



Health & Safety Policy

Contents

1 Document Control.....	3
2 Foreword.....	4
3 Policy statement	4
4 Organisation for Policy implementation.....	5
5 Responsibilities	6
5.1 Managing Director	6
5.2 Directors	6
5.3 Health & Safety Manager/Policy Manager.....	8
5.4 Managers and Supervisors	9
5.5 All employees	11
5.6 Contractors, consultants and others	11
6 Arrangements for Policy implementation.....	12
6.1 Risk assessment	12
6.2 Provision	12
7. Employee consultation.....	13
8. General information.....	14
8.1 Health, safety information	14
8.2 Training.....	14
8.3 Capabilities	15
8.4 Precautions for fire	15
9. First aid.....	15
9.1 Company Offices.....	15
9.2 Customer Sites / . Other Locations.....	15
10 Occupational Health.....	15
11 Work locations controlled by others.....	16
12 Visitors to sites	16
13 Public safety	16
14 Consumer protection	16
15 Policy development.....	16
Appendix A: Related Documentation	17
End of Appendix A.....	17

1 Document Control

Document Control

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Revision History

Version	Date	Issued By	Status	Comments
1.0	08/11/2018	Mark Evans	Draft	
1.1	12/12/2018	ME	Update and publish	
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1.4	11/01/2022	EL ME	Update and publish	
1.5	06/07/2023	Emily Francis	Updated and published	Sensitivity info added

2 Foreword

Effective prevention of accidents, dangerous incidents and ill health is clearly better and more cost-effective than cure. The Company committed to the objective of incorporating appropriate control of health and safety in everything we do.

This will ensure the health and safety at work of all our employees and those affected by our work, wherever it may be.

This document details the Health and Safety Policy and shows the arrangements made to put the Policy into effect. It explains the high standards of health and safety that every employee should aim for and shows what we expect of others that work on our behalf

Everyone working for evcoms must strive to meet these standards if our objectives for health and safety are to be achieved.

3 Policy statement

It is the policy of evcoms to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees whilst they are at work and that of others who may be affected by its business activities.

The Company believes that an excellent company is by definition a safe company. Since we are committed to excellence, it follows that minimising risk to people, plant and products is inseparable from other company objectives.

The Company believes that this policy document details best-practice standards for our business, and that these will meet the requirements of current legislation in health and safety wherever it operates.

Adherence to this policy will be afforded equal priority to the discharge of other statutory duties and business objectives.

Signature

A handwritten signature in black ink, appearing to read "Mark Evans", written over a horizontal line.

Mark Evans
CEO

Date : 11th January 2022

4 Organisation for Policy implementation

The Company recognises that responsibility for the organisation of health, safety and welfare issues rests with its Directors and Managers.

The Company has chosen to organise control of health and safety issues by the formal allocation of responsibilities to every employee in the Company.

These responsibilities vary according to the range of tasks each employee carries out and whether or not they are responsible for controlling the activities of others.

The organisation of health and safety within the Company is backed by a commitment to ensure that all employees, regardless of their role, are trained so that they fully understand their responsibilities and duties.

The organisation is also committed to ensuring that all employees are adequately equipped with the tools, techniques and equipment they need to carry out their duties effectively and fully meet their responsibilities for health and safety.

Individual responsibilities of the Directors, Managers, Employees, Contractors, Consultants and others are detailed in this document.

4.1 H&S Key Responsibility

Name	Area	E-Mail Address	Tel Number
Mark Evans	CEO	Mark.evans@evcoms.com	0862998330
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Brian Fitzpatrick	CSO	Brian.fitzpatrick@evcoms.com	0879596699

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5 Responsibilities

5.1 CEO

The CEO is responsible for the health and safety performance of the Company and will ensure that:

- There are effective arrangements for the organisation of Health & Safety within the company.
- Responsibility for health, safety and welfare is properly assigned and accepted at all levels.
- Adequate staff, funds and resources are provided for the organisation of Health & Safety requirements within the Company.
- The Company complies with legislation, official codes of practice and other good Health & Safety practices
- Appropriate cover is arranged for insurable risk.

5.2 Directors

Each Director is responsible for the health and safety of workplaces, activities and employees under their control.

In particular, they will ensure that:

- They show a positive commitment to health and safety by adopting and demonstrating good working practices.

- Their direct reports have a good working knowledge of relevant health and safety legislation and understand their responsibilities for the organisation and control of health and safety issues under the Company Health and Safety Policy.
- Their direct reports are allocated appropriate objectives in health and safety and have agreed training and development plans in place.
- The health and safety performance within the areas of their responsibilities are monitored.

5.3 Health & Safety Manager/Policy Manager

The H&S policy owner shall report on matters of Health & Safety to the Managing Director and where necessary obtain the necessary resources or support for approved Health & Safety projects.

Shall instigate periodic revision of the Health & Safety Policy to ensure the incorporation of relevant amendments or additions resulting from

- New or amended legislation.
- Changes in management structure and / or responsibilities.
- New or amended processes and procedures.
- The findings of risk assessments.

Shall ensure that all levels of management and employees are adequately trained in:

- The requirements of this policy.
- The procedures and actions necessary to identify and contain the hazards in the areas under their control or in which they work.

In particular, he will ensure that:

- All accidents and / or dangerous occurrence reports are inspected to ensure:
 - Appropriate action is taken to prevent re-occurrence
 - Ensure where necessary that disciplinary measures are taken.
- Where necessary support for management to ensure the provision of 'Safe Places of Work' and 'Safe Systems of Work'.
- Accidents and dangerous occurrences are reported and recorded in accordance with current statutory regulations and to ensure that any follow up action to prevent re-occurrence is implemented.
- A central record of all reports for the purpose of performance monitoring and safety management purposes.
- Keeps up to date with recommended codes of practice and safety developments. Shall circulate information as applicable.
- Any required or suggested amendments to the Health & Safety Policy are forwarded to the Board of Directors.

- The update and issue of the Company Health & Safety Policy Documents are controlled.
- Accidents and dangerous occurrences are reported and recorded in accordance with current statutory regulations and to ensure that any follow up action to prevent re-occurrence is implemented.
- Accident reports are review and action to prevent reoccurrence where possible.

5.4 Managers and Supervisors

Managers and Supervisors will exercise overall control within their area of responsibility to ensure compliance with the Company Health and Safety Policy and relevant supporting policies and procedures.

In particular they will ensure that:

- Workplaces and work activities under their control are subjected to the Company risk assessment process and that action is taken to control any hazards this process identifies.
- Their employees have a good working knowledge of relevant health and safety legislation, the Company Health and Safety Policy and any supporting policies and procedures that are relevant to the tasks they perform.
- Their employees understand their responsibilities for health and safety issues under the Company Health and Safety Policy.
- Their employees are set accountabilities and objectives in health and safety and have agreed training and development plans in place.
- Their employees are given adequate information, instruction, training, supervision and equipment to carry out their tasks safely and without presenting risk to themselves or others.

- Safe systems of work, safety equipment and protective clothing are made available to, maintained and used by their employees as necessary.
- Work equipment provided for their employee's use is suitable, not misused, properly maintained and, where appropriate, subjected to regular and/or statutory test and inspection.
- Records and documentation are kept to demonstrate compliance with legislation and Company procedures.
- Clear and specific health and safety requirements are issued whenever necessary to direct the activities of their employees.
- The safety performance of their employees is monitored.
- Adequate first aid facilities are available to their employees.
- Accident reports and hazard reports are properly addressed.
- Contractors, consultants, temporary employees and others carrying out work at Company controlled premises or activities, are made aware of known hazards and safety rules that affect their work.
- Sufficient investigation of health and safety issues is carried out as part of the selection, purchasing and bringing into use of new premises, equipment, products and work methods.
- Projects, developments and installations are designed and implemented to comply with appropriate health and safety standards.
- Appropriate reports on the health and safety issues arising from projects, developments and installations are passed to those who need it.
- Records and documentation are kept to demonstrate compliance with legislation and Company procedures.

5.5 All employees

Every employee will co-operate in maintaining safe and healthy working environments by complying with the Health and Safety Policy and subsidiary policies and procedures relevant to their work activities.

All employees will:

- Co-operate with their employers and to take reasonable care for the health and safety of themselves their colleagues and that of any other persons who may be affected by their work activities.
- Carry out their work activities in accordance with their training and instruction, using the correct tools and equipment for the tasks allocated to them.
- Obtain First-Aid treatment for all injuries sustained at work and to report the occurrence to management as soon as possible.
- Report all actual or potential hazards, faulty equipment and tools to their immediate supervisor immediately they become aware of them.
- Follow safe systems of work and use safety equipment and protective clothing, whenever and wherever necessary and in accordance with their training and instruction.
- Report to their Supervisor, or Manager, any shortfall in safe systems of work they operate and any loss or damage to tools and equipment, safety equipment and protective clothing they have been issued with.
- Consider and suggest means of hazard control.
- Help new employees become aware of hazards and control mechanisms.
- Report all accidents and any potential occupational health issues arising from their work activities, using the Company reporting procedures.

5.6 Contractors, consultants and others

Contractors, consultants and others, working for the company, have an important part to play in the establishment and maintenance of healthy and safe working environments. They will be provided with relevant information detailing known hazards and risks arising out of Company activities that they may be exposed to as they carry out their tasks.

The Company will therefore expect contractors, consultants and others to:

- Comply with any reasonable health and safety instruction imposed on them by the company
- Advise their Company contact, in advance, of any aspect of their work, which poses a risk to the health and safety of Company employees or others.

- Provide, when asked and whenever appropriate, a detailed risk assessment and/or method statement, prior to the start of their work, showing the safety precautions they have chosen to adopt to protect against the risks inherent within their tasks.
- Report all accidents and any potential occupational health issues arising from their work, to their contact point as quickly as possible.
- Report, to their contact point, details of any hazardous situations and defects associated with Company premises or site locations, which they identify whilst completing their tasks.

6 Arrangements for Policy implementation

The Company has made the following arrangements for health and safety:

6.1 Risk assessment

The Company will undertake and record a risk assessment of all its activities, which will identify and address the health and safety risks facing its employees whilst they are at work. The assessment will also identify and address the risks that the Company's business activities pose to the health and safety of its customers, non-employees and members of the public.

The risk assessment will be reviewed whenever this is demanded by changes in organisation, or in legislation, technology, working environments or working practices.

6.2 Provision

The Company will provide, so far as is reasonably practicable:

- Adequate finance to resource health, safety and welfare issues properly.
- Clearly defined health and safety responsibilities for all employees.
- Clearly defined health and safety responsibilities for contractors and consultants undertaking work on its behalf and for others sharing its sites and premises.
- Arrangements for consultation with employees on health and safety issues.
- An accident and hazard reporting system designed to identify adverse accident trends and the overall safety performance of the Company.

- Mechanisms for the effective dissemination of health and safety information.
- A safe place of work and safe work equipment.
- Systems of work for the safe use of tools and equipment and for the safe handling, use and storage of substances and materials.
- Training which enables employees to understand their personal responsibilities in health and safety and the hazards inherent within their tasks.
- Training which enables employees to understand, operate, use and maintain their tools and work equipment, and the safety equipment and safe systems of work that the Company has introduced to ensure their protection.
- Appropriate first aid equipment.
- Effective and appropriate emergency procedures.
- Access to medical advice and surveillance where required.

7. Employee consultation

The Company recognises that its employees will have a valuable contribution to make in the creation of a company culture where health, safety and welfare issues are properly addressed. Consultation that facilitates the required exchange of information and views occurs when, but is not limited to the following:

- During and HS&E audits
- At Health & Safety meetings
- Output from training sessions
- During accident investigation
- During tool box talk sessions
- As a result of new technologies, work processes or legislation

8. General information

8.1 Health, safety information

The HS&E department provides a variety of information sources to ensure that all employees have access to comprehensive and relevant information on:

- Risks identified by risk assessments.
- Preventive and protective measures introduced to control risks.
- Details of employees appointed to deal with emergencies.
- Situations presenting serious and imminent danger.
- Risks to non-employees arising as a consequence of the Company's activities.

Published policies, procedures and safety bulletins may be made available to other organisations and individuals when required, but only with the agreement of the H&S POLICY Manager

8.2 Training

The Company is committed to ensuring that every employee, regardless of their role within the Company, receives adequate training so that they understand their personal responsibilities for health and safety at work.

The training provided by also equips:

- Managers and Supervisors with the leadership, communication, motivation and supervisory skills they need to control the health and safety of their employees.
- Employees with activity-specific techniques to ensure their health and safety as they undertake their day-to-day tasks.

The commitment to training and continued competence is ongoing; refresher training will be organised wherever necessary and as an integral part of the training process.

8.3 Capabilities

The Company, through its Managers and Supervisors, will ensure that the demands of any particular job do not exceed individual employees' abilities to complete their tasks without creating risk to themselves or others. This will be achieved as an integral part of the risk assessment and selection, recruitment/appointment processes, by reviewing the risks inherent within the tasks against the individual's training, knowledge, experience, physical condition and stature.

These controls will also be applied to the processes, which support the selection and appointment of contractors.

8.4 Precautions for fire

The Company has made provision for:

- Fire prevention, through inherent fire safety, employee awareness and good housekeeping.
- Evacuation procedures for emergencies.
- Fire detection and extinguishing systems.

9. First aid

9.1 Company Offices

The Company has arranged for first aid facilities to be provided at company office, using appropriately trained employees.

9.2 Customer Sites /. Other Locations

The Company has arranged for field employees to be trained in emergency first aid where the nature of tasks they carry out and the range of sites they visit make it appropriate.

10 Occupational Health

The Company provides an occupational health service, which can include pre-employment assessment, targeted health promotion, sickness absence management support, health-focused support for business travel and specialist medical examinations.

11 Work locations controlled by others

Company employees working at premises controlled by another individual or organisation, such as customer sites, will comply with any reasonable safety rules or instructions imposed at that site, **but only if these instructions support safe systems of work that are at least the equal of those operated by Company.**

The Company will take all reasonable steps to inform customers and others of any risks they may be exposed to that arise out of, or in connection with its activities.

12 Visitors to sites

The Company will ensure, so far as is reasonably practicable, the health, safety and welfare of all visitors to locations or activities controlled by the Company.

13 Public safety

The Company will ensure, so far as is reasonably practicable, that work carried out in public areas, either by its employees or its contractors and consultants, is undertaken without risk to members of the public.

The Company will also ensure, so far as is reasonably practicable, that equipment installed in public areas is safe and without risk to members of the public.

14 Consumer protection

The Company will ensure, so far as is reasonably practicable, that products and equipment supplied for use by customers, or installed at customer and other premises, are safe and without risk to health.

The Company will supply adequate and appropriate product information where required.

15 Policy development

Comments are welcomed from anyone having constructive suggestions for improvements to the Company's health and safety arrangements. These should be addressed to the HS&E Manager, using the contacts detailed earlier in this document.

Appendix A: Related Documentation

The following is a list of Relevant Legislation which includes the following. Please note that this is a list of the main requirements and is not exhaustive. All relevant acts are available at www.hsa.ie

- Health & Safety at Work Act 2005
- Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2008
- Manual Handling Operations Regulations 1992
- L Organisation of Working Time Act 1997 (No. 20 of 1997)
- Safety in Industry Act 1980 (No. 9 of 1980)
- Construction (Design and Management) Regulations 2006
- Construction (Health Safety and Welfare) Regulations 2006
- Safety, Health and Welfare at Work (General Application)(Amendment) Regulations 2007
- Control of Asbestos at Work Regulations 2002
- The Noise at Work Regulations 1989
- Ireland - Fire Services Act 1981

End of Appendix A