



Contractor Induction



Our Policy is to...



Ensure the safety, health and welfare of all employees at all our places of work including persons not employed by this company but who may be affected by our activities.



Provide you with information, training and supervision as may be required.



Consult with all staff and employees on matters of health and safety.



Promote and foster a proactive Health and Safety culture.

Project Responsibilities

Management Responsibilities:

- Safe method of work, with safe equipment
- Safe place to work and safe access to the place of work
- Enforce systems, standards and controls

Employee Responsibilities:

- Duty to take care of themselves, *and* others, report problems and hazards including pollution or potential polluting incidents
- Check their own tools and issued equipment
- Co-operate and comply with rules, equipment and permit restrictions
- Duty to act or inform and not to omit or conceal

No job is so urgent that cannot **take the time to do it safely**



Project Management



Before work will commence you will be introduced to your site management team.

The management team will be available throughout the project to answer any questions you may have regarding the work assigned to you.

Project Details

The project details will be outlined prior to any work commencing.

The project details will outline the job being carried out, the duration of the project and any additional information that may be of concern to workers on site.



Site Security & Access/Egress

The safety of any project is vital to ensure the safety of staff, visitors and members of the public and to comply with our legal compliance. It is important that we all play a part in ensuring safety is maintained. With this it is important that should you see something that may be in breach the security guidelines of the site, please bring it to the attention of the management team.

As part of the project, you may be required to wear and display photographic identification.

Access to the site is via agreed entrance by the client and information can be found with your site manager or via the Traffic Management Plan.

Access / egress to the office compound and site is via the designated security-controlled access point and swipe card activated barrier.

All persons entering the site must enter via this point and **MUST** sign in prior to entering the site and sign out when leaving. This is a vital requirement in the event of an emergency.

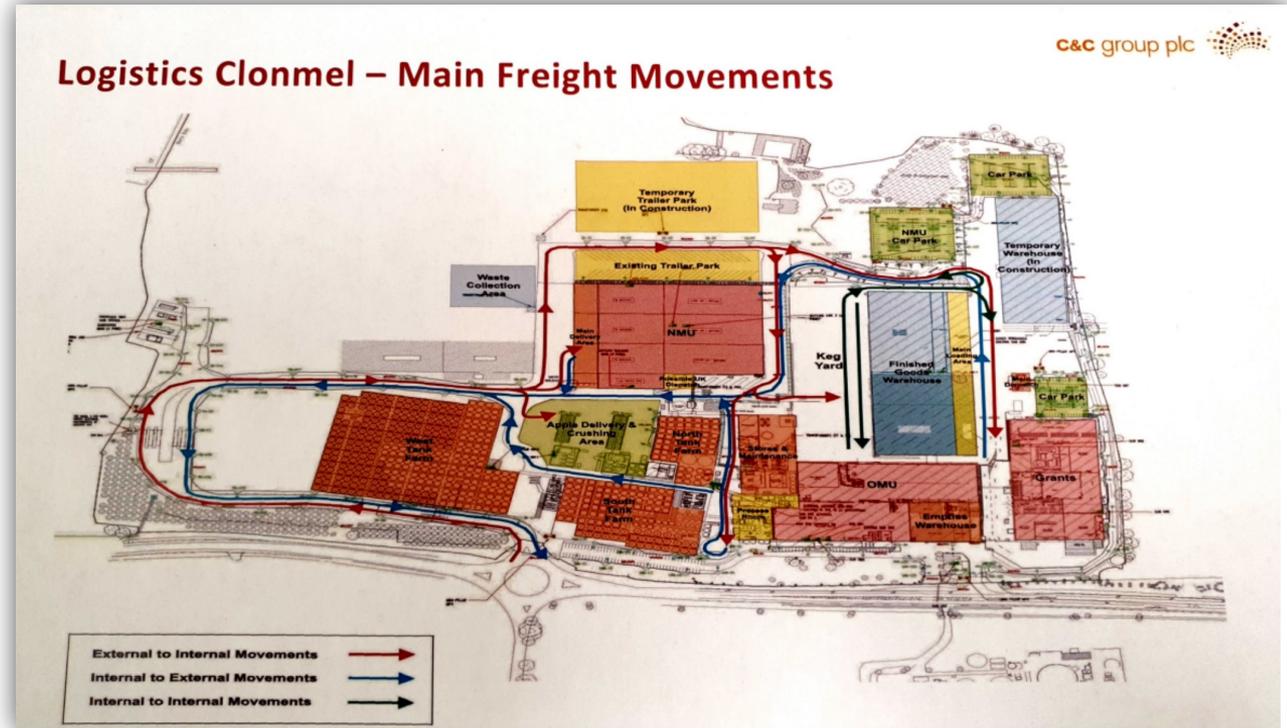


Site & Project Layout

Work safety: Take care of your own safety and of others. Always work in accordance with your Method Statement. Identify and report hazards immediately to your managers on site.

Parking is limited on all construction projects and this no different. Site logistic plan is displayed on the site notice board with relevant information.

While on this project site may we ask you to follow all traffic management signage displayed and local traffic rules outside.



Competence



As part of this induction, you will be required to provide proof of training and competence for the role you wish to carry out on this project. The Company policy requires all operatives working on site to hold as a minimum a valid Safe Pass Card and manual handling certificate. Proof of competence will also be required for any plant or equipment that you may use on this project including scaffolding.

All PPE should be provided by your own company based on the assessed needs of the risk assessment. If you spend a large part of your working life in the open air, it is important to wear suitable clothing if you are to avoid ill health or injury.

Free PPE will only be provided to staff and visitors on behalf of the client and project.

Personal Protective Equipment

Risks, which cannot be removed, are dealt with by the provision of personal protective equipment. The need is identified by risk assessment. However, the following PPE is mandatory:

- Safety helmets. EN 397:2012 – Industrial safety helmets
- Safety footwear. EN ISO 20345:2004 Steel Toe to 200J and Midsole protection
- High visibility vest. EN471: 2003

The following additional items of PPE may be needed in the course of the works:

- Eye protection. EN 166:2001 class B for medium energy impact e.g. cutting masonry. Class S for general robustness e.g. general wear (dust particles etc...)
- Ear defenders depend on noise monitoring.
- Dust masks min (FFP3).
- Gloves EN 420:2003 classification dependent on Risk Assessment.
- Protective wet weather clothing. The type selected will be suitable for the protection needed and conforms to the relevant standard.

Compliance with the Cool Planet PPE requirements will be monitored on a daily basis by Cool Planet Project Manager and is included in the Weekly EHS Inspection. All protective clothing and equipment issued to visitors will be recorded on the appropriate sign-in register.



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Permits Required

Cool Planet will ensure that any activities where the residual risk, following the implementation of control measures identified through the specific risk assessment is classified as high will be carried out under Cool Planet's or the Bulmers Ireland Ltds Permit to Work Forms.

The current Permits available for use are:

- Permit to Work
- Permit for Confined Spaces
- Permit to Pump
- Permit to Dig / Break Ground
- Permit to Work on or near Live Electricity or services
- Hot Work Permit
- Permit to work at height

Copies of all Permits will be retained by Cool Planet in the Project Safety Manual.

The Management of change (MOC) procedure will be adhered to, throughout the project execution stage.

The above documents relate to the management of change procedures which must be followed during the duration of this project and all contractors must work in conjunction with the PM when such a change arises.



H&S Talks

CP Project Manager will ensure that relevant health and safety information is given to all employees, direct and contract, on a daily basis by means of Daily Site Briefings and Job Safety Documents. These form part of our Safety Presentations.

The subject of the Daily Site Briefings will be chosen to suit current site activities but may also include project specific incidents and accidents, with the intention being to give at least one environmental talk each month.

Job Safety Documents must be completed each morning during any period where works / installations are taking place.



CROWLEY CARBON
COOLING THE PLANET

JOB SAFETY DOCUMENT (JSD)



REAL SAFE
ALWAYS

Job name: _____ Date: _____ CRM ID: _____
Contractor name: _____

Do not proceed until the following pre-requisite documentation has been checked (tick all appropriate)

Low Risk Work Medium Risk Work High Risk Work

Describe Works Being Carried Out: _____

The following works require a permit to work (tick appropriate task being undertaken)

Working at Height	Hot Works	Confined Spaces	Asbestos	Major Mechanical	Electrical	Other
<input type="checkbox"/>						

Tick the hazards below for the type of work being carried out

Electrical	Manual Handling	Drilling	Cutting	Blasting	Mechanical	Cleaning	Minor Two Person Welding
<input type="checkbox"/>							

Mechanical Electrical
Welding Hot Works
Confined Spaces
Asbestos
Major Mechanical
Electrical
Other

Now tick the hand tools you will be using

Drill	Screw	Files	Hammers	Wrenches	Spanners	Electrical	Gas Meter
<input type="checkbox"/>							

Tick the power tools that will be used (only 110v max power tools permitted)

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

Tick the equipment that will be used

Fork Lifts	Ladders	Platforms	Fixed Mobile	Welding	Fire	Fire Blanket	Other
<input type="checkbox"/>							

Tick the machinery and all its use

Generator	Franklin	Cranes	Hoists	Drillers	Compressors	Telehandlers	Other
<input type="checkbox"/>							

What type of environment are you working in (tick all applicable scenarios)

Asbestos	Working at Height	Confined Spaces	Light	Overhead Power	Heat	Wet	Chemicals	Low	Close Staff
<input type="checkbox"/>									

What PPE is specified on your RAMS?

Hard Hat	Boots	Safety Glasses	Ear Protection	Eye	Water	Mask	Gloves	Respiratory Protection	Hazmat
<input type="checkbox"/>									

High Voltage Barbed Wire
Fencing
Covers
Type
Sprayer
Hair Net
Wear Mask
Chaper

The following hazards have been noticed on the day - **First Aid**

First Aid Person:	_____
First Aid Location:	_____

And the following control measures agreed and have been put in place:

--

Before work begins

We have explained all works to the site operatives and agree to follow all rules and policies set out by Crowley Carbon Ltd. In case of emergency we will follow instructions given by Site Representative.

Operatives Signatures: _____
Crowley Carbon Site Representative Signatures: _____

After work finished (tick as appropriate) and sign below

Works have been completed and we have left the work area in a safe and clean condition. Works have not been completed and we will be returning. _____ I have left the works area in a safe, clean and secure condition.

Operatives Print and Sign: _____
Crowley Carbon Site Representative Signatures: _____

Emergency Procedures

Assembly Point: Information about the assembly point would be available on the notice board. **Please, ensure to be familiar with the content.**

Fire can be a major risk on any project site and therefore on this project we would ask you to follow the simple precautions below:

Any works that will produce heat/naked flame/spark etc will require a permit to work and smoking is not permitted anywhere on site. The smoking area is located.

All fire occurrences should be reported to senior management and flammable materials should not be stored on the project site.

In the event of a fire please follow the advice below;

- Alert management/staff to the fire using the wireless alarm systems at each fire point located on each floor.
- If possible and without danger to yourself, tackle the fire with the fire extinguishers located at the main exits
- Evacuate to the Assembly Point.
- Always respond to the alarms and report the Assembly point.
- Do not endanger yourself – if in doubt, get out.



Fire-Fighting Equipment

Fire-fighting equipment has been provided on this project in the event of an emergency. It has been placed in key areas and we would ask to respect this by not moving it, using it to hold open doors or obstructing them.

Fire points will be highlighted with Fire Point signage and will contain either

CO² - Electrical Fires

Dry Powder – Electrical and Liquid Fires

Foam – Liquid Fires

Water – Wood, Paper, Textile and Solid Materials.



Each project will have a number of Fire Wardens and their names will be displayed at the main notice board.

Do not attempt to use Fire extinguishers if you are not trained to do so. Seek for the site Fire Warden in case of emergency or evacuate the building immediately.

First Aid Facilities

First Aider: Stephen McLoughlin
Loretta Greene
Gerard de Brun

First Aid provisions have been provided on this project and will be located within the Site Office.

Management staff have been trained in the requirements of first aid if you require them. Your main first aider on this project is the site manager.

Details of the names of the First Aiders will be displayed on the main notice board at the signing in point and local emergency numbers will also be displayed at this location along with a traffic route to the nearest hospital.

Please take time to review these documents.



Accident & Incident Reporting

All accidents / incidents (including environmental and property damage), dangerous occurrences or near misses, no matter how trivial they appear, must be entered in the Cool Planet Accident Report Form and reported immediately according to Bulmers Ireland Ltd procedures.

All incidents (including environmental) involving employees of Cool Planet, 3rd parties or the general public must be reported to the CP Project Manager by the site supervisor and to the Health & Safety Director as a matter of urgency.

The Work Safety Observation Form must be used to make note of things that deviate from best practice, or, if a particular method of work is observed that may be better than current best practices.



Welfare Facilities



As part of all projects the company provide welfare facilities for your use and convenience, therefore we would ask you to respect these and report any vandalism or defect that you may find.

A canteen area has been provided for your use with the minimum requirements.

Toilets have also been provided on this project for your use.

Check Site Logistic Plan available on the site Notice Board

Always respect the toilet and welfare facilities provided for your use and report any deficiencies. Anyone found urinating on site or abusing these facilities will be removed from site.

Work Equipment

Only competent, trained personnel are permitted to operate plant and equipment on this project. Please provide details of training and competence to use plant and equipment on your induction form.

All plant and equipment that is brought to site must have a valid test certificate as required under current regulations and will be required to have relevant test/inspections carried out on them. As a contractor you are required to provide copies of certification to the Site Manager

You are also required to carry out daily and weekly inspections and provide proof of these to Site Management.

This will include portable appliance testing (PAT) for all electrical equipment on site. Regular inspections of such equipment must be carried out and copies provided to Site Manager.



Risk Assessment & Method Statement



Prior to starting on site and at the end of this induction you will be required (if not completed already) to review your method statement and risk assessment. This will ensure that you have been briefed and are aware of the safe system of work that should be followed. We ask you to raise any concerns that you may have at this stage.

A method statement and risk assessment must be provided for all tasks that are going to be carried out on this project. The documents should detail in simple terms how you plan to carry out the task, what the risks are associated with the task and the controls that you plan to put in place to reduce the risk to you and others around you.

A blank Method Statement and Risk Assessment form can be provided for your use if required and help completing these can be given by Fiontar Group.

You will be required once a week to attend a safety briefing talk that will cover a relevant topic affecting the project. We would welcome your feedback at this stage on any Health, Safety or Environmental matters that are of concern on the project. The Management team will endeavour to resolve these matters as soon as possible.

Alcohol & Drugs Policy

Our Company has a zero-tolerance policy regarding persons working under the influence of alcohol or drugs. Random alcohol and drugs testing may be carried out as part of this project.

You may be required to give a sample as part of this test and refusal will result in you being asked to leave site.



Smoking Policy



Smoking is NOT permitted on site and a designated discreet smoking area will be clearly marked.

Employees must NEVER wear branded PPE when smoking and must always use ashtrays provided.

Bullying and Harassment



The management team will not tolerate any form of bullying and harassment in the workplace. Examples of bullying or harassment may include the following

- Physical contact
- verbal abuse
- implied threats
- Jokes
- offensive language
- Gossip
- Slander
- offensive songs
- Posters
- photocopied cartoons
- Graffiti
- obscene gestures
- persuasion for sexual favours
- intrusion by pestering
- spying and stalking.

Repeated requests giving impossible deadlines or impossible tasks.
Repeated unreasonable assignments to duties, which are obviously unfavourable to one individual. Vandalism of personal property (destroying clothing etc.) Please note that this is not an exhaustive list.

All Employees and Management are notified of their responsibilities with regard the mutual respect of others in the workplace. Failure to comply with this will result in disciplinary action.

Personal Items

No Radio's or Walkmans allowed on site.

Mobile phones should only be used at designated area which are clearly signed and should NEVER be used when operating any plant or machinery on site.

We would ask that if you must use your mobile phone that you do the following;

- Stop any work that you are doing.
- Stand in a location that wouldn't pose a risk to you or others
- Don't use plant or equipment

The use of MP3's and headphones are not permitted on this project, and you will be subject to disciplinary procedures if found on site with them.



Hazardous Substances

If you are working on site and come across a material that you suspect may be a hazardous substance, we would ask you to do the following:

- **STOP** any work that you are carrying out.
- Inform Site Manager
- Clear the area and have it sealed off
- Report the matter to the Contracts Manager

If you are unsure about anything while working on our project, please feel free to seek advice from our management team.



Hazardous Substances

There is an integration of chemicals and hazardous substances on site.

Staff must be aware of any hazardous substance that is being used on-site.

Material Safety Data Sheets (MSDS) and Risk Assessment are available for all chemicals.

- Staff must ensure precautionary measures are taken when using chemicals.
- The correct PPE to be worn when handling the chemicals this includes rubber gloves and goggles.



Site Specific Issues

As you are aware each site on a different day and time will have a number of hazards that pose a risk to operatives, staff and members of the public. The Site Manager will now discuss some matters that may affect you on this project.

Working at Heights

All working at height must follow the Hierarchy of Control as detailed below;

Avoid – work at height where you can.

Prevent – falls of falling objects/people. (Scaffolding, MEWP's etc)

Minimise/Mitigate – using fall arrest systems, airbags/safety nets etc.

The works should be carried out by competent and trained personnel only and copies of such training must be provided. Depending on the type of work being carried out you may have to provide a work at height rescue plan.

The Site Manager will provide more information on working at height equipment that is being used on this project.



Housekeeping



All work areas should be kept organized, clean and tidy.

Employees should respect others within the surrounding area and must adopt the Clean as You Go Policy, which will in turn reduce hazards for all on site. Weekly inspections will be carried out by the Site Manager to ensure everyone is keeping to the standards expected.

Good housekeeping is a number one priority because a clean site is a safe and environmentally friendly site. Keep your own work area clean and tidy, place all waste in suitable containers. As a minimum this must be done at the end of every working shift or at the request of Cool Planet's Site Management.

Manual Handling

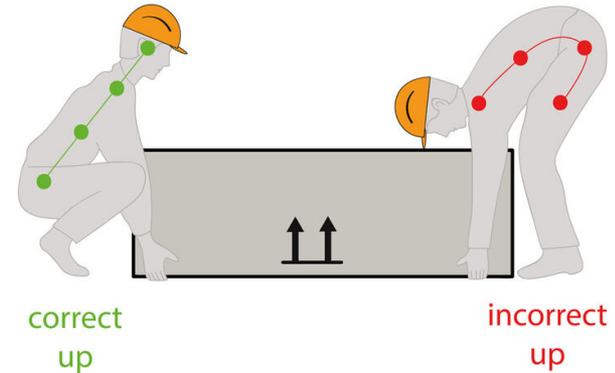
Cool Planet will take reasonable steps to eliminate all manual handling activities on the project. Where this is not reasonable, mechanical means of lifting will be provided.

In cases where mechanical assistance cannot be provided and there is a medium or high residual manual handling risk, then a manual handling assessment will be completed.

Manual handling assessments shall be communicated to all personnel involved in the activity and a record of that communication kept on file.

Personnel involved in medium or high-risk manual handling activities will be trained in safe lifting techniques.

Completed Manual Handling Assessments Standard Form or equivalent will be filed in the Project Safety Manual.



Waste Management

Cool Planet will ensure that measures are put into place and maintained in order to protect the environment and prevent pollution from occurring.

All waste materials will be stored and disposed of (i.e. appropriate skips provided) in accordance with The procedures/requirements appropriate to the circumstances of the project.

A facility for special waste supplied by Cool Planet's Bulmers Ireland Ltd will be in place, e.g. used spill kits, used aerosols etc. and contractors must ensure compliance with special waste segregation procedures.



Disciplinary Procedure

CoolPlanet has introduced a red and yellow card procedure to target certain high-risk breaches of health and safety systems.

There are two levels of breaches. A breach is an "offence". A **Red Card** will be issued for the most serious offences and will result in immediate removal from the site. A **Yellow Card** is issued for offences that are less serious.

All offences will be dealt with using this process.

Examples:

Red Card: Unsafe work at height

Yellow Card: Not wearing hard hats

Other systems are in place for ineffective safe systems of work. These will be issued as notices.

Improvement Notice: Will be issued where there is failure to comply with safe systems of work in operations on-site.

Prohibition Notice: Will be issued where there is a serious risk of injury.

End of Induction Presentation

Thank You

ALWAYS REMEMBER – THINK SAFE, WORK SAFE, STAY SAFE

