SOLTEC IRELAND LTD.

Making waste work

SAFETY STATEMENT

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Foreword

Section 20 of the Safety, Health & Welfare at Work Act 2005 as amended requires all employers to prepare a safety statement, specifying how the safety, health & Welfare of employees and other people who might be at the workplace, including customers, visitors and members of the public us to be secured and managed.

A safety statement is not only a legal requirement, but it details the foundation for safety management in any workplace.

The Safety Statement is based on the identification of the hazards and the risk assessments carried out under Section 19 of the Safety, Health and Welfare at Work Act 2005. It contains site specific risk assessments for work completed in Soltec (Ireland) Ltd. but also provide more general information, policies and commitments about how Soltec (Ireland) Ltd. ensures our employees safety and health on a day to day basis. It must:

- Specify how the safety and health of all employees will be secured and managed.
- Specify the hazards identified and risks assessed.
- Include the names and job titles of people appointed to be responsible for safety and health or for performing the tasks as set out in the statement
- Contain the arrangements made for appointing safety representatives, and for consulting with and the participation by employees on safety and health matters, including the names of the safety representatives and the members of the safety committee, if appointed
- Be written in a form, manner and language that will be understood by all
- Include a review mechanism.
- Have regard to the relevant health and safety legislation.

This safety statement has been compiled in line with the Health and Safety Authority, A guide to Risk Assessments and Safety Statements, and is divided into the following four sections;

Section 1: Health & Safety Policy

Section 2: Safety Arrangements and Information

Section 3: Forms & Records

Section 4: Risk Assessments

Company Information

Business/ Company Name	Soltec (Ireland) Ltd.
Business/ Company Address	Zone A, Mullingar Business Park, Mullingar, Co. Westmeath, N91 VR60 And Zone C, Mullingar Business Park, Mullingar, Co. Westmeath, N91 DW7C
CRO Number	216626
Chief Executive Officer	David Corcoran
Phone number	044-9335133
Email	info@soltec.ie
Website	www.soltec.ie
Signature **Date**	 **7-11-25**

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Introduction

The management of Soltec (Ireland) Ltd. are committed to providing a safe and healthy work environment through the elimination of risk and the implementation of a range of measures. The health and safety policy below outlines our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.

As an employer, senior management at Soltec (Ireland) Ltd. have the ultimate responsibility for the workplace and a direct influence on health and safety in our business.

This Safety Statement defines the necessary safety management structures in Soltec (Ireland) Ltd. It represents the basis for implementing a safety management plan for the company and this document will be regularly reviewed in the light of new legislation, feedback from interested parties, new and emerging hazards, changes and any other compliance obligations.

The Safety Statement should be read fully in order to understand the hazards, risks, arrangements and resources for ensuring a safe and healthy work environment at Soltec (Ireland) Ltd.

Health & Safety Policy

Soltec (Ireland) Ltd. is committed to maintaining the Safety, Health & Welfare of its employees, contractors and visitors, as well as any other third parties or members of the public who may come into contact with any of the work activities associated with our company.

We are determined to ensure so far as reasonably practicable the following:

- To meet with all legislative, codes of practices and other determined compliance obligations in relation to Occupational, Health, Safety and Environmental (OHS&E) matters.
- To ensure work activities and safe systems of work are employed which safeguard the OHS&E of our employees, contractors, visitors and the public.
- To operate in line with an OHS&E management system, where hazards are continually under review and measures are implemented to reduce risk in line with the hierarchy of controls.
- To ensure emergency plans are reviewed and updated annually or as change occurs.
- To provide and maintain a safe place of work for all employees, contractors, visitors and the public.
- To provide mechanisms where near misses and non-compliances for OHS&E issues can be investigated, reviewed and actioned so as to prevent reoccurrence.
- To establish a safe workplace which is adequately designed and maintained with the necessary welfare and other provisions.
- To ensure a safe means of access and egress to each part of the workplace.
- To supply our employees with the necessary plant, equipment and machinery which is fit for purpose and can be operated and maintained in a safe manner.
- To supply and provide guidance on the use and wearing of personal protective equipment where hazards cannot be eliminated and PPE must be used as a last resort.
- To supply and disseminate appropriate information, instruction, training and supervision in relation to OHS&E issues including communication of all updates of the Safety Statement and risk assessments.
- To support the development of the management system and overall lowering of site risk through the employment of appropriately qualified external OHS&E professionals as required.
- To ensure the development of monitoring arrangements, e.g. periodic safety inspections, audits etc.

Signed: Date: **7-11-25**

David Corcoran
Chief Executive Office

Description of the Workplace

Soltec (Ireland) Ltd., established in 1994, is a national leader in recovering and repurposing hazardous waste. The company operates out of the two sites below, both EPA licenced and located in Mullingar;

Zone A, Mullingar Business Park, Mullingar, Co. Westmeath, N91 VR60

and

Zone C, Mullingar Business Park, Mullingar, Co. Westmeath, N91 DW7C

Soltec (Ireland) Ltd. accept a wide variety of hazardous waste types including waste oils, solvents, corrosives and aerosols. As the only commercial recycling solvent plant in Ireland, Soltec (Ireland) Ltd. distil waste solvents from pharmaceutical and medical device industries generating marketable products i.e. recovered solvents, thinners and fuels. They also operate as a waste transfer stations, bulking up and reducing the overall amounts of hazardous waste being exported for recovery.

The site has operated under strict environmental and health and safety regulations since its inception and has an excellent safety record, with no reportable incidents.

Safety Arrangements & Information

This section of the safety statement outlines the approach and commitment of Soltec (Ireland) Ltd. to the various aspects of safety and health management. Soltec (Ireland) Ltd. operates in line with a strict integrated management system which covers the Occupational, Health, Safety, Environmental and Quality (OHSE&Q) management system. Details of supporting policies and procedures can be obtained on the Soltec (Ireland) Ltd. internal server. The following section summarises the key requirements that would be considered when carrying out work and includes the following;

- Roles and Responsibilities
- Competence and Training Requirements
- Induction training
- Consultation and participation
- The safety representative
- Contractors responsibilities
- Visitor responsibilities
- Accident/ Incident reporting and investigation
- Emergency procedures including first aid and fire safety
- Welfare facilities and workplace requirements
- Personal protective equipment
- Pregnancy at work
- Young persons
- Work related stress and Dignity at work.

Safety Statement Legislation

The following legislation is applicable to Soltec (Ireland) Ltd.
The safety, health and Welfare of employees of Soltec (Ireland) Ltd is outlined principally by:

- Safety, Health and Welfare at Work Act 2005
- Safety, Health and Welfare at Work (General Application) Regulations, 2007
- Chemicals Acts 2008 and 2010
- Organization of Working Time Act 1997 and associated regulations thereunder.

Soltec (Ireland) Ltd. have extensive duties under the Safety, Health and Welfare at Work Act 2005. The different requirements are split up into the following headings:

1. General duties of Employers
2. Information to Employees
3. Instruction, Training & Supervision of Employees
4. Emergencies and Serious and Imminent Dangers
5. Protective and Preventive Measures
6. Hazard identification & Risk Assessment
7. Safety Statement
8. Co-operation
9. Health Surveillance & Medical fitness to work
10. Safety Representative
11. Employee Consultation
12. Penalisation

1. General duties of the employer (Part 2, Section 8) include:

- To ensure the safety, health and welfare at work of his or her employees
- To manage and conduct work activities in such a way as to ensure the safety, health and welfare at work of all employees
- To manage and conduct work activities in such a way as to prevent any improper conduct or behaviour likely to endanger employees
- As regards the place of work concerned, the employer must ensure the design, provision and maintenance of:
  - a safe, risk-free place of work
  - safe means access to and egress from it
  - plant and machinery that are safe and without risk to health
- To ensure safety and the prevention of risk arising from the use of articles or substances or the exposure to noise, vibration, radiation or any other ionizing agent
- To provide systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be safe and risk free
- To provide and maintain facilities and arrangements for the welfare of employees at work
- To provide information, instruction, training and supervision, where necessary
- To implement the safety, health and welfare measures necessary for protection of employees, as identified through risk assessments and ensuring that these measures take account of changing circumstances and the general principles of prevention specified in Schedule 3.
- To provide protective clothing and equipment where risks cannot be eliminated or adequately controlled
- To prepare and revise emergency plans and procedures
- To report accidents and dangerous occurrences to the relevant authority (prescribed under section 33)
- To obtain where necessary the services of a competent person for the purpose of ensuring safety and health at work
- To ensure that all safety measures consider both fixed term and temporary workers and that that any measures taken do not involve financial cost to his or her employees.

2. Information to employees (Part 2, Section 9) include:

When giving information to employees, employers must:

- Ensure that it is given in such appropriate form, manner and language that it is likely to be understood by the employees concerned
- Ensure that the information includes the workplace hazards and risks identified, the protective and preventive measures taken and the names of the safety representative and all other persons named in evacuation procedures etc.
- Where persons from other employment are engaged in work activities in an employer's undertaking, the employer must ensure that the person's employer receives the above information
- The employer must ensure that the safety representative (section 25) and designated competent persons (section 18) have access to:
    - The Risk Assessment
    - Information relating to reportable incidents and accident
    - Information arising from protective or preventative measures
- The employer must provide information relating to the following before a fixed term or temporary employee commences work:
    - Any potential risks
    - Health surveillance
    - Any special occupational qualifications or skills required
    - Any increased specific risks which the work may involve.

3. Instruction, training and supervision of employees (Part 2, Section 10)

The employer must ensure that:

- All instruction, training and supervision is provided in a manner, form and language that is reasonably likely to be understood
- Employees receive, during time off from their work but without loss of pay, adequate health, safety and welfare training including, in particular, information and instruction relating to the specific task to be performed and measures to be taken in an emergency
- The employee's capabilities in relation to safety, health and welfare are considered
- In the case of a class or classes of sensitive employees or groups of employees exposed to risks expressly provided for in the relevant statutory provisions, the employees are protected against the dangers that specifically affect them
- Training must be adapted to take account of new or changed risks in the workplace
- Training must be provided:
    - On recruitment
    - When an employee is transferred or tasks change
    - On the introduction of new or changed work equipment or work system
    - On the introduction of new technology

All contractors etc, carrying out work in the employer's premises must receive relevant safety instructions.

4. Emergencies and serious and imminent dangers (Part 2, Section 11)

The employer must provide adequate plans and procedures to be followed and measures to be taken in the case of emergency or serious and imminent danger.
These plans should:

- Provide measures for first aid, fire-fighting and premises evacuation considering of the nature of the work being carried out and the size of the place of work
- Arrange necessary contacts with appropriate emergency services (first aid, emergency medical care, rescue work and fire-fighting)
- Designate employees who are required to implement these plans, procedures etc
- Ensure that all designated employees have adequate training and equipment available to them
- In the event of an emergency or serious and imminent danger the employer must:
    - Inform all employees of the risk and steps taken to protect them
    - Refrain from requiring employees to carry out or resume work where there is still a threat to their safety

- Ensure that, in the absence of appropriate guidance or instruction, based on the employee's knowledge and technical means at his or her disposal, the employee must take appropriate steps to avoid the consequences of the danger
- Take action and give instruction for employees to stop work and remove themselves to a safe place
- Ensure that an employee who leaves the place of work in the case of emergency is not penalised because of such action
- Ensure that access to specifically hazardous areas is restricted only to employees who have received appropriate training.

5. Protective and Preventive Measures (Part 3, Section18)

The employer must:

- Appoint an adequate number of competent persons to perform the functions relating to the protection of employees and give them adequate time and means to perform those functions
- Make arrangements for co-operation between the competent person and the safety representative
- Give preference to competent persons within their employment when appointing a competent person.

6. Hazard identification and Risk Assessment (Part 3, Section 19)

The employer must:

- Identify all hazards in the work place
- Keep a written assessment of the risks associated with each hazard (known as a Risk Assessment)
- Review the Risk Assessment if:
  - There is a significant change to the matters it relates to or
  - There is any other reason to believe that it is no longer valid
- Implement any control measures or improvements which are identified by the Risk Assessment.

7. Safety Statement (Part 3, Section 20)

Employers must have a written Safety Statement, based on the hazard identification and Risk Assessment carried out, which specifies how they are going to manage and secure the safety, health and welfare of all employees at work. The Safety Statement should specify:

- The hazards identified and risks assessed
- The protective and preventive measures taken and the resources provided
- The emergency plans and procedures
- The duties of the employees
- The names, job titles and positions of anyone assigned with safety responsibilities
- The Safety Statement should be brought to the attention of:
  - Employees at least annually or when there is any changes
  - Newly recruited employees upon the commencement of employment
  - Other persons at the place of work who may be exposed to any specific risk
- The employer must review the Safety Statement if:
  - There is a significant change to the matters it relates to
  - There is any other reason to believe that it is no longer valid
  - An inspector directs the Statement to be amended
- Every employer must ensure that:
  - All contractors providing services to the employer have an up to date Safety Statement
  - A copy of the Safety Statement is kept available for inspection at or near the place of work
  - If an employer who employs 3 or fewer employees is engaged in an activity for which there is a Code of Practice for that type of activity, they can fulfil their duty in relation to Safety Statements by complying with such Code of Practice.

8. Duty of employers to co-operate (Part 3, Section 21)

Where employers share a place of work, they must:

- Co-operate in complying with and implementing the relevant statutory provisions
- Co-ordinate their actions in relation to prevention and protection of employees
- Inform each other, respective employees, safety representatives etc. of all risks, including the exchange of Safety Statement and relevant extracts relating to hazards and risks.

9. Health Surveillance and Medical Fitness to Work (Part 3, Sections 22 & 23)

Employers are required to ensure that health surveillance appropriate to the risks that may be incurred in the place of work is available to all employees. The Act requires an assessment of the medical fitness to work of employees involved in certain work activities or occupations.

These activities and occupations will be detailed in Regulations. Employees are required to inform their employer or their employer's Registered Medical Practitioner if they are unfit to carry out a prescribed work activity. If an employer is notified of the unfitness of the employee they must immediately take appropriate action to comply with the general duties of employers to ensure the safety, health and welfare of all employees at work.

10. Safety Representative (Part 4, Section 25)

The employer must:

- Agree with the safety representative the frequency of inspections to take place
- Consider any representations made to him or her by the safety representative and so far as reasonably practicable take any action that he or she considers necessary or appropriate with regard to those representations
- Allow the safety representative such time off from their work, without loss of pay, as is reasonable to enable the safety representative to acquire the knowledge and training and time to discharge their functions.
- Inform the safety representative when an inspection is taking place
- Give the safety representative a copy of the written confirmation, required under the Act and sent to the inspector, that an Improvement or Prohibition Notice has been complied with.

11. Consultation and participation with employees (Part 4, Section 26)

Employers are required to:

- Consult with employees for the purpose of making and maintaining safety arrangements
- Consult with their employees and safety representatives in good time regarding:
  - protective measures proposed
  - the designation of employees with safety responsibilities
  - activities arising from or relating to the protection from and the prevention of risk
  - the hazard identification and risk assessment
  - the safety statement
  - the information to be provided to employees (as outlined above)
  - the information required to be kept or notified to the Authority in respect of accidents or dangerous occurrences
  - the appointment of competent persons
  - the planning and organisation of training
  - the planning and organisation of new technologies particularly in relation to the choice of equipment, working conditions and the work environment.

12. Penalisation (Part 4, Section 27)

Employers are prohibited from penalising (defined as dismissal, demotion, transfer, imposition of duties, coercion or intimidation) or threatening to penalise employees, who are performing any duty, exercising rights or who make any complaints relating to safety and health or who give evidence in enforcement proceedings.

The dismissal or penalisation in such manner can be deemed to be an unfair dismissal within the meaning of the Unfair Dismissals Acts of 1997 and 2001 and employees may also complain to the Rights Commissioner that their employer has penalised them for exercising their rights under the safety and health legislation.

Principles:

The aim of this Safety Statement is to:

- Specify how the Occupational, Health and Safety of employees will be ensured.
- Give details of how employee's health and safety will be managed including compliance with legal operations, resources provided and the arrangements being implemented for.
- Identify the hazards and assess the risks of the workplace.
- Specify the co-operation required from employees on health and safety matters.
- Include details of information available to employees on health and safety.
- Provide arrangements for consultation with employees on Health & Safety.
- Provide details of information available to employees on Health & Safety.

2.1 Roles and Responsibilities

KEY ACTIONS

While the responsibility for managing health and safety in the workplace rests mainly with the senior management at Soltec (Ireland) Ltd., it is important to note that both employers and employees have responsibilities.

Managing Director

The overall and final responsibility for safety, health and Welfare of employees is that of the Managing Director.

Specifically, the managing director is responsible for the following:

- Ensuring compliance with safety legislation and other compliance obligations.
- Provide both the Human and Financial resources necessary to implement the organisations safety policy.
- Advance the aims and objectives of health and safety at work throughout the company.
- Ensuring that the organisational structure is appropriate to manage Health and Safety within the Company.
- Understanding the Main Requirements of the Safety, Health and Welfare at Work Act and The "Safety, Health and Welfare at Work (General Applications) Regulations 2007, and any other relevant legislation appropriate to the Environmental Management and Monitoring Industry.
- Ensuring that there is an effective safety policy in operation in the company.
- Ensuing that the safety statement is periodically reviewed and updated appropriately.
- Ensuring safety considerations are an integral part of the management programme.
- Assuming ultimate responsibility for OHS&E issues.
- Reviewing the OHS&E performance of management, the OHSE & Q Committee and the Safety Representative.
- Managing and conducting work activities in ways that ensure the safety, health and welfare of employees and others who may be affected.
- Providing a safe place of work that is adequately designed and maintained including appropriate welfare facilities (e.g. toilets, changing rooms, canteen area, etc.).
- Providing safe means of access and egress for the place of work.
- Providing safe plant, equipment and machinery.
- Providing safe systems of work (e.g. operating procedures).
- Preventing improper conduct, which is likely to put an employee's occupational, health & safety at risk.
- Preventing risk to health from any article or substance in the workplace (including plant, tools, machinery, chemical substances and equipment)
- Providing appropriate information, instruction, training and supervision, taking account of the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced.
- Providing suitable protective clothing and equipment where hazards cannot be eliminated.
- Preparing and revising emergency plans.
- Designating staff to take on emergency duties as necessary.
- Providing, where necessary, a competent person to advise and assist the company in securing the safety, health and welfare of all employees.
- Ensure a formal performance review and appraisal system is undertaken that involves the measuring and rewarding of individual performance (including managers) in health and safety activities.
- Ensure procedures are in place to take action where poor safety performance occurs.
- Report to external bodies on the overall health and safety status, periodically report on accidents and statistics and statutory enforcement orders issues as they happen.
- Inform of impending Health and Safety legislation that is likely to affect the company.
- Propose updates to the safety statement
- Preparing health and safety policies and consulting employees, including the Safety Representative, as appropriate.
- Devising job descriptions that include health and safety responsibilities.
- Implementing any necessary improvements.
- Establishing clear and unambiguous reporting relationships.

Manager Responsibilities

Managers are expected to support the company's Health and Safety Policy and in particular to see that:

- Safe working Practices are followed.
- Defects in equipment / workplace and machinery are corrected.
- Physical arrangements for safeguarding the safety and health of employees are in place.
- Accidents are properly reported and investigated.
- The disciplinary procedure is invoked in cases where breaches of safety rules occur.
- Regular safety inspections of their areas are carried out.
- Employees are properly trained and competent to undertake tasks and job activities assigned to them.
- Effective consultation with employees on health and safety matters and issues in the workplace.
- The necessary resources are provided to meet health and safety requirements, and where approval at the more senior level is necessary in this regard, to ensure that such matters are brought to the attention of the appropriate senior manager or employer.
- Safety equipment and protective devices are designed and personal protective clothing is provided.
- Regular inspections and checks are carried out and action taken to eliminate and / or control risks.
- All accidents and incidents are investigated to establish the cause and to initiate corrective action.
- Records and statistics are maintained which help identify problem areas and unsatisfactory trends.
- A continuous programme of education and training on safe working habits and methods of avoiding. accidents is conducted.
- Ensure that their area of responsibility, the safety statement / policy is disseminated, understood and implemented.
- Where necessary review and update the Health and Safety Policy as appropriate.
- Ensure that a comprehensive safety training programme is provided for all employees.
- Ensure where necessary, corrective action is taken without delay.
- To keep fully informed regarding statutory and other relevant developments regarding Safety, Health and Welfare in the workplace.
- Review accident records and monitor safety procedures and working habits of all employees.
- Ensuring that employees in field service department are properly trained and instructed as to their duties and responsibilities.
- Monitoring and supervision of external contractors.
- Ensure that appropriate equipment is available.
- Ensure that all employees are made aware of health and safety issues regarding their job activity in the workplace.
- Ensure the achievement of specific health and safety objectives and safe working in accordance with performance standards e.g. provision of direction; help; avoidance; example and discipline; with aim of ensuring that risks are fully understood and performance standards and supporting procedures and systems are constantly applied.
- Ensure effective task management involving local planning to achieve objectives; training in skills to develop individual competence and monitoring to identify any existing performance standards, which are inappropriate or inadequate and require revision.
- To encourage individuals to work together in pursuit of team health and safety objectives.

Safety Representative

Reference section 2.4 for more details

Responsibilities:

The Safety representative has both legal and non – legal functions including:

- To consult and make representations to employees on safety, health and Welfare matters.
- To support the prevention of accident and ill – health.
- To highlight any potential health and safety problems and where possible, identify a means to overcome them.
- To investigate accidents and dangerous occurrences.
- Entitled to consult with a Health and Safety Inspector / Advisor / Specialist.
- To carry out health and safety inspections and identify hazards and risk assessments where possible using methods applicable to the workplace. E.g. Safety tours / audits / surveys and environmental monitoring.

Employee Responsibilities

- Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment.
- Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others.
- Co-operate with your employer in relation to safety, health and Welfare at your place of work.
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer.
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures.
- Use any protective clothing and equipment that has been provided for your safety.
- Attend any training as required by your employer.
- Co-operate with your employer to enable your employer to comply with relevant health and safety legislation.
- Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health and welfare while at work.
- Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare.
- Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.
- Are required to be proactive on safety throughout their behaviour. Avoid acts and / or omissions, which may cause unsafe situations.
- To make full use of personal protective equipment provided for their specific job activity.
- To report any accidents, illness and safety and health hazards; defects in P.P.E, machinery / equipment and the workplace where appropriate to their manager.
- Co-operate with all safety and health arrangements especially safety rules that have been implemented in the workplace and on site locations.

Persons Responsible for Performing Tasks

KEY ACTIONS

Soltec (Ireland) Ltd., as the employer, are legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them. Therefore, Soltec (Ireland) Ltd. shall:

- identify responsible persons(where required) who will take responsibility for various tasks, e.g. induction, inspections and training.
- shall brief them on the tasks and responsibilities.
- shall record the names of such nominated persons.
- shall appoint responsibility as part of the job description for the individual role/ person.

Soltec (Ireland) Ltd. will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.

2.2 – Competence and Training Requirements

KEY ACTIONS

Competence of employers, managers and employees is critical to the effective safe management and operation of business activities.

Competence is determined by knowledge, training and experience and, as an employer Soltec (Ireland) Ltd. will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, our employees will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out includes:

- Manual Handling Training
- Chemical awareness training
- Fire extinguisher training

Soltec (Ireland) Ltd. shall record details of training in relation to specific tasks, such as those listed below, in line with internal procedures and forms.

2.2.1 – Induction Training

KEY ACTIONS
Induction training is very important in communicating specific health and safety information to employees, contractors and other relevant persons when they first arrive at my / our workplace.

Induction training will include the following information:

- Specific hazards associated with the workplace and the controls that are in place.
- Workplace rules
- Roles and responsibilities
- Emergency procedures and first-aid arrangements
- A short questionnaire to demonstrate understanding.

When inductions have been completed, then a training form is used to record the training**.**

2.3 – Consultation and Participation

KEY ACTIONS
Senior management at Soltec (Ireland) Ltd. recognise that employee participation in health and safety is an integral part of our safety management system. Soltec (Ireland) Ltd are committed to providing adequate and appropriate consultation and welcome the views of all employees on issues relating to health and safety.

Soltec (Ireland) Ltd. will consult with all relevant employees:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process.
- When new machines or processes are introduced
- When new substances or materials are introduced.

Furthermore, should any of our employees raise any matters relating to their health and safety that are connected in any way to our work activities, Soltec Ireland Ltd. will consider such matters and will endeavour to take any action that Soltec (Ireland) Ltd. consider necessary or appropriate to deal with the matters raised.

2.4 – The Safety Representative

KEY ACTIONS
Soltec (Ireland) Ltd. employees have nominated employees to represent them on OHSE & Q issues. The group, OHSE&Q committee, are made up of the safety representative (QEHS Officer) and three other employees from other areas of the business (1 production based, 1 office based & 1 lab based). The group meet on a quarterly basis.

The appointed safety representative may consult with, and make representations to us on safety, health and welfare matters at the place of work.

Soltec (Ireland) Ltd. shall consider these representations and act on them if necessary. The purpose of these consultations is to:

- prevent accidents and ill health,
- to highlight problems, and
- to identify means of overcoming them.

Management will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.

The functions of our safety representative include:

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

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

Our safety representative is: Jarlath Sammon (QEHS Officer)

2.5 – Contractors Responsibilities

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

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

Contractors carrying out work must:

- Be competent to carry out the work.
- Completed a Soltec (Ireland) Limited on site induction (Annual Requirement)
- Have adequate resources to carry out the work.
- Provide copies of their own:
    - Safety statement
    - Insurance
- Ensure that work activities do not affect the well-being of our employees, visitors or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at our workplace.
- Submit a Risk Assessment & Method Statement for review before coming to site
- Completed the appropriate Work Permit before starting works.

FURTHER INFORMATION
To ensure compliance with the legislation Soltec (Ireland) Ltd. will provide contractors with the relevant sections of our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in our workplace.

2.6 – Visitors

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

KEY ACTIONS
Visitors may not be aware of the potential hazards associated with our place of work. To minimise the risk of injury to visitors, Soltec (Ireland) Ltd. will:

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

Visitors are required to:

- Sign in and become familiar with visitor induction requirements.
- Conduct themselves in a safe manner at all times.
- Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.

2.7 – Accident/ Incident Investigation and Reporting

KEY ACTIONS
If an accident or incident occurs in our place of work or in the course of our work activities which has affected employees or a third party, Soltec (Ireland) Ltd. will:

- Ensure that all accidents and dangerous occurrences are recorded.
- Promptly investigate the accident or dangerous occurrence so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.
- Ensure that where a fatal accident has occurred the HSA are notified as quickly as possible (Tel: 1890 289 389) and **Form of Notice of Accident (IR1)** sent within 5 working days.
- Ensure that other accidents are reported to the Health & Safety Authority on Form **IR1** within 10 working days where:
  - Employees are out of work or not able to perform their normal work for more than 3 consecutive days (excluding the day of the accident but including any days which would not have been working days)
  - Members of the public injured due to a work activity and who are taken from the location of the accident to receive treatment in a hospital or medical facility.
- Ensure that dangerous occurrences are reported to the Health & Safety Authority on the **Form of Notice of Dangerous Occurrence (IR3)** within 10 working days.

FURTHER INFORMATION
The employer of the injured party is responsible for the reporting of accidents on Form IR1 when required.
A record of any accident or dangerous occurrence reported to the HSA must be kept for a minimum of 10 years.
Any report to the Health & Safety Authority can be made online at **www.hsa.ie**, or by completing the relevant **Form (IR1 or IR3)** and posting it to:

Workplace Contact Unit,
Health & Safety Authority,
Metropolitan Building,
James Joyce Street,
Dublin 1.

2.8 – Emergency Procedures

KEY ACTIONS
Soltec (Ireland) Ltd. will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:

- Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g.
  - Fire
  - Explosion
  - Chemical spills
  - Accidents/injuries
  - Robbery
- Ensuring that employees are trained in the specific plans and procedures Soltec (Ireland) Ltd. have in place to deal with emergencies at our workplace.
- Ensuring that emergency procedures are included in the workplace induction training.
- Designating where employees are needed to implement our emergency plans and procedures.
- Providing the equipment and training needed
- Ensuing emergency contact information is available.

FIRE AND EVACUATION

Soltec (Ireland) Ltd. will ensure appropriate plans and procedures are in place for dealing with fire, and that employees are trained, including:

- Location of firefighting equipment and means to raise the alarm.
- Location of assembly point.
- Evacuation drills and fire warden(s).
- Location of emergency shut-off points where relevant (e.g. gas) shut off.

Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All employees and visitors must follow the procedures below for evacuation:

- GO IMMEDIATELY TO THE NEAREST EXIT
- DO NOT WAIT TO FIND OUT WHAT IS HAPPENING
- DO NOT STOP TO COLLECT PERSONAL ITEMS
- GO AT ONCE TO THEIR ASSEMBLY POINT (located at the Car Park) AND WAIT FOR FURTHER INSTRUCTION
- DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

FIRE DETECTION & WARNING SYSTEMS

- Carry out periodic fire drills and check your fire detection and warning systems on a regular basis to ensure they are working correctly.
- Ensure your fire safety detection/warning systems and fire-fighting equipment is serviced and maintained by a competent person.

FIRST AID

After assessment of the workplace and the type of hazards that exist, Soltec Ireland LTD. will ensure adequate provision of first-aid equipment and facilities, including:

- At least one adequately stocked and accessible first-aid kit will be provided to each company vehicle and office building.
- Soltec (Ireland) Ltd. will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees.
- Soltec (Ireland) Ltd. will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility).
- Contact details and directions to the nearest doctor or hospital will be available / displayed.
- Soltec (Ireland) Ltd. will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (considering the specific hazards arising in the workplace, size of the workplace, the numbers employed, access to medical services, etc.).
- Complete and hang an emergency contacts register in an accessible area.

Soltec have a list of registered first aiders which are displayed at reception at both site locations.

VIOLENCE / ROBBERY

Where there is a risk of robbery or violence in the workplace, Soltec (Ireland) Ltd. will ensure that a risk assessment has been completed for violence / aggression / theft and that adequate plans and procedures are put in place. Soltec (Ireland) Ltd. will train staff on how to deal with the threat of robbery / violence, for example:

- Keep calm and make no sudden movements.
- Do what the offender asks.
- Memorise as many details about the offender as possible, e.g. height, clothing, features.
- Note the direction and method of escape, e.g. car, motorbike, on foot.

- Notify the Gardaí as soon as it is safe to do so.
- Provide First aid to victims.
- Lock outside doors until emergency services arrive.

2.9 – Welfare Facilities and Workplace Requirements

KEY ACTIONS
Soltec (Ireland) Ltd. will provide and maintain adequate Welfare facilities and a suitable and safe workplace environment for use by our employees and visitors, including but not limited to:

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

2.10 – Personal Protective Equipment

KEY ACTIONS
Appropriate personal protective equipment (PPE), as identified in our risk assessments, is provided and must be worn by our employees. Where required, typical PPE could include:

- Eye protection.
- Hearing protection.
- Gloves.
- Safety footwear.
- High-visibility clothing.
- Respiratory protection, e.g. mask.

Management will ensure that:

- Adequate and suitable PPE is provided.
- The suitability of the PPE for the job is assessed.
- PPE is maintained, used and replaced as recommended by the manufacturer's instructions.
- Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate / reduce the risk.
- Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in my / our risk assessments will be used.
- Soltec (Ireland) Ltd. will record details of the supply and training in the use of PPE as required using internal procedures and forms.

Management expect our employees to:

- Use PPE correctly.
- Report any defects or damage to PPE immediately.
- Participate in any training or instruction provided on PPE.
- Inform management of any medical conditions they have that might be affected by the use of the PPE provided to them.

FURTHER INFORMATION
The Health & Safety Authority has produced a Guide to the Safety, Health and welfare at Work (General Application) Regulations 2007, Chapter 3 of Part 2: Personal Protective Equipment.

Reference PPE Register

2.11 – Pregnancy at Work

KEY ACTIONS

As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, senior management at Soltec (Ireland) Ltd. will assess the specific risks arising from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, Soltec (Ireland) Ltd. will carry out the following:

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

FURTHER INFORMATION

Senior management are responsible for carrying out pregnancy at work risk assessments.

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. See Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.

2.12 – Young Persons

KEY ACTIONS

Senior Management at Soltec (Ireland) Ltd. are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age, Soltec Ireland Ltd. will undertake the following:

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

FURTHER INFORMATION

The Health & Safety Authority has produced a guidance document ‘Protection of Children and Young Persons’ which is available in the ‘Learn More’ section of BeSMART.ie.

2.13 – Work Related Stress and Dignity at Work

KEY ACTIONS

As an employer Soltec (Ireland) Ltd. will, so as far as is reasonably practicable, ensure that:

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

FURTHER INFORMATION

The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the 'Learn More' section of BeSMART.ie.

3.0 Forms and Records

Access to a full library of Soltec (Ireland) Ltd. management system documentation is available for view and print by all Soltec (Ireland) Ltd. employees on the internal server for the company. The management system includes the following forms and records:

- Contacts register for management (responsible person), first aid, OHSE&Q committee members, Safety Representative details, emergency contact information locations and contact details.
- Emergency Response Procedure (W0115-01) & (P1093-01).
- Induction policy including a PPE register and checklist.
- A training register and matrix.
- Accident, incident and near miss report form.
- Safety data sheets.

4.0 Occupational, Health and Safety Risk Assessment Register

	Step 1	Identify Hazards			Step 2			
	Location				Assessing the Risks			
Risk Ref.	**Area**	**What are the Hazards**	**Description of Hazard**	**Who is at Risk**	**Current Controls**	Likelihood	Consequence	Score
R01	**Site wide**	Office Equipment/ Electricity	Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to employees and/or visitors.	Everyone- employees & visitors	Office equipment is used in accordance with the manufacturer's manual Enclosures / covers are in place to prevent contact with live electrical equipment / parts Damaged extensions leads are removed/ repaired Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations Power sockets are not overloaded Power supply is turned off when clearing shredder jams and emptying bags Loose clothing, dangling jewellery and unsecured long hair are avoided when using a shredder Cabinet drawers and doors are kept closed when not in use Only one filing cabinet drawer can be opened at a time to prevent tipping Shelves are not overloaded All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician PAT testing is completed on all portable equipment annually. Electrical installations are checked regularly by a competent qualified electrician Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I. standards Adequate lighting, ventilation and heating are provided	2	3	6
R02	**Site wide**	Slips, Trips & Falls- can cause serious injuries e.g. head injuries, fractures	Near miss or Injury caused by slips, trips & falls. Second highest cause of accidental death	Everyone- employees & visitors	Clear unobstructed, slip resistance pedestrian routes are provided and maintained into the main reception office area. Mats are present at main entrance Absorbent materials are available Spills/ leaks are cleaned up as soon as they occur Good housekeeping practices are in place and are maintained There is no evidence of trailing cables or leads Floors are well maintained, flat representing no hazard and with no evidence of damage Floors are wet cleaned when the workplace is closed or quiet and wet areas are cordoned off until dry Suitable slip resistant footwear is provided and worn where necessary Adequate lighting is provided and is appropriate for the work being carried out Trailing cables and leads are re-routed, removed or secured and other good-housekeeping practices are in place to avoid trip hazards	3	2	6
R03	**Site wide**	Standing for Long Periods	Standing for long periods can cause muscle fatigue which could result in employees suffering from back, neck or shoulder pain	Everyone- employees & visitors	Suitable seating is provided where appropriate Rotation/break periods are provided Suitable footwear is worn	2	2	4
R04	**Site wide**	Driving/ Loading operations	Loading or unloading vehicles can cause crush, head and other serious injuries to you, your employees and/or visitors	Everyone- Employees & Visitors	Loading operations undertaken in warehouse, protected from elements Loads are spread evenly, vehicles are not overloaded and all loads are secured Lifting equipment used for loading/unloading is certified and the operator of lifting equipment is trained A designated, clearly marked, flat area is used for loading and unloading vehicles and access is restricted Vehicles are braked, chocked and/or stabilised to prevent movement during loading/unloading Refuse skips are located away from overhead electrical power lines Loading and unloading on a construction site is done under site supervision	2	3	6

					Roadside loading or unloading is carried out in a safe manner ensuring suitable precautions are taken with regard to pedestrians and road traffic movements Pallets and cages are checked for defects and if damaged are taken out of use Loading bays are designed and located to ensure safe access A designated safe area is provided for drivers during loading/unloading (lorry cab)			
R05	**Site wide**	Access	Unrestricted access given the potential hazards on the site could result in serious consequences for untrained personnel.	Everyone-Employees & Visitors	Lights on sensor in place at entrance Lights around building Entry to the workplace is directed and controlled All pedestrian and vehicle routes, crossing points, parking, loading and vehicle only areas are clearly marked and signposted All routes are kept free of obstructions and any permanent obstructions are marked and protected as necessary People and vehicles are kept apart Vehicle reversing is eliminated, where possible All work areas are well lit Loading and unloading is carried out in a designated area away from overhead obstructions High visibility vests / jackets are provided and worn by people who work near vehicles Visitors are accompanied and a safe area is provided for visiting drivers during loading and unloading Speed limits and speed ramps / rumble strips etc. are used to control speed, as needed A person is appointed to supervise vehicle activities on site Vehicles are maintained in good condition by a competent person as per the manufacturer's instructions All works vehicles have working amber beacons / hazard lights and reversing alarms Dangerous parts of vehicles are guarded Raised vehicle bodies are securely propped using a prop designed to carry the vehicle weight Vehicles are suitable for the work and the load, are not overloaded and all loads are secured Forklift and tailboard goods lift are serviced regularly in accordance with the manufacturer's instructions and are examined every 12 months A defect reporting system is in place and defects are dealt with promptly	2	2	4
R06	**Site wide**	Heating & Ventilation		Everyone-Employees & Visitors	All ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions Only trained employees operate heating, ventilation and air conditioning systems and operators manuals are available All boilers are examined as required by a competent person and reports of examination are kept Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions Accessible hot pipework is lagged as required Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use	2	2	4
R07	**Site wide**	Poor Housekeeping		Everyone-Employees & Visitors	Office regularly cleaned Equipment stored to prevent hazards	2	2	4
R08	**Site wide**	Manual Handling	Manual Handling means the lifting, putting down, pushing, pulling, carrying or moving of a load which involves risk of injury due to risk factors such as: Load is too heavy, large, awkward or is carried away from the body. Load is lifted too high or carried too far/too often or involves bending and/or twisting. Inadequate space, uneven floor or steps/ramps	Everyone-Employees & Visitors	Task is organised to allow the use of mechanical aids to avoid/reduce the need for manual handling Heavy or large/unwieldy loads are broken down into more manageable weights or are lifted by 2 people Work is planned to prevent handling over long distances or frequent repetitions Task is organised to ensure handling is carried out between waist and shoulder height Large orders are delivered to the warehouse to reduce handling Personnel are all trained on manual handling Each manual handling task has been assessed using the risk factors and where necessary, control(s) put in place Employees receive relevant manual handling training where necessary Work is planned to prevent handling over long distances or frequent repetitions Bending, twisting and unstable postures are avoided	2	3	6
R09	**Site wide**	Knives & Sharp Objects	Contact with sharp objects can cause cuts, lacerations and amputations to employees and/or visitors	Employees	Use of knives and sharp objects is minimised and they are stored safely Safe work practices are in place for the use, cleaning and sharpening of knives and sharp objects and employees are trained Knives and sharp objects are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	2	2	4

					Knives or sharp object used are suitable for the job Blades are kept sharp and replaced as needed PPE is provided and worn as required			
R10	**Site wide**	Faulty Equipment		Everyone-Employees & Visitors	All electrical equipment is PAT tested annually Office electrical supply has been reviewed and signed off Going forward the electrical supply will be recertified every 5 years Only CE marked electrical equipment is purchased Testing, certifying and repairs are carried out in accordance with appropriate NSAI standards Enclosures / covers are in place to prevent contact with live electrical equipment / parts Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations Work on live electrical equipment is avoided where reasonably practicable Fire extinguishers that are suitable for fighting electrical fires are provided Procedure and area in place for the immediate removal of faulty equipment All circuits supplying socket outlets are protected by an RCD Operation of the RCD is tested regularly in accordance with the manufacturer's instructions Electrical equipment and fittings are suitable for the work environment Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person Electrical cable reels are uncoiled during prolonged use and when using high-power items	2	3	6
R11	**Site wide**	Glass		Everyone-Employees & Visitors	Glass entrance doors have stickers to make employees aware of presence Glassware is delicate and employees are warned of hazard Employees can use appropriate PPE to protect from cuts	2	2	4
R12	**Site wide**	Falling Objects		Everyone-Employees & Visitors	Manual handling is completed by all employees and includes where the object is being stored Working at height on vehicles is avoided where possible and proper access equipment is provided and maintained where required Working at height is not routine work and would only be required in the event of maintenance- specialist contractors with method statements etc. would be employed and their work covered under the permit system	2	3	6
R13	**Site wide**	Chemical Storage	Exposure to chemicals can cause fires, explosions, skin and eye irritation, cancer, ill health and other serious injuries to employees and/or visitors. assessment folder for detailed information	Everyone-Employees & Visitors	A list (inventory) of all chemicals used in the workplace has been prepared Chemical labels and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified Employees are trained in the safe use of chemicals The number of employees and the exposure to chemicals is assessed and minimised Less hazardous chemicals are used where possible Adequate ventilation is provided A wash hand basin, soap and disposable towels/hand dryer are available All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations Emergency showers are available and tested frequently in the event of a spill Eye, skin and respiratory protection is provided and worn where appropriate and in accordance with the safety data sheet	2	3	6
R14	**Site wide**	Gas Cylinder Storage	Improper gas cylinder storage and use can result in serious consequences given the compressed nature of the product and the potential for other hazards i.e. flammable, combustible etc.	Everyone-Employees & Visitors	A list (inventory) of all gas types and quantities used in the workplace has been prepared Gas labels and Safety Data Sheets are available for each gas and the associated hazards of each chemical has been identified Employees are trained in the safe use of compressed gas The number of employees and the exposure to gas is assessed and minimised Less hazardous gases are used where possible Adequate ventilation is provided Gloves and suitable transfer equipment is available to enable the movement of gas cylinders All gas cylinders are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations Eye, skin and respiratory protection is provided and worn where appropriate and in accordance with the safety data sheet	2	3	6

R15	**Site wide**	Equipment Maintenance	Unsafe maintenance activities can cause cuts, lacerations, eye injuries, amputations and other serious injuries to employees and/or visitors.	Everyone-Employees & Visitors	Only trained and authorised employees carry out maintenance work Maintenance employees are aware of all external gas, water and electricity cut off points Machines are isolated from electric, hydraulic and pneumatic power supplies before maintenance work starts Guards are only removed to the extent that work requires and are replaced as soon as maintenance is complete Adjustments to machines when parts are moving are only carried out by maintenance employees and only when machine is at slow speed or under hold-to-run control Work areas are cordoned off to exclude unauthorised access where necessary Workshop or storage areas used by maintenance employees are adequately lit, free from trip hazards and items are stored properly Hazardous areas have restricted access when not in use e.g. high voltage switch room Appropriate Personal Protective Equipment is worn by maintenance employees and they have received training in its use External maintenance workers report to a designated person Maintenance employees are trained in the use of work at height equipment, fire extinguishers, hot work permits and confined space entry as appropriate Where maintenance work may involve disturbing asbestos, all possible types and locations of asbestos are identified by a competent person and suitable control measures put in place before work commences Machines are isolated from electric, hydraulic and pneumatic power supplies before maintenance work commences Work areas are cordoned off to exclude unauthorised access where necessary Workshop or storage areas used by maintenance employees are adequately lit, free from trip hazards and items are stored properly External maintenance workers report to designated person Tools used for maintenance are in good working order and properly guarded where necessary	2	3	6
R16	**Site wide**	Fire	Fire can cause smoke inhalation, burns and other serious injuries to employees and/or visitors	Everyone-Employees, Visitors & Public	Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily Fire alarm, manual call points and smoke / heat detectors are in place where necessary, kept in good working order and checked regularly Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area Emergency lights are installed on escape routes where necessary, at and outside exits and near call points / firefighting equipment and are tested regularly Fire extinguishers are accessible, kept in good working order and inspected regularly Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers Emergency evacuation procedures are in place Fire drills are held regularly Sources of ignition are controlled and waste is removed daily Emergency exits are clearly marked and kept clear Emergency lights are installed and tested regularly Employees are trained in the use of fire extinguishers	2	3	6

					Emergency evacuation procedures are in place Appropriate signs are in place			
R17	**Site wide**	Driving	Contact between people/property and moving vehicles, vehicles overturning/collapsing, people falling from vehicles or collisions can cause damage, crush injuries and other serious injuries to employees and/or visitors	Everyone-Employees & Visitors	Vehicles are maintained in good condition by a competent person as per the manufacturer's instructions All work areas are well lit Vehicle reversing is eliminated, where possible and All work areas are well lit Entry to the workplace is directed and controlled Loading and unloading is carried out in a designated area away from overhead obstructions High visibility vests/jackets are provided and worn by people who work near vehicles Raised vehicle bodies are adequately and securely propped using a prop designed to carry the vehicle weight All pedestrian and vehicle routes, crossing points, parking, loading and vehicle only areas are clearly marked and signposted All routes are kept free of obstructions. Permanent obstructions are marked and protected as necessary People and vehicles are kept apart Visitors are accompanied and a safe area is provided for visiting drivers during loading and unloading Speed limits and speed ramps/rumble strips etc. are used to control speed, as needed A person is appointed to supervise vehicle activities on site Raised vehicle bodies are adequately and securely propped using a prop designed to carry the vehicle weight Drivers check vehicles daily before use and report any problems All works vehicles have working amber beacons / hazard lights and reversing alarms Dangerous parts of vehicles e.g. exhaust pipes, PTOs are guarded Vehicles are suitable for the work and the load, are not overloaded and all loads are secured A defect reporting system is in place and defects are dealt with promptly Drivers check vehicles daily before use and report any problems Keys are not left in unattended vehicles Working at height on vehicles is avoided where possible and proper access equipment is provided and maintained where required Drivers are carefully selected and are supervised by a nominated person All drivers are instructed, trained and authorised to drive workplace vehicles Forklift truck drivers are trained Driver operates vehicle at appropriate speed Seatbelts, where provided, are worn at all times Employees have a full drivers licence, are competent, authorised and experienced and are familiar with the vehicle Vehicles are maintained in accordance with the manufacturer's instructions, in a roadworthy condition and fit for use A driving for work policy is in place and is communicated to all employees who drive for work The use of hand held equipment is not allowed while driving Employees are trained in safe driving practices Safe practices and suitable aids are used for reversing and aids are kept in good working order	2	3	6

					Adequate rest breaks are planned and taken, and adequate time is allowed for journeys, taking account of road, traffic and weather conditions Records are kept of drivers' licences, authorisation, training, collisions, incidents, vehicle checks, maintenance, CVRT and insurance Vehicles are parked safely and legally Work equipment carried in the vehicle is secured for travel Plans are in place for dealing with vehicle breakdown and collisions, and employees are trained Forklifts and tailboard goods lifts are tested every 12 months A defect reporting system is in place and defects are dealt with promptly Drivers check vehicles daily before use and report any problems Stop blocks or chocks are used when tipping materials Driver's handbook is provided Driver operates vehicle at appropriate speed Seatbelts (where provided) are worn at all times In the event of breakdown the vehicle is safely stopped, hazard warning lights are activated and warning triangle is used where appropriate			
R18	**Site wide**	Outdoor work	Exposure to weather while working outside	Everyone-Employees & Visitors	Employees are informed of the importance of protection from the sun, sun cream is available and over-exposure to the sun is avoided Suitable measures are put in place when working in bad weather Suitable facilities are provided and maintained for cleansing of hands before eating, drinking or smoking Suitable clothing and gloves are provided and worn as required Cuts and abrasions are covered with waterproof dressings / plasters Working in and generating dust is kept to a minimum and where this is not possible, suitable personal protective equipment is provided and worn A First Aid box is available A relevant vaccination programme is in place and is offered to employees	2	3	6
R19	**Site wide**	Working on third party sites		Everyone-Employees & Visitors	Employees are provided with information about the purpose of the visit, the location of the premises and any particular risks Employer or other relevant person is aware of the employee's planned visits Company van helps identify employees Employees are trained not to enter any premises without prior permission from the owner/customer On arrival at a customer's premises employees make their presence known at reception or make contact with a customer representative Employees are trained to avoid, and to report to their manager, any dangerous situations/issues that may affect them and reported matters are dealt with promptly Site induction is a prerequisite for most visits Emergency contact numbers are provided and an incident reporting procedure is in place including follow up action	2	3	6

					The premises rules and safety signs are obeyed Where relevant, employees familiarise themselves with the layout of the premises and emergency evacuation procedures Suitable PPE is provided and worn where needed			
R20	**Site wide**	Working at Height	Fall or injury related to working at height	Employees & Contractors	Work at height is avoided where possible Appropriate barriers or work equipment are used to prevent falls where work at height cannot be avoided Where falls cannot be prevented, work equipment which minimises the risk of injury is used Equipment that protects all employees who work at height is used instead of equipment that only protects one employee at a time Work at height activities are planned and supervised Work areas / platforms at height are stable, strong and have a 1m high parapet or double handrails Safe access to work at height area is provided The use of ladders is avoided or they are used only for light work of short duration Work equipment is inspected regularly and any defects found are repaired Training is provided to employees on using equipment for work at height Personal Protective Equipment is provided and employees are trained in its use Working at Heights permit to be completed before work is carried out.	2	3	6
R21	**Site wide**	Lifting gear- manual handling , risk of external injuries; cuts/abrasions, lacerations Muscle and ligament strain, Prolapsed disc etc		Employees & contractors	Manual Handling training for all employees Provision of Information concerning risks and health affects etc. Lifting gloves with grips Exclusion zone in place for all lifting/ lowering. No personnel allowed in drop zone. Communication maintained with team members throughout this process. Buddy system training-more experienced personnel with less experienced personnel	2	3	6
R22	**Site wide**	Working with hot items	Burns/Scalds	Employees & contractors	Hot gloves First aid kit with burns solution	2	3	6
R23	**Site wide**	Firewater Retention/ Lagoon	Potential for Drowning	Employees, Contractors & Public	Lagoon isolated by fence- access restricted Water buoy in place Flotation device worn Spotter left on land Communication method incorporated	2	3	6
R24	**Site wide**	Environmental Monitoring/ Sampling		Employees & contractors	The risks associated with the monitoring/sampling location are determined and suitable control measures are put in place before work starts- permit etc. Environmental monitoring/sampling near or on roads is only carried out at a safe location away from live traffic and a safe access route is taken Suitable equipment is provided and employees are trained in its use Equipment is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use A procedure is in place for the safe taking of samples Vaccinations are made available to employees who may be exposed to hazardous biological agents PPE suitable for the type of monitoring/sampling being carried out is provided and worn Suitable absorbent materials are readily available for dealing with spills Suitable containers are used, appropriately labelled and transported in a safe manner, as required	2	3	6

					Contaminated waste is safely handled and correctly disposed of			
R25	**Site wide**	Lone Working		Employees & contractors	The number of lone workers/ lone working jobs is kept to a minimum Means of communication is provided Contact numbers are readily available for use in an emergency and an alarm is provided where relevant Employees are trained on lone working procedures Procedures are in place should a lone worker fail to return or make contact at agreed time Where relevant, lone workers are provided with any necessary background information	2	3	6
R26	Obsolete as Proscon no longer in use.							
R27	Obsolete as Jean no longer in use.							
R28	**Air Pump Maintenance**	Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Chemical Leak Chemical Leak Chemical Leak Electrical Shock Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Slips, Trip and Falls Slips, Trip and Falls Slips, Trip and Falls Slips, Trip and Falls Static Discharge Static Discharge Hot Works Chemical Burn	The purpose of this risk assessment to identify the hazards associated maintenance of the Air pumps. Each hazard shall be identified and control measures, which are in place, will be listed. Additional control measures, which could reduce risk, will also be proposed with timeframes and responsible persons noted.	Employees & contractors	Equipment is designed to handle flammable liquids. Operators are trained to operate and maintain the equipment. Fire Extinguishers located nearby. Smoke detectors, emergency lighting and emergency exits in place. Permit to work system in operation. Pumps are located in bunds. Staff are trained in chemical spill control. Staff use relevant PPE. These pumps do not have an electrical connection. Unit is designed for solvents and completely sealed. Natural ventilation in the area. Explosion meter used during maintenance. Staff are provided with relevant PPE, during maintenance. Unit is drained and flushed with water before any maintenance is carried out. Health surveillance monitoring for VOC has been carried out. All pumps are located at ground level. Area kept clean and clear of debris. Area is well lit. Pumps are earthed. Staff use anti-static uniforms. Staff have received awareness training. Hot works are not permitted. Pumps are flushed out with water before doing any works to them.	1	4	4
R29	**Plant Maintenance**	Fire/ Explosion Fire/ Explosion	The purpose of this risk assessment to identify the		Operators are trained to inspect and maintain the equipment. Fire Extinguishers located nearby.	1	4	4

		Fire/ Explosion Fire/ Explosion Chemical Leak Chemical Leak Chemical Leak Electrical Shock Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Slips, Trip and Falls Slips, Trip and Falls Slips, Trip and Falls Slips, Trip and Falls Static Discharge Static Discharge Static Discharge Hot Works Chemical Burn Noise	hazards associated basic maintenance of the plant, the maintenance shall include items such as cleaning probes, replacing filters inspecting equipment for leaks, unusual noises etc. For more detailed maintenance works a RAMS should be used. Each hazard shall be identified and control measures, which are in place, will be listed. Additional control measures, which could reduce risk, will also be proposed with timeframes and responsible persons noted.	Employees & contractors	Smoke detectors, emergency lighting and emergency exits in place. Equipment used is fit for purpose. Staff are trained in chemical spill control. Staff use relevant PPE. If a replacement part is to be fitted the unit will be fully drained, flushed with water and isolated. Before maintenance is carried out the unit is isolated from power. Unit is designed for solvents and completely sealed. Natural ventilation in the area. Explosion meter used during maintenance. Staff are provided with relevant PPE, during maintenance. If maintenance is required on a unit which handles solvents, it is drained, flushed with water before any works are carried out. Health surveillance monitoring for VOC has been carried out. Equipment is designed for access. Area kept clean and clear of debris. Area is well lit. Access platforms fitted where required. Relevant Equipment is earthed. Staff use anti-static uniforms. Staff have received awareness training. Hot works are not permitted. Any equipment which required maintenance is drained and flushed out with water before doing any works. Boiler and compressor require the use of ear protection. Signage in place and ear protection provided.			
R30	**Daily/ Weekly Maintenance**	Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Chemical Leak Chemical Leak Chemical Leak Electrical Shock Chemical exposure & toxic vapours Chemical exposure & toxic vapours	The purpose of this risk assessment to identify the hazards associated basic maintenance of the plant, the maintenance shall include items such as cleaning probes, replacing filters inspecting equipment for leaks, unusual noises etc. For more detailed maintenance works a RAMS should be used. Each hazard shall be identified and control measures, which are in place, will be listed. Additional control	Employees & contractors	Operators are trained to inspect and maintain the equipment. Fire Extinguishers located nearby. Smoke detectors, emergency lighting and emergency exits in place. Equipment used is fit for purpose. Staff are trained in chemical spill control. Staff use relevant PPE. If a replacement part is to be fitted the unit will be fully drained, flushed with water and isolated. Before maintenance is carried out the unit is isolated from power. Unit is designed for solvents and completely sealed. Natural ventilation in the area.	1	4	4

		Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Slips, Trip and Falls Slips, Trip and Falls Slips, Trip and Falls Slips, Trip and Falls Static Discharge Static Discharge Static Discharge Hot Works Chemical Burn Noise	measures, which could reduce risk, will also be proposed with timeframes and responsible persons noted.		Explosion meter used during maintenance. Staff are provided with relevant PPE, during maintenance. If maintenance is required on a unit which handles solvents, it is drained, flushed with water before any works are carried out. Health surveillance monitoring for VOC has been carried out. Equipment is designed for access. Area kept clean and clear of debris. Area is well lit. Access platforms fitted where required Relevant Equipment is earthed. Staff use anti-static uniforms. Staff have received awareness training. Hot works are not permitted. Any equipment which required maintenance is drained and flushed out with water before doing any works. Boiler and compressor require the use of ear protection. Signage in place and ear protection provided.			
R31	**Solvent Filling Operation**	Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Chemical Leak Chemical Leak Chemical Leak Chemical Leak Chemical Leak Electrical Shock Chemical exposure & toxic vapours Chemical exposure & toxic vapours	The purpose of this risk assessment to identify the hazards associated with the operation of the solvent filling machine. Each hazard shall be identified and control measures, which are in place, will be listed. Additional control measures, which could reduce risk, will also be proposed with timeframes and responsible persons noted.	Employees & contractors	Equipment is designed to handle flammable liquids. Equipment is inspected and maintained regularly. ATEX Hazardous Area Classification Zoned identified Document Prepared Fire risk assessment prepared. Operators are trained to operate the equipment. Strict Hot Work Permit System in operation Explosion meter used during maintenance. Fire Extinguishers located in areas where flammable materials are located. Smoke detectors, emergency lighting and emergency exits in place. Sprinklers provided throughout the building. Deluge system provided at the tanker unloading area. SDS for all solvents retained on file. SDS Software available to generate SDSs as required. Smoke detectors, emergency lighting and emergency exits in place Unit is inspected daily for leaks. Unit is bunded to 110% capacity. Staff are trained in chemical spill control. Staff use relevant PPE. Unit is inspected for safe electrical connections regularly. Unit is inspected daily for leaks. Unit is designed for solvents and completely sealed.	1	4	4

		Chemical exposure & toxic vapours			Natural ventilation in the area.			
		Chemical exposure & toxic vapours			Explosion meter used during maintenance.			
		Chemical exposure & toxic vapours			Unit is drained and flushed with water before maintenance is carried out.			
		Chemical exposure & toxic vapours			Staff are provided with relevant PPE, during maintenance.			
		Chemical exposure & toxic vapours			Health surveillance monitoring for VOC has been carried out.			
		Static Discharge			Unit is earthed.			
		Static Discharge			Grounding clamps used if discharging in IBC's or Barrels.			
		Static Discharge			Hoses used are continually bonded.			
		Static Discharge			Splash filling is avoided using the correct filling heads.			
		Static Discharge			Staff use anti-static uniforms.			
		Static Discharge			Staff have received awareness training.			
		Hot Works			Hot works are not permitted.			
		Slips, Trip and Falls			Area kept clean and clear of debris.			
		Slips, Trip and Falls			Area has yellow lines to restrict access.			
		Slips, Trip and Falls			Area is well lit.			
		Slips, Trip and Falls			No high-level access required.			
		Slips, Trip and Falls			Suitable footwear provided.			
		Unauthorised Operation			Permit to work system in place.			
		Unauthorised Operation			Tanks locked when not in use.			
		Unauthorised Operation			Detailed WI in place.			
R32	**Chemical Risk**	Fire/ Explosion	The purpose of this risk assessment to identify the hazards associated with the storage, treatment and use/handling of chemicals in Soltec. Each hazard shall be identified and control measures, which are in place, will be listed. Additional control measures, which could reduce risk, will also be proposed with timeframes and responsible persons noted.	Employees & contractors	Equipment is designed to handle flammable liquids.	2	4	8
		Fire/ Explosion			Equipment is inspected and maintained regularly.			
		Fire/ Explosion			ATEX zones in operation.			

		Fire/ Explosion			EPD & Fire risk assessments have been carried out.			
		Fire/ Explosion			Operators are trained to operate the equipment.			
		Fire/ Explosion			Fire Extinguishers located nearby.			
		Fire/ Explosion			Smoke detectors, emergency lighting and emergency exits in place.			
		Fire/ Explosion			ATEX Hazardous Area Classification Zoned identified			
		Fire/ Explosion			Document Prepared			
		Fire/ Explosion			Fire risk assessment prepared. Operators are trained to operate the equipment.			
		Fire/ Explosion			Strict Hot Work Permit System in operation			
		Fire/ Explosion			Explosion meter used during maintenance.			
		Fire/ Explosion			Fire Extinguishers located in areas where flammable materials are located.			
		Fire/ Explosion			Smoke detectors, emergency lighting and emergency exits in place.			
		Fire/ Explosion			Sprinklers provided throughout the building.			
		Fire/ Explosion			Deluge system provided at the tanker unloading area.			
		Fire/ Explosion			SDS for all solvents retained on file.			
		Fire/ Explosion			SDS Software available to generate SDSs as required.			
		Fire/ Explosion			SDS for every solvent retained on file.			
		Chemical Leak			Staff are trained in chemical spill control.			
		Chemical Leak			Spill Kits installed throughout the site.			
		Chemical Leak			All areas where solvents are stored, handled or treated are bunded.			
		Chemical Leak			Staff use relevant PPE, Including gloves, protective clothing, eye protection goggles/face shields and chemical suits as required			
		Chemical exposure & toxic vapours			Solvent handling equipment is inspected daily for leaks.			
		Chemical exposure & toxic vapours			Solvent handling equipment is designed for solvents and completely sealed.			
		Chemical exposure & toxic vapours			Natural ventilation in the area.			
		Chemical exposure & toxic vapours			Explosion meter used during maintenance.			
		Chemical exposure & toxic vapours			Tanks and vessels are drained and flushed with water before maintenance is carried out.			
		Chemical exposure & toxic vapours			Staff are provided with relevant PPE, during maintenance.			
		Chemical exposure & toxic vapours			Health surveillance monitoring for VOC has been carried out.			
		Static Discharge			Tanks and vessels are earthed.			
		Static Discharge			Grounding clamps used if discharging in IBC's or Barrels.			
		Static Discharge			Hoses used are continually bonded.			
		Static Discharge			Splash filling is avoided using the correct filling heads.			
		Static Discharge			Staff use anti-static uniforms.			
		Static Discharge			Staff have received awareness training.			
		Hot Works			Hot works are not permitted in any of the ATEX zones.			
		Unauthorised Operation	Uncontrolled operations		Permit to work system in place.			
		Unauthorised Operation	Uncontrolled operations		Tanks locked when not in use.			

		Unauthorised Operation	Uncontrolled operations		Detailed WI's in place.			
		Stabilizers	Loss of effectiveness of solvent stabiliser		The solvent waste declaration is reviewed to determine if any waste solvent contains stabilisers as per SDS. Examples include Ethers, Ethyl Ethers, Chlorinated Solvents, Tetrahydrofuran, Chloroform, Dichloromethane.			
		Stabilizers	Loss of effectiveness of solvent stabiliser		The age and the prior storage conditions of any solvents of these types is determined with the customer to ensure that they are safe to process.			
		Stabilizers	Loss of effectiveness of solvent stabiliser		The laboratory scientist watches carefully for any signs of adverse reaction during the mixings test,			
		Incompatibility of products	Mixing of non-compatible solvents / materials		Contents of all waste shipped into Soltec is declared.			
		Incompatibility of products	Mixing of non-compatible solvents / materials		Lab analysis waste before treatment.			
		Incompatibility of products	Mixing of non-compatible solvents / materials		Only class 3 liquids treated. No class 5.1 stored or used on site.			
R33	**Forklift Operation**	Struck By FLT Struck By FLT Struck By FLT Struck By FLT Struck By FLT Struck By FLT Struck By FLT Struck By FLT Stuck by falling load Stuck by falling load Stuck by falling load Stuck by falling load Stuck by falling load Stuck by falling load Stuck by falling load Overturn of FLT Overturn of FLT Overturn of FLT Overturn of FLT Overturn of FLT Fall from a height Fall from a height Trapped between the mast and overhead guard Trapped between the mast and overhead guard	The purpose of this risk assessment to identify the hazards associated with the operation of the Forklift in Soltec. Each hazard shall be identified and control measures, which are in place, will be listed. Additional control measures, which could reduce risk, will also be proposed with timeframes and responsible persons noted.	Everyone-Employees & Visitors	Forklift has designated areas where it drives. All employees and visitors are warned of its danger. Reversing beacon is fitted to all forklift. Forklift is inspected and serviced regularly. Signage fitted throughout the site. All forklift drivers are trained and qualified to drive it. Daily walk around of flt carried out. Speed limit in place. Forklift has designated areas where it drives. All employees and visitors are warned of its danger. Reversing beacon is fitted to all forklift. Forklift is inspected and serviced regularly. Signage fitted throughout the site. All forklift drivers are trained and qualified to drive it. All pallets moved are of good quality with its contents wrapped or strapped correctly. Yard area is flat. Yard service is inspected weekly and is in good condition. All forklift drivers are trained and qualified to drive it. Forklift has designed areas where it drives. Daily walk around of flt carried out. Seatbelts are fitted. All forklift drivers are trained and qualified to drive it. Staff not driving the forklift stay well clear of the forklift while it is operating. All forklift drivers are trained and qualified to drive it.	2	4	8

		Damage load which results in a loss of contaminate Damage load which results in a loss of contaminate Damage load which results in a loss of contaminate Damage load which results in a loss of contaminate Slips, Trips and Falls Slips, Trips and Falls			Forklift operates within bunded areas or have spill kits located near. Emergency spill procedure in place. Emergency response procedure in place. Exhaust fitted with insultation and spark arrestor. Yard area are kept clean and clear. Drivers provided with suitable footwear.			
R34	**Yard & Warehousing Operations**	Struck By FLT Struck By FLT Struck By FLT Struck By FLT Struck By FLT Struck By FLT Struck By FLT Stuck by falling load Stuck by falling load Stuck by falling load Stuck by falling load Stuck by falling load Stuck by falling load Stuck by falling load Overturn of FLT Overturn of FLT Overturn of FLT Overturn of FLT Overturn of FLT Slips, Trips and Falls Slips, Trips and Falls Slips, Trips and Falls Slips, Trips and Falls	The purpose of this risk assessment to identify the hazards associated with the yard and warehousing in Soltec. Each hazard shall be identified and control measures, which are in place, will be listed. Additional control measures, which could reduce risk, will also be proposed with timeframes and responsible persons noted.	Everyone-Employees & Visitors	Forklift has designated areas where it drives. All employees and visitors are warned of its danger. Reversing beacon is fitted to all forklift. Forklift is inspected and serviced regularly. Signage fitted throughout the site. All forklift drivers are trained and qualified to drive it. Daily walk around of flt carried out. Forklift has designated areas where it drives. All employees and visitors are warned of its danger. Reversing beacon is fitted to all forklift. Forklift is inspected and serviced regularly. Signage fitted throughout the site. All forklift drivers are trained and qualified to drive it. All pallets moved are of good quality with its contents wrapped or strapped correctly. Yard area is flat Yard service is inspected weekly and is in good condition. All forklift drivers are trained and qualified to drive it. Forklift has designated areas where it drives. Daily walk around of flt carried out. All areas are kept clean. Packages are put on shelves. Site is inspected bi-weekly for housing keeping. Designated pathways provided.	2	4	8

		Slips, Trips and Falls			Handrails installed on all stairs.			
		Slips, Trips and Falls			All employees working in yards and warehousing have suitable footwear.			
		Trucks			All trucks have reversing beacons.			
		Trucks			Soltec trucks have reversing cameras.			
		Trucks			Tankers revering onto site are supervised.			
		Trucks			Staff wear uniforms with high viz marking.			
		Trucks			Visitors provided with high viz jackets.			
		Damaged load which results in a loss of contaminate			Forklift operates within bunded areas or have spill kits located near.			
		Damaged load which results in a loss of contaminate			Emergency spill procedure in place.			
		Damaged load which results in a loss of contaminate			Emergency response procedure in place.			
		Damaged load which results in a loss of contaminate			Staff and visitors provided with PPE.			
		Damaged load which results in a loss of contaminate			Exhaust fitted with insulation and spark arrestor.			
		Electrical Shock			All electrical equipment inspected and maintained regularly.			
		Electrical Shock			Qualified electricians preform maintenance only.			
		Electrical Shock			Any unsafe equipment is reported to management ASAP.			
		Electrical Shock			Contactors use 110V equipment.			
		Fire/ Explosion			Detailed fire risk assessment carried out.			
		Fire/ Explosion			Fire alarm, emergency lighting and exits in place.			
		Unauthorised access			Visitors sign in first.			
		Unauthorised access			Gates kept closed.			
		Unauthorised access			CCTV fitted.			
		Unauthorised access			Gates have alarms fitted.			
		Unauthorised access			Night watchman patrol in place.			
		Unauthorised access			Signage erected.			
R35	**Barrell Crushing**	Fire/ Explosion	The purpose of this risk assessment to identify the hazards associated with the operation of the barrel crusher. Each hazard shall be identified and control measures, which are in place, will be listed. Additional control	Employees & Contractors	Drums which are to be crushed are fully drained.	2	4	8
		Fire/ Explosion			Equipment is inspected and maintained regularly.			
		Fire/ Explosion			Operators are trained to operate the equipment.			
		Fire/ Explosion			Protective screen installed, where the operator control the unit.			
		Fire/ Explosion			Fire Extinguisher installed nearby.			
		Fire/ Explosion			Emergency exits and lighting nearby.			
		Chemical Leak			Staff are trained in chemical spill control.			
		Chemical Leak			Staff use relevant PPE.			

		Electrical Shock Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Manual Handling Manual Handling Manual Handling Hot Works Danger Zone Danger Zone Danger Zone Danger Zone Slips, Trips & Falls Slips, Trips & Falls Slips, Trips & Falls	measures, which could reduce risk, will also be proposed with timeframes and responsible persons noted.		Unit is inspected for safe electrical connections regularly. Natural ventilation in the area. Staff are provided with relevant PPE, during maintenance. Health surveillance monitoring for VOC has been carried out No drums that contained toxic ADR6.1 material are crushed. Barrel handlers provided which drains the drums before crushing. Manual handling training provided. Work area is kept clean of trip hazards. Hot works are not permitted. Zone in front of the unit is kept clear during operation. Unit is only operated from behind a protective screen beside the unit. Safety Signage in place. Staff are trained. Area is kept clean and clear of debris. Area is well lit. Suitable footwear is provided.			
R36	**Corrosive Handling Operation**	Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Chemical Leak Chemical Leak Chemical Leak Chemical Leak Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Static Discharge Static Discharge Static Discharge Static Discharge	The purpose of this risk assessment to identify the hazards associated with the operation of handling Corrosive Liquid ADR Class 8. Each hazard shall be identified and control measures, which are in place, will be listed. Additional control measures, which could reduce risk, will also be proposed with timeframes and responsible persons noted.	Employees	Equipment is designed to handle flammable and corrosive liquids. Equipment is inspected and maintained regularly. Operators are trained to operate the equipment. Fire Extinguishers located nearby. Smoke detectors, emergency lighting and emergency exits in place Corrosive Drums are bunded to 110% capacity. Staff are trained in chemical spill control. Staff use relevant PPE. Which in addition to the normal, include PVC aprons, Rubber gloves and a full face mask. Chemical shower located next to corrosive drums. Corrosive Liquids are stored in an open yard. Staff use a chemical mask when handling corrosive liquids. Health surveillance monitoring for VOC has been carried out. Splash filling is avoided using the correct filling heads. Staff use anti-static uniforms. Staff have received awareness training. ATEX air pumps used to add liquid into tanks.	2	4	8

		Unauthorised Operation Unauthorised Operation Unauthorised Operation Slips, Trips and Falls Slips, Trips and Falls Slips, Trips and Falls			Permit to work system in place. Tanks locked when not in use. Detailed WI in place. Area is kept clean and clear of debris. Area is well lit. Operators provided with suitable footwear.			
R37	**Bulk Tank Operation**	Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Chemical Leak Chemical Leak Chemical Leak Chemical Leak Chemical Leak Chemical Leak Chemical Leak Chemical Leak Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Slips, Trip and Falls Slips, Trip and Falls Slips, Trip and Falls Static Discharge Static Discharge Static Discharge Static Discharge Static Discharge Static Discharge Static Discharge Static Discharge	The purpose of this risk assessment to identify the hazards associated with the operation of loading and unloading bulk road tanker with Solvent. Each hazard shall be identified and control measures, which are in place, will be listed. Additional control measures, which could reduce risk, will also be proposed with timeframes and responsible persons noted.	Employees & Contractors	Equipment is designed to handle flammable liquids. Tanks are inspected and maintained regularly. Operators are trained to carry out this operation. Fire extinguishers fitted nearby. Fire exits fitted nearby. Detailed fire risk assessment done. Tanker bay located in a ATEX zone. Loading and Unloading is carried out in bunded areas (110% capacity.) Staff are trained in chemical spill control. Staff use relevant PPE. Chemical shower located next to the loading bay. Loading or unloading is supervised at all times. Loading into tankers is supervised and volumes calculated. Tank farm is high level protected. Loading into IBC's is supervised at all time. Loading and unloading is done in an open yard. Health surveillance monitoring for VOC has been carried out. If a leak occurs, the operation is stopped at once. Explosion meters available for staff in the circumstance. Bulk tankers permitted onto site all have a fall arrest system fitted, the driver are the only person permitted to access the top of the tank, they are trained in the arrest systems used. Area is well lit and the operation is only done during day time. Area is kept clean and clear of debris. Splash filling is avoided using the correct filling lance for unloading into IBC's. Loading into bulk tanker is done from the bottom and loading into the tank farm is done from the bottom. Staff use anti-static uniforms. Staff have received awareness training. ATEX air pumps are used only. Tanker is earthed before the operation is carried out. Area is designated as a ATEX zone 1. Master switch is turned off before loading or unloading starts until the operation is completed. Detailed WI in place and permit to work system.	1	4	4

		Truck – Reversing and stopped Truck – Reversing and stopped Truck – Reversing and stopped Driver Driver Driver			Staff use high viz jackets when reversing trucks into the bay, they do not walk behind the truck and keep eye contact with the driver. Truck is fitted with reversing beacon. Truck is chocked once parked. All Drivers are ADR Hazchem &Normal RSA licensed – copies of licence retained for records. Drivers sign in and completed safety brief before entering site. Driver remains in their lorry cab during loading or unloading.			
R38	**Lorry Operation**	Person or object Struck By truck Person or object Struck By truck Person or object Struck By truck Person or object Struck By truck Person or object Struck By truck Person or object Struck By truck Person or object Struck By truck Person or object Struck By truck Person or object Struck By truck Stuck by falling load Stuck by falling load Stuck by falling load Stuck by falling load Stuck by falling load Stuck by falling load Stuck by falling load Driver Fatigue Driver Fatigue Driver Fatigue Driver Fatigue Slips, Trips and Falls	The purpose of this risk assessment to identify the hazards associated with the operation of the lorry. Each hazard shall be identified and control measures, which are in place, will be listed. Additional control measures, which could reduce risk, will also be proposed with timeframes and responsible persons noted.	Everyone-Employees & Visitors	Reversing Beacon fitted. Reversing camera fitted. Driver is licenced. river works within the road transport working time directive. Driver attends an annual CPD day. Mirrors fitted to the truck. Daily walk around by the driver. Maintenance carried out by 3rd party. DOE done annually All pallets moved are of good quality with its contents wrapped or strapped correctly. All pallets are strapped to lorry. Curtains fitted to retain the load. Driver takes regular rest stops. Breaks are monitored. Drivers generally work a 4-day week. Drivers attend CPD events for professional development. Driver takes regular rest stops. Breaks are monitored. Drivers generally work a 4-day week. Drivers attend CPD events for professional development. All areas are kept clean.	1	4	8

		Slips, Trips and Falls			Driver accesses the load compartment using the tail lift.			
		Slips, Trips and Falls			Daily walk around inspection of lorry.			
		Slips, Trips and Falls			Driver wears suitable secure footwear.			
		Product/ Waste Leak			All packages transported are ADR approved.			
		Product/ Waste Leak			Spill kit provided.			
		Product/ Waste Leak			ADR instructions in writing provided.			
		Product/ Waste Leak			Drivers are Hazchem trained.			
		Overloading			Load is planned to be below the max allowable for the truck.			
		Overloading			Pallets are weighed, or weights are known.			
		Lorry stolen			Tracker fitted.			
		Lorry stolen			Always stored overnight in a secure location.			
		Lorry stolen			CCTV fitted at Soltec.			
		Fire/ Explosion			Fire Extinguishers installed.			
		Fire/ Explosion			Lorry inspected and maintained regularly.			
		Fire/ Explosion			Daily walk around inspection.			
		Fire/ Explosion			Driver Hazchem Trained			
R39	**Laboratory Risk Assessment**	Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Chemical Leak Chemical Leak Chemical Leak Chemical Leak Chemical Leak Electrical Shock Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Manual Handling	The purpose of this risk assessment to identify the hazards associated with the operation of the laboratory. Each hazard shall be identified and control measures, which are in place, will be listed. Additional control measures, which could reduce risk, will also be proposed with timeframes and responsible persons noted.	Employees	The lab is located in a one-hour fire compartment. Equipment used to analyse solvent is designed for that purpose. Flammable gasses are generated in small quantises for safety. Gas cyclers are stored outside the lab. Lab standards are stored in a flame resistant cabinet. Fire Extinguisher and blanket installed nearby. Emergency exits nearby. Smoke alarm fitted. Waste is stored in a flame resistance bin. Volume of samples is kept to a minimum. Samples are declared before analysis. Staff are trained in sample taking and chemical spill control. Staff use relevant PPE. Eye wash station in the lab. Trained first aiders on site. Power is isolated to the room in the event of a chemical spill. Unit is inspected for safe electrical connections regularly. Power isolated at the end of the shift to the lab. Mechanical ventilation in the area. Health surveillance monitoring for VOC has been carried out. Quantities of material handled are very small. Toxic material aren't handed. Manual handling training provided.	1	4	4

		Manual Handling			All material handled within the lab are small and light.			
		Manual Handling			Work area is kept clean of trip hazards.			
		Hot Works			Hot works are not permitted.			
		Slips, trips and falls			Area is kept very clean.			
		Slips, trips and falls			Slip resistant surface.			
		Slips, trips and falls			Area is well lit.			
		Slips, trips and falls			Any trip hazards are removed.			
		Syringes			Safety tips fitted.			
		Syringes			Always stored away.			
		Syringes			No ADR class 6.2 handled, only solvents.			
R40	**Reciprocating Saw Operation**	Fire/ Explosion	The purpose of this risk assessment to identify the hazards associated with the operation of the Reciprocating Saw. Each hazard shall be identified and control measures, which are in place, will be listed. Additional control measures, which could reduce risk, will also be proposed with timeframes and responsible persons noted.	Employees	Containers which are to be cut are fully drained and washed out.	1	4	4
		Fire/ Explosion			Equipment is inspected and maintained regularly.			
		Fire/ Explosion			Work area is kept clean and clear of material which could catch fire.			
		Fire/ Explosion			Operators are trained to operate the equipment.			
		Fire/ Explosion			Fire Extinguisher installed nearby.			
		Fire/ Explosion			Emergency exits nearby.			
		Chemical Leak			Staff are trained in chemical spill control.			
		Chemical Leak			Staff use relevant PPE.			
		Chemical Leak			Only packages which are drained and washed out are cut using this saw.			
		Electrical Shock			Unit is inspected for safe electrical connections every time it's used.			
		Electrical Shock			The unit uses 110Volts for safety.			
		Electrical Shock			The cable is kept away from the cutter at all times.			
		Chemical exposure & toxic vapours			Natural ventilation in the area.			
		Chemical exposure & toxic vapours			Staff are provided with relevant PPE, during maintenance.			
		Chemical exposure & toxic vapours			Health surveillance monitoring for VOC has been carried out.			
		Chemical exposure & toxic vapours			All drums to be cut have been drained and washed out			
		Manual Handling			Forklift used to move containers.			
		Manual Handling			Manual handling training provided.			
		Manual Handling			Work area is kept clean of trip hazards.			
		Hot Works			Hot works are not permitted.			
		Danger Zone			Zone in front of the saw is kept clear during operation.			
		Danger Zone			Staff are trained.			
		Slips, Trips and Falls.			Area is well lit.			
		Slips, Trips and Falls.			Area is kept clean.			

		Slips, Trips and Falls. Lacerations Lacerations Lacerations			Trip hazards are removed. Power is isolated when changing blades. Operators cut away from themselves. Operators wear relevant gloves.			
R41	**Gunwash service operation**	Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Chemical Leak Chemical Leak Chemical Leak Chemical Leak Electrical Shock Chemical exposure & toxic vapours Chemical exposure & toxic vapours Chemical exposure & toxic vapours Manual Handling Manual Handling Manual Handling Hot Works Slips Trips and Falls Slips Trips and Falls Slips Trips and Falls	The purpose of this risk assessment to identify the hazards associated with the operation of servicing a gunwash machine. Each hazard shall be identified and control measures, which are in place, will be listed. Additional control measures, which could reduce risk, will also be proposed with timeframes and responsible persons noted.	Employees	Equipment is ATEX rated and designed for solvent use. Operators are trained to operate the equipment. Fire Extinguisher are installed nearby. Smoke Detectors Emergency lighting and exits nearby. Staff are trained in chemical spill control. Staff use relevant PPE. Eye wash station checked to be close by before starting operation. Machine before service is drained of any solvent. When operational the lids are closed. All units are air operated. Area is checked to ensure good ventilation. Staff are provided with relevant PPE, during maintenance. Health surveillance monitoring for VOC has been carried out. Manual handling training provided. Work area is kept clean of trip hazards. If the unit has to be moved, this is done with a pallet truck or by two people. Hot works are not permitted. Area is kept free of debris. Access is restricted during the service. Area left clean after the service.	1	4	4
R42	**Waste Collections**	Risk of Toxic material Risk of Toxic material Risk of Toxic material Risk of Toxic material Corrosive material Corrosive material Corrosive material Corrosive material Flammable solvents Flammable solvents		Employees	All waste is packaged Ventilation provided Use of full chemical PPE Chemical Mask provided for chemicals with a toxic properties Waste is only handled in sealed UN approved drums Lorry driver does not come in contact with waste. Use of full chemical PPE Eye wash station Ventilate well All waste capped	2	3	6

		Flammable solvents Manual handling Disposal of contaminated material Darkness Lone Worker			Fire extinguisher on stand by Manual handling training All material transferred in UN approved packaging and disposed of in accordance with national regulations Work to be done in day time Lorry diver to be with site contact at all times			
R43	**Contractors**	Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Fire/ Explosion Chemical exposure & toxic vapours Chemical exposure & toxic vapours Falls Falls Falls Falls Falls Falls Falls Darkness Unauthorised works Unauthorised works Unauthorised works Unauthorised works Slips & Trip Slips & Trip Slips & Trip	The purpose of this risk assessment to identify the hazards associated with contractors on site. Each hazard shall be identified and control measures, which are in place, will be listed. Additional control measures, which could reduce risk, will also be proposed with timeframes and responsible persons noted.	Contractors	Hot work are not permitted within any of the designated ATEX zones. Hot work permit system in place for any works to be done outside ATEX zones. Contractor is supervised at all times by a member of Soltec. RAMS to be submitted and approved before works are carried out. Contractor is not permitted to handle any products or wastes within the site. Contractor must read the site brief before works can commence. On the sound of the fire alarm the contactor will be brought to the assembly point. Fire board will be updated when they are on site. 2 X Fire Extinguishers should be left close to the work area, Soltec supervisor to use in the event of fire. Contactors will not be working in areas where toxic materials are stored. If they are working on a unit which had solvents contained in it, the unit will be drained and flushed with water first. Contractors who intend to use a ladder must use a certified one. It must be tied off the top. Must have somebody holding the bottom at all times. If the job to be done will involve more than 30mins, a hoist should be used. Soltec staff not allowed to use the ladder. Work area will be kept clean and clear of debris. Contractor must be trained to use a ladder. Contractor is only permitted to work in well-lit areas. RAMS are to be submitted before any works are carried out. Contractor to be supervised at all times on site. Job to be fully explained before works are carried out and inspected after. Any changes made should be reported and records retained. Work area will be kept clean and clear of debris. Post works the area should be inspected and cleaned if required. Contractor restricts access to their work area; no unauthorised persons should be permitted to the work area. PPE – Relevant PPE required, see RAMS.	1	4	4
R44	**Fire/ Explosion**	Solvent - waste transfer station Solvent - waste acceptance area Solvent - forklift charging Solvent - analyser area Solvent - process area	The purpose of this risk assessment to identify the hazards associated with the handling of solvents on site. Each hazard shall be identified and control measures, which are in place, will be listed. Additional control measures, which could reduce risk, will also be proposed with timeframes and responsible persons noted.	Everyone- Employees & Visitors	Good operational controls. Well trained personnel. Fire sprinkler system fitted. Good operational controls. Well trained personnel Good operational controls. Well trained personnel, Fire sprinkler system fitted. Good operational controls. Well trained personnel. Good operational controls. Well trained personnel.	3	3	9

		Solvent - waste tanker unloading area Solvent - solvent storage tanks Solvent - yard area			Good operational controls. Flow velocities limited by design of equipment and pipe size. Fire sprinkler fitted. Good control of ignition sources, Good maintenance, Good operational controls of tank contents. Flow velocities limited by design of equipment and pipe size. Fire sprinkler fitted. Good operational controls. Well trained personnel.			