self-employed must carry out a risk assessment. Where an explosive atmosphere is likely to occur they must record the findings in the “explosion protection document”. Hazardous area classification is an integral part of the risk assessment process.

### Does this section apply to all workplaces?

This section applies only to workplaces where there is a potential risk from explosive atmosphere.

This section does not apply to

- ▲ areas used directly for medical treatment of patients
- ▲ use of appliances burning gaseous fuels in accordance with Directives
- ▲ manufacture, handling, use, storage and transport of explosives or chemically unstable substances
- ▲ mineral extractive industries
- ▲ means of transport to which ADR applies

Note that means of transport for use in a potentially explosive atmosphere are not excluded for example fork lift trucks.

### Some Important Points

- ▲ Places must be classified into zones
- ▲ Suitable equipment must be selected – CE marked and Ex rated
- ▲ Explosion protection document to be prepared
- ▲ Employers at same workplace must cooperate
- ▲ Instructions and permits to work where necessary



## Explosive Atmospheres Checklist

### Interpretation

Yes

No

N/A

Action  
Date

“ADR”, “explosion protection document”, “hazard”, “risk”, “substance” and “workplace” defined (r167)

“hazard” and “risk” to include harmful physical effects from fire, explosion or other events from hazardous properties of a substance (r167)

“workplace” excludes public road (r167)

**This Part applies only to workplace where potential risk from explosive atmosphere**

Does not apply to

▲ area directly for medical treatment of patients (r168)

▲ use of appliances burning gaseous fuels in accordance with Directives (r168)

▲ manufacture, handling, use, storage and transport of explosives or chemically unstable substances (r168)

▲ mineral extractive industries (r168)

▲ means of transport to which ADR applies (r168)

Means of transport for use in a potentially explosive atmosphere not excluded eg fork lifts (r168)

### Requirement

Yes

No

N/A

Action  
Date

Where explosive atmosphere is present or likely, make assessment of risk (r169)

In assessment have regard to

▲ likelihood explosive atmospheres will occur and persistence (r169)

▲ likelihood ignition sources will be present and become active (r169)

Requirement	Yes	No	N/A	Action Date
▲ installations, substances used, work processes and possible interactions ( <i>r169</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ scale of anticipated effects ( <i>r169</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ places which are or can be connected to places in which explosive atmospheres may occur ( <i>r169</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ additional safety information as employer may need ( <i>r169</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Having carried out assessment				
▲ prepare an explosion protection document ( <i>r169</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ revise as necessary if significant changes, extensions or conversions ( <i>r169</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ include explosion protection document, or reference to it, in safety statement ( <i>r169</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ make explosion protection document or any revision available to employees ( <i>r169</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
In explosion protection document specify				
▲ that explosion risks determined and assessed ( <i>r169</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ that measures have been or will be taken and such measures are adequate ( <i>r169</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ places classified into hazardous zones ( <i>r169</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ that workplace and equipment, including warning devices, are designed, operated and maintained with due regard for safety ( <i>r169</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ in accordance with workplace requirements and safety signs requirements adequate arrangements for the safe use of equipment ( <i>r169</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ the purpose of co-ordination required and measures and procedures for implementing ( <i>r169</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Classify places where explosive atmospheres may occur into hazardous or non-hazardous (r170)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Classify places classified as hazardous into zones 0, 1, 2, 20, 21 or 22 (r170)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Display “Warning sign for places where explosive atmospheres may occur” in a prominent position at or near each point of entry to hazardous place (r170)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Before workplace containing hazardous place used for first time, ensure				
▲ overall explosion safety verified by a competent person (r170)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ condition(s) necessary for protection from explosion maintained (r170)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
For preventing and providing protection against explosions, take technical and organisational measures and in order of priority (r171)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ prevent formation of explosive atmospheres (r171) or	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ where activity does not allow, avoid ignition including electrostatic discharges (r171)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ mitigate detrimental effects (r171)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Take necessary measures, in compliance with explosion protection, to ensure				
▲ work can be performed safely (r171)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ appropriate supervision including appropriate technical measures (r171)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ escape and/ or release diverted or removed or safely contained or rendered safe by some other suitable method (r171)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
▲ if explosive atmosphere contains several gases, vapours, mists or dusts, protective measures are appropriate to greatest potential risk (r171)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Plant, equipment, protective systems and associated devices only brought into service if the explosion protection document indicates that they can be safely used in an explosive atmosphere NOTE This applies to equipment or protective systems to which statutory provisions do not apply if their incorporation can give rise to an ignition hazard (r172)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Measures taken to prevent confusion between connecting devices (r172)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ensure the workplace, equipment and associated connecting device available to employees are designed, constructed, assembled, installed, maintained and operated				
▲ to minimise risks of explosion, and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ if explosion does occur to control or minimise propagation of explosion within workplace and/ or equipment (r172)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Following categories of equipment used in the zones indicated are suitable for gases, vapours, mists or dusts, or any combination of them				
▲ in zone 0 or zone 20, category 1 equipment (r172)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ in zone 1 or zone 21, category 1 or 2 equipment (r172)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ in zone 2 or zone 22, category 1, 2 or 3 equipment (r172)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sufficient and appropriate training with regard to explosion protection (r173)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ensure where required by explosion protection document				
▲ work in hazardous places carried out in accordance with written instructions (r173)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
▲ a system of permits to work is applied for both hazardous activities and activities which may interact with other work to cause hazards (r173)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ permits to work are issued by a competent person responsible for this function, before the activity concerned commences (r173)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Provide work clothing which does not give rise to electrostatic discharges for use in zones 0, 1, 2, 20, 21 or 22 (r174)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ensure persons at work are given optical and/ or acoustic warnings and withdrawn before explosion conditions are reached (r174)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where required by explosion protection document, provide and maintain escape facilities to ensure persons at work can leave endangered places promptly and safely (r174)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where employees employed by different employers are present in or at the same workplace, each employer shall ensure safety of their employees and the matters under the employer's control comply with this Part (r175)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where 2 or more employers share the same workplace, the employer responsible for the workplace shall co-ordinate all the measures required to protect employees from the explosive atmosphere (r175)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

*This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at [www.hsa.ie](http://www.hsa.ie)*

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