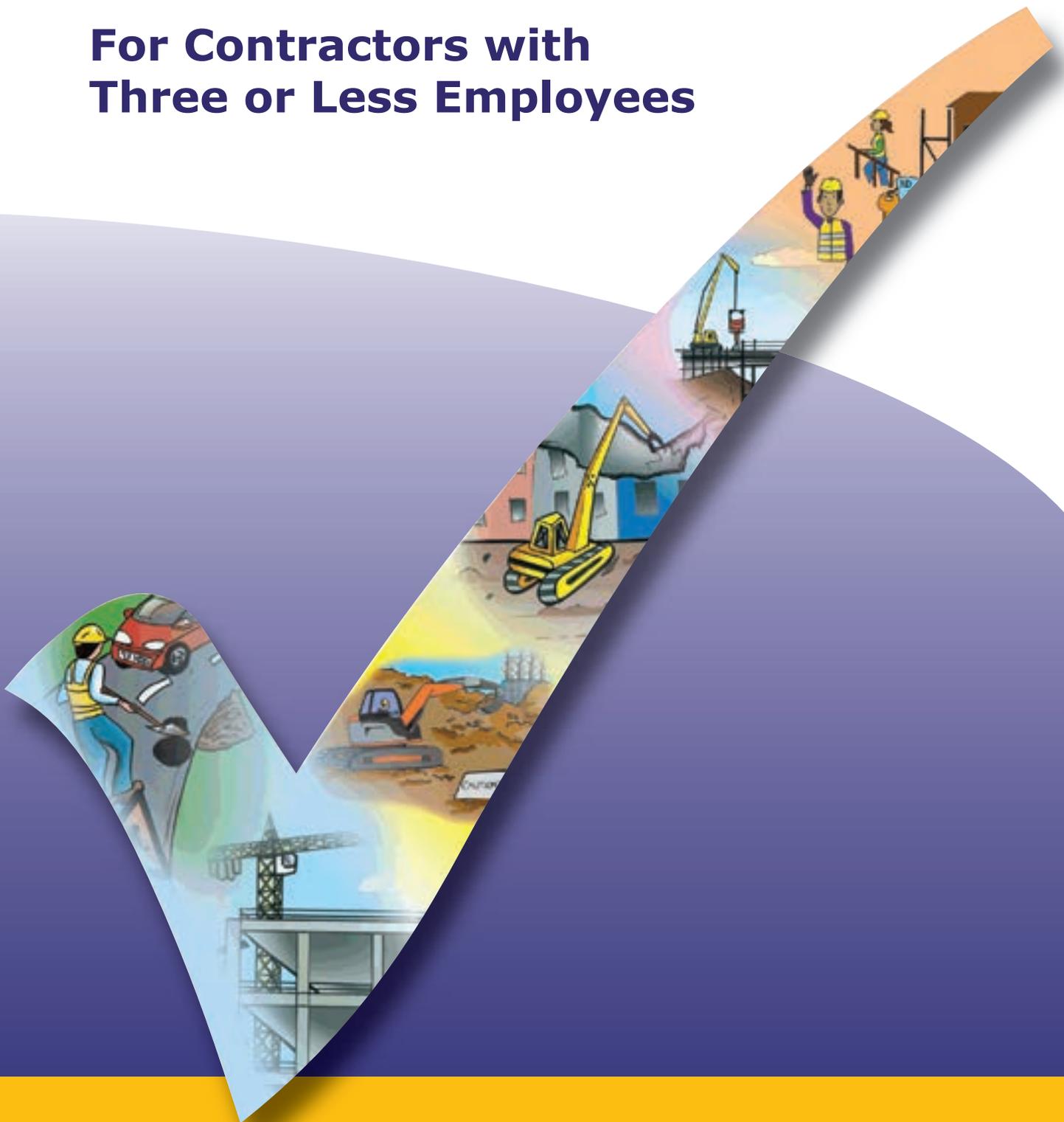


Working on Roads Code of Practice

For Contractors with Three or Less Employees



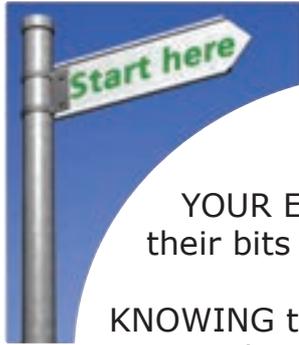
Our Vision:
healthy, safe and
productive lives

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Further guidance can be found in the appendices at the back of this code:

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BENEFITS IN MANAGING HEALTH AND SAFETY

YOU, arriving home alive, healthy and with all your bits attached!

YOUR EMPLOYEES, going back to their homes alive, healthy and with all their bits attached!

KNOWING that nobody has suffered as a result of coming into contact with your work activities!

The good news doesn't stop there; there are many benefits to managing health and safety on your construction projects:

- Fewer accidents for you, your employees or other people around you.
- Better productivity.
- Better morale.
- Better overall planning of your works.
- Greater efficiency.
- Better health and safety integration with other contractors.
- Better communication on site.
- Better working relationships.
- Save money.

Ultimately, you want to prevent accidents!

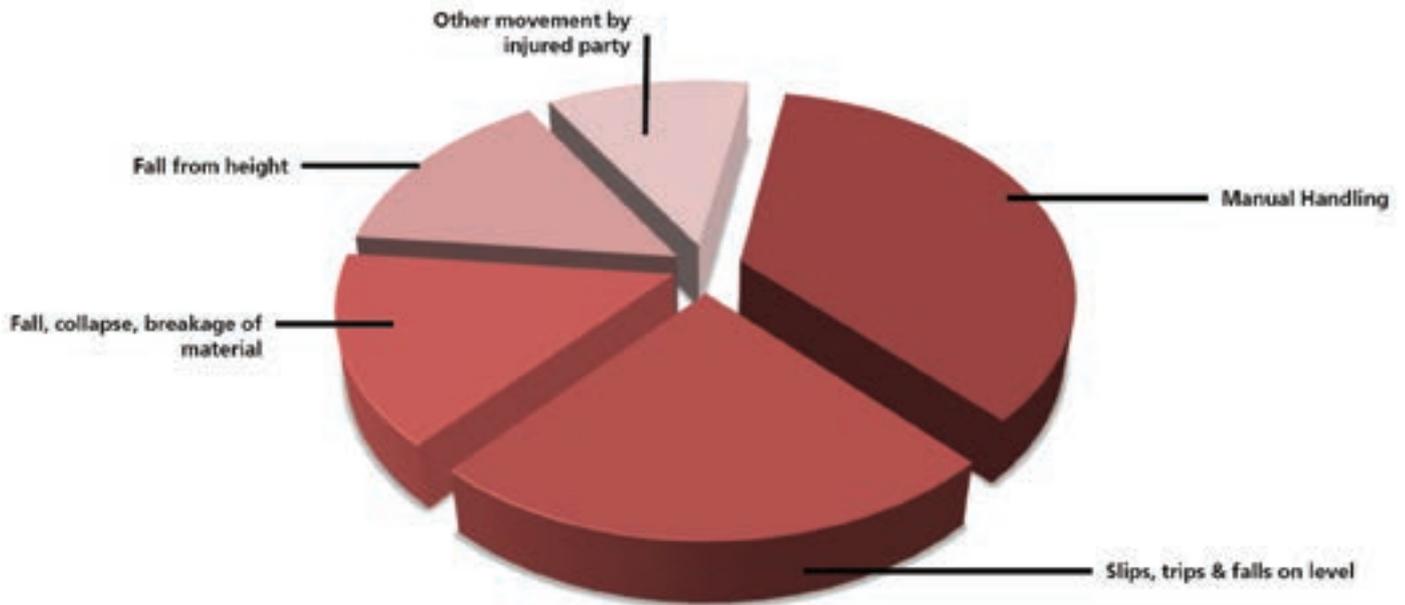
To appreciate the benefits, you only have to look at some of the negative outcomes from failure to manage health and safety. Construction remains one of the highest risk sectors in Ireland. Preventing deaths on Irish construction sites largely depends on YOU and people like you working in the sector. Accidents will only be prevented if you manage the risks.

As an employer, you have to manage your work activities from a cost point of view; from a quality point of view; and also from a health and safety point of view.

You decide what work you will do and which of your employees will carry out this work. As part of this process you need to plan out the work, taking health and safety into account. You also need to let your employees know how you expect them to do the work in a safe manner.

In addition to fatalities, an estimated 12,600 workers are injured on Irish construction sites each year.

The top five triggers for non-fatal injuries in the construction sector are:



DO NOT BECOME A STATISTIC!

This code of practice is intended for contractors employing up to three workers. It will help you put a Safety Statement in place covering you and your employees and will guide you on how to plan and work safely on site.

The purpose of this code of practice is to improve how you manage health and safety across your construction activities. Keeping to this code will reduce the potential for you and your employees to have accidents on site. If you are successful in this, then in all likelihood you will not be summoned to court to defend yourself.

The message is simple:

- ✓ **PLAN YOUR WORK**
- ✓ **TELL YOUR EMPLOYEES ABOUT THE PLAN**
- ✓ **PUT THE PLAN INTO PRACTICE**
- ✓ **CHECK THAT IT IS WORKING**
- ✓ **IF ANYONE'S SAFETY IS AFFECTED – TAKE ACTION**



FOREWORD

The Health and Safety Authority, with the consent of Mr. Gerald Nash TD, Minister of State for Business and Employment, publishes this amended Code of Practice, titled "*Working on Roads Code of Practice for Contractors with Three or Less Employees*", in accordance with Section 60 of the Safety, Health and Welfare at Work Act 2005 (No. 10 of 2005).

The aim of this code of practice is to improve the level of safety and health among small-scale employers and contractors (employing up to three employees) engaging in road works.

This code of practice provides practical guidance as to the observance of the Safety, Health and Welfare at Work Act 2005, including in particular sections 19 and 20 of the Act, and the provisions of the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013).

This amended code of practice comes into operation on the 8th of August, 2016, and replaces "*Working on Roads Code of Practice - For Contractors with Three or Less Employees*" issued by the Authority on 4 May, 2010. Notice of the issue of this amended code of practice, and the revocation of the 2010 code of practice, was published in the *Iris Oifigiúil* on Tuesday the 19th of July, 2016.

As regards the use of codes of practice in criminal proceedings, section 61 of the 2005 Act provides as follows:

- 61.—(1) Where in proceedings for an offence under this Act relating to an alleged contravention of any requirement or prohibition imposed by or under a relevant statutory provision being a provision for which a code of practice had been published or approved by the Authority under section 60 at the time of the alleged contravention, subsection (2) shall have effect with respect to that code of practice in relation to those proceedings.
- (2)(a) Where a code of practice referred to in subsection (1) appears to the court to give practical guidance as to the observance of the requirement or prohibition alleged to have been contravened, the code of practice shall be admissible in evidence.

- (b) Where it is proved that any act or omission of the defendant alleged to constitute the contravention—
- (i) is a failure to observe a code of practice referred to in subsection (1), or
 - (ii) is a compliance with that code of practice, then such failure or compliance is admissible in evidence.
- (3) A document bearing the seal of the Authority and purporting to be a code of practice or part of a code of practice published or approved of by the Authority under this section shall be admissible as evidence in any proceedings under this Act.

Dr. Marie Dalton
Secretary to the Board
Health and Safety Authority

1.0 INTRODUCTION

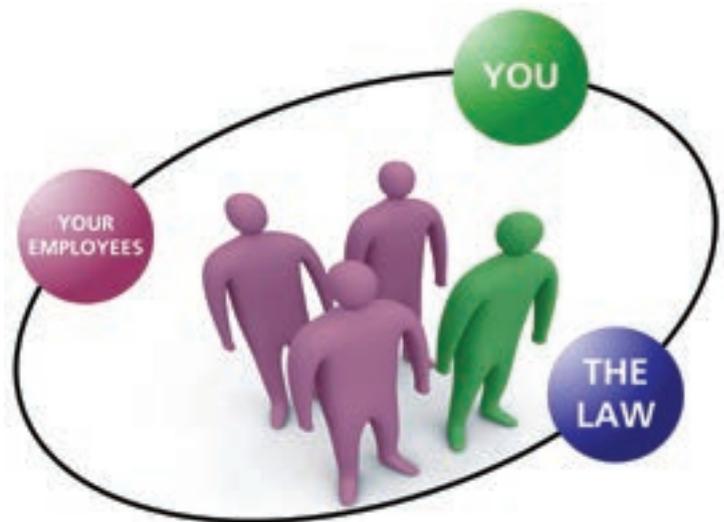


WHY SHOULD YOU USE THIS CODE OF PRACTICE ?

The legislation requires all employers to have a Safety Statement based on written risk assessments for their workplaces. This code of practice allows you to meet this requirement for road works sites in a simple and easy way.

WHO CAN USE THIS CODE OF PRACTICE ?

This code of practice is for employers of up to three people who are involved in road works. For example, a small contractor who employs two drivers and a general operative can use this code to meet the requirement to have a Safety Statement.



This code can also be used by self-employed people, such as excavator drivers who subcontract themselves and their machine to do works on site.

This code can be used by any trade engaged in road works.
For example:

- Apprentices
- Bricklayers and stonemasons
- Carpenters and joiners
- Construction workers
- Delivery drivers
- Electricians
- Engineers
- Ground workers
- Plant Drivers
- Plumbers
- Pipe layers
- Scaffolders
- Site management team
- Stonecutters
- Small contractors working for local authorities and national utility companies.

Using this code allows you to meet the legal requirements to have a Safety Statement for the protection of your employees and persons affected by your works.

HOW DO I USE THIS CODE OF PRACTICE

This code of practice is based on the Authority's Safe System of Work Plans (SSWPs). The Safe System of Work Plan relies heavily on pictograms to explain and clarify hazards and controls, thus creating a wordless document where safety can be communicated to all workers regardless of literacy or language skills.

At present there are six SSWPs for you to use. Each one covers typical construction activities: Ground Works; House Building; Demolition; New Commercial Buildings; Civil Engineering; and Working on Roads. Each SSWP has its own pictogram book.

Step 1

The main *Code of Practice for Contractors with Three or Less Employees* covered the first five SSWPs. This supplementary code deals specifically with the Working on Roads SSWP. If you already have the main code of practice you can keep this supplementary code of practice with it.

Step 2

You must read and understand the Working on Roads SSWP contained in Section 2.0 of this document.

Step 3

Look at the hazards in your work – i.e. anything that has the potential to cause harm – such as working at height or working in excavations.

Step 4

Consider what are the risks related to each hazard – i.e. the chance that you or your employees can be harmed.

Step 5

Now look at the controls you can put in place to eliminate or reduce the risks to you or your employees. The SSWP will help you identify the proper controls.

Step 6

Talk to your employees about the hazards, risks and controls that are going to be put in place. Make sure that they understand what they have to do, to help you control the risks.

Step 7

Sign the certificate in Appendix E of this document, which states your commitment to health and safety and the SSWP and your compliance with this code.

Step 8

Use the SSWP forms for all of your road works sites.

Step 9

Keep the completed SSWP forms and the pictogram booklets with your work crews on each site.

If you do not continue to use the SSWP forms, you are not keeping to this code and therefore you would be required to have your Safety Statement and site-specific documentation available at each road works site.

WHAT INFORMATION IS PROVIDED TO HELP ?

This code of practice has three components:

1. This document, which you must read and make available to your employees.
2. The appropriate SSWP forms, which you must use for all of your construction activities.
3. The pictogram booklets that accompany each SSWP form, which you must make available to your employees.

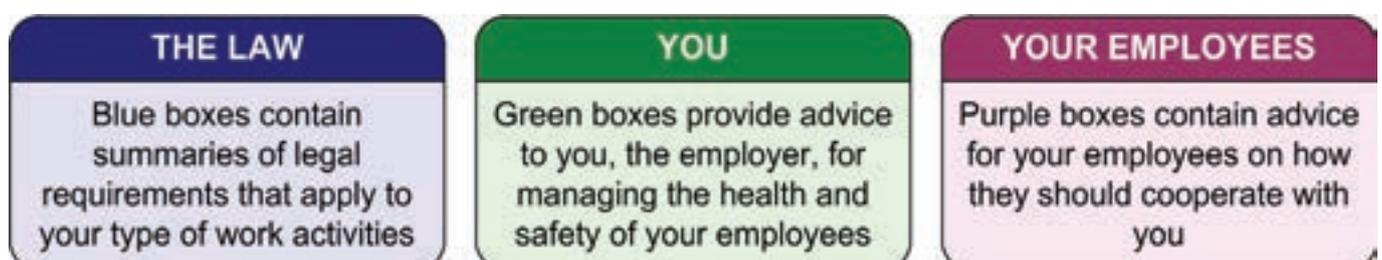
Each SSWP comes with a booklet that explains each of the pictograms used in the SSWP form. These very important booklets set out exactly what each control means and how to apply it on your site. You must keep the correct pictogram booklet on site with your employees. Each booklet is available in eight different languages.

In the next section you will see how the SSWPs work, how you can apply them to your construction activities and how to use the SSWP forms.

Another useful tool from the Health and Safety Authority is a DVD called *Safe System of Work Plan (Site Safety and You)*. This shows you how the SSWP system works in real situations.

Also included in Appendix F of this code of practice is the Health and Safety Authority's *Guidelines for Working on Roads*.

Information is also provided in Appendices A and B of this code, covering three main areas:



WHAT IS MY PLAN OF ACTION ?

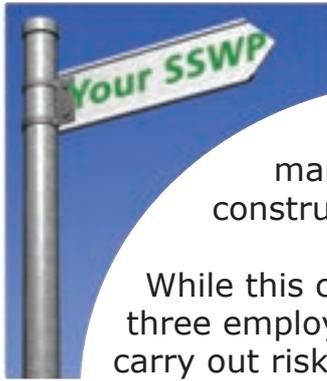
It is great that you have started to look at your Safety Statement. The good news is that keeping to this code of practice is easy; just follow the steps outlined on page 7.

While this code allows you to have a Safety Statement, covering you and up to three employees, it does not automatically provide compliance with the other sections of the Safety, Health and Welfare at Work Act 2005 (the Act) or other regulations.

There are other duties that you need to manage on a day-to-day basis, as you carry out your work. Information is provided within this code about your main duties and you should consider these carefully.

In order to comply with this code and to carry out your duties as an employer, you need to follow the relevant sections and forms contained in this code.

-  Consider your existing work environment and the hazards that exist there.
-  Read and understand the parts of the code of practice that apply to you.
-  Re-examine the hazards and talk to your employees.
-  Assess the risks related to each hazard.
-  Agree how you are going to manage your work activities safely.
-  Sign the commitment in Appendix E of this document and communicate it.
-  Use the Safe System of Work Plan for all your jobs.
-  Check that your plan is working and that your employees are working safely.
-  If not, take corrective action immediately to restore safe working practice.



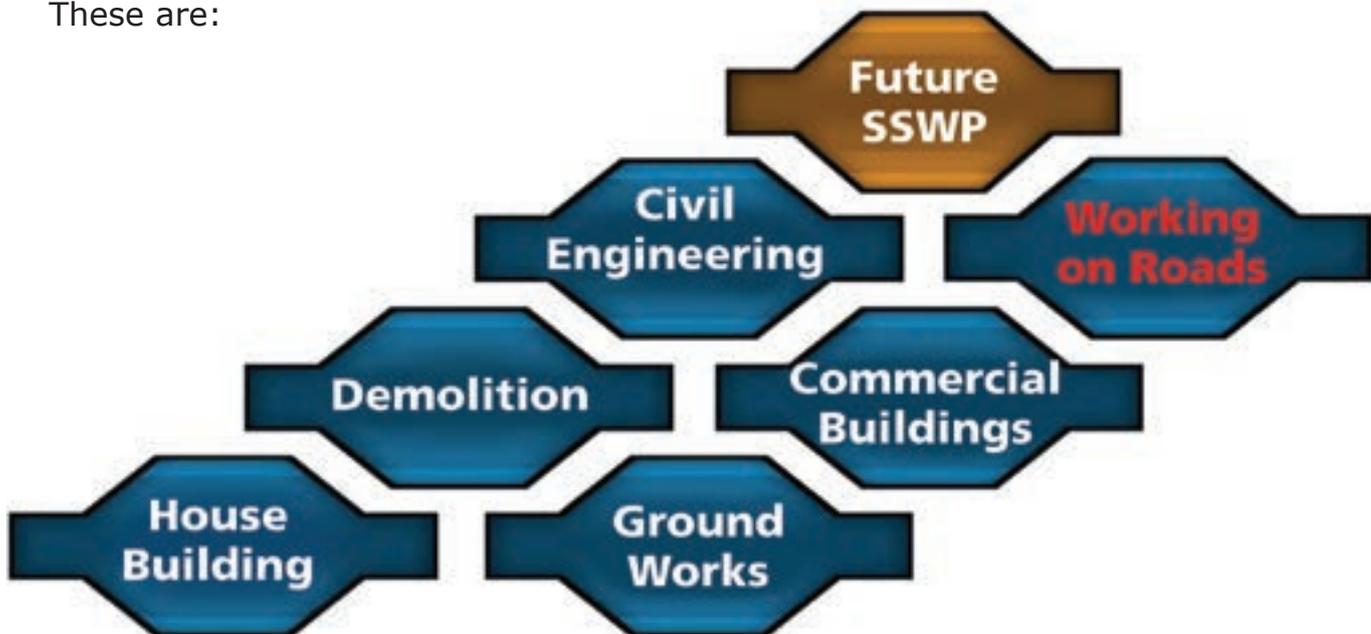
2.0 RISK ASSESSMENT MADE EASY

Completing risk assessments is an important part of the management of health and safety in any workplace, including construction sites.

While this code of practice allows you, as a small contractors (with up to three employees), to simplify the way you manage safety, you must still carry out risk assessments.

You may use the Safe System of Work Plan to complete risk assessments for your work activities for the purposes of satisfying this Code of Practice and to communicate them to your employees.

At present six SSWP forms have been prepared for the construction sector. These are:



The six construction forms complement each other and are intended to cover some of the main construction activities. More SSWP forms are being developed and will be issued in due course. These new SSWP forms will only become part of the code of practice when they have the consent of the Minister of State at the Department of Jobs, Enterprise and Innovation.

The forms on their own are not a code of practice; they must be used together with the other parts of the code of practice.

When planning your work you must also consider the impact of your work activities on members of the public and that the control measures are in place to protect them from harm.

The Working on Roads SSWP has the same three-part layout as previous SSWPs.

Part 1

SAFE SYSTEM OF WORK PLAN (SSWP)
WORKING ON ROADS Plan No.

Job Details	Resources Required	Emergency Details
Employer Name: _____ Responsible Person/Supervisor: _____ Number of Workers: _____ Specific Location: _____ Description of Works: _____ Start Date: _____	Worker Skills: _____ Plant/Equipment: _____ Hazardous Materials: _____	Contact Names & Tel No. 1. _____ 2. _____ 3. _____ First Aider: _____ Location of First Aid Box: _____
NOTE: A new SSWP must be completed when the task or the environment changes.		WORK PERMITS REQUIRED Hot <input type="checkbox"/> Electricity <input type="checkbox"/> Excavation <input type="checkbox"/> Confined Space <input type="checkbox"/> Other <input type="checkbox"/> Method Statement Yes <input type="checkbox"/> No <input type="checkbox"/>
Before Works Starts the following MUST be in place Tick the <input checked="" type="checkbox"/> box when confirmed		

Part 1 has space for you to record descriptions of the workplace and the work activities and to state the skills and resources needed to carry out the work. You must also give details of who is in charge of the works and emergency contact details. If a permit-to-work is needed, you should identify this on the SSWP. The control measures along the bottom of Part 1 are mandatory and you need to make sure that these steps are finished before work starts on that activity.

Part 2

HAZARD OR ACTIVITY CONTROL Tick the box to identify controls required; Tick the circle when control is in place.

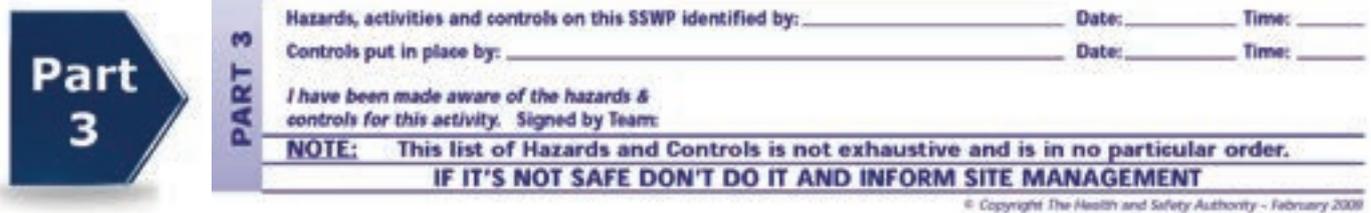
HAZARD OR ACTIVITY	CONTROL									

Part 2 has a series of pictograms in the left-hand column, which refer to hazards that are typical to that type of construction activity. When you are filling in the SSWP, look at your workplace and work activities and identify the hazards that exist. As you identify the hazards, place a tick in the square box on the upper left corner of the hazard.

Once you identify that a hazard exists, consider the suggested control measures shown in the SSWP and decide which measures are suitable for your workplace. To indicate the control measures that you intend to put in place, tick the square box on the upper left corner of the control measure.

The hazards identified in the SSWP are intended to cover the main hazards normally associated with that particular work activity. Please note that this is not a full list and it is likely that hazards will exist on your projects that are not fully included in the general SSWP. If you have identified a hazard that does not have a matching pictogram, then fill in one of the blanks provided on the form to communicate the hazard and the control measure(s) that you intend to put in place.

Having identified all the measures you need to take to protect people from the hazards in the workplace, you must make sure that each of the control measures is implemented before work starts on site. Once a control measure is in place, you record this by ticking the circle on the lower right corner of the control measure.



Part 3

Hazards, activities and controls on this SSWP identified by: _____ Date: _____ Time: _____

Controls put in place by: _____ Date: _____ Time: _____

I have been made aware of the hazards & controls for this activity. Signed by Team: _____

NOTE: This list of Hazards and Controls is not exhaustive and is in no particular order.

IF IT'S NOT SAFE DON'T DO IT AND INFORM SITE MANAGEMENT

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Part 3 allows you and those who are going to work on the activity to sign off on the SSWP. As the person who prepared the SSWP, you are signing that the hazards are identified and that the controls are in place. The workers are signing to confirm that the SSWP has been brought to their attention.

The completed SSWP must remain at the specific location of the work with the persons carrying out the work activity.

A new SSWP must be completed when:

- 1. a new hazard is identified;**
- 2. the task changes; or**
- 3. the environment changes**

REMEMBER "IF IT'S NOT SAFE DO NOT DO IT UNTIL IT IS SAFE, AND INFORM SITE MANAGEMENT".

In order to keep to this code of practice, you need to continue using the SSWP forms for new work activities or new hazards on each project. The SSWP forms and the relevant pictogram booklet must be kept on each site.

A starter pack of SSWP forms is included in this code of practice, along with the English edition of each of the accompanying pictogram booklets. You can order replacement SSWP forms and pictogram booklets by calling 1890 289 389, or by going online to www.hsa.ie.

The SSWP pictogram booklets can be downloaded free of charge. However, the SSWP forms are only available in hard copy. Each SSWP form comes in a bound pad of 52 forms.

A full set of guidelines is provided overleaf. Please refer to these guidelines before completing the SSWP.

Safe System of Work Plan (SSWP) Guidelines

The Safe System of Work Plan (SSWP) complements the Safety Statement required under the Safety, Health and Welfare at Work Act, although it does not replace the requirement for such a Safety Statement except where employers employing 3 or less employees are in full compliance with the relevant Code of Practice.

This guidance, which is particularly relevant to contractors, self-employed persons and employees, deals with the completion of SSWP for work on roads, footpaths or cycle-ways.

The SSWP will help users to complete work on roads, footpaths or cycle-ways in a safe manner.

Completing and using the SSWP will also help you to meet some of the legal obligations placed on you by health and safety legislation.

The Safe System of Work Plan (SSWP)

The primary objective of the SSWP is to identify the major hazards associated with your work activities and to ensure that appropriate controls are in place before work commences.

The SSWP achieves many other objectives, including:

- Links the implementation of the Safety Statement directly to the work activity except where employers employing 3 or less employees are in full compliance with the relevant Code of Practice.
- Focusing on safety for a particular task. The SSWP is completed at the start of each activity, and can be reviewed at any time during the work.
- Increasing awareness. It encourages the users to consider a range of options to deal with the risks. The users will become familiar with the various controls available.
- Communicating through the use of pictograms so that the meaning can be understood by persons who possess little or no English.
- Being user friendly: just tick the hazards and controls.

The Safe System of Work Plan (SSWP) should be used as a final check to ensure that the identified controls for a specific construction work activity are available and in place. However safety starts long before any specific construction activity takes place. Hazard identification, risk assessment, the elimination and control of identified hazards must take place through all stages of construction from the planning stage, through the design process, the tendering process and on to the construction stage so that each specific construction activity will have had safety built in.

The SSWP: A 3-part process:

- Part 1: Planning the activity
- Part 2: Hazard Identification, and Control Identifier
- Part 3: Sign off

PART 1

This part will be completed by the person planning the activity. Normally this will be carried out by the responsible person/supervisor/foreman and/or engineer prior to work starting.

- Identify who the employer/self-employed person is, e.g. **Acme Pipe Laying Ltd**
- Name of the Responsible Person/Supervisor for the activity, e.g. **A. McSample**
- Identify the number of workers in the team, e.g. **3**
- Identify the specific location of the activity, e.g. **gridline x to gridline y**
- Describe the specific activity, e.g. **pipelaying**
- When the work is to start, the date, e.g. **Tuesday, 1st June**
- What skills are required, e.g. **360 excavator driver, banksman, pipelayer, flag man**
- Plant and Equipment required, e.g. **Fiat Hitachi EX200, Sling, Shackle**

- Hazardous Materials, if used, e.g. **Acme Bondex XXX, R45**
- Contact Names & Tel No. in the event of an emergency, e.g. **Site Supervisor or Foreman**
- Name of the First Aider, and the location of the nearest First Aid Box
- Are Permits to Work required? Tick type
- The final section of this part: list requirements that are identified in the Construction Regulations and other Legislation as mandatory. Where these requirements are in place a tick mark should be placed in the round box.

Note: For sites where more than 20 persons are normally employed at any one time, a site safety representative should be appointed.

PART 2

This part of the SSWP form deals with hazard identification, risk assessment and risk control. Normally the hazards and controls will be identified by the engineer, supervisor, or foreman prior to work starting.



The **Hazards or Work Activity** of concern should first be identified by **ticking the square boxes in the "Select Hazard or Activity" column.**

The appropriate **Controls** to eliminate the hazard or reduce the risk should be identified by **ticking the square boxes in the "Select Control" column.**



When controls are in place **tick the round box.** This must be done in conjunction with the workers at the specific work location prior to the work taking place.



Similarly, the Personal Protective Equipment (PPE), should be selected by **ticking the square boxes in the PPE section, and when acquired by ticking the round box.**

Part 2 of the form may also contain several blank hazard triangles, each labelled with the word "identify", and several blank control boxes, each labelled with the word "other". As **the list of hazards depicted in the form is not exhaustive**, where other hazards are identified, these can be written into the blank hazard triangles. Similarly, as **the list of controls depicted in the form is not exhaustive**, where other controls are identified, these can be written into the blank control boxes.

PART 3

This part deals with the signing off of the SSWP. The purpose is to ensure that the form has been fully completed and that relevant persons involved in the work activity have been made aware of the risks and the controls required to eliminate such risks. Initially the person who identifies the hazards, controls and activities based on their knowledge of the work involved and any information made available to them signs off. The next signature is of the person(s) who puts the identified control measures in place. Finally, as the persons involved in carrying out the work activity and to whom the SSWP applies are made aware of the controls for their own safety, each person involved identifies that they have been made aware of these controls. Persons who call to the site and who may also be exposed to any risks arising must be made aware of the controls in place and should also sign the SSWP.

Note 1: The completed SSWP must remain at the specific location of the work with the persons carrying out the work activity. The SSWP should be kept in a location which is accessible to all.

Note 2: A new SSWP must be completed when (1) a new hazard is identified, (2) the task changes, or (3) the environment changes.

Note 3: The completed SSWP must be reviewed on a regular basis.

Optional: A record sheet is available inside the back cover.

REMEMBER "IF IT'S NOT SAFE DON'T DO IT, AND INFORM SITE MANAGEMENT"



HEALTH AND SAFETY
AUTHORITY

SAFE SYSTEM OF WORK PLAN (SSWP)



WORKING ON ROADS

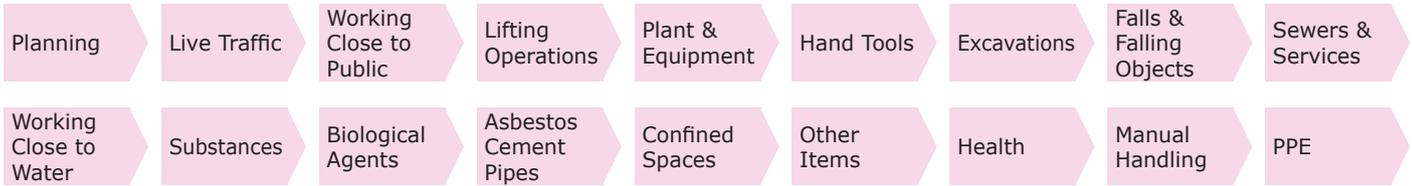




CONSTRUCTION SAFETY CODE OF PRACTICE



WORKING ON ROADS



YOUR WORK ACTIVITIES

This code of practice relates to working on roads and applies to any project where the work is undertaken on the road (please see Appendix F for definitions of road, roadway etc. The Working on Roads SSWP is intended for all trades involved in road works or projects of a similar nature. The manner in which you plan your works affects the safety of your employees and of others working on site. The next 18 pages will help you to identify the hazards related to your work and to determine how you can control these to protect the people around you. The main steps in planning the project include:

- Visit the section of road where the works are to be undertaken.
- Agree with scope of the works and the programme.
- Prepare a traffic management plan for the works.
- Agree the required safety provisions and who will arrange and implement them on site.
- Fill in the Working on Roads SSWP.
- Confirm with your employees that the controls are in place.
- Supervise to make sure that the works are being done in a safe manner.
- Report unsafe work practices to the person in charge of the road works or take direct action if it involves your employees.
- Keep the completed SSWP with the work crew and revise it as necessary.

MAIN PERSONS AT RISK

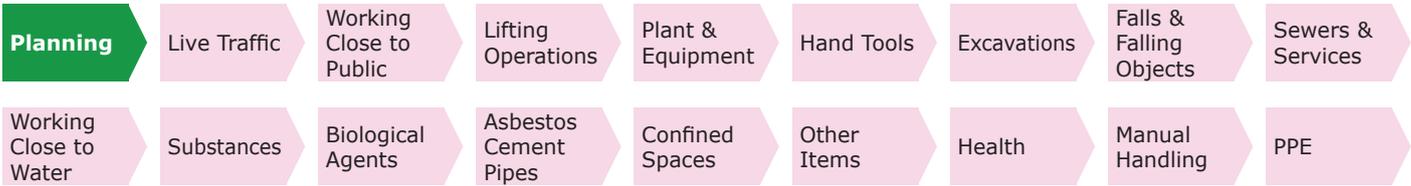
- Road construction workers
- General operatives
- Plant operators
- Pipe layers
- Statutory Undertakers (ESB, Bord Gáis, etc.)
- Carpenters and joiners
- Fencers
- Apprentices
- Delivery drivers
- Engineers
- Site management team
- Visitors
- Members of the public, including drivers, cyclists and pedestrians

Must read and implement the controls

SECONDARY PERSONS AT RISK

- Other trades involved in the road works.

Should read and follow directions



YOUR WORK ACTIVITIES

You should adequately plan out the road works before you start the works or affect the flow of live traffic. Road works may be of short duration, such as verge maintenance or litter picking, or may be part of a major project lasting for a number of months. A traffic management plan should always be prepared and communicated to the work force.

HAZARDS AFFECTING YOU anything with the potential to cause harm

Road works can be hazardous due to the nature of the activities and environment. Hazards such as coming in contact with electricity or road traffic accidents can lead to serious injury or death.

RISKS YOU ARE EXPOSED TO the chance you will be harmed by the hazard

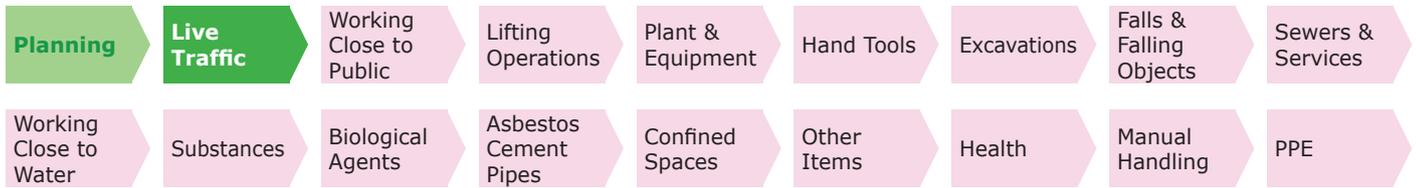
The level of risk will depend on the nature of the works to be undertaken, the classification of the road and the volume of traffic. Poorly implemented or maintained traffic management controls can increase the risks.

YOUR CONTROLS

Plan the works that you have to complete. Decide who is going to be in charge of the road works and make sure that they are competent to supervise the works. Talk to other contractors who may be affected by your works and make sure that you take their safety into account. Ensure that your employees have received the SOLAS Safe Pass and Construction Skills Certification Scheme (CSCS) training, for the works that they are going to do for you; in particular Signing, Lighting and Guarding CSCS and Health and Safety at Road Works CSCS requirements. You should list the names of your employees with CSCS cards in the table in Appendix E. Any plant and equipment that you give out or hire in to do the work must be in safe working order and have current certificates. Talk to your employees about the work that has to be done and make sure that they are aware of the hazards that exist and how you expect them to complete the work in a safe manner. For exceptionally short duration work (three days or less), a nearby convenient facility must be identified and the location communicated to the personnel on site. Such facilities may include: local depot; mobile welfare unit (under the control of the contractor); use of public toilets where it is impractical to return to other facilities; and in limited circumstances pre-arranged (preferably in writing) use of private facilities.



Let's do it!



YOUR WORK ACTIVITIES

Each time you undertake work on a public road, you place your employees, contractors and members of the public at risk. This can occur from the moment you start to put traffic management controls in place. Road work signs communicate the hazards to the road users and should be in accordance with Chapter 8 of the Traffic Signs Manual. This will help the road user to understand changes in the layout and to determine appropriate behaviour when negotiating the works.

HAZARDS AFFECTING YOU
anything with the potential to cause harm

A road traffic accident is the main hazard when working in live traffic. This can occur in advance of the works, along the works, or where vehicles cross over into the works. Situations where workers can inadvertently step into the path of live traffic need to be assessed.

RISKS YOU ARE EXPOSED TO
the chance you will be harmed by the hazard

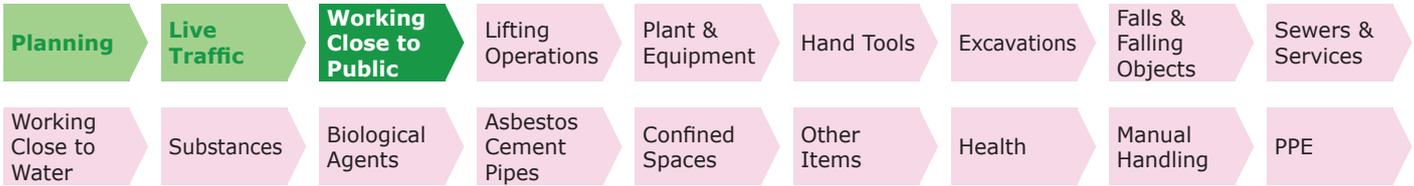
You can control the level of risk by considering the longitudinal and lateral safety zones and ensuring that road users are alerted to the presence of the hazards in advance of the road works and are guided safely through the road works.

YOUR CONTROLS

You must consider the key controls associated with managing and controlling traffic flow to safeguard workers and members of the public from road works. When any work activity near or on a public road is being planned, traffic and pedestrian (members of the public) management must be considered as part of the detailed risk assessment. Controls identified as part of this assessment must be planned for and implemented. All road activity resulting in road diversions, lane or road closures or changes to road junctions or road layout may impact on the safety of road users such as the emergency services, local residents, farmers and traders. Road users should be made aware of how the works may affect them. Where construction-related activity is being carried out on or near existing street furniture or street lighting, the relevant local authority, utility company or responsible company must be made aware of the works. Detailed risk assessments must be carried out, taking account of, for example the proximity of live traffic, associated services and instability of foundations.



Let's do it!



YOUR WORK ACTIVITIES

Your activities may vary from minor maintenance works to large-scale engineering works. Works on the roadway will principally affect drivers, cyclists and pedestrians at crossing points. Works off the roadway will principally affect pedestrians. A detailed risk assessment should identify the work activities and the people who are exposed to the associated hazards. Where work activity is carried out close to members of the public, measures should be taken to protect them.

HAZARDS AFFECTING YOU
anything with the potential to cause harm

Members of the public may not be aware of the hazards associated with road works. They may not know how to react to road work situations and may not be driving appropriately for the conditions.

RISKS YOU ARE EXPOSED TO
the chance you will be harmed by the hazard

Any interface with the public is high risk. In particular where construction operations or construction traffic is in the public domain or cuts across the public domain.

YOUR CONTROLS

Where your work is close to the public, you need to plan out in advance how you are going to control that interface. You must prepare a traffic management plan in line with guidance such as Chapter 8 of the Traffic Signs Manual taking into account the safety of the public and of your employees in implementing the plan and in undertaking the works. Determine who has right of way and what the appropriate speed limits are for the public passing through the works. You need to decide what level of protection is required to keep the public and your workers safe. If there is public access close to, or around, the works, you must put in place suitable and safe pedestrian routes so as to make sure that public safety is not put at risk. Specific consideration must be given to people with disabilities. Construction debris must be kept clear from public areas. Dust, muck, objects likely to fall, protruding puncture objects, trip hazards etc. must be removed. Where reinstatement is required, it must be completed without delay.



Let's do it!



YOUR WORK ACTIVITIES

It is likely that you will require materials and equipment to be lifted, for example when unloading deliveries or removing waste materials from site. Lifting operations can cause further obstruction and place members of the public at increased risk of injury. If you are directing the lifting operation you need to make sure that all aspects of the lift are controlled. If the cranes are provided by others, you need to cooperate with the procedures set down.

HAZARDS AFFECTING YOU
anything with the potential to cause harm

Materials that are being lifted can come loose and collapse. Any element of the lifting equipment may fail, leading to materials or components falling. Lifting equipment used outside of its safe working load (SWL) capacity may become unstable and overturn.

RISKS YOU ARE EXPOSED TO
the chance you will be harmed by the hazard

Because the loads being lifted can be significant, the risk of injury is high in the event of a failure. A site-specific risk assessment needs to be done for lifting operations to make sure that all hazards are identified and managed.

YOUR CONTROLS

When planning lifting operations, determine who is going to be in charge of the lift and agree communications procedures. In advance of the lift, plan out the access route, taking into account overhead power lines, and verify that the ground conditions are sufficient to support the total weight of the lift. If necessary get competent assistance when choosing lifting equipment and make sure it is operating within its SWL at all times of the lift. Where you intend to use grabs, verify that these are the appropriate equipment for lifting your components and use safety chains or nets under each suspended load. Prior to the lift, determine the centre of gravity of the load, particularly for awkward loads. If you are responsible for lifting operations, you will need to make sure that inspections and tests are carried out as required. As a general rule, persons should not be working under an area where loads are being lifted or within the working radius of the jib. Grab lorries and lorry loaders are increasingly used on construction sites. Typically the operator working the controls of the crane will be standing on a platform directly behind the cab or standing on the ground at the side of the lorry between the cab and the lorry body. Grab lorries must only be used to lift bulk materials such as earth, gravel and sand. Lift gear must not be attached unless certified and tested lifting points are provided.



Let's do it!



YOUR WORK ACTIVITIES

An increasing amount of plant and equipment is used on construction sites. This has health and safety benefits in reducing the manual handling hazards. However, additional hazards are introduced in how site workers interact with the different plant and equipment on site. Whether you own or hire the plant and equipment, you have an obligation to make sure that it is safe for the purpose, that it is maintained in a safe condition during its use and that it is operated by a competent driver.

HAZARDS AFFECTING YOU
anything with the potential to cause harm

Due to the nature and weight of the different types of plant and equipment on site, there is a significant potential for site workers or members of the public to be harmed if a failure occurs.

RISKS YOU ARE EXPOSED TO
the chance you will be harmed by the hazard

Working close to operating plant and equipment increases the risks in the event of a failure of the plant, equipment or systems of operation. There have been numerous deaths as a result of people coming into contact with plant and equipment.

YOUR CONTROLS

The first step is to make sure that the plant and equipment that you choose is suitable for the task; in particular in relation to its SWL, reach and limits in terrain. The aim should be to separate pedestrians from the plant traffic routes and to make sure that plant is fitted with auxiliary visual aids as required. Where seat belts are fitted, they must be worn: in the event of an overturn they can save lives. If locking devices are fitted to quick-release hitches, then it is vital that these are used in line with the manufacturer's recommendations; in particular safety pins. Secure barriers are necessary when plant and equipment is operating close to members of the public. The person responsible for selecting lifting equipment must make sure that it will be used within its SWL limits at all stages of the lift and that it is thoroughly inspected prior to its use.



Let's do it!



YOUR WORK ACTIVITIES

Use of hand tools can make a construction task easier and, when used in a proper manner, safer. For example using circular saws for timber or consaws for kerbs or concrete. Each hand tool will have different power sources that you will need to plan for, some are powered by electricity, others by battery or compressed air. When planning your work activities select the correct hand tool for the task but also consider the availability and route of the power source to the works area.

HAZARDS AFFECTING YOU
anything with the potential to cause harm

Workers can be injured by the hand tool itself or by the products coming from the use of the hand tool. Hand-arm vibration and noise are often hazards related to the use of hand tools. The power source can also be a hazard.

RISKS YOU ARE EXPOSED TO
the chance you will be harmed by the hazard

You must assess the level of risk of the use of hand tools for road works tasks. Some of the hazards are a medium to high risk; possibly leading to injury or ongoing illness. Workers have suffered fatal injuries as a result of using hand tools.

YOUR CONTROLS

First you need to plan your works and decide what hand tools are required for each task. Make sure that suitable power sources are available. All portable electric tools rated below 2kw must be powered using 110v supply. Check all cables for damage before use and make sure that cable routes are protected from plant and equipment on site. Make sure that protective guards are in place and used by workers on site. If the hand tool requires Personal Protective Equipment (PPE), such as hearing, eye or hand protection, then make sure that these items are available on site and used properly by workers using the hand tools. Hand-arm vibration is the type of mechanical vibration that, when transmitted to the human hand-arm system, entails risk to the health of employees, in particular of vascular, joint, neurological or muscular disorders. Where there is or is likely to be exposure to mechanical vibration from compactor plates, jack hammers, kangos etc., a suitable and appropriate risk assessment must be carried out. If you need to use generators, then you must locate these outside. You will need to make sure that hand tools provided are maintained in good working order and that defective tools or components are replaced.



Let's do it!



YOUR WORK ACTIVITIES

When involved in road works, it is likely that you will be opening excavations, working in excavations and backfilling on completion of the works. This is very hazardous work as it may not be possible to determine the exact ground conditions before work starts. The ground may have been disturbed by earlier works and therefore pose increased risks due to its unstable nature. A collapse of even 1m³ of material will weigh approximately 1.5 tons and can result in the burial or crushing of you or your employees in the excavation.

HAZARDS AFFECTING YOU
anything with the potential to cause harm

The main hazard is the stability of the sides of the excavation; however, other hazards also exist, such as access and egress, presence or accumulation of hazardous gases, collapse of plant or nearby structures into the excavation.

RISKS YOU ARE EXPOSED TO
the chance you will be harmed by the hazard

The potential for an accident in an excavation, such as a trench collapse, should never be underestimated. Risks can be increased by workers' failure to appreciate that they are in fact at risk, even in shallow excavations.

YOUR CONTROLS

Excavations and trenches can cause serious accidents. Depending on the nature of the ground conditions and site features, you have a number of different options: you could batter back the sides of the excavation to a safe angle or you could use shoring to support the sides of the excavation or proprietary trench boxes where people can work safely inside the protection of the trench box. Regardless of the support method you choose, you must also consider the actual processes that are involved in doing the excavation, working in the excavation and backfilling. These processes will involve the interaction of workers and plant and equipment as well as the movement and storage of spoil and construction materials for the works. Excavations must be inspected and thoroughly examined in accordance with the Construction Regulations. The thorough examination must be recorded on an approved form.



Let's do it!



YOUR WORK ACTIVITIES

You may require your employees to work at height as part of the road works, for example when installing street furniture and gantries. This places your employees at risk of falling from height. A further result of working at height is the potential for objects falling and causing injury to other persons working on site or to members of the public. When working at height you need to make sure that tools and materials are properly stored away from edges and that materials are secure during high winds.

HAZARDS AFFECTING YOU *anything with the potential to cause harm*

If you or your employees are working at height or adjacent to unprotected excavations, manholes or openings, then you are exposed to the risk of falling from a height and suffering serious injuries.

RISKS YOU ARE EXPOSED TO *the chance you will be harmed by the hazard*

This is a high-risk hazard, for which your risk assessment needs to identify appropriate control measures to minimise the risks to your employees and others that may be affected.

YOUR CONTROLS

First you should plan how you intend to work safely at height. This should include control measures that you will put in place to prevent tools and materials falling, particularly from structures. When you are using a crane to lift components up to your work area, you need to agree with other contractors the extent of the exclusion zone that is required so as to prevent materials being lifted over persons working on site or over members of the public. Once materials are located at height, make sure that they are properly stored and secure, so as to prevent them becoming airborne in high winds. Materials should only be loaded out onto designated loading bays, ensuring that you do not exceed the stated capacity. Provide safe access to the works areas, with priority given to collective protective measures over fall arrest systems. If there are unprotected edges or openings, you are required to make sure that these are covered or a barrier erected before your employees continue to work in that area.





YOUR WORK ACTIVITIES

As many services are located close to roads, workers can come in contact with electricity, gas or other utilities; often with fatal consequences. For example, when excavating close to buried services or operating plant and equipment under overhead power lines. Such contact can occur when services are crossing the road or parallel to the road.

HAZARDS AFFECTING YOU anything with the potential to cause harm

Any work that puts you or your employees in close proximity to existing live services is a significant hazard. Overhead power lines, underground cables or gas services are all hazardous to people working near them.

RISKS YOU ARE EXPOSED TO the chance you will be harmed by the hazard

There is a high risk of fatal accidents when working close to live services. In particular when operating plant and equipment adjacent to or directly underneath overhead electricity lines.

YOUR CONTROLS

Before commencing work adjacent to services, you should always contact the relevant utility company. The first option should be to divert the service away from the works or to isolate the service, so as to allow the works to proceed safely. You need to get service drawings from the utility company and use these to identify zones where services may exist. Your works area should be surveyed for the presence of services, for example using a Cable Avoiding Tool (CAT), and the identified services should be clearly marked with warning signs. Where overhead lines cannot be diverted, they need to be protected by the use of barriers and goalposts erected on both sides of the lines. Pay particular attention to tipping vehicles operating on site, and make sure that these are kept a safe distance away. The ESB/HSA codes of practice for *Avoiding Danger from Overhead Electricity Lines* and for *Avoiding Danger from Underground Services* provide practical guidance when working on roads close to overhead and underground services. If you are using gas cylinders, you must make sure that they are stored and used in line with the supplier's recommendations. In particular, oxy-acetylene cylinders must be stored in an upright position and in suitable rigs.



Let's do it!



YOUR WORK ACTIVITIES

Road works projects may involve working close to water, such as a river, lake or the sea. This hazard can be readily identified, allowing you to plan out the activities that are going to take place close to water well in advance of starting the works. Determine who will be responsible for providing and maintaining the control measures, and make sure that these are in place before you start work.

HAZARDS AFFECTING YOU
anything with the potential to cause harm

The principal hazard is someone falling into the water and suffering an injury. Their ability to assist themselves may be restricted by the consequences of the fall, e.g. where the person becomes unconscious and cannot keep afloat.

RISKS YOU ARE EXPOSED TO
the chance you will be harmed by the hazard

Factors affecting the risks related to working close to water include, the flow and depth of water, how high you are working above the water, how fast the body of water can rise and whether workers are wearing personal floatation devices.

YOUR CONTROLS

The design of personal floatation devices (PFDs) has improved, enabling users to have unrestricted movement to do their work out of the water but automatically inflating if they fall into the water. In addition to PFDs you must make sure that there are enough life rings next to the water's edge. When thrown, these will provide buoyancy to the worker in the water and will assist in their recovery from the water. When working over water, you should have a rescue boat readily available. The placement of grab lines downstream from the works can also assist a person to get out of the water. However, the main controls that you should implement are measures to prevent people from falling into the water in the first place. You should put up handrails along the water's edge or if this is not feasible, provide safety lines and fall arrest systems. Please note that your priority should be to adopt collective protective measures as opposed to individual protective measures, as you must protect everyone in that environment and not just those wearing the fall arrest system.





YOUR WORK ACTIVITIES

Dangerous substances are used on a daily basis in construction work and come in many forms (fuels, weedkillers etc.). Some of these substances are more toxic than others, but if mishandled, consumed or crossed into the body all of them will cause harm, serious illness or worse.

HAZARDS AFFECTING YOU anything with the potential to cause harm

Misuse of substances or implementing incorrect controls can be harmful and lead to long-term illness.

RISKS YOU ARE EXPOSED TO the chance you will be harmed by the hazard

The level of risk will depend on the substance being used and the environment (e.g. enclosed space or well-ventilated area).

YOUR CONTROLS

Safety information is contained on the label of dangerous substances. It is important to read the label. If you cannot understand the language used, ensure that the relevant safety information is fully explained to you. When transferring chemicals from one container to another, it is very important that both containers are labelled correctly, stating exactly what they contain. This ensures that the next person that picks up the container is fully aware of what is inside. Dangerous substances should not be left unlabelled, lying around or exposed, but must be secured correctly in appropriately labelled, approved containers and immediately stored in controlled storage lock-ups, in accordance with the manufacturer's instructions (see the storage information on the SDS or Safety Data Sheet). Appropriate PPE must be worn when handling dangerous substances. All persons using or handling a dangerous substance must be familiar with and aware of the relevant contents of its SDS. Hand washing is a vital control in reducing the risk of infection, ingestion and cross-contamination, especially after handling or using any chemical product. Use of substances such as degreasers and thinners can cause skin disorders. Generally, appropriate gloves must be worn.





YOUR WORK ACTIVITIES

You and your employees can be exposed to harmful gases and biological agents, particularly when engaged in drainage works. Harmful gases can cause injury by inhalation and contact with the skin. Micro-organisms, such as bacteria, viruses, parasites and fungi, may cause infection, allergy, poisoning or have a toxic effect. You must look at the works you intend to do and find out if you will be exposed to harmful gases or biological agents and then make sure that the appropriate control measures are in place before you start.

HAZARDS AFFECTING YOU anything with the potential to cause harm

Employees, ranging from drainage workers to litter pickers, can be exposed to harmful gases and biological agents. They can suffer injury and ill health due to breathing the agents in or by direct contact with the skin or eyes.

RISKS YOU ARE EXPOSED TO the chance you will be harmed by the hazard

Depending on the nature of the agents, working in particular environments can be a very high risk. For example, people have died working in confined spaces, such as manholes, due to the presence and accumulation of hazardous gases.

YOUR CONTROLS

Check for harmful gases and biological agents before you start work. In the case of a confined space, you should monitor the environment on a continuous basis. Gas monitors are available to detect gases common to ground works, such as carbon monoxide, hydrogen sulphide, oxygen and flammable gases. In addition, you should operate a permit-to-work system, which makes sure that only authorised and trained persons who are suitably protected can enter into the area. Where harmful gases are present in a confined space, you must make sure that there is an adequate fresh air supply.

Any work activity involving or likely to involve possible exposure to chemical, physical or biological agents must be risk assessed prior to the work commencing. Measures to protect from chemical, physical and biological hazards include air sampling, ventilation, use of alternative materials, use of processes and equipment that reduce dust and vapours, information and training, and lastly PPE.





YOUR WORK ACTIVITIES

Asbestos is a hazardous material that can be present in some water pipes. Work involving asbestos-containing materials (ACM) may expose workers to asbestos fibres, which can cause harm by inhalation. Prior to work commencing it will be necessary to survey the works to assess whether such health hazards exist. Where health hazards are identified, adequate controls must be put in place to protect workers and others in the vicinity, including air monitoring, waste removal, permit-to-work systems, meticulous planning, use of appropriate PPE, surveys and ventilation.

HAZARDS AFFECTING YOU anything with the potential to cause harm

The main hazard is the inhalation of air-borne asbestos fibres. The focus must be on controlling the works to minimise fibres becoming air-borne and entering the operatives' breathing zone.

RISKS YOU ARE EXPOSED TO the chance you will be harmed by the hazard

Uncontrolled works involving asbestos-containing materials are high risk. Workers and other persons in the vicinity of the works can be exposed.

YOUR CONTROLS

Prior to any work on asbestos-containing materials, whether altering, cutting, drilling, repairing or removing, it is vital to identify the location, extent and types of asbestos present, so that all appropriate controls can be implemented in advance. Three types of survey can be undertaken depending on the level of risk and extent of the works to be undertaken. Each survey must be carried out in accordance with a recognised standard such as 'Methods for the Determination of Hazardous Substance: Surveying, Sampling and Assessment of Asbestos-Containing Materials' (HSE MDHS 100) or other suitable equivalent. Based on the identification of the hazards, a full, documented risk assessment must be carried out to identify all necessary control measures. The assessment must be communicated to the relevant persons who could be exposed to such risks. Wetting or damping down areas prevents dust from being dispersed into the air. A competent person is required to examine and inspect the effectiveness of the controls associated with removing any asbestos-containing materials. In circumstances where, based on risk assessment, air monitoring is required, this should be conducted by a competent person using specialised equipment.





YOUR WORK ACTIVITIES

A confined space refers to any place, including a vessel, tank, container, pit, bund, chamber, cellar or other similar space, which, by the virtue of its enclosed nature, creates conditions that give rise to a likelihood of an accident, harm or injury occurring of such a nature as to require emergency action. This would include, for example, drainage work where you or your employees could be working in live manholes and sewers.

HAZARDS AFFECTING YOU anything with the potential to cause harm

Any work in confined spaces exposes you or your employees to significant hazards, particularly where harmful gases or biological agents are present or can accumulate. The extent of the hazards can be compounded by the difficulty in providing assistance.

RISKS YOU ARE EXPOSED TO the chance you will be harmed by the hazard

Working in confined spaces is a high-risk activity. Multiple fatalities have occurred when a worker was overcome by harmful gases and, in an attempt to get the person out, others entered the area without protection and were killed.

YOUR CONTROLS

Plan your work! If the ground works involves entry into confined spaces, you must survey this environment first to identify all the hazards that may exist. This will allow you to assess the risks and to make sure that the appropriate control measures are in place before anyone enters the work area. Using a permit-to-work system for all confined space entry will help you to manage the implementation of safe working procedures in this hazardous environment and ensure that only authorised people can enter the work area, under controlled conditions. Make sure that you have gas detection and monitoring equipment that is suitable for the anticipated harmful gases, that is in good working order and that has a valid test certificate. You need to consider if the environment requires you to locate a tripod apparatus above the confined space, which will allow for the rescue of a worker from the confined space, in the event of difficulty. Your employees working in a confined space must be in verbal contact with persons outside at all times. If using radio equipment to achieve this, then you must make sure that it is intrinsically safe for use in explosive atmospheres.





YOUR WORK ACTIVITIES

There are general hazards, common across all work activities which can place workers and members of the public at risk. For example, untidy work sites, inadequate lighting, poor ground conditions, explosive atmospheres, works involving street furniture, and fire risks.

HAZARDS AFFECTING YOU anything with the potential to cause harm

The proximity of road works to the public domain means that members of the public are often exposed to these hazards.

RISKS YOU ARE EXPOSED TO the chance you will be harmed by the hazard

The risks range from low-risk hazards that may cause slip trips and falls, to high-risk hazards such as collapsing structures, fire and explosions.

YOUR CONTROLS

All slip, trip and fall hazards must be removed so that people can move around the site safely. Adequate lighting must be provided in darkened areas to prevent people from falling, slipping, tripping, or being hit by projecting objects. Dust and muck present a nuisance to both workers and others in the vicinity. All traffic routes in public areas near construction works should be kept clear of muck. During dry periods the routes should be dampened to keep dust down. Excessive amounts of dust can cause eye and respiratory irritation. The ground area close to or over underground services/ducts and surrounding excavations should be inspected to ensure that it is capable of taking the weight of any load applied. In urban areas where paving or excavation-related activity is to be carried out on or near existing street furniture, street lighting or boundary walls, including activity in relation to the maintenance and upgrading of pavements, the relevant local authority, utility company or responsible company must be made aware of the works. Detailed risk assessments, taking account of the proximity of any anchoring, foundations and structural instability, must be carried out. The controls may include getting detailed drawings from the utility company or local authority to include services; using props and supports; segregating the street furniture from the site and the public; ensuring that working plant is kept away from the protected structure; etc.



Let's do it!**YOUR WORK ACTIVITIES**

Construction work may expose your employees to substances and gases that can cause harm by inhalation or by contact with the skin. You must determine the hazards and implement the proper controls before you start the works.

HAZARDS AFFECTING YOU
 anything with the potential to cause harm

Road works can expose workers to a range of biological, chemical and physical hazards, the extent of which must be identified as part of the risk assessment undertaken before work starts.

RISKS YOU ARE EXPOSED TO
 the chance you will be harmed by the hazard

These hazards can be high risk, leading to long-term illnesses, such as Weil's disease, hepatitis and disability.

YOUR CONTROLS

In deciding on the controls to be implemented, the General Principles of Prevention should be applied, particularly to the materials and processes used, to identify whether safer alternatives can be found. Biological agents and chemicals can enter the body in several different ways: through eyes or skin, inhalation or swallowing. This exposure may result in, allergies, asphyxiation, burns, dermatitis, nausea, occupational asthma, poisoning or zoonoses (infections such as leptospirosis transmitted from animals). Measures to protect from biological, chemical and physical hazards include air sampling, use of alternative materials, information and training, PPE, use of processes and equipment that reduce dust and vapours, ventilation.

Health surveillance appropriate to the health risks that may occur at the workplace and as identified in the risk assessment must be made available to employees. Health surveillance can take many forms, including audiometry, completion of questionnaires, measuring hand-arm vibration, spirometry etc.





YOUR WORK ACTIVITIES

Manual handling is the physical movement of objects by a person and involves lifting, pushing or pulling actions that might cause injury or other health problems. Your employees will probably be required to work with a range of materials: some may be small, but heavy; others may be light, but an awkward shape or size. While the increase in mechanical aids has reduced the requirement for manual handling, it is still a significant cause of injury to construction workers.

HAZARDS AFFECTING YOU anything with the potential to cause harm

Workers can suffer injuries from lifting or moving heavy objects, or in association with additional body movements. The hazards will depend on the extent to which you rely on manual handling to carry out works.

RISKS YOU ARE EXPOSED TO the chance you will be harmed by the hazard

While the human body is designed to move and do work effectively, excessive amounts of manual handling can increase the risks of injury. Significant injury can also result from a single lift event, where the weight or nature of the load is too much.

YOUR CONTROLS

You need to assess every task to decide if there is a manual handling hazard. Your first approach should be to eliminate the risk by removing the need for you or your employees to engage in manual handling. If you cannot eliminate the hazard, then you need to put in control measures to reduce the risk to as low a level as possible. This may include the provision of mechanical lifting aids, which can be used to take the weight/strain from the worker. Also look at how you are planning your works to see if you can reorganise the activities to eliminate or reduce manual handling needs. If you or your employees are engaged in manual handling, then you need to organise specific manual handling training on the correct approach and technique. Once you have been trained, you must supervise the manner in which your employees implement the correct manual handling techniques on site and take corrective action if they revert to poor lifting techniques.



Let's do it!



YOUR WORK ACTIVITIES

Personal Protective Equipment (PPE) should be considered as a last resort, only after all other control measures have not allowed for the complete elimination of the hazards. PPE will only protect the individual (1) who is wearing the PPE, (2) who is trained in its safe use, (3) who is using it in line with the training and (4) who is provided with PPE that is in good working order. There is a wide variety of PPE available for typical hazards and you need to make sure that you choose the correct PPE for your application; you should seek competent assistance if unsure.

HAZARDS AFFECTING YOU
anything with the potential to cause harm

PPE is intended to provide protection from residual hazards. However, you and your employees can be exposed to the hazards by the incorrect use of the PPE equipment.

RISKS YOU ARE EXPOSED TO
the chance you will be harmed by the hazard

PPE is the last line of defence that you or your employees have against hazards that exist. You are at risk if PPE is not provided or is not used correctly. The effects may be acute (injury is immediately and evident) or the injury may only become apparent over time.

YOUR CONTROLS

You need to assess the residual hazards, having put in place all other control measures. If the hazards cannot be fully eliminated, you may need to rely on PPE. However, you not only have to provide the PPE, but also the training in its correct use. For example for hearing protection this does not have to include formal off-site training, but should include your supplier providing literature for the hearing protection provided, showing its safe use and for you to include this as a topic in toolbox talks. You need to decide what is the minimum mandatory PPE that is required for works on site and make sure that everyone in your works area (including you) is correctly using the minimum PPE. If persons are not using the PPE, then you are required to take corrective action in a consistent manner. Do not lapse into the approach of "I have told them a hundred times to wear the hearing protection; What more can I do?". You can do a lot more! You are in charge of that place of work and you must lead by example. Your employees must know that the PPE is provided for their protection and there may be consequences if it is not used correctly.



SAFE SYSTEM OF WORK PLAN (SSWP)

WORKING ON ROADS

 Plan No.
PART 1

Job Details	Resources Required	Emergency Details
Employer Name: _____	Worker Skills: _____	Contact Names & Tel No.
Responsible Person/Supervisor: _____	_____	1. _____
Number of Workers: _____	_____	2. _____
Specific Location: _____	Plant/Equipment: _____	3. _____
Description of Works: _____	_____	First Aider: _____
_____	_____	Location of First Aid Box: _____
Start Date: _____	Hazardous Materials: _____	
NOTE: A new SSWP must be completed when the task or the environment changes.		WORK PERMITS REQUIRED Hot <input type="checkbox"/> Electricity <input type="checkbox"/> Excavation <input type="checkbox"/> Confined Space <input type="checkbox"/> Other <input type="checkbox"/> Method Statement Yes <input type="checkbox"/> No <input type="checkbox"/>

Before Works Starts the following **MUST** be in place Tick the circle when confirmed

Supervision <input type="checkbox"/>	Safe Pass <input type="checkbox"/>	Plant Eq. Cert. <input type="checkbox"/>	CSCS <input type="checkbox"/>	Communicative Proficiency <input type="checkbox"/>	WC & Washing <input type="checkbox"/>	Canteen <input type="checkbox"/>	Drinking Water <input type="checkbox"/>	Drinking Water <input type="checkbox"/>	First Aid <input type="checkbox"/>	PPE <input type="checkbox"/>

SELECT HAZARD OR ACTIVITY **SELECT CONTROL** All controls identified below must be in place before work starts Tick the box to identify controls required. Tick the circle when control is in place.

PART 2

<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										

PART 2

HAZARD OR ACTIVITY	CONTROL Tick the <input type="checkbox"/> box to identify controls required: Tick the <input checked="" type="checkbox"/> circle when control is in place.										
Excavation											
PPE											

PART 3

Hazards, activities and controls on this SSWP identified by: _____ Date: _____ Time: _____
 Controls put in place by: _____ Date: _____ Time: _____

I have been made aware of the hazards & controls for this activity. Signed by Team:

NOTE: This list of Hazards and Controls is not exhaustive and is in no particular order.
IF IT'S NOT SAFE DON'T DO IT AND INFORM SITE MANAGEMENT



3.0 FURTHER INFORMATION

Information is available on the Authority's website: www.hsa.ie.

From the website you can download a selection of applicable legislation and a range of guidance publications, free of charge.

Some of the available guidance documents are listed below, for your convenience.

- Guide for Homeowners
- Guide for Contractors and Project Supervisors
- Definition of Construction Work
- Guidelines on the Procurement, Design and Management requirements of the Safety, Health and Welfare at Work Construction Regulations
- Summary of the key duties under the Procurement, Design and Management requirements of the Safety, Health and Welfare at Work Construction Regulations

APPENDIX A

THE LAW FOR EMPLOYERS

(WHAT YOU NEED TO DO)



YOUR DUTIES AS AN EMPLOYER

You need to look at your responsibilities as an employer. While this code of practice provides you with a way to meet the requirement to have a Safety Statement, there are other duties outside the scope of this code that you will need to manage as well. These duties go hand in hand with the preparation and implementation of a Safety Statement and should not be considered separate.

This section sets out your principle duties as an employer. The legal duties are not repeated exactly as they appear in the legislation; instead they are given as a brief outline of the principles. If you need further information, please refer to the Health and Safety Authority publications listed on page 38. While you read through this section, bear in mind that other persons also have duties where you are carrying out construction works. These persons include the client, designers, other contractors, project supervisor for the design process, project supervisor for the construction stage and your employees.

The first piece of legislation that you need to be aware of is the Safety, Health and Welfare at Work Act 2005. This is the main element of health and safety legislation that applies to all workplaces. It also paves the way for other regulations to be enacted, such as the Safety, Health and Welfare at Work (Construction) Regulations 2013.

SAFETY, HEALTH AND WELFARE AT WORK ACT 2005

One aspect of section 8 of the 2005 Act that can sometimes be overlooked is the duty to give information, instruction, training and supervision to your employees. Please bear in mind that this is the cornerstone of how you should communicate with your employees on matters of health and safety. This duty is expanded in sections 9 and 10 of the Act.

- | | |
|--------------------|--|
| INFORMATION | Tell your employees about the hazards that exist on the project and the hazards related to carrying out your construction activities. |
| INSTRUCTION | Tell your employees how you expect them to carry out the work safely, i.e. your site rules. |
| TRAINING | As well as the required FÁS Safe Pass, your employees may need additional training due to the nature of the work that you are asking them to do, for example in driving a telescopic handler. |
| SUPERVISION | You have informed your employees about the hazards, you have instructed them how you expect them to do the work in a safe manner and you have provided training to give them the skills they need. Now you must supervise them to make sure that they are complying. If unsafe work practices exist, take corrective action immediately. |

Section 8: General Duties of Employer		
THE LAW	YOU	YOUR EMPLOYEES
<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>You must ensure the safety, health and welfare of your employees</p> </div> <div style="border: 1px solid black; padding: 10px;"> <p>These duties equally apply to your own employees and anyone you hire on a temporary basis</p> </div>	<p>To achieve this you must:</p> <ul style="list-style-type: none"> • Manage how you carry out your work activities; • Identify the hazards and do risk assessments for each place of work. Communicate the control measures to your employees; • Tell your employees how you expect them to behave and make sure that they comply (your site rules); • Provide a safe place of work; • Provide safe means of access and egress at work; • Provide safe plant and equipment; • Make sure that your employees are not at risk from the use of materials or from the use of plant and equipment; • Provide safe systems of work, which are planned and implemented on site; • Provide welfare facilities or make sure that the main contractor has provided access to welfare facilities; • Provide information, instruction, training and supervision; • Provide PPE; • Have emergency plans in place; • Report accidents and dangerous occurrences; • Get help if needed 	<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>Discharging your duties cannot involve any financial cost to your employees</p> </div> <div style="border: 1px solid black; padding: 10px;"> <p>Your employees have a duty to cooperate with you. Refer to section 13 of the Act</p> </div>

Section 9: Information for Employees		
THE LAW	YOU	YOUR EMPLOYEES
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>You are required to provide information to your employees</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>These duties equally apply to your own employees and anyone you hire on a temporary basis</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>You have to provide the information in a form, manner, and if appropriate, language that is likely to be understood by the employee. Please remember this if you are hiring or working with persons for whom English is not their first language.</p> <p>The information you provide will include information on the hazards that exist and the risk assessments that you have carried out.</p> <p>You will also inform your employees how you plan for the work to be completed safely.</p> <p>If your emergency plans indicate who is responsible for implementing them, then you need to inform your employees who this is.</p> </div>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Your employees have a duty to cooperate with you. Refer to section 13 of the Act</p> </div>

The requirement of section 9 in relation to the provision of information to employees is supported by that of section 10 to give instruction, training and supervision to employees.

You need to decide how best and in what format to give this information to your employees. The requirement to give information on the hazards and risks of the work activities or of the environment in which the work has to be done can be communicated by way of the Safe System of Work Plan.

Section 10: Instruction, Training and Supervision of Employees		
THE LAW	YOU	YOUR EMPLOYEES
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>You are required to provide instruction, training and supervision to your employees</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>These duties equally apply to your own employees and anyone you hire on a temporary basis</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>You have to provide the instruction, training and supervision in a form, manner, and if appropriate, language that is likely to be understood by the employee. Please remember this if you are hiring or working with persons for whom English is not their first language.</p> <p>You need to take the capabilities of your employees, in relation to health and safety, into account when asking them to carry out work activities.</p> <p>If you have employees who are covered by other legislation (e.g. pregnant employees) then you need to ensure that they are protected.</p> <p>You need to provide training to new employees, and training if there are new or changed risks, or if new plant and equipment is introduced.</p> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Your employees have a duty to cooperate with you. Refer to section 13 of the Act</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Your employees are entitled to be released from work without loss of pay, in order to receive training</p> </div>

The Construction Regulations stipulate a range of training that is needed for various activities in the construction sector. Safety awareness or Safe Pass is a general requirement for all workers on site. Also there is a range of Construction Skills Certification Scheme (CSCS) training programmes dealing with particular hazardous activities, such as the erection of scaffolding or the operation of certain plant and equipment.

Please note that the registration card that your employees receive on the successful completion of the Safe Pass or CSCS training is their property and responsibility. While you are entitled (and should) make photocopies of their registration cards, you must not take full possession of the cards. You can use the table in Appendix E to record the names of your employees with CSCS cards. After you have copied the cards or noted the registration numbers, return the cards to your employees, instructing them to always have the cards in their possession so that they can be presented on request.

Section 11: Emergencies and Serious and Imminent Dangers		
THE LAW	YOU	YOUR EMPLOYEES
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>You must prepare emergency plans and procedures</p> </div>	<div style="border: 1px solid black; padding: 10px;"> <p>This includes measures in relation to first aid, fire fighting and the evacuation of persons at your place of work.</p> <p>The plans may vary depending on the work that you are carrying out. However, they should be detailed, particularly if you are undertaking works that are likely to result in an emergency, such as hot works.</p> <p>You need to identify who will be responsible for implementing the plans.</p> <p>In the event of serious, imminent and unavoidable danger, you should instruct your employees to leave the area.</p> </div>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Your employees have a duty to cooperate with you. Refer to section 13 of the Act</p> </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-top: 10px;"> <p>If employees have stopped work because of serious, imminent and unavoidable danger, then they should not be penalised.</p> </div>

Section 12: General Duties to Persons other than your Employees		
THE LAW	YOU	YOUR EMPLOYEES
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>You must take account of the safety, health and welfare of other persons other than your employees</p> </div>	<div style="border: 1px solid black; padding: 10px;"> <p>You can achieve this by planning, managing and carrying out your construction work activities in a safe manner, that recognises that other persons may be adversely affected by your activities.</p> </div>	

The above sections represent your general duties as an employer. The following sections deal with the specific needs of risk management in more detail.

Section 17(3): Duties Related to Construction Work		
THE LAW	YOU	YOUR EMPLOYEES
<p>You must ensure that the construction works are undertaken in a safe manner and without risk to health</p> <p>You must ensure that the manner in which you undertake your construction activities comply with the legislation</p>	<p>Irrespective of the number of employees that you have, if you are engaged in construction activities then you have to ensure that you are carrying out these activities in a safe manner.</p> <ul style="list-style-type: none"> • Plan the works; • Implement the plan; • Check the plan; • Take corrective action, if necessary 	<p>Your employees have a duty to cooperate with you. Refer to Section 13 of the Act</p>

Section 18: Protective and Preventive Measures		
THE LAW	YOU	YOUR EMPLOYEES
<p>You need to appoint a person or persons, responsible for the prevention of risk</p>	<p>For your company, this may be you, provided you are competent to undertake this duty.</p> <p>You may need to engage an external person to provide assistance, if you or your employees are not competent to fully discharge this duty.</p> <p>You need to provide the external person with the relevant information on the hazards and risks.</p>	<p>If competent (having the required training, knowledge and experience), your employee can assist you, as directed, in the implementation of protection and prevention of risks</p>

Section 19 relates specifically to the requirement for hazard identification and risk assessment. Please refer to Section 2.0 of this document, which outlines how you can apply the Safe System of Work Plan to your construction activities.

Section 19: Hazard Identification and Risk Assessment

THE LAW	YOU	YOUR EMPLOYEES
<p>You are required to identify HAZARDS and assess the RISKS to a person's safety, health or welfare</p>	<p>When looking at the hazards, consider, for example:</p> <ul style="list-style-type: none"> • The type of construction work that you have to do; • The environment that you and your employees are working in; • The materials that you will be using (weight, size, stability, hazardous); • The plant and equipment you will need to do the work; • Access into and out of the site and work location; • Your and your employees' ability to do the work in a safe manner <p>Having identified the hazards, you then need to assess the risks. You may utilise the Safe System of Work Plan to achieve this.</p> <p>The final stage is to decide / agree on the appropriate control measures and to implement these on site before work commences</p>	<p>Your employees have a duty to cooperate with you. Refer to section 13 of the Act</p>

Section 20: Safety Statement

THE LAW	YOU	YOUR EMPLOYEES
<p>Every employer is required to prepare a Safety Statement</p>	<p>As a contractor, if you have three or less employees, by complying with this code, you are complying with Section 20</p>	<p>Three or Less</p>

Section 20: Safety Statement (continued)		
THE LAW	YOU	YOUR EMPLOYEES
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Every employer is required to prepare a Safety Statement </div>	<div style="border: 1px solid black; padding: 5px;"> If you have more than three employees, then you need to prepare a formal Safety Statement. To achieve this you can build your Safety Statement around this code of practice and SSWP. You can add to the code elements that cover your larger work force. Typically you would need to outline who is responsible for safety and how you are going to communicate, now that you have more workers. </div>	<h1 style="margin: 0;">More than Three</h1>

Section 21: Duty of Employers to Cooperate		
THE LAW	YOU	YOUR EMPLOYEES
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Where employers share a place of work, they are required to cooperate with each other </div>	<div style="border: 1px solid black; padding: 5px;"> It is very common for you to be sharing a place of work (i.e. a construction site where there are a number of different contractors present. When this happens you need to cooperate with the other contractors, in particular with how you plan to carry out your works and coordinate the implementation of the plan on site. You should ensure that any contractor that is affected by your works, receives a copy of your Safe System of Work Plan for those works. </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Your employees have a duty to cooperate with you. Refer to Section 13 of the Act </div>

Sections 25 and 26 permit your employees to select a person amongst them to represent them on matters relating to health and safety.

Section 25: Safety Representatives		
THE LAW	YOU	YOUR EMPLOYEES
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>This section allows your employees to select a representative to represent them on matters related to safety, health and welfare at the place of work</p> </div>	<div style="border: 1px solid black; padding: 10px;"> <p>You have to consider any representations made by the Safety Representative.</p> <p style="text-align: center;">You need to give reasonable time off to your employee, so that they can carry out the Safety Representative function and receive training if required.</p> <p style="text-align: center;">You must let your Safety Representative know if an inspection by a Health and Safety Authority inspector is to be carried out.</p> </div>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Between the three employees you can select one of you to represent the employees on matters of health and safety</p> </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">As a Safety Representative you can:</p> <ul style="list-style-type: none"> • Inspect your workplace; • Investigate accidents or dangerous occurrences; • Investigate complaints; • Accompany a HSA Inspector (at their discretion if they are investigating an accident or dangerous occurrence); • Make representations to an Inspector; • Receive advice or information from an Inspector </div>

Section 26: Consultation and Participation of Employees, Safety Committees		
THE LAW	YOU	YOUR EMPLOYEES
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>This section sets out measures for developing and promoting health and safety at your workplace and to check that these measures are working</p> </div>	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>As part of this promotion process you should:</p> <ul style="list-style-type: none"> Talk to your employees about the safety measures you are going to put in place; Tell your employees who is responsible for putting emergency plans into action; Involve your workers in the SSWP system and for filling in the forms; Talk to your employees about the SSWP system and this code of practice; Let your employees know the outcome of any accident investigation and if new measures are to be introduced; Tell your employees who is responsible for managing health and safety at your workplace; Talk about the work equipment you are providing for them to carry out work </div>	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>Due to the small number of employees it is unlikely that they will need to set up a Safety Committee; however, they still have the ability to consult with you on matters that affect their safety, health or welfare</p> </div>

The above panel summarise your main duties as an employer and how they relate to your employees.

In addition to the Safety, Health and Welfare at Work Act 2005, other legislation may affect your work activities. The following is a non-exhaustive list of legislation that may apply to the type of work that you are engaged in and/or the environment in which you carry out these work activities:

- Safety, Health and Welfare at Work (Construction) Regulations 2013.
- Safety, Health and Welfare at Work (General Application) Regulations 2007.
- Safety, Health and Welfare at Work (Confined Spaces) Regulations 2001.

APPENDIX B

THE LAW FOR EMPLOYEES

**(WHAT YOUR EMPLOYEES NEED TO
DO)**



DUTIES OF YOUR EMPLOYEES

While the responsibilities for managing health and safety in your workplace rest mainly with you (the employer), it is important that both you and your employees appreciate that employees also have responsibilities. These are outlined in sections 13, 14 and 15 of the Safety, Health and Welfare at Work Act 2005. The panels below summarise the main duties of your employees.

Section 13: Duties of Employees		
THE LAW	YOU	YOUR EMPLOYEES
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>The main duties of employees are detailed in Section 13</p> </div>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>You are obliged to ensure that you provide information to employees in relation to their duties</p> </div>	<div style="border: 1px solid black; padding: 10px;"> <p>As an employee you must:</p> <ul style="list-style-type: none"> • Comply with health & safety legislation; • Look out for your own safety and that of others, by what you do and fail to do; • Make sure that you are not under the influence of drink or drugs; • Cooperate with your employer or any other person, so as to allow that person comply with their duties; • Not engage in improper conduct; • Attend training; • Make proper use of equipment provided; • Report to your employer if work is being carried on in such a manner so as to affect your health and safety or that of any other person; • Report to your employer if there is a defect in the place of work or systems of work (method statement); • Report to your employer if there is a contravention of the act or regulations, that you are aware of. </div>

Section 14: Interference, Misuse, etc.		
THE LAW	YOU	YOUR EMPLOYEES
<p>This section relates to the intentional, reckless or without good cause interference in anything that affects the safety, health and welfare of any person</p>	<p>Employers need to ensure that they do not intentionally, recklessly or without reasonable cause, interfere, misuse or damage anything that has been provided for the safety, health and welfare of persons at work.</p> <p>Employers must not carry out their work activities in such a way as to intentionally, recklessly or without reasonable cause affect the safety, health and welfare of other persons.</p>	<p>As an employee, you need to ensure that you do not intentionally, recklessly or without reasonable cause, interfere, misuse or damage anything that has been provided for the safety, health and welfare of persons at work.</p> <p>As an employee, you must not carry out your work activities in such a way as to intentionally, recklessly or without reasonable cause affect the safety, health and welfare of other persons.</p>

An example of the potential for interference would include a situation where your employees have a particular job to complete but when they get to the site they find that scaffolding is in their way. They must not interfere with the scaffold, which has been provided for their safety and that of others on site, in order to complete the job. In this situation they should notify you and the person in charge of the site.

Section 15: General Duties of Persons in Control of a Place of Work		
THE LAW	YOU	YOUR EMPLOYEES
<p>This section places duties on the person in charge to ensure that it is a safe place of work, with safe access and egress and that articles that are provided are safe and without risk to health</p>	<p>Determine who is in control of the construction site where you are working.</p> <p>Cooperate with that person, allow them to discharge their duties and ensure that your employees know who the responsible person is.</p>	<p>Cooperate with the person in control of the construction site and allow them to discharge their duties.</p>

APPENDIX C

OTHER CONTRACTORS

**(WHAT OTHER CONTRACTORS CAN
EXPECT FROM YOU)**

ACTIONS FOR YOU:

- Read and keep to this code of practice.
- Obtain the SSWP forms and pictogram booklets that are applicable to your work activities.
- Start using the forms with your employees.
- Continue to use the forms for all projects.
- When you start on a new project, inform the main contractor, Project Supervisor Construction Stage (PSCS) and other contractors as necessary, that you are using the SSWP forms and this code of practice, as your Safety Statement.
- Give these contractors a copy of your signed commitment, see Appendix E.
- Cooperate with other contractors and the PSCS.
- Use the SSWP for each new activity or new hazard on site.
- Keep the completed SSWP and pictogram booklets on site.

ACTIONS FOR OTHER CONTRACTORS:

- If a contractor provides you with a signed copy of the commitment in Appendix E and confirms that they are complying with this code of practice and using the SSWP forms, then this can be accepted in lieu of a written Safety Statement.
- This contractor should then use the correct SSWP form for their work activities on site.
- The SSWP forms completed by the contractor and pictogram booklets should be kept on site.
- If you are the person in control of the workplace, then you need to provide a safe place of work and take corrective action if any contractor tells you about unsafe situations.
- If you are responsible for providing facilities on site, for example scaffolding, then you must make sure that these facilities are safe, maintained and checked regularly.



APPENDIX D

SOME HEALTH AND SAFETY TERMS

(WHAT YOU NEED TO KNOW)

SOME IMPORTANT TERMS

It is important that you have a clear understanding of the terms used in this code of practice.

HAZARD

A hazard, in general, refers to anything with the potential to cause harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these. Examples include working at height, from a ladder or on scaffolding; working in an excavation; and working with chemicals or dangerous substances. Notice that when we talk about hazards we are also looking at how people are exposed to the potential for harm, for example working with a hazard or working in a hazardous environment.

In its simplest form, identifying hazards in your workplace involves asking yourself "Where can people come to harm?" This applies to you, your employees, and any other person, including members of the public.

RISK

The next thing you need to know about is risk. Can someone be harmed by the hazard you have identified?

In general when we talk about chance, we're thinking of a good outcome: "What's the chance my horse will win in the 2:15?" However when we consider chance in health and safety terms, our focus is on the potential for a bad outcome: "What is the chance that I will fall off this unprotected roof?"

Given the potential negative outcome, we often look at risk as being the combination of likelihood and severity. In other words: "How likely is it that I will fall off this unprotected roof?" and "If I do fall off this unprotected roof, then what harm will I come to? Will I suffer major injuries or even be killed?"

You need to look at all of your work activities; what are the risks of working at height? What are the risks of working in this excavation?

LIKELIHOOD

You need to assess how likely it is that someone can be harmed by how you carry out your work. There are a number of factors that come into play here:

- What is the activity?
- How are you managing it at the moment?
- Who is going to come into contact with this activity?
- Do they have the necessary skills?
- Are there signs and guards in place?

Even though you might have some controls in place, there may still be a degree of likelihood that someone could be harmed. You must focus on this likelihood, as it is the area of risk assessment where you can have the best effect. By reducing the likelihood right down, so that it is unlikely that someone will be harmed, you are effectively preventing accidents from occurring.

SEVERITY

This can be tougher to crack!

For example, if you send one of your employees to work on a roof, even though you have put measures in place to reduce the likelihood of falling, and if that employee falls the severity of injuries can be the same as they would have been without the control measures.

In order to reduce the severity you will need to put in place active controls. In the case of working on the roof, the incorporation of safety nets or air/bean bags can reduce the severity of the fall.

RISK ASSESSMENT We all have an inbuilt ability to carry out risk assessments and we do it right throughout the day!

Before you cross the road, you look to see what traffic is on the road. You determine how fast the vehicles are going and how far away they are. You look to see how wide the road is and you determine your ability to cross the road; whether you can walk or you are on crutches and have to hobble across.

This is a simple example of risk assessment: you looked at the hazard (crossing a public road) and, based on the factors related to this hazard (number of cars present, speed of cars, width of road and ability to cross), you assessed the risk to you if you were to cross.

When it comes to the workplace all that is needed is to take that inbuilt ability you have to do risk assessments and apply it to your work activities.

This is covered in Section 2.0 above.

CONTROL MEASURES Once you have done a risk assessment, the job is not complete until you decide on the most suitable control measures that are needed to protect:

- You;
- Your employees;
- Other workers on site; and
- Any other person

Agreeing control measures is not that difficult, it requires you to talk to your employees and the person in charge of the workplace (the foreman, for example). Often you will find that the control measures are common sense, all it needs is for you to stop and think about the potential for harm and what you will do to prevent it.

Control measures may be put in place by other contractors. Do not do work if the control measures are not in place or if they are inadequate.

Going back to the example of crossing the road, you may decide that the most suitable control measure is to wait for the pedestrian lights to turn green and to cross when the traffic has stopped.

DANGEROUS

This is another way to communicate that a situation involves risk and is hazardous or unsafe.

For example, "using that broken ladder is dangerous".

RISK PERCEPTION

A factor that you need to be aware of is that people who have worked within the construction sector for a number of years may not realise that they are at risk of injury if they work in an unsafe way. People in this situation may take risks without appreciating the danger that they are exposed to.

"Ah sure I have been doing it this way for years and I have never got hurt before!"

"Well we are nearly finished now, we may as well risk it for another five minutes!"

If these comments are familiar, seek help now.

CONTRACTOR

You may be familiar with the term 'main Contractor'; in fact you may get some of your work from main contractors. However, from a health and safety point of view, there is no such term; the legislation only refers to 'contractor', i.e. someone who carries out construction work.

This also means you! Even though you may not consider yourself to be a contractor, you are one when it comes to health and safety. Therefore you need to keep to the duties of a contractor in the Safety, Health and Welfare at Work Act and Construction Regulations.

COMPETENT

A person is considered to be competent when they have the right amount of training, knowledge and experience for the job that they are doing.

APPENDIX E

YOUR COMMITMENT TO SAFETY

**(SIGN AND DATE, THEN
COMMUNICATE)**

YOUR EMERGENCY TELEPHONE NUMBERS

Nearest Hospital	
Local Doctor	
Priest or Minister	
Emergency Services	999 or 112
Fire Brigade	
Nearest Garda Station	
ESB Networks	1850 372999
Gas Networks Ireland	1850 205050
Eir	1901 "Fault report" / "Other report"
Health and Safety Authority	1890 289389

Please fill in your emergency telephone numbers above and give this to your employees. Display a copy at your workplace.

Our Commitment

In accordance with the
Safe System of Work Plan Code of Practice
for Three Employees or Less within the
Construction Sector

(state your name or company name)

commit ourselves to working in accordance with the Health and Safety Authority's code of practice for three employees or less; and in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005. We undertake to implement the Safe System of Work Plan for all our construction activities.

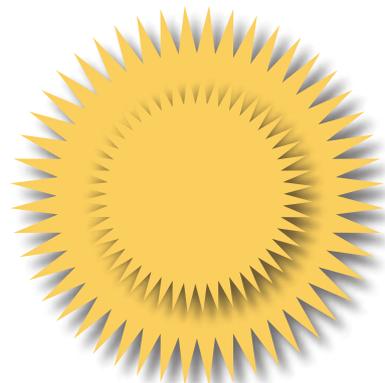
Signed

Date

Company Registration Number



HEALTH AND SAFETY
AUTHORITY



APPENDIX F

HSA GUIDELINES FOR WORKING ON ROADS

**(READ THIS FOR FURTHER
INFORMATION ON CSCS
REQUIREMENTS)**

This is a guidance document and is provided in this Code of Practice for information purposes only.

GUIDELINES FOR WORKING ON ROADS



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The purpose of this document is to provide practical guidance to those responsible for the planning, designing, implementation and maintenance of safe systems of work for all construction work on roads, including clients, designers, contractors, employees, the Project Supervisor for the Design Process (PSDP) and the Project Supervisor for the Construction Stage (PSCS).

The objective of Part 13 of the Construction Regulations 2013 is to provide a legislative basis for ensuring the safety of road workers and road users during construction work affecting roads. Its intention is to clarify the relevant provisions in order to ensure that in respect of construction roadworks adequate guarding and lighting is provided, and traffic signs are placed and maintained, and where necessary operated, insofar as they are reasonably required for the safe guidance or direction of persons, having regard, in particular, to the needs of people with disabilities.

The background to this is that working on roads carries a potential of high risk, often aggravated by the unexpected and unforeseen (e.g. drivers on roads may not expect to encounter people at work, standing or slow moving vehicles, pedestrians or cyclists). In addition, workers involved in construction work may have limited protection from moving traffic.

Definitions:

- (i) *'road'* – corresponding to the definition in the Roads Act 1993,
- (ii) *'roadway'* – corresponding to the definition in the Roads Act 1993,
- (iii) *'footway'* – corresponding to the definition in the Roads Act 1993,
- (iv) *'cycle track'* – corresponding to the definition in Traffic Regulations 1997.

'Footpath' is already defined separately in the Construction Regulations 2013(S.I. No. 291 of 2013).

The Regulations requires that there must be on site at all times when the works are in progress and workers are present on site at least one person who has been issued with a valid construction skills registration card relating to either health and safety at roadworks or signing, lighting and guarding on roads, and that the works must be supervised by a competent person who has been issued with a valid construction skills registration card relating to signing, lighting and guarding on roads.

It also requires that where there is any construction work which obstructs the roadway or where pedestrians, people with disabilities or cyclists are diverted onto the roadway because of construction work, there must be at least one person who has been issued with a valid construction skills registration card relating to signing, lighting and guarding on roads on that site location at all times when road signing, lighting and guarding is being installed, modified or removed.

The objective of the Regulations is to ensure that there is available on site correctly qualified personnel with valid documentation assisting in the implementation of health and safety at roadworks.

Construction work on roads must be properly managed. Hazards must be identified and detailed risk assessments carried out in accordance with the requirements of Sections 19 and 20 of the Safety, Health and Welfare at Work Act 2005 (No. 10 of 2005) so that adequate and appropriate controls are implemented to protect the safety and health of workers and road users.

Construction work on the road or on the roadway (including the carrying out of building, civil engineering or engineering construction work as provided for in the Construction Regulations 2013 (S.I. No. 291 of 2013)) can, in the absence of adequate planning, organisation and implementation, lead to unsafe conditions for workers and all road users, including pedestrians and cyclists.

The effect of construction work on roads is to reduce the available road width to road users, and the degree of reduction depends on the extent of the work involved. Such work includes:

- erecting and using scaffolds and hoardings,
- maintaining and decorating street structures and street furniture,
- replacing paving slabs on footways,
- carrying out gas or water mains repair,
- laying pipe work and cabling,
- repairing external walls, pavings and kerbing, and upgrading, repairing and surfacing roads.

What all of these road-related activities have in common is that both the workers and road users (pedestrians, people with disabilities, vehicle drivers, etc) are at risk. The extent of the risk depends primarily on the nature of the work and its location.

Note 1: All work construction work, must be properly managed at all times. Examples of non-construction work on roads activity on roads, including both construction and non-would include both litter picking and the manual or semi-manual sweeping of footways. As they are work activities the hazards they involve must be identified and detailed risk assessments upon them carried out, so that adequate and appropriate controls can be implemented to protect the safety and health of workers and road users. The outcome of a specific risk assessment will determine whether the selection of appropriate control measures for non-construction work activities on roads will include similar or identical controls to those involved in construction work.

BACKGROUND

Examples of Construction Work on Roads



Example 1 Inadequate protection of this construction work on the roadway, resulting in elderly road users having to step over an open trench. Adequate signing, lighting and guarding measures should have been implemented to prevent this situation occurring.



Example 2 Three workers carrying out construction work at busy bend on roadway. Insufficient and inadequate signing, lighting and guarding measures in place to protect the work crew and other road users.



Example 3 Worker attempting to cross a roadway. There are no arrangements to warn public vehicles or control their movement close to workers.



Example 4 A worker carries out work activity with his back to oncoming traffic on the roadway. No arrangements are in place to control the movement of public vehicles close to site workers.

The application of Regulation 97 of the Construction Regulations 2013 requires an understanding of the following terms:

- road,
- roadway,
- footway,
- cycle track on roadway and cycle track off roadway,
- footpath.

'road' means a road as defined in the Roads Act 1993 (No. 14 of 1993).

That Act defines road as follows:–

'road' includes:

(a) any street, lane, footpath, square, court, alley or passage,

(b) any bridge, viaduct, underpass, subway, tunnel, overpass, overbridge, flyover, carriageway (whether single or multiple), pavement or footway,

(c) any weighbridge or other facility for the weighing or inspection of vehicles, toll plaza or other facility for the collection of tolls, service area, emergency telephone, first-aid post, culvert, arch, gully, railing, fence, wall, barrier, guardrail, margin, kerb, lay-by, hard shoulder, island, pedestrian refuge, median, central reserve, channelliser, roundabout, gantry, pole, ramp, bollard, pipe, wire, cable, sign, signal or lighting forming part of the road, and

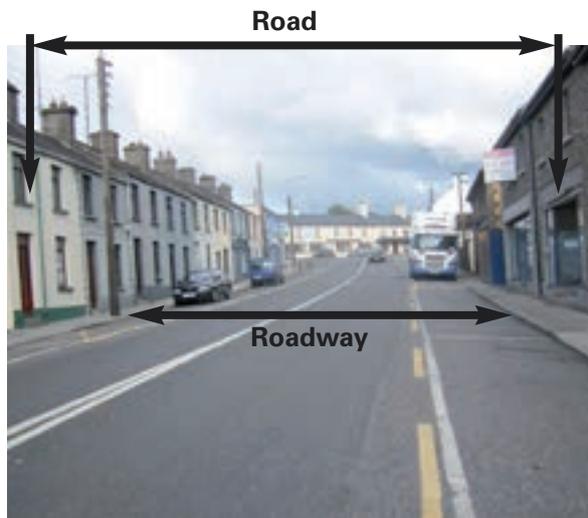
(d) any other structure or thing forming part of the road and

(i) necessary for the safety, convenience or amenity of road users or for the construction, maintenance, operation or management of the road or for the protection of the environment, or

(ii) prescribed by the Minister.

'roadway' means that portion of a road which is provided primarily for the use of vehicles.

In general terms the 'road' includes everything between the fences or between buildings, including footways, grass margins and verges, whereas the 'roadway' is that part of the road normally used by vehicles, typically between the kerbs and including any hard shoulder (see photographs 1 and 2 below).



Photograph 1 A street showing the extent of the roadway, including dedicated parking bays. The road is also shown and includes the roadway and the associated footways.

The road can extend a significant distance from the roadway, see photograph 2 below.



Photograph 2 Section of carriageway showing how the road can extend way beyond the roadway.

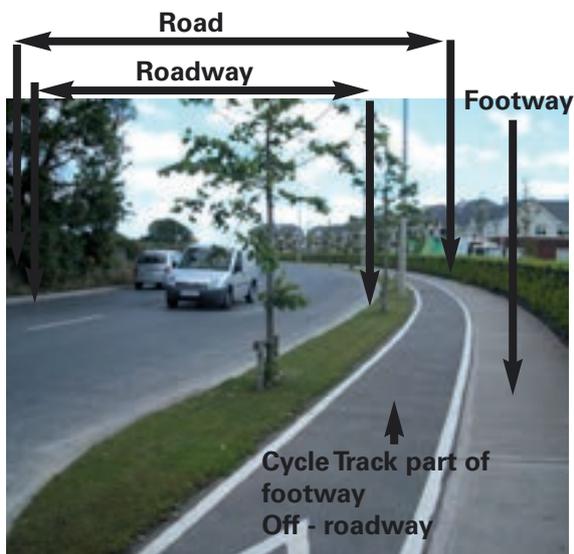
DEFINITIONS

'footway' means that portion of any road associated with a roadway which is provided primarily for use by pedestrians;

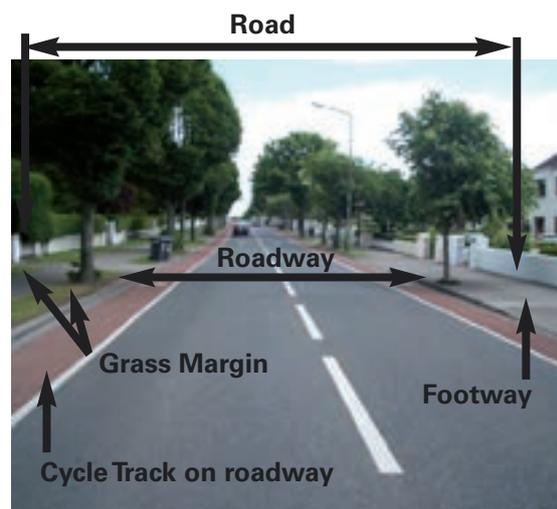
A footway is part of the road, but is always associated with a roadway. Footways are provided primarily for the safe movement of pedestrians. Footways may also be accompanied by grass margins that are situated on either side of the footway and are provided for the growing of grass, trees or shrubbery of any kind. Photographs 3 and 4 show the locations of footways associated with roadways.

'cycle track' means part of a road, including part of a footway or part of a roadway, which is reserved for the use of pedal cycles and from which all mechanically propelled vehicles, other than mechanically propelled wheelchairs, are prohibited from entering except for the purpose of access to and egress from such a road.

Cycle tracks are also part of the road; however, they can be part of the footway, i.e. off-roadway (as can be seen in photograph 3 below) or they can be part of the roadway (as shown in photograph 4 below).

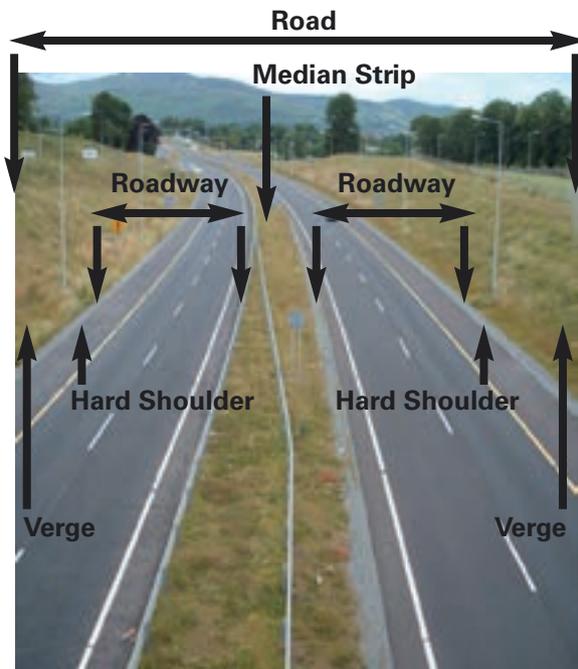


Photograph 3 Section of road showing both that the cycle track is part of the footway and that the footway is associated with a roadway.



Photograph 4 Suburban street, showing road, roadway, cycle track on roadway, grass margins and footways.

On a motorway, each carriageway (part of a public road where traffic proceeds in a single direction) is separated by a median strip (the boundary between two carriageways) and as a consequence there are two identifiable roadways. Each roadway includes the hard shoulder. A motorway is generally completed with a road verge: that is, a part of the public road that is not a footway, a grass margin, a median strip or a roadway. Photograph 5 below shows typical motorway elements.



Photograph 5 View of motorway, showing each roadway with accompanying hard shoulder, the median strip and the extent of the road, including verge.

'footpath' means a road over which there is a public right of way for pedestrians only, not being a footway;

A footpath is in itself a road; it is not a footway as it is not associated with a roadway (see photograph 6 below).



Photograph 6 A pedestrian footpath is away from the roadway.

Regulation 97 of the Construction Regulations 2013

97 (1) A contractor responsible for a construction site shall ensure in respect of that site, that –

This provision applies to:

- a contractor who undertakes, carries out or manages construction work as defined in the Construction Regulations 2013,
- an employer whose employees undertake, carry out or manage construction work as defined in the Construction Regulations 2013,
- a person who supplies materials, labour or both to the contractor's own labourers or to those of another employer for the purpose of carrying out construction work,
- a contractor carrying out work on a site over which another contractor has control.

97(1)(a) for that site any part of a road that is opened, excavated, broken up or obstructed by plant or equipment or by materials for the purpose of performing construction work, the following measures are taken to protect persons at work and others in the course of the work being carried on:

Where the available road width is restricted by any construction-related activity and, in particular, where such work activity has created or is likely to create a hazard (potential to cause harm) for either workers or road users, suitable and adequate measures must be implemented to protect them. Typical hazards associated with construction work on roads include live traffic, road surfaces, use of construction plant, excavations, electricity, and gas.

The answers to the following questions will help decide whether a particular work activity is provided for under Regulation 97:

1. Does the work come under the definition of construction work in S.I. No. 291 of 2013?
2. Is the work to be carried out on the road (on-roadway or off-roadway)?

3. Is the road being opened, excavated or broken up, or is the road being obstructed by plant or equipment or materials for the purposes of carrying out construction work?

If the answer to all three questions is yes, then the Regulation will apply.

The flow chart in the Appendix (see page 16) will help you to find the extent to which the provision will apply in your situation.

Note 2: This provision excludes an individual carrying out manual sweeping off-roadway, litter picking off-roadway and legally parked vehicles solely used to transport workers and their tools to site.

Note 3: 'Opened' includes, but is not limited to, removal of manhole covers and the opening of other access to utility services.

97(1)(a)(i) adequate guarding and lighting, appropriate to the circumstances, is provided, and traffic signs are placed and maintained, and where necessary operated, as reasonably required for the safe guidance or direction of persons, having regard, in particular, to the needs of people with disabilities,

Measures to protect all workers and road users should generally include the provision of suitable and adequate guarding with associated warning signs and, where necessary, appropriate lighting. Warning signs should be provided to 'warn and inform' all road users in advance of any hazard. All measures must take into consideration the needs of people with disabilities and where possible the needs of those people whose first language is not English or Irish. These needs can be facilitated by signboards with symbols as distinct from text-only directional supplementary signboards. Chapter 8 of the Department of Transport's Traffic Signs Manual gives details on the signs to be used for roadwork activities.

97(1)(a)(iii) the works are supervised by a competent person who has been issued with a valid construction skills registration card referred to in Schedule 4 for the tasks specified in clause (r) of paragraph 1(1) of that Schedule,

Clause (r) refers to signing, lighting and guarding on roads

Construction work on roads will often involve several contractors carrying out different tasks or else working together on a single task. But whether performed by one contractor or many, the requirement remains that the full extent of the construction works must be supervised and coordinated. Signing, lighting and guarding at the roadworks must be supervised by a least one competent person. This person must have completed the Signing, Lighting and Guarding at Roadworks Construction Skills Certification Course (SLG CSCS) and possess a valid and relevant registration card.

The Project Supervisor for the Construction Stage (PSCS) must coordinate arrangements to ensure the provision of the Signing, Lighting and Guarding at Roadworks CSCS card holder(s) (sometimes referred to as the Temporary Traffic Operations Supervisor). The SLG CSCS card holder(s) (person(s) provided) must be named in the Employer's (Contractor's) own safety statement and in the Construction Stage Safety and Health Plan.

The SLG CSCS card holder has the responsibility for the implementation of the temporary traffic management plan on site during the construction work, including responsibility for installing, modifying, maintaining and removing the temporary traffic management arrangements. To meet the requirements of the role, a SLG CSCS card holder must be available at short notice to deal with issues at the particular site locations (more than one card holder may be required where shift work is involved).

It is important that the signing, lighting and guarding aspects of the works are coordinated for the duration of the project. The requirement rests upon the contractor responsible for the signing, lighting and guarding and/or the CSCS card holder to liaise directly with the PSCS and, where required, with the

Temporary Traffic Management Designer, with regard to the effectiveness of the temporary traffic management arrangements.

Note 4: The roles of both the person possessing the Signing, Lighting and Guarding Construction Skills Certification Scheme card and the person possessing the Health and Safety at Road Works Construction Skills Certification Scheme card do not in any way negate the normal obligations of all duty holders. Project Supervisors for the Design Process (PSDPs), designers, Project Supervisors for the Construction Stage (PSCSs) and all contractors have specific duties under the Design and Management part of the Construction Regulations which remain through the life of the project. Safety at roadworks starts long before any specific construction activity takes place. Hazard identification, risk assessment, and the elimination and control of identified hazards must take place through all stages of construction from the planning stage, to the design process, the tendering process and the construction stage so that each specific construction activity will have had safety built in.

Note 5: The SLG CSCS card holder should hold a position within their organisation entrusted with the authority necessary to enable them to fully discharge their duties as required under this amendment.

97(1)(a)(iii) where the person referred to in clause (ii) is not on site, there is on site, at all times when the works are in progress and workers are on site, at least one person who has been issued with a valid construction skills registration card referred to in Schedule 4 for the tasks specified in clause (u) of paragraph 1(1) of that Schedule,

Clause (u) refers to assisting in the implementation of health and safety at roadworks.

When work activity is being carried on and the SLG CSCS card holder (person provided) is not on site, there must be on each site at least one person who has successfully completed the Health and Safety at Road Works Construction Skills Certification Scheme

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and who possesses a valid and relevant registration card. This course gives a broad overview of road work safety and will raise site awareness on: signing, lighting and guarding, excavation safety, underground services, plant and equipment, handling and storage of materials, and emergency procedures.

One of the main roles of this person will be to make minor repairs to the signing, lighting and guarding as necessary. The role will also include:

- reporting to his or her employer or supervisor or the SLG CSCS card holder:
 - any work being carried on that may endanger persons,
 - any defects relating to the system of work, including those relating to signing, lighting and guarding, and
 - any related contraventions that he or she may be aware of.
- being available to make minor repairs to the signing, lighting and guarding, which may include the correcting of signs and replacing cones or barriers that may have been moved or dislodged.

Refer to Note 4 on page 11.

97(1)(b) without prejudice to the generality of subparagraph (a), where-

- (i) any construction work which obstructs a roadway, or*
- (ii) pedestrians, people with disabilities or cyclists on a cycle track that forms part of a footway are diverted onto a roadway due to construction work,*

that there is on that site at all times when road signing, lighting and guarding is being installed, modified or removed, at least one person who has been issued with a valid construction skills registration card referred to in Schedule 4 for the tasks specified in clause (r) of paragraph 1(1) of that Schedule.

This part of the Regulation applies because of the increased risks in the management of construction work on roadways with live traffic in such situations as the restriction by the works of the available width of the roadway or the works causing users of footways, such as pedestrians, people with disabilities and cyclists, to divert onto the roadway. At least one competent person who possesses the valid Signing, Lighting and Guarding CSCS card (sometimes referred to as the Temporary Traffic Operations Supervisor) must be present at the particular site location when the signing, lighting and guarding (temporary traffic management arrangements) are installed, modified or removed.

Photographs 7 and 8 below show construction works on footways to which this part of the Regulation applies because they lead directly to the diversion of users of the footway onto the roadway. And Photograph 9 shows an example of where the Regulation applies because construction work on the roadway results in the reduction of the width of the roadway. On the other hand, photographs 10, 11 and 12 show construction works where this part of the Regulation does not apply because the works do not divert users of the footway onto the roadway.



Photograph 7 Footway is closed off; users including people with disabilities must find alternative route.

REGULATION 97 OF THE CONSTRUCTION REGULATIONS



Photograph 8 Footway closed at busy bend; no alternative provided for users to pass construction work. No safe access to or from bus stop.



Photograph 11 Scaffold erected on a wide footway.



Photograph 9 Roadway open at busy junction; available width of road reduced; no traffic management plan in place.



Photograph 12 Construction work on footway; access around the footway for users is on the grass margin a safe distance from the roadway.



Photograph 10 Removal of a paving stone on a footway.

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97(2) A person referred to in paragraph (1)(b) shall have responsibility for the implementation of the signing, lighting and guarding, so as to protect the safety of persons at work and others in the course of the work being carried on there and shall monitor the said arrangements and take any necessary corrective action in respect of same,

The competent person who possesses the valid SLG CSCS card (sometimes referred to as the Temporary Traffic Operations Supervisor) has responsibility for the implementation of the signing, lighting and guarding (temporary traffic management arrangements): that is, to ensure that the full requirements of the design traffic management plan (including any revisions to the plan) and of the relevant risk assessment are met. Where the relevant Signing, Lighting and Guarding CSCS card holder has concerns about the traffic management plan (particularly the implementation of the plan) or relevant risk assessments, they should make their supervisor aware or notify the PSCS directly of these problems. Where problems are notified to the PSCS, the PSCS must consult with the Project Supervisor for the Design Process (PSDP) and the Traffic Management Designer to revise or modify the traffic management plan, as necessary. The Signing, Lighting and Guarding CSCS card holder is required to regularly check the signing, lighting and guarding arrangements for the duration of the construction work to ensure continued compliance with the plan and the relevant risk assessment, and to ensure that appropriate corrective action takes place in the event of non-compliance.

Complying with Regulation 97 will enhance the safety of road workers and will also ensure that all other road users are safely and efficiently conveyed through a roadworks site.

Photographs 13 and 14 opposite clearly show that construction work on the roadway can, with adequate planning, organisation and implementation, lead to safe conditions for both workers and road users alike.



Photograph 13 Properly implemented signing, lighting and guarding protects all road users.



Photograph 14 Properly implemented traffic management plans provide safety for all and are good business.

Schedule 5 to the Construction Regulations

CSCS Skills relevant to Road Works Signing, lighting and guarding:

'(u) assisting in the implementation of health and safety at roadworks;

(v) such other construction related tasks as may be prescribed by the Minister'.

Schedule 5 of the Safety, Health and Welfare at Work (Construction) Regulations 2013(S.I. No. 291 of 2013) lists construction tasks which require the persons carrying them out to possess valid Construction Skills Certification Scheme registration cards.

In conjunction with Regulation 97(1)(a)(iii) (see page 12) the schedule requires that when work activity is being carried on there must be on each site at least one person who has successfully completed the Health and Safety at Road Works Construction Skills Certification Scheme training course and possesses a valid and relevant registration card. The role of this person is to assist the contractor in implementing the safety management system; in particular, by reporting any concerns regarding health and safety on the site to the employer/supervisor. The programme in Schedule 5 for the Health and Safety at Road Works Construction Skills Certification Scheme will provide participants with the appropriate skills to carry out this role.

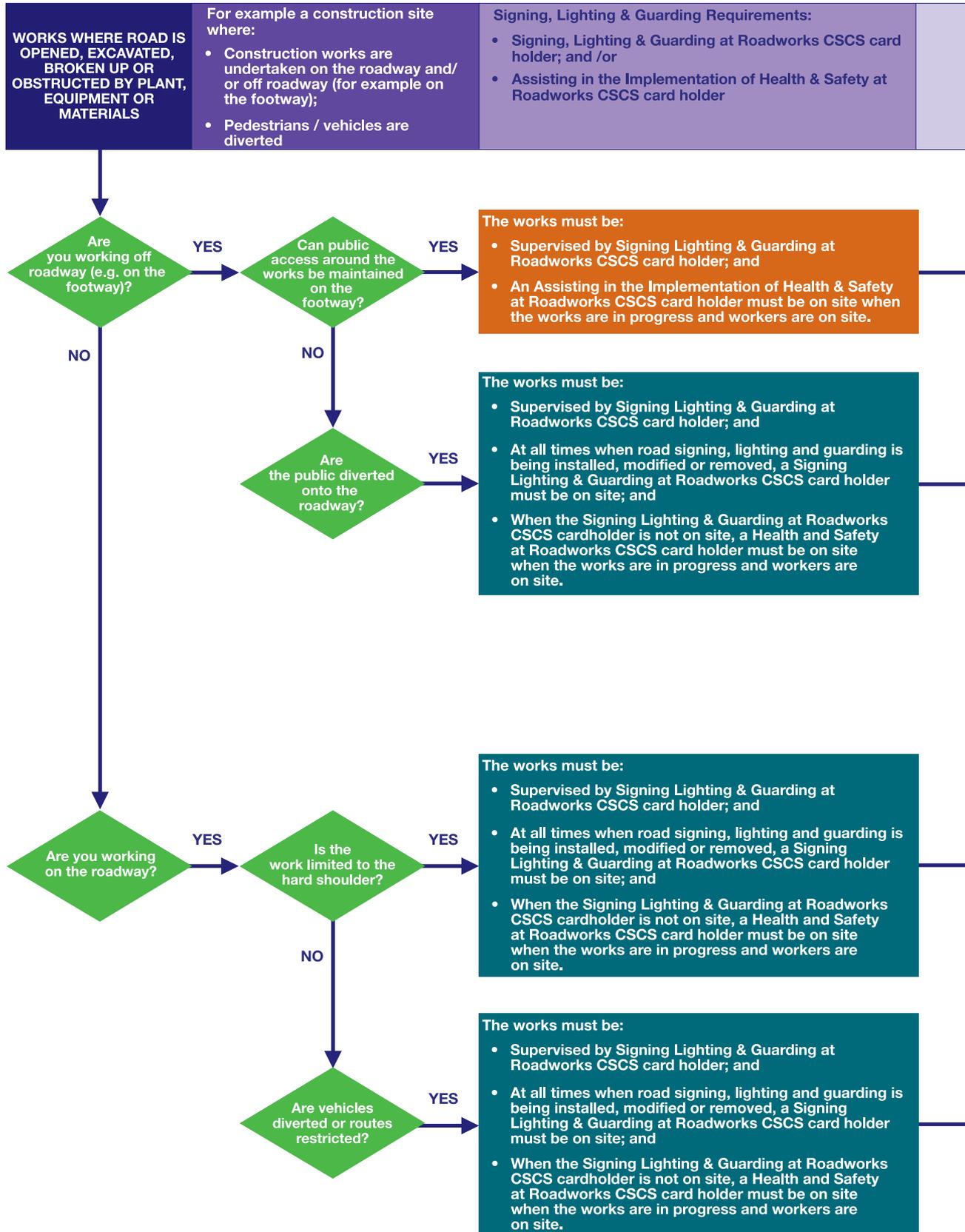
The relevant training course gives a broad overview of roadwork health and safety, and is intended to raise site awareness on signing, lighting and guarding, excavation safety, underground services, plant and equipment, handling and storage of materials, and emergency procedures. One of the main roles of persons who have completed the course and obtained a registration card will be to make minor repairs to the signing, lighting and guarding as necessary. This may include the correcting of signs and replacing cones or barriers that may have been moved or dislodged.

The role of this person will also include:

- reporting to his or her employer or supervisor:
 - any work being carried on that may endanger persons,
 - any defects relating to the system of work, including those relating to signing, lighting and guarding, and
 - any related contraventions that he or she may be aware of.

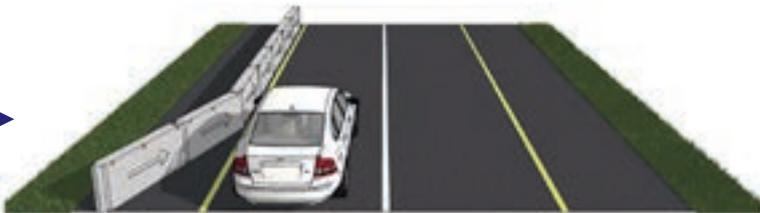
Note 6: The roles of both the person possessing the Signing, Lighting and Guarding Construction Skills Certification Scheme card and the person possessing the Health and Safety at Road Works Construction Skills Certification Scheme card do not in any way negate the normal obligations of all duty holders, including those of all employees and persons in control of a roadworks site. Site managers, foremen and employees still need to ensure that they remain vigilant and take reasonable care of their own safety and the safety of those around them. In particular, it is important to point out that the Regulations do not prohibit employees at roadworks from correcting a fallen sign or replacing a dislodged cone. Nor do they prohibit them from assisting the cardholders in carrying out their roles.

APPENDIX



Examples:

- The examples below are generic and are intended to demonstrate the principles of pedestrians being diverted onto the roadway and vehicles being diverted from an existing traffic lane;
- Construction works and traffic management omitted for clarity.





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