

## **Safety Statement**

**Digital Manufacturing Ireland (DMI)  
National Technology Park,  
Co. Limerick**

May 2023

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## **Introduction**

The Digital Manufacturing Ireland (DMI) is an industry-led national centre that enables Irish based manufacturers to access, adopt and accelerate new digital technologies which solve real world challenges and drives their future competitiveness.

The building comprises of a reception, meeting rooms, open plan office, canteen, plant room, roof access with Air Handling Units (AHUs) and a manufacturing floor. The manufacturing floor consists of a demonstration fully connected and integrated production line. The line is for demonstration purposes only and does not actually produce any products. Automated Guided Vehicles (AGVs) load and unload the line and the digital warehouse along designated routes. There are currently 19 people employed and based on-site, however, the company is expanding.

This Safety Statement is in compliance with Section 20 of the Safety Health and Welfare at Work Act 2005 and details our written programme to safeguard:

- the safety and health of employees while they work.
- the safety and health of other people who might be at our workplace.



## **1.0 Safety Policy**

This Safety Statement, in accordance with Section 20, Safety, Health and Welfare at Work Act 2005, outlines the policy of Digital Manufacturing Ireland (DMI) in relation to the management of Health and Safety.

The CEO has overall responsibility for health and safety at work in DMI. Any difficulty arising in the implementation of this Safety Statement should be referred to him.

DMI is committed to managing and conducting work activities in such a way as to ensure; so far as is reasonably practicable, the safety, health and welfare at work of employees and others who may be affected by business activities.

The CEO:

- Believes that considerations of health and safety are as important an aspect of management control as any other management function,
- Expects all staff to carry out their duties in the full knowledge that safety requirements are embodied in legislation,
- Specifies defined areas of responsibility for levels of management, and
- Specifies guidelines for all staff.

All employees are:

- Expected to co-operate with the DMI Health and Safety Management System in ensuring that high standards of health and safety can be achieved; and
- Reminded of their own legal responsibilities and duties, which are explained further in the body of the Safety Statement.

Finally, this statement together with the organisational arrangements for its implementation will be kept available in designated areas for the use of all employees.

Signed..... 

2nd May 2023

Domhnall Carroll  
CEO

## **2.0 Organisational Structure**

### **2.1 Company Structure**

Org Chart : T.B.C

### **2.2 Responsibility for Safety**

Health and Safety responsibilities have been allocated to those shown in the table below.

Site Director	Domhnall Carroll
Facilities Coordinator & H&S	Lesley Doody
First Aiders	Lesley Doody Deirdre Sinnott Olivia Hayes Neil Enright Mark Mulqueen Maja Pavlovic Nicholas Corbett
Fire Wardens	Lesley Doody Deirdre Sinnott Olivia Hayes Mark Mulqueen Michael Twomey Claude Costelloe

### **3.0 Duties & Responsibilities**

#### **3.1 Employer Duties**

Employers have legal duties under Section 8 of the Safety, Health and Welfare at Work Act 2005. Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

The employer's duty extends, in particular, to the following:

- managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.
- managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk.
- as regards the place of work concerned, ensuring, so far as is reasonably practicable—
  - the design, provision and maintenance of it in a condition that is safe and without risk to health,
  - the design, provision and maintenance of safe means of access to and egress from it, and
  - the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health.
- ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent.
- providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health.
- providing and maintaining facilities and arrangements for the welfare of his or her employees at work.
- providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees.
- determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment or when preparing a safety statement and ensuring that the measures take account of changing circumstances and the general principles of prevention.
- where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.
- preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger.
- reporting accidents and dangerous occurrences, as may be prescribed, to the Authority.

- obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

### **3.2 Site Director**

Safety begins at senior management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests with the Site Director.

The Site Director will:

- Sign the Statement Policy and ensure that it is displayed.
- Take a direct responsibility in the health and safety policy and positively support any person whose function it is to carry it out.
- Demonstrate commitment by taking active steps to be aware of safety with the company and shall issue any necessary reasonable directives in the interest of the health, safety and welfare of all employees and others.
- Endeavour to ensure that there are available, sufficient funds and facilities to enable the Safety Statement to be fully implemented.
- Periodically appraise the effectiveness of the Safety Statement and refer to it in any Annual Report produced.
- Ensure that responsibility for health and safety is properly assigned, understood and accepted at all levels.
- Procure advice and assistance whenever necessary and take heed of any health and safety matters brought to his attention.
- Ensure that all staff are held accountable for their performance in relation to occupational health and safety.
- Ensure that a disciplinary procedure exists for wilful breaches of safety standards contained in the Safety Statement and that all staff are aware of this.
- Demonstrate through personal behaviour that only the highest standards of safety are acceptable.

### **3.3 Senior Management**

Senior Management support the Site Director with the day-to-day health and safety responsibility. Duties include:

- Ensuring that all new employees receive Induction.
- Reporting any concerns brought to their attention to the Site Director.
- Ensuring high standards of housekeeping are maintained.
- Controlling access and egress in to and out of the premises for contractors and visitors.
- Being familiar with the content of the company Safety Statement and Risk Assessments.
- Requesting Safety Statement and company insurance details from any contractors completing work on-site.



### **3.4 Employees**

Employees have the following legal duties under Section 13 and 14 of the Safety, Health and Welfare at Work Act 2005:

- Take reasonable care of their own safety, health and welfare and that of others.
- Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others.
- If reasonably required by their employer, to submit to any reasonable test for intoxicants by or under the supervision of a competent person.
- Co-operate with their employer or any other person as appropriate.
- They must not engage in improper conduct or behaviour (including bullying/harassment).
- Attend all necessary training.
- Use safety equipment or clothing provided, or other items provided for their safety, health and welfare at work.
- Ensure any spillages or leakages are cleaned up immediately.
- Operate machinery and equipment safely and correctly.
- Not put hands or limbs into any part of any machinery or equipment.
- Report to the Director or Manager as soon as practicable:
  - I. Any work, which may endanger the health and safety of themselves or others.
  - II. Any defect in the place of work, systems of work, articles or substances.
  - III. Any breach of health and safety legislation of which he or she is aware.
- Employees must not:
  - I. Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work.
  - II. Place anyone at risk in connection with work activities.
  - III. Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at work.

#### **4.0 Safe Working Arrangements**

##### **4.1 Document Control & Circulation**

The Safety Statement is made available to all employees. Others may also require access to the Safety Statement e.g., contractors.

The master copy of the Safety Statement is held by the Facilities Co-ordinator. Controlled copies of the Safety Statement will be issued to personnel as required.

When making changes to the Safety Statement, the Facilities Co-ordinator will issue a new revised document with the appropriate changes. The revision number and date of revision will be recorded on the first page of this document. A copy of the "Old" Safety Statement will be kept and marked "Obsolete".

The Safety Statement will be brought to the attention of all new employees and to existing employees at least annually and following any amendments. It will also be brought to the attention of non-employees who may be exposed to specific risks in the workplace (e.g., contractors).

The Safety Statement will be brought to the attention of the above persons in a form, manner and as appropriate, language that will be understood.

##### **4.2 Resources**

The Management of DMI, recognises that for effective implementation of the safety procedures and policies in this Safety Statement, adequate resources and funding must be made available.

The Management undertake to ensure that:

- Adequate numbers of suitably trained staff are available to undertake all work activities.
- Health and safety considerations will be incorporated in all annual estimates.
- They will provide resources for the ongoing monitoring of health and safety and for the provision of information and training of all staff in health and safety.

##### **4.3 Monitoring & Revision**

Senior Management will ensure that safety performance is measured by the following methods:

- Reviewing accidents and accident investigations.
- Provision of resources to correct such exposures to health and safety hazards.
- Review the Safety Statement annually or when significant workplace changes take place.

##### **4.4 Training & Induction**

DMI is committed to providing appropriate health and safety information, instruction, training and supervision for all employees in line with health and safety legislative requirements. Employees will receive specific instruction and training relating to their job e.g., manual handling training.

Employees are expected to co-operate in any health and safety training provided in line with their duties under the Safety Health & Welfare at Work Act 2005.

Training will be given, as necessary, to management to ensure that they have the necessary skills and knowledge to organise work safely without risk to health.

All staff of DMI - whether employed on a full-time or a temporary basis including sub-contractors or self-employed – should receive induction training which should include the following:

- The location of the Safety Statement.
- The relevant parts of this document, including Risk Assessments, must be read and understood by all employees.
- A tour of the premises.
- Fire and emergency procedures.
- Location of exits.
- First-aid and accident reporting procedures.
- Instruction on the hazards of the workplace and the preventative measures in place.
- Details of the consultation procedures for safety, health and welfare.
- A detailed list of the new employee's responsibilities in relation to health and safety.
- Manual handling training.

More detailed training will be provided to employees in line with their role in DMI. Where new materials, equipment or practices are introduced, the hazards and risks involved will be communicated to all those who may come into contact with them.

When providing information to employees on health and safety matters, it will be given in a form, manner, and as appropriate, language that will be understood.

A record of all training that a person has received will be filed on the HR Duo system. Training records will contain the following information:

- Date of instruction.
- Duration.
- Name of Instructor.
- Name of person receiving instruction.
- Nature and content of instruction.

Training will be adapted to take account of new or changed risks to health and safety and refresher training will be provided as appropriate.

#### **4.5 Safety Consultation**

DMI is committed to meeting their obligations under Section 26 of the Safety, Health and Welfare at Work Act 2005 on consultation. DMI is committed to a policy of co-operation and consultation between management and staff and will take account of any representations made by staff members. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

DMI will introduce a Safety Committee made up of Management, Safety Representative and other relevant persons. Safety will be an agenda item at staff meetings, minutes kept and issued raised and discussed with employees.

#### **4.6 Safety Representatives**

Employees may select and appoint a Safety Representative. Safety Representatives will not be placed at any disadvantage as a result of fulfilling their role. Section 25 of the Safety, Health and Welfare at Work Act 2005 states that the Safety Representative may:

- Make representations to their employer on any aspects of safety, health and welfare at the place of work.
- Inspect the place of work after giving reasonable notice to their employer. The frequency and schedule of inspections must be agreed between the Safety Representative and the employer in advance.
- Inspect the place of work in the event of an accident, dangerous occurrence or a situation of imminent danger or risk to health and safety.
- Investigate accidents and dangerous occurrences provided that they do not interfere with or obstruct any person fulfilling their legal duty.
- After giving reasonable notice to their employer, investigate complaints made by employees whom they represent.
- Accompany a H.S.A. Inspector on a tour of inspection.
- At the discretion of a H.S.A. Inspector, accompany the inspector while they are investigating an accident or dangerous occurrence.
- Make oral or written representations to H.S.A. Inspectors on matters relating to health, safety and welfare at the place of work.
- Receive advice and information from H.S.A. Inspectors on matters relating to health, safety and welfare at the place of work.
- Consult and liaise with other Safety Representatives appointed in the organisation.
- Safety Representatives will be given reasonable time off, without loss of remuneration, to discharge their functions as a Safety Representative and to acquire appropriate knowledge and training.

Safety Representatives must be notified when a H.S.A. Inspector visits the site for the purpose of an inspection.

#### **4.7 First Aid**

DMI maintain first-aid kits on-site and ensure they are checked on a regular basis and adequately stocked. DMI is committed to meeting their obligations under the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007 on first aid.

The contents of first aid boxes as recommended by the Health and Safety Authority is given below.

Adhesive Plasters	20	20	20	40
Sterile Eye Pads (Bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5 cms)	1	2	3	4
Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of Examination Gloves	3	5	10	10
Sterile water where there is no clear running water	2x20mls	1x500mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10 x 10 cms)	1	1	1	1
Water Based Burns Dressing Large 3	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

\*1: Where more than 50 persons are employed, pro-rata provision should be made.

Supplies of analgesics, pills or medications must not be kept in First Aid Boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

It is important to remember the following:

- No tablets, drugs or medicines are to be kept or administered; and
- Following an accident requiring first-aid treatment, an accident report form must be completed.

Two AEDs are also available on-site. One on the ground floor and one on the first floor. These are inspected and tested quarterly by an external contractor.

#### **4.8 Accident Reporting**

All accidents, even if the injured person is not in the employment of DMI, however slight, must be reported immediately to the Facilities Co-Ordinator.

An accident report form will be completed by the Facilities Co-Ordinator in conjunction with the person who had the accident. This form is signed by the Site Director who forwards the form to the insurer as appropriate.

The Facilities Co-Ordinator will carry out an accident investigation. In some circumstances the insurer may also carry out a more formal accident investigation.

The Site Director will report relevant accidents and dangerous occurrences to the H.S.A. As per Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016, if an employee is absent from work for more than three calendar days due to an industrial injury or illness, it is a statutory requirement that formal notice is given to the Health & Safety Authority on the appropriate form 'IR1' ( <https://webapps.hsa.ie/>).

#### **4.9 Welfare Facilities**

The Site Director shall ensure that adequate welfare facilities are provided for all personnel and maintained in good order. Welfare facilities shall include toilets, canteen, lockers as required.

#### **4.10 Chemical safety**

The use of dangerous chemicals is strictly controlled by specific legislation, Safety, Health & Welfare at Work (Chemical Agents) Regulations, 2001-2021. The Regulations cover all chemical agents in the workplace. In particular it applies to chemicals, which are classed as very toxic, toxic, harmful, corrosive or irritant.

In brief, the Regulations require DMI:

- To assess the health risks which arise from hazardous substances in the workplace and to identify and provide effective controls to protect people's health.
- To ensure that the controls are properly used and maintained in effective working order.
- To provide training and information for those who may be affected.

Chemicals are not used during production operations; however chemicals are used on-site for cleaning, sanitising, maintenance etc. A Chemical Inventory is maintained by DMI for the storage of chemicals. The Safety Data Sheets for chemicals are retained in soft copy and are readily available. The safety data sheet (SDS) is provided to inform the employee of the hazards of the chemical and the measures required to take to protect the health and that of employees.

#### **4.11 Use of Work Equipment and Machinery Safety**

Section 8 of the 2005 Safety, Health and Welfare at Work Act requires employers to ensure that machinery is designed, provided and maintained so as to be safe and without risk to health. The

use of any machinery should be covered by a risk assessment in accordance with section 19 of this Act. More specific technical requirements are contained in Chapter 2 of the 2007 Safety, Health and Welfare at Work (General Application) Regulations [S.I.No.299/2007 and S.I.No.732/2007] which deal with the use of work equipment.

The manufacturing area comprises of an automated line called an 'Acopos Track' which runs on a continuous loop. Each process step is a self-contained module which can be added or removed from the line. The process steps are Loading, Filling, Capping, Inspection, Engraving, Visual inspection, Flex packing, Uncapping. The line does not produce or manufacture products and is for the demonstration of an automated line.

There is minimal human interaction in the automated process. Personnel do not remove materials on a machine process, no media is being filled and no waste is being disposed of. All modules have fully interlocked guarding, and some modules, such as Capping, have motion sensors that will disable the line when personnel move closer to the equipment.

For use of any work equipment, machinery and maintenance of work, management will ensure:

- That such equipment is suitable for the intended purpose, and is manufactured to recognised standards.
- That such equipment is subject to regular maintenance to ensure that it does not fail and that a maintenance log is available and kept up to date.
- That any specific hazard(s) associated with the equipment is assessed through risk assessment and advised to staff during training.
- That such equipment is used only by employees trained in the proper use of the equipment, and specifically advised regarding any hazards /risks associated with its use.
- That such equipment is designed to minimise the risks associated with the specific hazards identified.
- That such equipment has control systems, including guards and emergency stops, as necessary for safety.
- Where appropriate that such equipment can be positively isolated from the mains for the purpose of maintenance, cleaning, etc.
- That staff and/or contractors maintaining the equipment are competent to do so, having been trained and having a knowledge of the arrangements for protection against identified specific risks.
- That such equipment is properly installed, in a stable condition.
- That such equipment is marked with appropriate information / warnings for safe use.
- That such equipment is installed in an environment that is suitable (well lit, ventilated, etc. as necessary).

#### **4.12 Electrical Safety**

All electrical equipment is subject to regular inspection and maintenance to ensure that it remains in a safe condition.

All electrical systems and equipment are properly specified, designed and installed. Systems are wired in accordance with the ETCI rules or IEE Regulations current at the time of installation, and all new equipment is to be manufactured to an appropriate standard where one is set (such as Irish Standards (IS) and European Norms (IS EN)) and marked as conforming to European Union general standards (CE marked).

Fixed installations shall be subject to inspection for re-certification by a competent electrical engineer every five years (or a shorter period if advised by the engineer or if the certificate is lost) and re-certificated.

Portable (plugged in) appliances shall be subject to a routine of inspection and testing. Such inspections and tests will be recorded, and the records maintained for inspection as required.

Work on the electrical system or on any piece of electrically powered equipment shall be by authorised and competent persons only i.e., Permit to Work system in place. If in any doubt, do not commence / continue with the work, check with the relevant manager.

All employees are requested to inspect visually their work equipment prior to each day's use and to report any faults promptly. Any faulty piece of equipment is to be taken out of service, labelled as out of service, and if possible unplugged from the mains supply. It may not be returned to normal use unless and until it has been checked by a competent electrical engineer, repaired if necessary and satisfactorily re-tested.

#### **4.13 Contractors and Visitors**

DMI ensures, as far as is reasonably practicable, the safety of contractors and visitors while on site.

Access to the building is controlled and all contractors and visitors must wait outside to be given access. When entering the premises for the purpose of a business visit or to carry out work, all visitors and contractors sign in at Reception and sign out on leaving.

It is the responsibility of the host to ensure that their visitor/contractor has signed the visitor book and that they are accompanied where appropriate.

Site protocols are displayed on the screen in Reception for visitors and contractors. While in the building, visitors and contractors are to obey the protocols and emergency procedures at all times.

In the event of a fire alarm, the host will be responsible for bringing their visitor to the Assembly Point and remaining with them until given the "all clear".



All contractors carrying out work for DMI should be subject to strict safety vetting before work commences.

Contractors shall:

- Provide their Safety Statement and any Method Statements.
- Provide a copy of their insurance details.
- Be prevented from carrying out work until DMI has checked and is satisfied with their employer's and public liability insurance policies.
- Liaise with a DMI appointed official and discuss and agree the safety precautions deemed necessary by either party.
- Take all due care of their own safety, the safety of their employees and all others affected by their work.
- Not use any equipment belonging to or engaged by DMI.
- Ensure that scaffolding and other access equipment used by contractors/sub-contractors is erected and maintained in accordance with current standards and regulations.
- Comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by DMI, while working on the premises.
- Ensure that all portable electric hand tools are run off 110v systems. Step-down transformers must be used.
- Provide all necessary instruction, training and information on health and safety matters to their employees.
- Provide competent workers and competent and adequate supervision of their employees and activities.
- Provide all necessary safety equipment and clothing for their employees.
- Ensure that all plant and equipment brought onto the DMI site is safe and in good working order, fitted with any necessary guards and safety devices and has any necessary certificates available for checking.
- Ensure that all accidents and dangerous occurrences are reported to their DMI contact person.
- Ensure that hazardous substances are not brought onto the premises without prior notice and permission and relevant Safety Data Sheets (S.D.S.) are provided for all hazardous chemicals.
- Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises.
- Ensure, on completion of work, that all hazardous substances are removed from the premises.
- Monitor and assess the safety performance of their employees.
- Ensure that all subcontractors are advised accordingly and, in particular, are not brought onto company premises without prior notice or permission.

Prior to the commencement of any work in DMI, the following criteria should be observed:

- An assessment of the likely safety hazards and risks involved in or associated with the proposed work must be undertaken by the parties involved. The extent of each party's involvement will be determined by the separate sets of safety responsibilities as agreed.

- The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract.
- No work, no matter how minor, should commence without some form of prior consultation, hazard identification and risk assessment, given to the Facilities Co-Ordinator.

For any work involving construction activity, the provisions of the Safety, Health and Welfare at Work (Construction) Regulations, 2013 to 2020 and must be adhered to. During building/maintenance work, conditions are very different from those normally encountered and new hazards may be introduced. It is essential that everyone concerned is aware of the hazards and the correct precautions are adopted.

All contractors must supply a copy of their site-specific Safety Statement. Proper method statements should be obtained from all contractors carrying out high-risk activities. A permit-to-work system may be required for 'hot works' (welding, cutting, etc.), electrical works, or other high-risk work as deemed necessary.

#### **4.14 Personal Protective Equipment**

Section 8 of the Safety Health and Welfare at Work Act 2005 places a duty on employers to supply PPE where risks cannot be eliminated or adequately controlled. Employers are required to determine the conditions of use of PPE, in particular, assess the adequacy of PPE selected.

DMI shall provide appropriate personal protective equipment (PPE) and clothing to their colleagues as required following a risk assessment and replace it as required. Persons receiving PPE will sign for receipt of all PPE. Personal Protective Equipment is required to be maintained and replaced appropriately. Colleagues inform their manager if any replacement PPE is required.

DMI shall ensure that the use of an item of PPE provided is normally confined to one employee. Where it is necessary for Respiratory Protective Equipment (RPE) to be used by more than one employee, arrangements should be made by the employer to have RPE cleaned and disinfected before use by another individual.

DMI will provide information, training and instruction for all PPE provided for use by an employee. The employer is also obliged to ensure that there is adequate supervision provided.

Contractors are required to provide their own personal protective equipment and clothing as required.

#### **4.15 Fire**

Section 18(2) of the Fire Services Acts, 1981 and 2003 generally applies to all premises. This section of the Act places a duty on persons having control over premises to:

- Take all reasonable measures to guard against the outbreak of fire.
- Provide reasonable fire safety measures.

- Prepare and provide appropriate fire safety procedures.
- Ensure that the fire safety measures and procedures are applied at all times.
- Ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire whether such outbreak has occurred or not.

There is always a danger of fire or other emergencies occurring which will necessitate the prompt evacuation of the building. Appropriate fire detection systems and protection systems will be installed including:

- Emergency exit routes.
- Fire extinguishers and fire blanket, which will be regularly checked.
- Emergency exit signs.
- Emergency lighting.
- Fire Hydrants.
- Liaise with the local fire brigade.

All flammable substances will be stored appropriately, and housekeeping will be continually reviewed to ensure that the fire load is kept as low as possible.

In addition, evacuation drills take place at twice a year or more often if required. After each evacuation, a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary. Visitors and contractors will be informed of evacuation procedures. The keeping of fire safety records is an important element of the proper fire safety management of a premises. A Fire Safety Register is maintained to assist in the keeping of records for specific items.

#### **4.16 Smoking**

In compliance with legislation, DMI operates a strict No Smoking policy, which applies to all, staff, visitors and contractors. Smoking is prohibited on the grounds of DMI.

#### **4.17 Auditing & Inspections**

The Facilities Co-Ordinator will implement a Safety Auditing & Inspection Programme on a scheduled basis. All findings will be brought to the attention of the Site Director. Staff are encouraged to report any safety concerns to their manager.

#### **4.18 Disciplinary Action**

Where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of DMI to take disciplinary action on the matter.

#### **4.19 Bullying and Harassment**

DMI are committed to providing a work environment free of any kind of bullying or harassment. Management at the highest level will not tolerate bullying or harassment and will take

appropriate steps to resolve any problems that may occur, which should be reported to the Site Director.

Refer to the Site Director for further information.

#### **4.20 Stress**

DMI adheres to all aspects of the Safety, Health and Welfare at Work Act 2005, which obliges employers to identify and safeguard against all risks to health and safety, including stress. Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Refer to the Site Director for further information.

#### **4.21 Lone Working**

Lone Working is any work activity where the worker is not in direct communication with another person for an extended period of time and that as a result would not be in a position to summon emergency assistance should the need arise.

Where possible Lone Working should always be avoided.

Managers or those co-ordinating work must:

- Ensure that adequate resources are allocated to support this program.
- Enforce the requirements of this document.
- Ensure that this program is appropriately audited for compliance on a routine basis.
- Understand the scope & hazards associated with the work they are approving.
- Ensure adequate arrangements are in place for personnel who are required to work alone.
- Identify the individual lone working arrangements and communicate these for employees.

It is the responsibility of all persons to:

- Identify situations where lone working forms part of normal working arrangements.
- Identify working situations that require workers to work alone and request that a risk assessment is carried out.
- Put in place the controls necessary to reduce the risk to an acceptable level.
- Put in place the necessary arrangements for communication in the event of an emergency.
- If it is determined that the lone working activity cannot be carried out safely, it must not be undertaken, and alternative arrangements must be made.
- Necessary arrangements must be made to ensure that personnel at the office or a designated contact person is made aware of situations where lone working is taking place.

#### **4.22 Pregnant Employees**

DMI shall adhere to the provisions of the Safety, Health and Welfare at Work (General Application) Regulations 2007: Protection of Pregnant, Post Natal and Breastfeeding Employees. Pregnant Employee Assessments are carried out as required.

These Regulations apply to employees who are pregnant, a post-natal employee (gave birth not more than 14 weeks preceding a material date) or are breast-feeding (within the first 26 weeks after birth). On receiving notification that an employee is pregnant, DMI must assess the specific risks to that employee and take action to ensure that she is not exposed to anything in the workplace that will damage either her safety or health or that of her developing child. If the risk assessment identifies possible exposure to these specified risks, must ensure that these employees do not carry out duties which would result in such exposure. If it is not practicable to ensure the safety or health of the employee or unborn child through protective or preventative measures, then DMI must adjust temporarily the working conditions or the working hours (or both) of the employee concerned. If this does not remove the risk, then provide suitable alternative work. If that is not possible, DMI should assist the employee in receiving health and safety leave under the Maternity Protection Act.

Persons requiring more information as to their entitlements under this legislation should contact their Manager.

#### **4.23 Manual Handling**

At DMI manual handling will, where possible, be avoided. All manual handling operations that cannot be avoided shall be identified and listed, and this listing subject to review.

All such manual handling which has the foreseeable potential for causing an accident and / or injury shall be reviewed in order to:

- see if it is necessary to carry out such work.
- establish what environmental improvements might be implemented.
- establish what reduction of load and / or mechanical aids may be provided to reduce the risk of accident.

All such manual handling shall be carried out only by workers provided with appropriate training in lifting and handling techniques by qualified trainers. Records of such training will be maintained. All relevant employees are reminded of their obligation to participate in training provided DMI to ensure that they understand how to conduct manual handling operations safely, and to work to the guidelines provided in that training and subsequently by their manager.

#### **4.24 Ergonomics**

The guidelines below give suggested methods to ensure an ergonomically suitable workstation. Any discomfort or injury resulting from your workstation set up should be reported to the Facilities Co-Ordinator.

#### **4.25 Allergens**

Allergens can present a health concern for some individuals in the workplace if a person is exposed to a particular substance. This can trigger different symptoms. Allergens/triggers can be found anywhere in the environment.

DMI aims to prevent exposure to triggers that can adversely affect an employee or others in the workplace.

If you are approached by an employee or manager/supervisor of DMI regarding an allergen or sensitivity you may be triggering, please respond supportively and respectfully and follow workplace procedures.

If an employee has any concerns relating to an allergy or sensitivity, DMI requests that you approach your manager/supervisor.

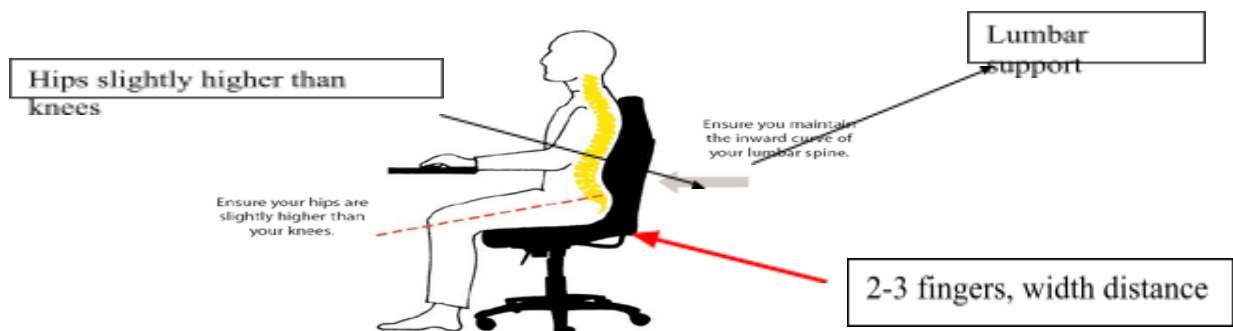
Catering is outsourced when provided and allergy information is provided with it.

In the event of an allergic reaction, first aiders are trained and available on-site. Please report incidents of adverse reactions to the Facilities Co-ordinator.

## Workstation Guidelines

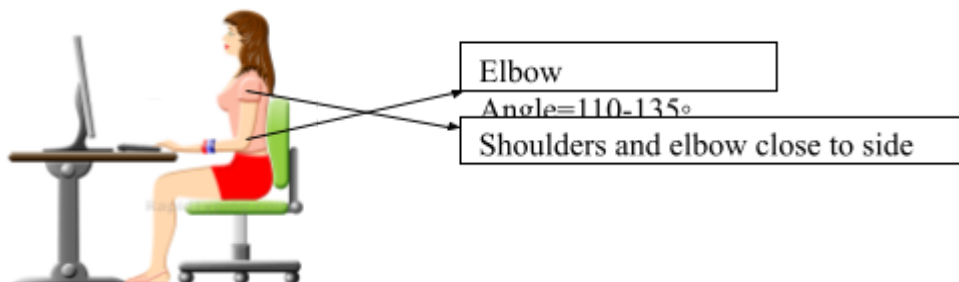
### Your Chair

- Check that all adjustments are working on your chair - seat height, seat back in height and tilt, seat pan.
- Ensure you are sitting deep into the chair with your lower back supported by the chair's back rest.
- Ensure your feet are flat on the floor, with your hips slightly higher than your knees.
- Angle between hip & knees should be at 90-110°.
- Ensure there is sufficient space between your knee and front of chair, two-three fingers width distance.

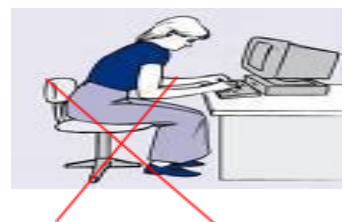


### Typing Posture

- Adjust chair so that your elbows are at the same height of your desk or keyboard tray.
- Elbows should be at approximately 110-135° angle when working at your desk & your forearms parallel to the floor.



- Ensure your shoulders and elbows fall naturally close to your side and that they remain in this position when typing and using your mouse.
- Your lower back and shoulders should remain supported by the chair's back rest, when typing at your desk.
- Avoid leaning in to your desk.
- Ensure your arm rests are positioned in the same direction of your forearm.
- Adjust your armrests so they do not prevent access under your desk.



### Workspace Layout

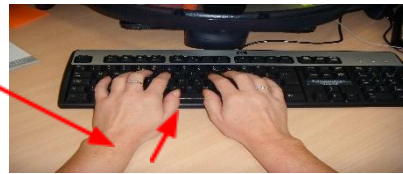
- Items that are frequently used should be within your primary reach zone e.g.: keyboard, mouse and phone (if the use is frequent)



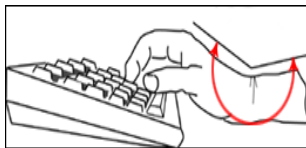
#### Your Wrists

- Wrists should remain in straight alignment to your forearm when typing.

Wrists and forearms in alignment=Neutral Wrist Posture



- Avoid bending the wrist up (extension) or down (flexion) or too the side (deviation) when typing.



**Wrist Extension**



**Wrist Deviation**

#### Your Keyboard and mouse

- Elbows should be at or slightly above height of keyboard.
- Ensure your mouse and keyboard are positioned close to each other, at the same level and within easy reach.
- Position keyboard and mouse so that your upper arms can stay in a relaxed position, elbows at 110-135° and arms close to your side.
- Do not deviate/ bend wrist when using your mouse, your wrist should remain in straight alignment to your forearm.

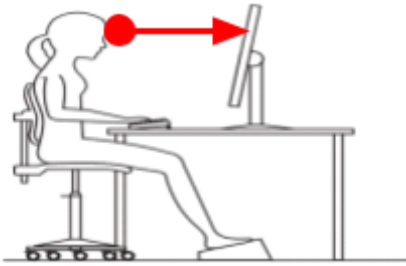


#### Your Monitor

- Your Monitor should be positioned at approx. an arms length (20-40") from you when sitting at your desk and should be placed directly in front of your keyboard.
- Eye level should be one to three inches from the top of your screen.
- Ensure your monitor is free from reflections and glare and that your brightness and contrast features are working.



- Take frequent breaks from your monitor, practice 30/30 rule: every 30 minutes take 30 second break & focus on an object in the distance (30m).



Eyeline height in the top  
third of the screen.

## 5.0 Hazard Identification and Control Measures

Where hazards cannot be removed, it is necessary to secure the safety of employees and others by putting in place hazard control measures to reduce the risk inherent in each identified hazard to an acceptable level. This shall take account of standards laid down by EU directives, National Acts, Regulations, Codes of Practice, Guidelines, British and Irish Standards and custom and practice within the industry.

Where it is reasonably practicable, the company commits itself to dealing with identified hazards by use of the following Hierarchy of Risk Controls (Figure 1) and the General Principle of Prevention detailed in the Safety, Health and Welfare at Work Act 2005 (Figure 2) in conjunction with the Manager responsible for the area concerned.

### 5.1 Hierarchy of Controls

The hierarchy of controls is a step-by-step approach to eliminating or reducing workplace hazards. It ranks controls from the most effective level of protection to the least effective level of protection. When in the process of choosing a control method, start from the top of the inverted pyramid. Assess the feasibility of the first layer of controls (elimination) before moving onto the second layer (substitution). Continue this process until you reach of the bottom of the pyramid and have identified as many controls as needed to that will adequately protect the worker from the hazard.

The hierarchy of controls is illustrated in the graphic below.

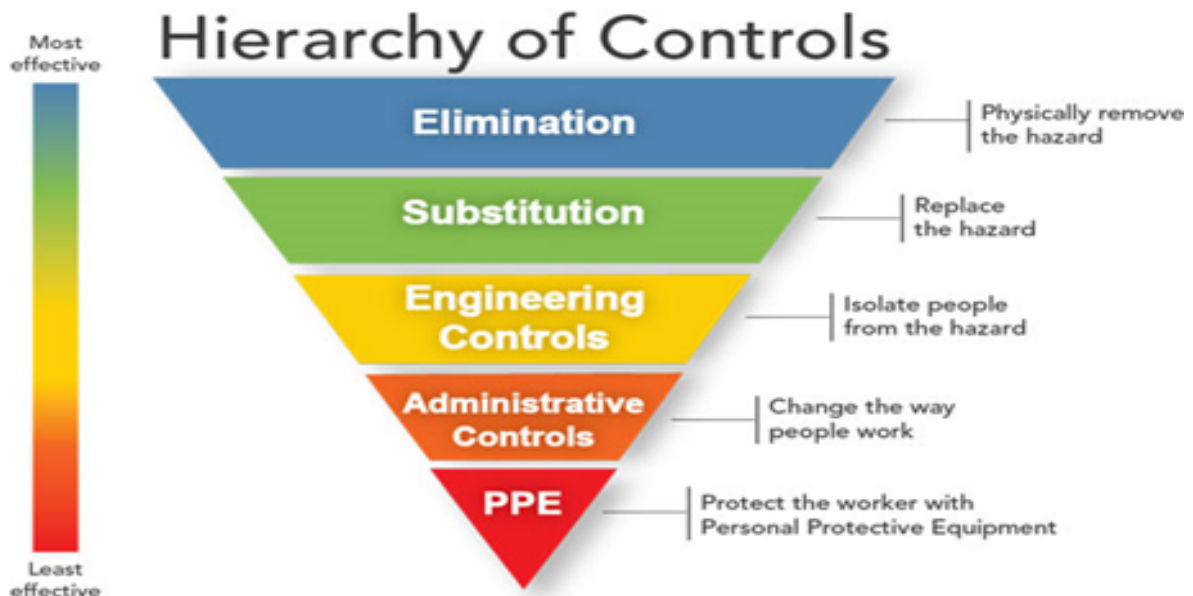


Figure 1 Hierarchy of Controls

## 5.2 General Principles of Prevention

A control measure is simply the steps taken to remove a hazard (eliminate) or at least reduce it to a low level (minimise). The adopted control measures are the most significant part of the risk assessment, as they set out the steps that must be followed to protect people. Some control measures may already be in place. Additional measures may be needed to reduce the risk further.

When deciding on the controls, the company should consider the general principles of prevention. These are a hierarchy of controls that set out how to manage hazards. The focus should be to remove the hazard, so that people are protected. If this is not possible, then work through the principles until the task is as safe as reasonably practicable. Reliance on personal protective equipment (PPE) should be one of the last steps in the process (not the first).

The General Principles of Prevention are summarised as follows:

- Avoid the risk -If possible, get rid of the hazard then people are not exposed to the risks. The company should apply this principle first
- Evaluate unavoidable risks -: Requires you to undertake risk assessments. If the hazard cannot be removed it must be assessed.
- Combat the risks at source:- Try to deal with the hazard at its root. If there is a noisy machine in the workplace, giving employees hearing protection is not dealing with the root of the problem. If the machine is enclosed so that it is not noisy or if the machine is replaced with a quieter one, this is combating the risk at source.
- Adapt the work to the individual-: This is the principle of arranging the workplace and tasks to take into account the employees and to reduce the affect of work on health.
- Adapt the work place in line with technical progress - Safer systems of work are always being developed. The company should keep up to date with new systems, so that it can put them into use in the workplace. The HSA, trade associations, industrial bodies and trade unions will have information on safe systems of work that will provide guidance.
- Replace dangerous systems with safer alternatives - This applies to dangerous articles, substances or systems of work. For example, if using a solvent that may be toxic, then the company should consider if there is a non-solvent alternative that is safer. Basic approach - if steps can be taken to make it safer, then do it.
- Develop a prevention policy - This is where the company would set out how it is going to protect the employees and other people from the hazards in the workplace. This forms part of the safety statement.
- Give priority to collective protective measures - Here it is better to put controls in place that protect everyone, rather than for example just handing out PPE to employees.
- Give training and instruction - Once the risks have been assessed and controls decided in line with the principles above, the company will need to tell its employees about them and to make sure that they are competent to work safely.

Figure 2 General Principles of Prevention

### 5.3 Risk Assessment and Hazard Identification Methodology

In preparing the assessment on “Risk Level Factor” the following system has been used. This numerical representation is based upon the following empirical formula:

#### Likelihood (L) x Severity (S)

##### Likelihood

Negligible

2: Rare

3: Unlikely

4: Possible

5: Probable

##### Severity

1: Insignificant

2: Minor

3: Moderate

4: Significant

5: Catastrophic

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	Severity					
RISK RATING KEY						
INTOLERABLE		There is an absolute duty to lower the rating, regardless of cost, before commencing work				
HIGH		All reasonable steps should be taken to lower the rating before commencing work				
MEDIUM		No additional controls required. Future initiatives should include effective risk reduction				
LOW		No action required				

## APPENDICES

## APPENDIX 1 Risk Assessments

Area of Risk Assessment: Access and Egress			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
1	Access & Egress (day to day)	General floor surface, wet floors. Hours of darkness. Slips, trips and falls.	External ground outside in good condition. External lighting provided. Access control system in place. Visitors and contractors must sign in and out. Adequate lighting provided inside the building. Floors maintained in good condition inside the building. Emergency exit signs clearly indicated. Clean as you go in place. Floor areas to be kept clear of obstructions. Waste is removed daily and stored away from access/exit routes. Cables from electrical equipment not allowed to trail on floors. Employees are advised to walk, not run. Spills to be dried immediately. Goods to be taken to their point of storage immediately after delivery. Mat is provided at entrance to facilitate drying of footwear in wet weather.	3	2	Medium

	Use of stairs	Slips, trips and falls	Stairs / housekeeping maintained in good condition. Handrail provided on stairs.	3	2	Medium
	Unauthorised Access	Risk of violence and aggression or theft.	Intruder alarm installed. All staff work normal office hours – typically between the hours of 8am-5.30pm. Doors are locked and have access control. Corridors are monitored by CCTV.	1	3	Low
	Use of car park by employees and visitors	Collision with moving vehicles or pedestrian when driving and reversing from car park spaces  Restricted space for movement of vehicles and emergency vehicles	Tarmac and road surface are maintained in good condition. Clear pedestrian walkways and crossings. Car park spaces lined. Designated wheelchair spaces located adjacent to the building. Designated EV charging spaces provided. Gritting completed by the IDA during icy periods.	2	3	Medium
	Pedestrian Safety	Collisions with moving plant and equipment  Slips trips and falls  Material falling from height	Floors in good condition throughout the building. Internal transport and pedestrians will be segregated as much as possible during any maintenance or installation of equipment etc, requiring the use of forklifts or any other vehicles.	1	2	Low
<p>References</p> <p>Safety, Health and Welfare at Work Act 2005 as amended</p> <p>Fire Services Act 1981-2003</p> <p>Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments</p> <p>IS 3217 Code of Practice for Emergency Lighting</p>						

Area of Risk Assessment: Fire			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
2	Use of electrical equipment – computers, electric heaters	Risk of fire as a result of poorly maintained or faulty electrical equipment leading to burns and asphyxiation	Emergency exit sign above emergency doors. Smoke detection and emergency lighting provided at ceiling level. Sockets not overloaded. CO2 and Foam fire extinguishers fitted in suitable locations and checked annually by competent contractor. Designated personnel trained in safe use of fire extinguishers.	1	4	Low
	Fixed Electrical System	Fire, Electric Shock	The electrical system for the premises is wired in accordance with the ETCI Rules. Electrical equipment is purchased in accordance with any relevant published standard such as Irish Standards, European Norms etc. Any work carried out on the electrical system or any piece of electrically powered equipment is by an authorised and competent person. Staff are instructed to report any defective electrical equipment. Any damaged electrical equipment is taken out of use until repaired.	1	4	Low
	Smoking	Risk of smoking materials left smouldering leading to a fire	Smoking is not permitted inside or in the vicinity of the building.	1	4	Low

	Escape in the event of an emergency	Risk of panic or confusion if people can't find emergency routes could lead to people being trapped inside building, burns, smoke inhalation, asphyxiation, death	Fire doors are kept clear by regular visual checks and by opening doors to ensure nothing is blocking on the outside. Break glass units at main exit points. Doors are not held open and door closers are working. Regular fire drills are carried out to ensure familiarity with emergency exit routes and procedures. Designated Assembly Point in the car park. Trained fire wardens do a sweep to ensure people have left the building. Emergency lighting in place with scheduled inspection. Where external agencies are using training rooms, the visitors will sign in and out at Reception and the trainer will take charge of participants.	1	4	Low
	Hand driers in bathrooms	Risk of fire, burns and asphyxiation	Driers are maintained free from obstruction. Hand drier units installed and maintained if required by a trained electrician.	1	4	Low
	Unauthorised use of fire extinguishers	Unauthorised use of fire extinguishers could lead to injury to the user and exacerbate the fire Using incorrect extinguisher causing more damage and injury	Yearly checks on all fire extinguishers completed and kept on record. Used fire extinguishers are refilled and checked and recorded. Appropriate fire extinguishers are sited as per risks in locations.	1	4	Low



	Kitchen equipment i.e., kettle, microwave	Smoke Fire, smoke /heat detectors going off.	Equipment is new and in good condition. PAT testing programme will be put in place.	1	2	Low
	Storage of flammable chemicals e.g. sanitiser	Increased fire load due to the storage of flammable chemicals	Sanitiser will be stored in a cabinet away from ignition sources. Limited quantities of sanitiser will be stored appropriate for use.	1	4	Low
	Accident/Medical emergency	Risk of significant injury or death if prompt first aid is not available	Trained first aiders on-site. 2 x EADs available on-site (upstairs and at Reception) and quarterly by external provider. First aid kits available and re-stocked as necessary.	1	4	Low
<p>References</p> <p>Safety, Health and Welfare at Work Act 2005 as amended</p> <p>Fire Services Act 1981-2003</p> <p>Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments</p> <p>IS 3217 Code of Practice for Emergency Lighting</p> <p>IS 291 The Use, Siting Inspection and Maintenance of Portable Fire Extinguishers</p>						

Area of Risk Assessment: Reception			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
3	Housekeeping/ Storage of files / boxes at ground level	Risk of trips and falls	Good housekeeping practices promoted and maintained at all times.	2	4	Medium
	Use of Electrical Equipment - computer, radio	Risk of electrocution or fire	Electrical equipment is maintained in good condition. Regular visual checks completed.	1	4	Low
	Use of Display Screen Equipment Work equipment and space	Back pain or repetitive strain injuries.	Chair of appropriate ergonomic design provided - height and tilt adjustable seat and back rest. Appropriate work equipment and space provided. DSE Assessments completed for those who habitually work with computers >1 hour per day.	1	3	Low
	Manual Handling of files and documentation	Risk of musculoskeletal injury, particularly to the back Fatigue	Manual Handling training provided to all staff who complete manual handling tasks and training is refreshed at least once every 3 years.	2	3	Medium
<p>References</p> <p>Safety, Health and Welfare at Work Act 2005 as amended</p> <p>Fire Services Act 1981-2003</p> <p>Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments</p> <p>IS 3217 Code of Practice for Emergency Lighting</p> <p>IS 291 The Use, Siting Inspection and Maintenance of Portable Fire Extinguishers</p>						

Area of Risk Assessment: Printers			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
4	Manual Handling Handling files, documentation, boxes of paper	Back injury Fatigue	Manual Handling training provided to all staff who complete manual handling activities and training is refreshed at least once every 3 years. Frequently required items stored at comfortable heights for retrieval. Paper stored in close proximity to printers.	2	3	Medium
	Use of printer-exposure to ink and toners	Risk of spills or contact leading to skin, respiratory or eye irritation	Printer maintained by external contractor. Employees are vigilant to avoid accidental contact when changing printer cartridges. First aid kit available and trained first aiders on-site.	1	3	Low
	Use of printer-electrical	Risk of electrocution or fire	Printer maintained by external contractor. Smoke detection and emergency lighting provided at ceiling level. Sockets not overloaded. Fire Extinguishers fitted in suitable locations and checked annually by competent contractor. Designated personnel trained in safe use of fire extinguishers.	1	4	Low
<p>References</p> <p>Safety, Health and Welfare at Work Act 2005 as amended</p> <p>Fire Services Act 1981-2003</p> <p>Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments</p> <p>IS 3217 Code of Practice for Emergency Lighting</p> <p>IS 291 The Use, Siting Inspection and Maintenance of Portable Fire Extinguishers</p>						

Area of Risk Assessment: Open Plan Office			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
5	Housekeeping Storage of files / boxes at ground level Trailing cables	Slips, trips and falls	Good housekeeping practices promoted and maintained at all times. Files / boxes are not stored under desks. Cables are well managed and do not trail across floors.	1	2	Low
	Ergonomics Lighting Heating Ventilation	Poor lighting could lead to eye strain, headaches or fatigue Poor heating and ventilation could lead to uncomfortable work environment / stress	Artificial and natural lighting available in the office area. Heating control and air conditioning provided in the office. Good housekeeping practices promoted and maintained at all times.	1	2	Low
	Manual Handling Handling files, documentation	Back injury Fatigue	Manual Handling training provided to all staff. Training to be refreshed at least once every 3 years.	1	3	Low
	Electricity	Electrocution, burns	Sockets are not overloaded. Electrical equipment repaired / replaced as required or if damaged. Any electrical work required is carried out by a competent contractor.	1	4	Low

	Use of Display Screen Equipment Work equipment and space	Back pain Repetitive strain injuries. Headaches	Chair of appropriate ergonomic design provided - height and tilt adjustable seat and back rest. Sit/stand adjustable desks provided. Footrests provided if requested. Reflection & glare avoided or reduced where possible. Work is planned so that there are regular breaks and changes of activity. Adequate space - minimum of 4.65 m sq. is provided. DSE Assessments carried out on all display screen users.	1	3	Low
<p>References</p> <p>Safety, Health and Welfare at Work Act 2005 as amended</p> <p>Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments</p> <p>HSENI and HSA 2013, Guidance on the Prevention and Management of Musculoskeletal Disorders (MSDs) in the Workplace</p> <p>Fire Services Act 1981-2003</p> <p>IS 3217 Code of Practice for Emergency Lighting</p> <p>IS 291 The Use, Siting Inspection and Maintenance of Portable Fire Extinguishers</p>						

Area of Risk Assessment: Canteen Area			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
6	Use of canteen equipment Kettle Microwave Fridge	Poorly maintained electrical equipment Electric shock Damage to equipment Fire Slips, trips or falls Food Hygiene Waste disposal Risk of contact with hot surfaces or spills leading to burns and scalds	Fire Blanket provided in canteen area. Ample sockets provided. Good housekeeping practices promoted and maintained at all times. All users must be vigilant when taking hot food and beverages out of the microwave.	1	3	Low
	Handling of knives Glass	Cuts, lacerations, Burns	Knives are stored in cutlery draw when not in use. Staff put knives in dishwasher after use. Knives put into dishwasher handle end up to avoid cuts. First aid box located in reception in the event of cuts.	1	2	Low
	Eating food	Choking/cuts from cutlery	Trained first aiders are available in the office.	1	2	Low
	Use of cleaning agents Spills	Risk of contact with eye skin or inhalation leading to irritation.	Appropriate PPE worn as per cleaning agent label. Cleaners are competent.	2	1	Low

References

Safety, Health and Welfare at Work Act 2005 as amended

Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments

ETCI (Electro Technical Council of Ireland) Guidelines under the National Standards Authority of Ireland

Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001-2021 and associated Code of Practice 2020

Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 and 2020 and associated Code of Practice 2020

Area of Risk Assessment: Training/Meeting Rooms			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
7	Poor Housekeeping – Items on floor	Slips, trips and falls	Good housekeeping practices promoted and maintained at all times. Trainees advised to keep personal belongings out of aisle spaces so not to create a trip hazard.	1	2	Low
	Moving furniture to suit class/meeting needs	Risk of musculoskeletal injuries in particular, back injury Risk of collapse of furniture during movement leading to injury. Fatigue.	Furniture is in good condition and is inspected periodically to check for defects.	2	3	Medium
	Electricity/ Trailing cables	Electrocution, burns	Sockets are not overloaded. Electrical equipment repaired / replaced as required or if damaged. Any electrical maintenance is carried out by a competent contractor. Cables are well managed and do not trail across the floor.	1	4	Low
	Use of rooms by external agencies	Risk of injury to visitors	External company contact is responsible for all visitors/course participants in the room. Visitors to DMI view company protocols on the screen at Reception.	2	3	Medium



<p>References</p> <p>Safety, Health and Welfare at Work Act 2005 as amended</p> <p>Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments</p> <p>IS 3217 Code of Practice for Emergency Lighting</p> <p>IS 291 The Use, Siting Inspection and Maintenance of Portable Fire Extinguishers</p> <p>IS 3218: Code of Practice for Fire Detection and Alarm Systems for Buildings - System Design, Installation and Servicing</p>
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Area of Risk Assessment: Lone Working			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
8	Working alone outside of office hours Entering / leaving the office outside of office hours	Risk of attack or medical emergency	Lone work avoided unless absolutely necessary. Work outside of office hours is with the consent of a Manager.	2	3	Medium
<p>References</p> <p>Safety, Health and Welfare at Work Act 2005 as amended</p> <p>Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments</p> <p>INDG (73) HSE INDG 73 Working Alone in Safety- Controlling the Risks of Solitary Work</p>						

Area of Risk Assessment: Work at height			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
9	Accessing roof for inspection/maintenance/repair of Edpac units and weather station.	Serious personal injury. Fatality.	No work at height required during manufacturing or admin operations. Roof access restricted except for trained personnel/contractors. Permit to work in place for work at height and roof access. Stairs access provided to the roof with access controlled door. Parapet in place all around the roof. Stairways and walkways kept clear. If ladders are used, they must be checked regularly and replaced if damaged. Proper instruction in ladder use will be provided if required.	1	4	Low
<p>References</p> <p>Safety, Health and Welfare at Work Act 2005 as amended</p> <p>Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments</p>						

Area of Risk Assessment: Plant Room			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
10	Plant Room	Contact with hot or cold surfaces. Injuries from contact with moving parts. Head injury from impact with pipework or other equipment. Sharp edges can cause cuts and severe injuries.	Plant room is access controlled. Good labelling on all pipework. Pipework is insulated. Louvred walls to allow adequate ventilation. Only competent contractors complete work on installations. Appropriate PPE worn when working in Plant Room.	2	3	Medium
References Safety, Health and Welfare at Work Act 2005 as amended Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001-2021 and associated Code of Practice 2020						

Area of Risk Assessment: Production Area			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
11	Use of work Equipment / Machinery Acopos Track runs on a continuous loop and contains robot arms and other moving parts within equipment enclosures	Injuries from contact with moving parts. Sharp edges can cause cuts and severe injuries. Crush injuries.	Equipment is suitable for the intended purpose and is manufactured to recognised standards. All equipment is CE marked. Equipment is subject to regular maintenance to ensure that it does not fail, and a maintenance log is available and kept up to date. Any specific hazard(s) associated with the equipment is assessed and advised to staff during training. Equipment is used only by employees trained in the proper use of the equipment, and specifically advised regarding any hazards /risks associated with its use. Equipment is complete, with all safeguards fitted, and free from defects. Guards and emergency stops fitted. Interlocks fitted on all openable panels to robot arms or other moving parts. Light guard/sensor in place on the capping machine to stop the process if people move too close. Equipment can be positively isolated from the mains for the purpose of maintenance, cleaning, etc. Maintenance of the equipment is done by competent staff or external contractors.	2	4	Medium

	Pedestrian Safety	Collisions with moving plant and equipment Slips trips and falls. Material falling from height	Production floor is in good condition. AGVs have a designated route for loading and unloading the line. AGVs are fitted with sensors and will stop to prevent impact with a person or equipment. Internal transport and pedestrians will be segregated as much as possible during any maintenance or installation of equipment etc, requiring the use of forklifts or any other vehicles.	1	3	Low
	Noise	Noise induced hearing loss. Tinnitus Stress Impaired concentration	No noisy equipment in use at the moment. If this changes as work progresses, ensure a noise assessment is completed. Provide adequate information and training to workers on the potential risks of noise exposure. Ensure noise hazard areas are clearly marked with signs (after assessment has identified such areas). Provide a choice of suitable ear protection for employees where there is a requirement.	2	3	Medium
	Storage and Retrieval of Products, Packaging etc. Lifting and carrying totes to equipment	Stock falling onto person, manual handling of loads leading to injury.	Large quantities of products, boxes etc are not stored on-site. Empty vials etc. are light. Boxes of materials for use during demonstrations are stored in easily accessible areas. Manual handling training will be provided as required.	1	3	Low

	Housekeeping	Slips, trips and falls	Good housekeeping maintained at all times. Designated storage areas are provided. Equipment/materials are not stored outside of the designated storage areas.	2	3	Medium
<p>References</p> <p>Safety, Health and Welfare at Work Act 2005 as amended.</p> <p>Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments</p> <p>Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001-2021 and associated Code of Practice 2020</p>						

Area of Risk Assessment: WCs			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
12	Biological Hazard	Illness, infection, viruses	Gloves worn if cleaning up spills or there is a risk of contact with bodily fluids. WCs maintained in good condition. Competent cleaners on site every day.	1	3	Low
	Wet floors	Slips, Trips and Falls	Artificial lighting available. Good housekeeping practices promoted and maintained at all times. Spills cleaned up immediately. Wet floor signs available and used as required.	2	2	Low
	Electricity (Hand Dryers)	Electrocution, burns	Electrical equipment repaired / replaced as required or if damaged. Any electrical maintenance is carried out by a competent contractor. Minimal electrical equipment in area - hand dryers only.	1	4	Low
	Use of cleaning agents Spills	Risk of contact with eye skin or inhalation leading to irritation.	Appropriate PPE worn as per cleaning agent label. Cleaners are competent.	2	3	Medium
<p>References</p> <p>Safety, Health and Welfare at Work Act 2005 as amended.</p> <p>Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments</p> <p>Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001-2021 and associated Code of Practice 2021</p> <p>Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 and 2020 and associated Code of Practice 2020</p>						

Area of Risk Assessment: Biological Agents			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
13	Legionella / Taps and water systems	Exposure to Legionella, risk of infections	Good housekeeping and cleaning regime in place. Where water systems e.g., taps have not been used for a period of time, the heads will be descaled, disinfected regularly cleaned and records of flushing will be maintained.	1	3	Low
	Contact with bodily fluids in the event of an emergency	Risk of infection	Trained first aiders take precautions and wear appropriate PPE (gloves) when dealing with blood or other bodily fluids.	1	3	Low
	Covid-19	Risk of infection	Covid-19 specific protocols and risk assessments completed as required. Hand sanitising facilities available throughout the office.	3	2	Medium
<p>References</p> <p>Safety, Health and Welfare at Work Act 2005 as amended.</p> <p>Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments</p> <p>Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 and 2020 and associated Code of Practice 2020</p>						



Area of Risk Assessment: Hazardous Substances			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
14	Use of hazardous substances/cleaning agents and sanitiser, chemicals in the Plant Room or other maintenance activities.	Risk of contact with eye skin or inhalation leading to irritation Risk of injury or death due to ingestion of, inhalation of or contact with chemicals.	Chemicals are not used during the simulated manufacturing process. Competent contract cleaners retained. Safety Data Sheets maintained on site of all chemicals including chemicals used in canteen, cleaning chemicals etc. Spillages to be cleaned up immediately. Chemicals including hand sanitiser (flammable) stored in a suitable location. All hazardous substances should be separated and stored in accordance with the recommendations of the SDS. Appropriate PPE worn as per cleaning agent label.	2	3	Medium
<p>References</p> <p>Safety, Health and Welfare at Work Act 2005 as amended.</p> <p>Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments</p> <p>Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001-2021 and associated Code of Practice 2021</p> <p>Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 and 2020 and associated Code of Practice 2020</p>						

Area of Risk Assessment: Remote Working			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
15	Remote working	Unsafe work systems and layouts resulting in injury or illness. Unsafe use of office equipment. Poor lighting could lead to eye strain, headaches or fatigue. Poor heating and ventilation could lead to uncomfortable work environment / stress.	Employees' remote workstations assessed and set up in a similar manner to the office environment with chairs which are adjustable in seat height, backrest, height and angle. Display Screen Assessments completed with all employees who habitually use DSEs (>1 continuous hour per day). Separate adjustable screens and keyboards available for all workstations. Adequate space provided at each workstation. Document holders or other ancillary equipment e.g., footrests, provided if requested. Employees are advised to plan work so that there are regular, natural breaks and changes of activity.	1	2	Low
References Safety, Health and Welfare at Work Act 2005 as amended. Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments						

Area of Risk Assessment: Radon			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
16	Radon DMI is located in an area which, according to the EPA, is not a high Radon area	Lack of awareness as Radon is a colourless, odourless, tasteless radioactive gas Radon is a carcinogen and can cause lung cancer.	No further action required.	1	4	Low
References Safety, Health and Welfare at Work Act 2005 as amended. Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments Radiological Protection Act 1991 (Ionising Radiation) Regulations 2019						

Area of Risk Assessment: Pregnant, post-natal and breastfeeding employees			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
17	Work or work environment posing a hazard to pregnant, post-natal or breastfeeding employees.	Use of display screen equipment and workstation – ergonomic risks  All other work activities	Work in office environment is low risk. Work in manufacturing area is also low risk as no chemicals or activities posing a risk to pregnant, post-natal and breastfeeding employees takes place. All female staff are required to advise their manager, in writing, should they become either pregnant or a “new” mother (that is a woman who has given birth within the last six months and who is breast-feeding). On receipt of this notification the manager shall arrange for a pregnancy risk assessment to be completed. Efforts shall be made to reduce the risks to pregnant employees. If the risks remain significant, the pregnant or new mother shall be re-assigned to other work where the risks assessed are not as significant if required. Review held on return to work.	1	4	Low
References Safety, Health and Welfare at Work Act 2005 as amended. Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001-2021 and associated Code of Practice 2021 Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 and 2020 and associated Code of Practice 2020						

Area of Risk Assessment: Stress, bullying, violence at work			Persons affected: All staff, contractors and visitors			
Ref. No.	Activity/Hazard	Risk	Controls	Likelihood	Severity	Risk Rating
18	Work Related Stress, harassment and bullying.	Stress resulting in illness	<p>Roles and responsibilities/job specification will be made clear so there is no stress as a result of ambiguity or unclear roles and responsibilities.</p> <p>Employees advised to report any concerns with workload to their line manager.</p> <p>There is a clear reporting structure within the company and all employees are encouraged to approach their direct reporting manager or HR department with any concerns.</p> <p>Allegations of workplace bullying will be investigated fairly, sensitively and thoroughly without reprisals for the complainant and with respect to confidentiality.</p>	2	2	Low
<p>References</p> <p>Safety, Health and Welfare at Work Act 2005 as amended.</p> <p>Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments</p> <p>HSA Code of Practice on the Prevention and Resolution of Bullying at Work</p>						

## APPENDIX 2 Emergency Information

### Emergency Action Notice

If you discover a fire:

- Alert a member of staff that there is a fire in the premises.
- Attack the fire with the first-aid fire-fighting equipment only if it is safe to do so and if trained in the use of the equipment provided.
- If not attacking the fire, close the door of the room containing the fire, leave the building and proceed to the designated assembly point.

If you hear the fire alarm signal

DO:

- Evacuate the building in an orderly manner by the nearest escape route without stopping to collect valuables or belongings.
- Assist any persons who might require help in evacuating the premises.
- Close all doors after you as you leave.
- Proceed to the assembly point in the car park.



### DO NOT

- Re-enter the building unless instructed to do so by the Fire Warden.

### Calling the Fire Services

- In the event of a fire outbreak, regardless of size, or a fire alarm signal on the alarm panel, immediately dial 999 or 112 and ask for the Fire Services.
- When connected to the Fire Services control centre, state clearly that there is a fire at:

**Digital Manufacturing Ireland**  
**National Technology Park**  
**Limerick**  
**V94 237R**

- If known, state the type of fire situation e.g., fire location, fire size, materials involved and persons missing.
- Do not replace the receiver until the address has been repeated by the Emergency Services.

### Emergency Services

Company/Local Doctor	University Hospital Limerick	061 301 111
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Hospital		999/112
Fire Brigade / Gardaí / Ambulance		
Garda Station	The Metropolitan Building, James Joyce Street, Dublin 1, D01 K0Y8	1890 289389
Health & Safety Authority	University Hospital Limerick	061 301 111

APPENDIX 3 Accident/Incident Report Form

Accident / Incident Report Form									
Please complete in BLOCK CAPITALS									
Part 1									
Injured/ill person's name.		Injured/ill person's address:			Exact location of accident				
Injured/ill person's job title.									
Date of accident		Time of accident			Date of return to work				
Description of work being undertaken at the time of the accident				Description of what the injured person was doing at the time of the accident.					
Nature of the incident:(please tick as appropriate)				At the time of the incident, please indicate the employment status of the person by ticking as appropriate					
First Aid				Employee					
Hospital Visit				Contractor					
Employee off work for more than 3 days				Visitor/member of the public					
HSA Informed		Yes	No	Management Informed?				Yes	No
Nature of incident		injury		ill health		property damage			
Details of injury sustained. If injured, part of body affected please tick as appropriate.									
Leg		Feet		Arm/wrist		Hands			
Head		Eyes		Back/shoulder		Multi. Specify:			
Faint/unwell		Other specify							
Machinery / vehicle involved				If yes, give name or type					
Details of actions taken immediately to prevent reoccurrence.						Is further action required?			
Name(s) of witness(es):									



Part 2 – FOR OFFICE USE		
Name of person recording details:		
Position:	Signed:	Date:
<p>To be completed by injured/affected person's manager:</p> <p>Basic cause of accident/incident (e.g., Slip on wet surface, Trip on trailing lead, Fall from ladder etc.)</p> <p>Root causes of accident/incident (e.g., inadequate risk assessment, lack of training, no system for maintenance, no specification, etc.)</p>		
Manager's action taken to prevent recurrence:		
Signature:	Position:	Date: