

**Appendix 3 A4 Safety Plan**  
**HIRA & Safety Planning**



An Roinn Cultúir,  
Oidhreacht agus Gaeltachta  
Department of Culture,  
Heritage and the Gaeltacht

## **EULIFE14 NAT/IE/000032 Raised Bog Restoration Project**

*Unit 40 Loughsheever Corporate Park, Mullingar, Co. Westmeath.*

**DOCUMENT:** A4\_0001 "Safety Statement Unit 40, LSCP"

**DATE:** January 2017

**ACTION:** A4 – HIRA and Safety Plan

The purpose of the Safety, Health and Welfare at Work Act 2005 and associated statutory provisions is to ensure the safety, health and welfare of all staff - employers and employees alike – in the work place.

The Act requires the employer to prepare a written Safety Statement describing the employer's commitment to safety and appropriate arrangements to ensure employee awareness, training and obligations to safety. The following site specific safety statement meets that commitment and it is prefaced by the Department's Statement of General Policy and an Overview of Organisational responsibility in relation to the implementation of Health & Safety Policy.

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**Department of Culture, Heritage and The Gaeltacht**

**Safety Statement**

**LIFE14 NAT/IE/000032**

**LIFE Raised Bog Restoration Project,  
Unit 40, Lough Sheever Corporate Park, Mullingar,  
Co. Westmeath.**

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## FOREWORD

The purpose of the Safety, Health and Welfare at Work Act 2005 and associated statutory provisions is to ensure the safety, health and welfare of all staff - employers and employees alike – in the work place.

The Act requires the employer to prepare a written Safety Statement describing the employer's commitment to safety and appropriate arrangements to ensure employee awareness, training and obligations to safety. The attached site specific safety statement meets that commitment and it is prefaced by the Department's Statement of General Policy and an Overview of Organisational responsibility in relation to the implementation of Health & Safety Policy.

The Safety Statement must be continually reviewed and, if necessary, altered to take account of changing work practices and changing regulations (see Section 2.2 of this Statement).

This Safety Statement is divided into 4 Main Sections.

<b>Section 1</b>	Management Safety Policy, including Statement of General Policy and Overview of Organisational Responsibility in relation to the implementation of Health & Safety Policy
<b>Section 2</b>	Arrangements for Health & Safety
<b>Section 3</b>	Risk Assessments
<b>Section 4</b>	Appendices



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Department of Culture,  
Heritage and the Gaeltacht

## **EULIFE14 NAT/IE/000032 Raised Bog Restoration Project**

*Unit 40 Loughsheever Corporate Park, Mullingar, Co. Westmeath.*

**DOCUMENT:** A4\_0002 "Safe Operational Procedures For Field Work"

**DATE:** January 2017

**ACTION:** A4 – HIRA and Safety Plan

The following document outlines guidance for field work as set out by the NPWS Safety Committee. All staff should familiarise themselves with this document which is available in hard copy in the main office, in soft copy in the H&S folder within the project folders on the shared drive and has been circulated by email.

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**SAFE OPERATIONAL PROCEDURES  
FOR FIELD WORK  
IN  
NATIONAL PARKS & WILDLIFE**

**PRODUCED BY THE SAFETY COMMITTEE**

**AUTHORISED BY: J. Fitzgerald,  
DIRECTOR, WILDLIFE SERVICE**

**DATED: 11/08/10**

*Version 11/08/10*

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## **EULIFE14 NAT/IE/000032 Raised Bog Restoration Project**

*Unit 40 Loughsheever Corporate Park, Mullingar, Co. Westmeath.*

**DOCUMENT:** A4\_0003 “Safe Operational Procedures – Workshop, Groundworks & Offices”

**DATE:** January 2017

**ACTION:** A4 – HIRA and Safety Plan

The following document outlines guidance for work safely in workshop, groundworks and office environments as set out by the NPWS Safety Committee. All staff should familiarise themselves with this document which is available in hard copy in the main office, in soft copy in the H&S folder within the project folders on the shared drive and has been circulated by email.

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**NPWS WORKSHOP, GROUNDWORK & OFFICE – SAFE OPERATING PROCEDURES**

Only trained (where required) and competent personnel shall perform operations. The posting of a Safe Operating Procedure (SOP) does not replace the need for proper training.

National Park & Wildlife Services  
Safe Operating Procedures  
**Workshop, Ground-works & Offices**

## NPWS WORKSHOP, GROUNDWORK & OFFICE – SAFE OPERATING PROCEDURES

Only trained (where required) and competent personnel shall perform operations. The posting of a Safe Operating Procedure (SOP) does not replace the need for proper training.

### Note:

For **Field Staff** see appropriate Safe Operating Procedures which are detailed in separate documents

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## **EULIFE14 NAT/IE/000032 Raised Bog Restoration Project**

*Unit 40 Loughsheever Corporate Park, Mullingar, Co. Westmeath.*

**DOCUMENT:** A4\_0004 "Safety Statement Appendices"

**DATE:** January 2017

**ACTION:** A4 – HIRA and Safety Plan

The following document contains a number of appendices to the A4\_0001 "Safety Statement" document including:

- Accident / incident report form template
- Safety suggestion form
- Risk assessment template
- Guidelines on engaging contractors
- Site plans of Unit 40 LSCP indicating exits, fire assembly point etc.

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# National Parks & Wildlife Services

## Safety Statement Appendices

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## Site Work Rules

**LIFE14 NAT/IE/000032**

- All proposed site work must be set out as part of a **SWP** to include transport, parking, walking routes and shapefiles where relevant indicating points of planned work – eg locations of testing areas etc. This is to ensure health and safety and to facilitate efficient use of site hours.
- Site work plan to be submitted for approval in good time to allow for review and queries.
- Site materials to be prepared *in advance of site visit day*, e.g. **maps, equipment**, shapefiles, GPS unit forms etc. to ensure efficient use of site work day hours.
- It is the responsibility of the user to ensure **GPS unit** is charged in advance of a site work day – not the previous user of the unit.
- An element of **hi-vis** material to be worn at all times – e.g. hi-vis jacket, tee shirt, trousers or hi-vis vest.
- Always ensure **mobile phones** are adequately charged in advance of undertaking site work.
- Project notice **signage** to be displayed on all vehicles on site and between sites at all times.
- In an instance where it is necessary for an individual to **work alone** on site, the Project Manager or other appointed staff member must be contacted at the end of the working day – by text message or phone call. Details to be included in SWP.
- **Accidents / incidents** to be reported immediately and recorded using appropriate form as soon as practically possible.
- Familiarise yourself with full **H&S Safe Operating Procedures** manuals and safety statement on project file and in hard copy in H&S folders in Administration Office.