

## **Attachment J. Accident Prevention and Emergency Response**

The site is surrounded by a wall and security fence. Access is via the front gate which is locked when the facility is closed. The yard area lighting remains on throughout the hours of darkness. A CCTV surveillance system is provided and a static guard is on-site at night time, which means that there will be a rapid response to any emergency that occurs outside normal operational hours.

Panda has prepared a Safety Statement for the site that makes provision for hazard identification and risk assessment. In addition PANDA has prepared documented procedures for each of the MRFs which serve as a guidance documents for facility staff and describes operational control and management practices. Panda has also prepared and adopted an Accident Prevention Policy (APP) and Emergency Response Procedures (ERP) and these are in this Attachment.

The APP addresses all potential hazards, with particular reference to the prevention of accidents that may cause damage to the environment. The ERP identifies all potential hazards at the site that may cause damage to the environment and also specifies roles, responsibilities and actions required to deal quickly and efficiently with all foreseeable major incidents and to minimise environmental impacts.

Panda is preparing a procedure on Fire Prevention and Detection that will be applied at all of its facilities. It will take into consideration the Agency's Guidance Note on Fire Safety at Non Hazardous Waste Sites and the UK Environment Agency's Technical Guidance Note TGN7-01 Reducing Fire Risk at Sites Storing Combustible Materials. The ERP will also be revised to take account of the recommendations contained in the guidance documents on the response actions to be taken. A copy of the Procedure will be submitted to the Agency when it is completed.

PANDA has documented procedure (SOP 11) on the handling and storage of potentially polluting substances used at the facility, e.g. oils and the filling of tanks and mobile plant (SOP 21). The procedure describes how filling the fuel storage tanks and refuelling/servicing the mobile plant should be carried out to minimise the risk of accidental spills and ensure that if these occur there is a rapid and effective response.

All site personnel and visitors to the site are obliged to comply with PANDA's safety guidelines. The guidelines regulate access to and from the site and traffic movement on the site. All site personnel are provided with and are obliged to wear the requisite personal protective equipment (PPE). PPE may include face masks, gloves, safety glasses, steel-toed footwear, overalls, reflective jackets and helmets.



# SAFETY STATEMENT

## CAPPAGH ROAD YARD

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Revision 4, February 2014

**Beauparc Business Park, Navan, Co Meath**

**Callsave: 1850 62 62 62 E-mail: [info@pandawaste.ie](mailto:info@pandawaste.ie) Website: [www.panda.ie](http://www.panda.ie)**

**Panda is a registered trade name of Nurendale Ltd. (CRO No: 115425) Directors: Eamon Waters, Noel Waters & Brian McCabe**

## Document Revisions & Updates

Revision No.	Date	Notes
1	May 2012	Original issue
2	May 2013	Reviewed
3	November 2013	Reviewed – New H&S Manager & update to Construction Regulations (2013)
4	February 2014	Reviewed and site specific sections added

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## 1.0 INTRODUCTION

1. This document is the Panda Waste programme, in writing, for safeguarding Safety, Health and Welfare in the workplace.
2. It represents a commitment by Panda Waste to safeguard the Safety, Health and Welfare of our employees and anyone affected by our activities. This safety statement specify the manner, the organisation and the resources necessary for maintaining and reviewing Safety, Health and Welfare at work.
3. This Statement has been prepared in compliance with Section 20 of the Safety, Health and Welfare at Work Act, 2005.
4. It is emphasised that responsibility for Safety, Health and Welfare at Work flows from the highest level of Management through to the Department Managers and the Supervisors to Production Operators and Support Personnel, Contractors and Visitors, who also bear responsibility for their own Safety, Health and Welfare at Work.
5. Management will periodically review this Safety Statement in order to monitor achievement of the overall objective “An Incident and Injury Free Environment for all Employees, Contractors, Visitors and any person impacted by our operations”.

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## 1.1 Scope

1. This Safety Statement has been prepared specifically for Panda Waste (Nurendale Ltd.) and includes the following:
  - a. How the site-specific hazards present in the workplace are identified.
  - b. How an assessment of the risks arising from these hazards is carried out.
  - c. How Safety, Health and Welfare in the workplace is to be ensured by applying the General Principals of Prevention.
  - d. Names and job titles of persons responsible for Safety and Health in Panda Waste.
  - e. General Duties of Employer and Employee.
  - f. Details of arrangements and resources provided for securing Safety Health and Welfare.
  - g. Details of the co-operation required from employees in Safety and Health matters.
  - h. The arrangements made for consultation with employees on Safety and Health matters.
  - i. Policies in relation to Stress, Harassment and Bullying.
  - j. Procedures in relation to Pregnant Employees.
  - k. Health and Safety information and training available to employees.
  - l. Welfare Facilities available.

## 2.0 HEALTH & SAFETY POLICY

### Panda Waste (NurendaleLtd.) Health & Safety Policy

Panda Waste regards good health & safety management as an integral and essential part of good business practice. We are committed to the prevention of injury and ill health and the provision of a safe and healthy working environment for all of our employees and persons working on behalf of the company and to achieving and maintaining a high standard of quality in all of our operations. We also fulfil our duties to our neighbours, customers and to the wider community in terms of health & safety matters.

Panda Waste is committed to providing the necessary information, training and equipment to enable our employees to carry out their duties safely and in an environmentally responsible manner. All staff and persons working for and/or on behalf of Panda Waste shall be made aware of the Health & Safety Policy.

We have implemented systems in accordance with industry best practice and aim to achieve the following objectives:

1. Promotion of Health & Safety awareness amongst all our employees and the generation of an ethos of continual improvement within the company.
2. Diligent management of operations by employing control mechanisms, procedures and processes that are technologically proven and economically feasible.
3. Promotion of continual improvement, accident prevention and good health & safety work practices through continual review of objectives and targets.
4. Fostering a culture of openness, dialogue, enhanced communication and discussion with employees, clients, neighbours, suppliers, contractors and all interested parties regarding our health & safety performance and our objectives and targets.
5. Publication and communication of our Policy internally and ensuring its availability to the public and interested parties on request so that it is understood, implemented and maintained.
6. Measurement of performance by conducting regular audits and assessment of compliance with the standards set, Health & Safety Policy, relevant legislation and regulatory requirements.

Panda Waste understands its legal obligations and is committed to complying with health & safety legislation, regulatory requirements, corporate guidelines and codes of practice. We recognise the paramount importance of safeguarding health & safety and acknowledge that legislative compliance is the minimum standard acceptable. We will review our legislative responsibilities and this policy on an ongoing basis and provide self-monitoring to ensure compliance.

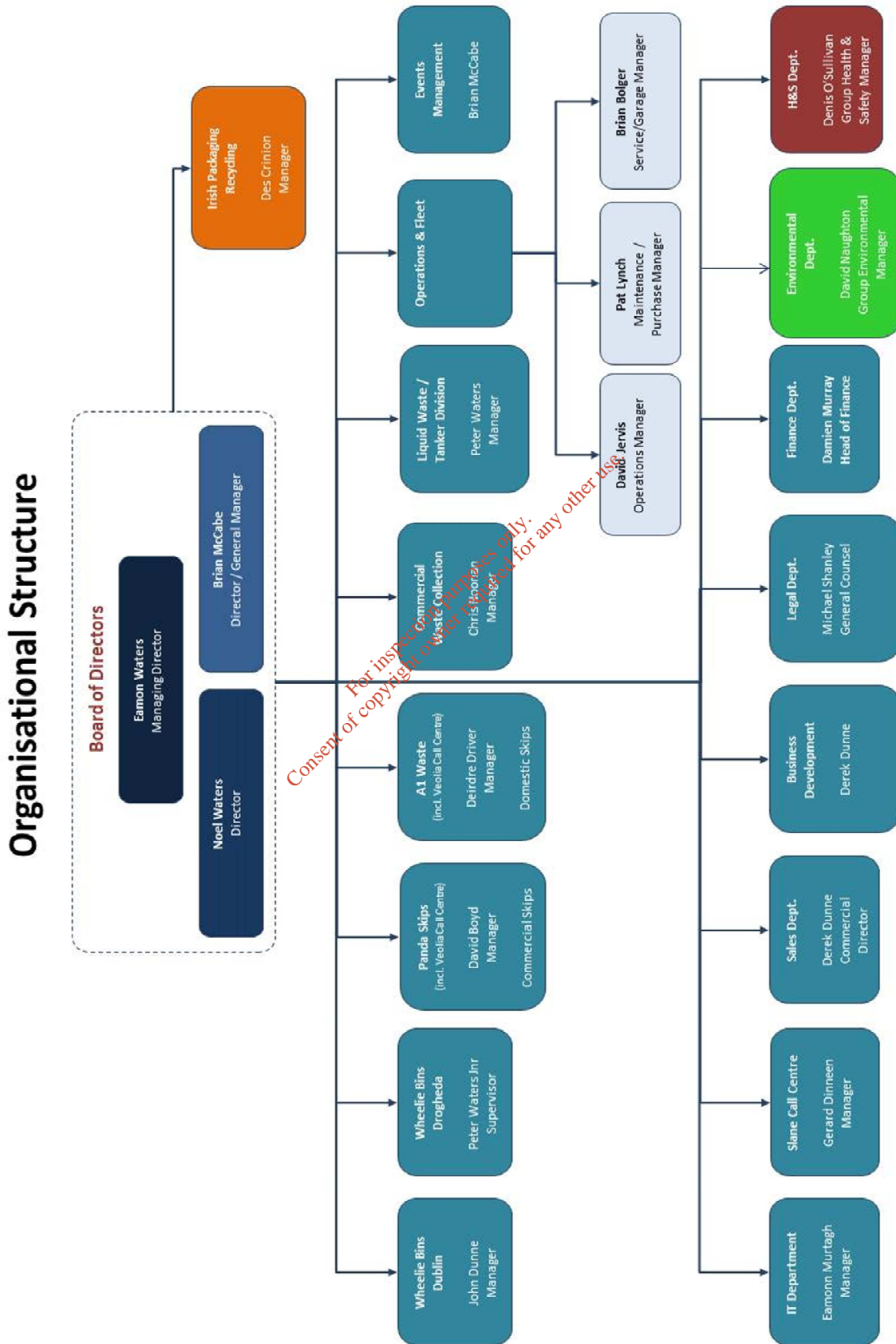
Signed: \_\_\_\_\_  
Eamon Waters  
Managing Director

Date: 29<sup>th</sup> November 2013

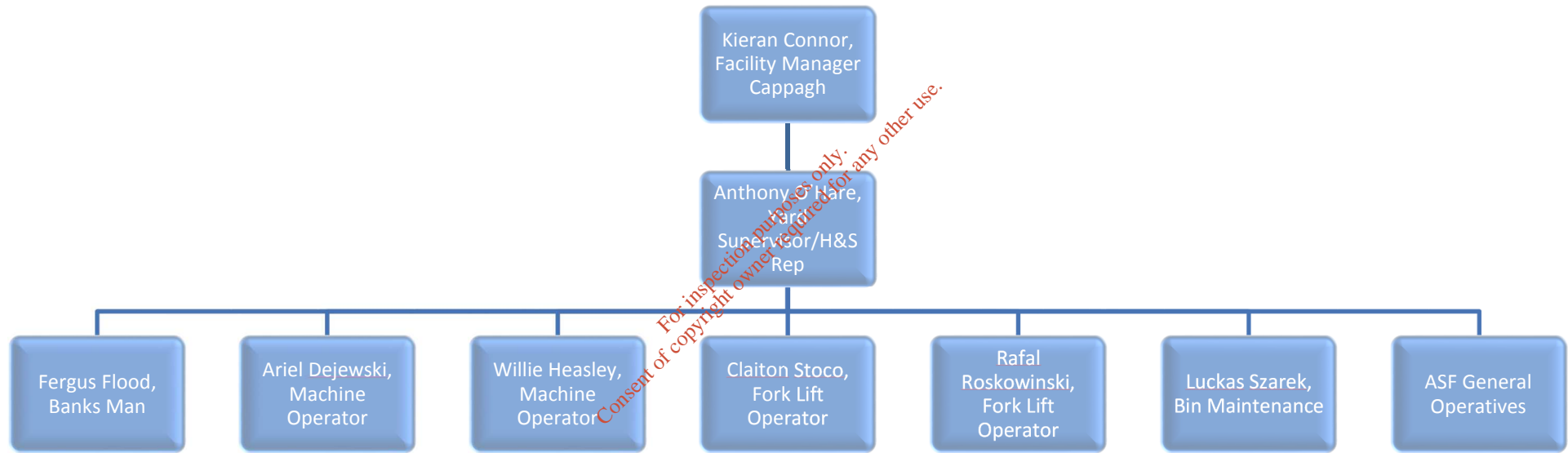


### 3.0 RESPONSIBILITIES

#### 3.1 Safety Management Organogram



# Site Management Organogram



### 3.2 Managing Director

Responsibilities:

The Managing Director has overall responsibility for:

1. Providing a safe working environment for all Panda Waste employees, contractors and visitors or other persons impacted by our operations,
2. Establishing and maintaining an effective Health & Safety Policy and ensuring that:
  - a. The Policy is established and is current.
  - b. The Policy is understood at all levels.
3. Ensuring that management systems are operating correctly to safeguard the safety, health and welfare of all employees, contractors and visitors and anyone impacted by our actions on or off site,
4. Ensuring that the company complies with applicable legislative requirements,
5. Ensuring that appropriate staff and resources are made available to meet the requirements of all applicable health and safety legislation and Panda Waste environmental, health and safety guidelines, directives and procedures,
6. Ensuring that responsibility for safety, health and welfare is assigned and accepted at all levels within the company,
7. Ensuring that all direct staff under the Managing Director's control is held accountable for their performance in relation to occupational health and safety, and that this measurable performance is evaluated at the time of their annual review,
8. Ensuring that only the highest standard of safety is acceptable by role modelling commitment to safety,
9. Setting Annual Health and Safety performance objectives for all Departments

### **3.3 Board of Directors**

Responsibilities:

The Board of Directors are responsible for ensuring that:

1. Procedures are established to ensure that management systems are operating to ensure the safety, health and welfare of all individuals on sites and that the company complies with applicable legislative requirements,
2. The appropriate staff and resources are made available to meet the requirements of all applicable safety legislation and Panda Waste health and safety guidelines and directives,
3. The responsibility for safety, health and welfare is assigned and accepted at all levels within the company,
4. All direct staff under the Board of Directors control is held accountable for their performance in relation to occupational health and safety, and that this measurable performance is evaluated at the time of their annual review,
5. Only the highest standard of safety is acceptable by role modelling commitment to safety,
6. Setting annual Health and Safety performance objectives for Panda Waste.

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### **3.4 Group Health and Safety Manager**

Responsibilities:

The Health and Safety Manager is responsible for the creation, design, development and co-ordination of all Health and Safety programmes within the Panda Waste.

In particular, the Health & Safety Manager is responsible for:

1. Managing Safety, Industrial Hygiene, Ergonomic and Occupational Health programmes to ensure a safe and healthy working environment for employees and community alike,
2. Working with department management on strategies for the implementation and revision of all programmes under their control,
3. Advising the company on all regulatory requirements relating to safety, health and welfare,
4. Working directly with, when required, the officers of the Health & Safety Authority (Ireland) and Health Service Executive (UK), and all other state agencies as required,
5. Establishing safety committees and other safety teams as required,
6. Creation and communication of safety, health and welfare reports, to appropriate personnel within Panda Waste, and to outside regulatory agencies,
7. Maintaining detailed safety, health and welfare records in accordance with applicable regulatory requirements,
8. Fully investigating accidents, incidents and dangerous occurrences and reporting on them to the Health and Safety Authority as required,
9. Ensuring that occupational safety and health inspections or audits are conducted and that all departments are complying with the terms of the Safety Statement and the maintenance of records of such inspections,
10. Ensuring that risk assessments are undertaken and that appropriate control measures are implemented,
11. Working with site Emergency Response Team Coordinators / Fire Marshals, on evacuation procedures, fire fighting, fire drills, fire exits and compliance with fire safety regulations,

12. Ensuring that fire and emergency response drills are carried out on a regular basis to ensure a high level of familiarity with procedures,
13. Developing and updating the company Safety Statement on an annual basis, or more frequently, if circumstances dictate,
14. Developing safe practices, procedures and safe systems of work in conjunction with relevant departments, to help ensuring the health, safety and welfare of all employees on site,
15. Issuing guidelines for the development of safety training programmes to ensure that such programmes are implemented,
16. Ensuring that all new facilities, plant, processes or machinery brought onto any Panda Waste site conforms to the current regulatory provisions governing health and safety within Ireland.

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### **3.5 Managers & Supervisors**

Each manager is responsible for ensuring that all employees under their control, and others such as contractors and visitors, are made aware of and fully comply with the requirements of the company's Safety Statement and that they understand the organisational structure and arrangements present for carrying it out.

In particular, each manager is responsible for:

1. Ensuring that all employees within his department receive adequate safety training and instruction appropriate to the tasks they perform,
2. Role modelling, through personal behaviour, that only the highest standards of safety is acceptable,
3. Ensuring that systems, supporting safety and health programmes, are functional within their department to enhance protection of personnel from risks whilst carrying out their duties,
4. The understanding and implementation of the company's Safety Statement in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and Panda Waste Health and Safety Policy,
5. Investigating all accidents, incidents and dangerous occurrences, in their area of control, and reporting on them in accordance with company procedures,
6. Carrying out and documenting Health & Safety inspections in their area of responsibility,
7. Ensuring that all staff under their control is held accountable for their performance in relation to occupational health and safety, and that this individual measurable performance is evaluated at the time of their annual review,
8. Ensuring, at appropriate frequency, that safety, health, and related information is communicated to their employees,
9. Ensuring that all employees under the manager's immediate control are aware of action to be taken in the event of an emergency.
10. Ensuring that staff under their control are provided with appropriate Personal Protective Equipment (PPE).

### **3.6 Financial Controller**

The Financial Controller has responsibility for the day-to-day management of the finance function within Panda Waste and for the supervision of all staff assigned to him / her.

Responsibilities:

1. To liaise with Managing Director, Operations Manager, Technical Manager, Health & Safety Manager, HR/General Counsel and Managers & Supervisors on matters of safety, health and welfare,
2. To report periodically on trends relating to public and employer liability insurance and compensation claims,
3. To ensure that each manager is aware of the cost of accidents and ill health in their departments,
4. To ensure that adequate financial resources are available to support the management and operation of the health and safety management programme,
5. To ensure that staff under his control are fully aware of their responsibilities in relation to Health & Safety.

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### **3.7 Human Resources/General Counsel**

Responsibilities are to ensure that:

1. The management team is advised on personnel aspects of safety matters as an integral part of personnel policy,
2. The duties of all staff in relation to safety and health are included in job descriptions and reviewed as necessary,
3. All staff recruited are advised of the existence of the safety statement in their contract of employment,



4. All current and new employees receive a copy of the Panda Waste employee handbook,
5. Staff are kept fully informed regarding statutory and other developments in safety, health and welfare pertaining to them,
6. All job descriptions, especially those of managers, technical and specialist personnel, adequately describes their responsibilities in relation to Health and Safety,
7. Appropriate and adequate training in Health and Safety is available to all levels of staff,
8. Induction training in Safety and Health is carried out with all new full time and temporary staff,
9. Health and Safety training records are maintained in an appropriate central location,
10. Pre-employment medicals and occupational health surveillance programmes are implemented and that records are maintained,
11. Absenteeism records are examined in order to identify potential occupational health issues,
12. Policies and programmes for dealing with stress and bullying in the workplace are developed, communicated and implemented,
13. There is an adequate and workable disciplinary procedure in existence to deal with breaches of safety and health regulations,
14. Employees understand that adequate procedures are in place for consultation in any matter of concern,
15. There is adequate provision for supervision of staff to prevent improper conduct or behaviour,

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### **3.8 Health & Safety Representitives**

Responsibilities are to ensure that:

1. Develop and implement agreed policies and procedures in relation to Health and Safety Management.
2. Ensure that Health and Safety training is provided to all staff members in conjunction with the Health & Safety Manager.
3. Provide ongoing support to all departmental first-aiders.

4. Advise departments on the statutory requirements for first-aid arrangements and assist in implementation.
5. Provide induction training for all new employees in conjunction with the Group Health & Safety Manager and HR.
6. Develop and maintain a record of all occupational illnesses, injuries and perform statistical analysis of such.
7. Hold toolbox talks focusing on accident prevention.
8. Proactively promote health and well-being.
9. Provide advice on accidents/illnesses at work.
10. Carry out risk assessments.
11. Carry out an annual audit and periodic safety inspections and assist in the identification, assessment and control of hazards and risks in accordance with current health and safety legislation.

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### **3.9 General Duties of the Employer**

Part 2, chapter 1, Section 8 of the Safety, Health and Welfare at Work Act 2005 states that employer's duty extends to the following:

1. 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;
2. 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;

3. As regards the place of work concerned, ensuring, so far as is reasonably practicable
  - a. the design, provision and maintenance of it in a condition that is safe and without risk to health,
  - b. the design, provision and maintenance of safe means of access to and egress from it, and
  - c. the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;
4. 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;
5. 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;
6. Providing and maintaining facilities and arrangements for the welfare of his or her employees at work;
7. 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;
8. 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.
9. Having regard to 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;

10. 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;
11. Reporting accidents and dangerous occurrences, as may be prescribed, to the Authority or to a person prescribed as appropriate, and
12. 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.

### **3.10 Duties of Employees**

Part 2, chapter 2, Section 13 and 14 of the Safety, Health and Welfare at Work Act, 2005 states that employees shall:

1. Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
2. Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
3. If reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,

4. Co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,
5. Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health or welfare at work or that of any other person,
6. Attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,
7. Having regard to his or her training and the instructions given by his or her employer, mark correct use of any article or substance provide for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,
8. Report to his or her employer or to any other appropriate person, as soon as practicable;
  - a. Any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
  - b. Any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person,
  - c. Any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware,
9. An employee shall not, on entering into a contract of employment, misrepresents himself or herself to an employer with regard to the level of training as may be prescribed below,
10. A person shall not intentionally, recklessly or without reasonable cause:

- a. Interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work,
  - b. Place at risk the safety, health or welfare of persons in connection with work activities.
11. Failure to comply with the terms of the safety statement may result in disciplinary action.
  12. Such action is taken in accordance with Panda Waste disciplinary procedure.

### **3.11 Duties of Employees based on 3<sup>rd</sup> party sites**

1. Panda Waste employees working on all 3<sup>rd</sup> party sites are bound by the requirements of this safety statement. The safety statement or procedures in force on that site bound also the concerned Panda Waste employees.
2. Where there is a conflict between procedures in Panda Waste and a 3<sup>rd</sup> Party's Safety Statement, the employee should consult with their manager to clarify the issue prior to proceeding.

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### **3.12 Fire Marshall / Wardens**

The Fire Marshall / Wardens shall report to the Health & Safety Manager / Health & Safety Rep:

1. Any obstructions to egress routes within building,
2. Local changes in the use of the building, hazardous goods or equipment, or members of the emergency evacuation team,
3. Fire isolating doors which are prevented from closing unaided,
4. Faulty or missing fire extinguishers,



5. Persons smoking in areas other than designated smoking areas,

As a Fire Marshall / Warden you must;

1. Be deemed competent by attendance at the programmed Fire Marshall / Warden training,
2. Train all staff on induction and at regular intervals,
3. Carry out fire risk assessments,
4. Carry out regular checks of the existing fire precautions as dictated in the Health & Safety Manual,
5. Organise and implement an annual fire evacuation drill,
6. Assist in the evacuation of the building.

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#### **4.0 RESOURCES**

1. Panda Waste is committed to providing
  - a. Sufficient resources to implement the policy outlined in this safety statement,
  - b. Ongoing health and safety training (A health and safety training needs analysis is in place and reviewed annually for each site and a training matrix maintained),
  - c. Ongoing expenditure to maintaining the fleet, premises, plant and equipment,

- d. Adequate time to individuals for training and administration of their Health and Safety duties; this includes Safety Reps, Safety Committee members, Fire Wardens etc.

2. Panda Waste accepts that

- a. The implementation of the safety management programme is dependent upon the provision of resources,
- b. This safety statement sets out the resources in terms of time and people provided to secure the Safety, Health and Welfare of employees,
- c. Considerable resources in securing the safety, health and welfare of employees in terms of personnel, time, materials, equipment and training are allocated,
- d. Where significant amount of expenditure is required, resources may have to be allocated on a phased basis,
- e. When required, Panda Waste will engage external consultancy services,
- f. Where new hazards are identified, Panda Waste, in so far as is reasonably practicable, will provide for additional resources to control them,
- g. Health & Safety information is also transmitted through safety bulletins, staff newsletter and team toolbox talks,
- h. Staff are provided with the appropriate personal protective equipment.

#### **4.1 Budgeting for Health and Safety**

- 1. The Health & Safety Manager shall prepare an annual Health and Safety budget. This budget shall make provision for;
  - a. Resources internal and external (personnel, external consultants etc.),
  - b. Training,
  - c. Certification,

- d. Benchmarking,
  - e. Occupational exposure monitoring,
  - f. Legal briefings,
  - g. Incident and Injury Free Programme,
  - h. Seminars,
  - i. Other...
2. Each Department Manager shall also include specific Health Safety items in their annual budget. Provision should be made for;
- a. Occupational health activities (inoculations, occupational health screening and consultations),
  - b. Accident and emergency costs,
  - c. First aid equipment and supplies,
  - d. Statutory audits and inspections of equipment,
  - e. Fire fighting equipment and refills,
  - f. Health and Safety signage,
  - g. Personal protective equipment.

#### **4.2 Capital Expenditure**

1. Provision should be made in the capital budget for expenditure for:
- a. Mitigating hazards identified in a Risk Assessments,
  - b. Upgrade or change required for any Emergency Response Plan,
  - c. Scheduled repair or replacement of old or sub-standard vehicles, mobile or static plant and equipment and buildings.

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## **5.0 SAFETY MANAGEMENT**

### **5.1 Safety Management Programme**

1. Panda Waste manage Health and Safety within the organisation by continuously monitoring and reviewing performance. The Safety Leadership Team sets the Health & Safety Objectives annually and reviews them quarterly. Some performance indicators are included in the setting of objectives. These indicators are:

- a. Near misses,
  - b. Accidents and incidents,
  - c. Non-conformances,
  - d. Risk assessments,
  - e. Direct observation,
  - f. Safety Audits,
  - g. Suggestions / feedback with operatives,
  - h. Best practice within the industry,
2. Any proposed changes in infrastructure, work practices or staffing levels are also considered. Responsibility for the execution of any required actions is allocated to designated personnel and /or organisation.
  3. Appropriate time scales/ deadlines are allocated to any proposed actions.

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## 5.2 New Employees

1. All new employees must participate and complete the Panda Waste safety induction course before commencing work. As part of the induction procedure, new employees will be introduced to the safety arrangements in operation at Panda Waste and also receive specific manual handling training.
2. Prior to commencing employment prospective staff must undergo pre-employment medical screening.

3. During their first week of employment, the Area Manager shall ensure that new employees:
  - a. Receive a copy of the Health and Safety booklet,
  - b. Accompany their direct manager on a guided tour of the workplace including familiarisation with emergency exits, fire fighting equipment, and other safety measures,
  - c. Be familiarised with the safety arrangements in operation,
  - d. Be given the opportunity to study the safety statement and ask any questions,
  - e. Be provided with any personal protective equipment relating to their tasks and duties,
  - f. Be provided with adequate training and supervision to allow them safely complete their tasks,
  - g. Have their work performance reviewed after 6 months to answer any queries and receive any further instructions.

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### 5.3 Temporary Employees

Prior to the taken on of temporary employees, it is necessary to establish the level of training and competence they will be required to have before commencing work with Panda Waste. The level of required training will depend on the type of work each individual will be involved in. Department managers will have to decide on required training levels.

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#### **5.4 Responsibilities of Contractors, Self- Employed and Visitors to Panda Waste.**

Panda Waste recognises that there are various occasions, when contractors and visitors are on the sites, that their activities may create hazards. In order to control such hazards, Panda Waste requires all contractors to follow the general rules below:

##### **1. Contractors must:**

- a. Submit their safety statement and / or method statement before commencing any activity, for approval, to the Health and Safety Department. This document will set

out the site-specific safety precautions required while carrying out work on any of the Panda Waste facilities.

- b. Sign in and wear a security badge / contractor hi-viz vest.
- c. Check if their activity may be subject to Panda Waste permit to work system,
- d. Familiarise themselves with the site safety rules, evacuation plans and emergency procedures,
- e. Confine themselves to their defined work area. If there is a requirement to work outside their defined area, the Department Manager must be informed,
- f. Take all precautions, so far as is reasonably practicable, to avoid any risk to themselves or anyone who may be affected by their acts or omissions,
- g. Provide full and clear information to those who may be affected by their work activities, so as to reduce their exposure to risk,
- h. Follow all instructions and comply with all safety rules, evacuation plans and emergency procedures,
- i. Provide adequate instruction, supervision, personnel protective equipment and ensure that all relevant regulations and codes of practice are observed,
- j. Report any accidents or near-miss incidents to the site Operations Manager or Safety Officer without delay and co-operate in any subsequent investigation of the accident or incident,
- k. Leave all plant and equipment in a safe condition after work completion. Contractors must clean up and remove all waste materials and equipment belonging to them.

## **2. Contractors must not:**

- a. Use tools or equipment, which are the property of Panda Waste without prior permission of the Department manager,



- b. Seek the assistance of Panda Waste employees without prior permission of the Department manager.

**3. Visitors must:**

- a. Be under the direct or indirect supervision of a staff member at all times,
- b. Sign in and wear a security badge / Visitors Hi-Viz vest.

**4. Everyone must follow all signs, directions and rules at all times.**

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## **6.0 CONSULTATION**

- 1. The Safety, Health and Welfare at Work Act, 2005 and associated legislation places a duty on employers to consult with their employees. The 2005 Act states that it shall be the duty of every employer to :
  - a. consult with his or her employees for the purpose of making and maintaining arrangements which will enable the employer and his or her employees to cooperate effectively for those purposes,
  - b. in accordance with the arrangements referred to in paragraph (a), consult with his or her employees, their safety representatives or both, as appropriate, in advance and in

good time regarding issues which may affect the safety, health and welfare of employees.

2. "Employees shall have the right to make representations to and consult their employer on matters of safety, health and welfare in their place of work".
3. Panda Waste will facilitate the appointment of Safety Representatives by requesting that candidates put their name forward for election or appointment depending on the number of candidates.
4. Panda Waste will facilitate the appointment of safety committees where applicable as outlined in Section 6.3.

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## **6.1 Safety Consultation**

1. Consultation is an important part of safety management and Panda Waste welcomes the views of employees. Panda Waste consults with its employees for the purpose of establishing and maintaining arrangements which will enable employees to co-operate effectively in promoting and developing measures to ensure their safety, health and welfare at work and in ascertaining the effectiveness of such measures.
2. All Employees are entitled to make representations to and consult with their Department Manager on matters of safety, health and welfare in their place of work.

3. Panda Waste will take into account any of the representations made by employees, so far as is reasonably practicable.
4. Matters relating to safety should always be discussed initially with the appropriate department manager.
5. Items may be referred to the site Safety Representative or the Safety Committee when, in the opinion of the employee, the initial response of the management is felt to be unsatisfactory, or when corrective action agreed by management is not implemented within a reasonable timescale.
6. Panda Waste through the Safety Leadership Team will annually review the effectiveness of the consultation /communication process. Panda Waste will also review the consultation /communication process if it is believed to be ineffective at any time.

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## **6.2 Safety Representative**

1. Employees have the right under Section 25 of the Safety, Health and Welfare at Work Act 2005 (ROI), to select a safety representative to represent them in matters of safety, health and welfare at work. It has been agreed in consultation with the Trade Unions to select the safety representative(s) by secret ballot. It is recommended that the person(s) selected shall hold the position for a period of three years in order to maintain continuity of the safety programme.

2. Under the 2005 Act Employees may, from time to time, select and appoint from amongst their number at their place of work a representative to represent them in consultations with their employer.
3. The safety representative has the right to such information from Panda Waste as is necessary to ensure, so far as is reasonably practicable, the safety and health of employees at the place of work. Panda Waste will inform the safety representative when an inspector from the Health and Safety Authority (HSA) is due to enter the workplace for the purpose of making a tour of inspection, (other than a tour of inspection for the purpose of investigating an accident).
4. The site safety representative will be a member of the site Safety Committee.
5. The safety representative may:
  - a. Make representations to the department head or safety committee.
  - b. Investigate accidents and dangerous occurrences provided that he or she does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions.
  - c. After the giving of reasonable notice to the employer, investigate complaints relating to safety, health and welfare at work made by any employee whom he or she represents.
  - d. Accompany an inspector who is carrying out an inspection of the place of work under section 64 other than an inspection for investigating an accident or dangerous occurrence.
  - e. At the discretion of the inspector concerned, accompany an inspector who is carrying out an investigation under section 64 for investigating an accident or dangerous occurrence.
  - f. At the discretion of the inspector concerned, where an employee is interviewed by an inspector with respect to an accident or dangerous occurrence at a place of work, attend the interview where the employee so requests.

- g. Make representations to the employer on any matter relating to safety, health and welfare at the place of work.
  - h. Make oral or written representations to inspectors on matters relating to safety, health and welfare at the place of work, including the investigation of accidents or dangerous occurrences.
  - i. Receive advice and information from inspectors on matters relating to safety, health and welfare at the place of work, or
  - j. Consult and liaise on matters relating to safety, health and welfare at work with any other safety representative who may be appointed in the undertaking concerned, whether or not those safety representative work in the same place of work, in different places of work under the control of the employer or at different times at the place of work.
6. The Safety Representatives are assigned with various tasks and responsibilities. The fact that the Safety Representatives have accepted responsibilities does in no way release any other individual from their own statutory obligations.
7. Panda Waste shall consider any representations made by the safety representatives on any matter affecting the safety, health and welfare at work of any employee whom s/he represents.
8. For the purpose of acquiring the knowledge and training necessary to discharge his/her function as a safety representative, s/he shall be granted time off from his/her duties as may be reasonable without loss of remuneration.
9. Panda Waste shall grant the safety representative such time off from his/her duties as determined by the Department Manager, without loss of remuneration in order to discharge his/her function as a safety representative.
10. The safety representative is a member of the Safety Committee. As a member, it is his/her function to put forward any representations or recommendations on behalf of the staff on the subject of safety, health and welfare at work.

11. Any queries that staff may have in relation to safety, health or welfare at work should be initially addressed to their Manager / Supervisor. If unresolved the issue should be addressed to the site Operations Manager who shall record the query/complaint and outcome in writing. If the issue cannot be resolved, the matter may be referred to the safety representative. Where the issue remains unresolved, it may be raised at the next meeting of the Safety Committee.

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### **6.3 Safety Committee**

1. Panda Waste will appoint a safety committee to assess the on-going progress of the safety management programme, as set out in the safety statement.
2. The General Manager or designee chairs these committees.
3. The safety committee will be appointed in line with Section 26 and Schedule 4 of the Safety, Health and Welfare at Work Act 2005
4. The committee will meet every three months or sooner as required.
5. Minutes from the meetings are recorded and posted on notice boards.

## 6.4 Safety Committee - Terms of Reference

### Purpose

The Health & Safety Committee (HSC) is an organized group of employees from various departments and responsibilities to discover, analyze, and propose solutions to health and safety issues in a proactive manner. Meetings will be held at a minimum of a quarterly basis, with additional break-out meetings to discuss specific items in greater detail to be set up at the Committee Chair's discretion.

Examples of areas to be covered include, but are not limited to, monthly accident statistics (types, reportable v non reportable), near miss reporting, employee physical well-being, exercise programs, personal safety, training, drills, and other items as they come up.

### Composition

The Committee makeup will be determined by a selection committee consisting of the General Manager (Representing Senior Management), Group Health & Safety Manager, Wheelie Bin Division Representatives (Management & Staff), Tanker/Jet Vac Division Representatives (Management and Staff), Head Office & Admin Representatives, Skip Division Representatives (Management & Staff), Beauparc Site Representatives (Management & Staff), Cappagh Site Representatives (Management & Staff), IPR Site representatives (Management & Staff), MRF Site representatives (Management & Staff), SDCC Bailing Station Site representatives (Management & Staff) & Veolia Site representatives (Management & Staff). The General Manager or designee will act as the Committee Chair, the Group H&S Manager will organize meetings and be responsible for dispersing meeting minutes, following up on action items, and reminding Committee members of future meetings.

Committee members should be rotated on an annual basis to keep the group fresh, but staggered so that the committee will always have at least 75% of its members with 3+ months of tenure for consistency.

Committee members will:

- Be appointed by the Committee Chair and Selection Committee for a minimum of a 1-year term.

- Share safety concerns and recommendations from their division with the Committee.
- Ensure that all groups in their division are informed of committee concerns, decisions, and recommendations.

## **Functions**

The Committee will:

- Focus on emerging trends in employee wellness (i.e. increase in ergonomic assessments, employee injuries such as slipping on ice, etc.)
- Proactively address issues raised by staff in their divisions.
- Promote employee health and safety through programs, communications, and special events.

## **Meeting Schedule**

The Committee will normally meet once each quarter. When members are unable to attend in person, substitutes may be designated to attend specific meetings.

If a member, or that member's proxy, does not attend at three meetings throughout the calendar year, that member shall be replaced.

## **6.5 Information**

1. Any developments or alterations to the safety arrangements in operation within Panda Waste shall be brought to the attention of staff via a memorandum or email issued by the Health & Safety Manager.
2. All staff members are provided with a copy of the applicable sections of safety statement and any revisions as applicable.
3. Copies of the minutes of the meetings of the Safety Committee will be displayed on the safety notice boards.
4. Safety notices are placed in prominent positions throughout Panda Waste facilities and staff should read these carefully.



5. All records of statutory safety inspections and machinery services schedules relevant to safety systems, are available to the safety representative on request to the Maintenance Department and the Health and Safety Manager.
6. The safety statement will be available on the Panda Waste Intranet.

## 7.0 ACCIDENTS & EMERGENCIES

### **In the event of a personal injury on site, take the following steps:**

1. If the injured person is immobilised the emergency services should be contacted immediately. A first aider should be called to the scene and the injured party made as comfortable as possible pending the arrival of the emergency services. The Operations Manager and the Health & Safety Officer should be contacted immediately and informed of the incident. They in turn should inform the Managing Director and the Health & Safety Manager.
2. If the injured party is mobile, they should be removed immediately to a place of comfort and safety (e.g. canteen or office) and a first aider should be called to assist. The first aider should assess the injury and inform the supervisor if the injured party can be treated

on site or if it is necessary for them to go to Accident & Emergency. Contact immediately and inform of the incident the Operations Manager and the Health & Safety Officer. They in turn should inform the Managing Director and the Health & Safety Manager.

3. If it is deemed necessary for an employee to go to A & E, the injured person must not be allowed to leave the site and arrangements must be made to bring the injured person to A & E immediately.
4. If an injury is not reported immediately but reported later in the day or any period thereafter the individual may be required to attend A & E immediately. The individual will be required to attend a scheduled appointment with the company Occupational Health Advisors.

### **7.1 Accident and Near Miss Reporting**

1. The goal of Panda Waste management is to provide an Incident and Injury Free working environment for all our employees, contractors, visitors and all those affected by our actions.
2. The Operations Manager or Health & Safety Officer is responsible for ensuring that all accidents and incidents are reported verbally to the Health & Safety Manager immediately or as soon as is reasonably practical after the incident.
3. The Operations Manager or Health & Safety Officer must ensure that the Incident/Accident report form is completed and sent to the Health & Safety Manager with copies to HR and Finance (Insurance section) within 24 hours.
4. It is important to monitor the accidents and near misses that occur within the confines of any of the Panda Waste facilities.

5. In the case of an accident involving injury however slight an employee must report it immediately to their supervisor and give full details. Panda Waste will investigate the circumstances of accidents and determine their cause. Employees will be encouraged and expected to co-operate fully with such investigations. Staffs have a responsibility to report as soon as possible any accident or emergency to the Supervisor/Manager.
6. Where there is a dangerous occurrence, fire, explosion or a serious near miss it is the responsibility of the Health and Safety Manager to ensure that the appropriate form (IR3 form) is completed and forwarded to the HSA.
7. In the case of a dangerous occurrence (Section 7.3) or if injury occurred as a result of the accident that necessitates the injured party to be absent from work for more than three days then it is the responsibility of the Health and Safety Manager to ensure that the appropriate form (IR1 form) is completed and forward to the HSA.
8. Copies of all completed Accident/Incident Report Forms will be sent to the following:
  - a. Injured party,
  - b. Health and Safety Manager,
  - c. Human Resources,
  - d. Finance.
9. All accidents and near misses will be recorded in an accident database.
- 10. Copies of accident/incident reports will also be maintained on each site for inspection as required.**

## **7.2 Accident Investigation**

1. Within 24 hours of an accident requiring medical treatment, a full incident report will be required after the Accident/Incident.
2. The Health and Safety Manager in liaison with the Senior Manager shall conduct any investigations (accompanied by the Safety Representative if requested). The Department

Manager shall complete a report on it. The Engineering Department will provide any required technical advice. All employees are obliged to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident/dangerous occurrence.

3. The purpose of any investigation will be to:
  - a. Determine the root cause of the accident,
  - b. Identify any other contributory factors,
  - c. Determine the steps to be taken to prevent reoccurrence.
4. A record of any accident or dangerous occurrence will be recorded and maintained with the purpose of reducing the risk of a similar situation arising.
5. Accident and emergency procedures, reports and investigations are seen as an essential part of the safety management programme within Panda Waste.
6. Risk assessments will be revised where necessary as a result of accident/incident investigations.

### **7.3 Dangerous occurrence**

1. "Dangerous occurrence" means an occurrence arising from work activities in a place of work that causes or results in;
  - a. The collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of any work equipment,
  - b. The collapse or partial collapse of any building or structure under construction or in use as a place of work,
  - c. The uncontrolled or accidental release, the escape or the ignition of any substance,
  - d. A fire involving any substance, or any unintentional ignition or explosion of explosives.

## **8.0 WELFARE**

Panda Waste is committed to ensuring the welfare as well as the safety and health of all staff. To this end, Panda Waste provides the following facilities:

### **8.1 Welfare**

1. For the purposes of safe guarding and improving the health and welfare of all employees, the organisation shall provide the following where necessary:
  - a. Adequate Hygiene Facilities,
  - b. Adequate Canteen Facilities,
  - c. Access to Medical Facilities/Personnel,
  - d. Pre-employment medicals,
  - e. Inoculations as appropriate,

- f. Availability of trained First Aiders,
- g. Monitoring of Attendance and Absenteeism.

## 8.2 First Aid

1. Panda Waste is committed to ensuring that adequate numbers of employees are trained in First Aid.
2. Where appropriate, minor wounds will be attended to on site. Where injuries require medical attention staff will be required to attend A&E or the Panda Waste Doctor (See section 7.0 Accidents and Emergencies for further details).
3. All employees in each unit/department/work area should know the exact location of the first aid box.

### **8.3 Drugs, medication and alcohol**

1. If you are prescribed drugs or medication that may affect your ability to carry out your work, you must inform your Supervisor.
2. In the event of an employee who is receiving medication having an accident that requires hospital treatment, this information should be given to the hospital so that the correct treatment can be given.
3. Panda Waste is committed to providing its employees with a drug and alcohol free workplace.
4. Employees shall not be under the influence of, use, distribute, possess, sell or purchase illegal drugs or alcohol while conducting work for the company or on the company premises. Violations will result in disciplinary action up to and including termination of employment.

5. Employees may be asked to undergo intoxicant testing where there is reasonable suspicion on the part of a Supervisor or Manager that an employee may be under the influence of an intoxicant or illegal drug.
6. Employees are reminded that they must not refuse any reasonable request to undergo such a test.

## 9.0 PREGNANT EMPLOYEES

1. Panda Waste is aware of its obligations, under Safety, Health and Welfare at Work Act 2005 and related Legislation in relation to pregnant employees and those who may be breast-feeding or have recently given birth.
2. Where required, Panda Waste will assess in writing any risk to the safety, health and welfare of pregnant employees, employees who have recently given birth and breastfeeding employees from any activity leading to risk of exposure to mother and child.
3. Panda Waste will determine the nature, degree and duration of any exposure and take the preventative and protective measures necessary to ensure the safety and health of:
  - a. The employee herself,
  - b. The unborn child of the pregnant employee,



- c. The child of a breastfeeding employee.

### **9.1 Preventative Actions**

1. Where the Risk Assessment carried out reveals that is not practicable to ensure the safety, health and welfare of the employees concerned through protective or preventative measures Panda Waste will:
  - a. Adjust temporarily the working conditions or the working hours of the employee concerned so that exposure to risk is avoided or
  - b. Provide the employee with other work that does not present a risk to safety, health and welfare, or if either of the above is not feasible, then employee leave should be granted or the periods of maternity leave extended.

### **9.2 Notification by the Employee**

1. Regulations require the employee to notify her employer of her condition as soon as practicable after it occurs and to give her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition.

## **10.0 HARASSMENT & BULLYING**

### **10.1 Definition**

1. Bullying in the workplace is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Bullying is where there is aggression or cruelty, viciousness, intimidation or a need to humiliate or dominate relationships.

### **10.2 Policy**

1. Panda Waste will not tolerate bullying behaviour.

2. Individuals who feel that they are the victims of bullying should contact their Supervisor / Manager.
3. If they feel they cannot approach their Supervisor / Manager they should contact either the Human Resources Department directly or the elected Safety Representative.
4. The Human Resources Department have a program to assist victims of bullying.
5. Disciplinary action up to and including dismissal will be taken against any employee or trainee who is in breach of the company anti-bullying policy.
6. Contact Human Resources for more details on the company bullying policy.

### **10.3 Effects**

1. The effects of bullying on the person can be manifested by any or all of the following:
  - a. Emotional effects (fear / anxiety)
  - b. Cognitive (concentration) effects (making mistakes, having accidents)
  - c. Behavioural effects (smoking, excess drinking, overeating)
  - d. Physiological effects (contributing to a rise in blood pressure, heart disease)
  - e. Reduced resistance to infection, stomach and bowel problems and skin problems.
  - f. Depression possibly leading to more serious consequences
2. The effects on the organisation as a whole:
  - a. Increased absenteeism
  - b. Low motivation
  - c. Reduced productivity
  - d. Reduced efficiency

- e. Hasty decision-making
- f. Poor industrial relations.

#### **10.4 Forms of Bullying**

1. Panda Waste recognises the following behaviour as forms of bullying:
  - a. Physical contact
  - b. Verbal abuse
  - c. Implied threats
  - d. Jokes, offensive language, gossip, slander, offensive songs.
  - e. Posters, photocopied cartoons, graffiti, obscene gestures, flags, bunting and emblems
  - f. Isolation, non-cooperation or exclusion from social activities
  - g. Coercion for sexual favours
  - h. Intrusion by pestering, spying and stalking
  - i. Repeated requests giving impossible deadlines or impossible tasks
  - j. Repeated unreasonable assignments to duties, which are obviously unfavourable to one individual

- k. Vandalism of personal property (destroying clothing, scratching paintwork or cars)

## **11.0 STRESS**

### **11.1 Definition**

1. Stress occurs in the workplace where the pressure of work exceeds the individual's ability to cope. Stress is a natural reaction to excessive pressure it is not a disease. Where stress is excessive and is present for some time it can lead to mental and physical ill health.

### **11.2 Policy**

1. Panda Waste recognises its responsibility to ensure that its employees are not exposed to ill health through excessive work related stress.
2. Panda Waste will employ organisational measures through the department managers to avoid excessive workloads.
3. Where required Panda Waste will provide employee assistance programmes to assist individuals who are suffering from work related stress.
4. In a situation where an individual feels they are suffering from stress, they should contact their Department Manager.

5. If they feel they cannot approach their Department Manager, they should contact either the Human Resources Department directly or the elected Safety Representative.

### 11.3 Effects

1. Changes in a person's behaviour
2. Deteriorating relationships
3. Irritability
4. Indecisiveness
5. Absenteeism
6. Reduced Performance
7. Substance abuse

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## 12.0 HAZARD IDENTIFICATION & RISK ASSESSMENT

1. Section 19 of the Safety, Health and Welfare at Work Act, 2005 requires the safety statement to be based on the identification of hazards and an assessment of the risks to safety, health and welfare at the workplace.
2. Site-specific risk assessments are carried out across Panda Waste Departments and Safe Operation Procedures (SOP's) are written based on the results of those risk assessments.
3. The risk assessment must be written and reviewed annually or when there is a significant change in the workplace or work methods.
4. The objective of this procedure is to outline a system, which will reduce the risk to a tolerable level. Our target will be to reduce the level of potential exposure to injury to as low a level as is practicable. This procedure applies to all operations.
5. Risk assessments are available for inspection.
6. A hazard is any substance, article, material or practice that has the potential to cause harm.
7. A risk is the likelihood of a specified undesired event occurring within a specified period or in specified circumstances.
8. Hazards in Panda Waste are identified in a systematic manner by written safety audit, which is carried out on an annual basis or when it's deemed to be necessary. The audit

involves visiting each work area/department, examining the work environment, equipment, procedures and consulting with supervisors and employees.

9. Employees who detect a hazard are required to report it without unreasonable delay to their Supervisor or Operations Manager.

### **12.1 Responsibility**

1. The Department Manager in each area of operation is responsible for ensuring that risk assessments are carried out and updated. This will be done annually or where there is a change in operations, process, best practice, legislation or as a result of corrective actions arising from non-conformities found during audits.

### **12.2 Methodology**

1. Hazard identification and risk assessment is a methodology to improve safety in the workplace. This methodology involves:
  - a. An analysis of each work place: to identify all the different hazards (physical, chemical, biological),
  - b. An assessment of the risk from these hazards,
  - c. Implementation of control measures to eliminate or reduce the risk to an acceptable level,
  - d. Implementation of control measures must be completed as per the timescale outlined in the risk assessment method (Hazard Risk Number),
  - e. Responsible persons will be assigned to all controlled measures identified by risk assessment.

2. There is no method that is uniformly applicable to organisations for carrying out risk rating evaluation. Panda Waste preferred method is the qualitative method as it is one that works, is easy to understand and is user friendly for all involved. Furthermore, it can rely on relatively raw data and diverse individual judgments in order to categorise the frequency and consequences of events. This allows risks to be ranked in order-of-magnitude and the resultant risks prioritised, which would enable the appropriated corrective actions.

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3. Implementing the qualitative method as part of our risk assessment underpins our legal commitment in complying and adhering to all relevant legislation i.e. (Section 19 of The Safety, Health and Welfare at Work Act 2005), in conjunction with compliance of relevant codes of practice, approved standards, the general principals of prevention and the hierarchy of controls.
4. Panda Waste's risk rating evaluation of individual hazards and subsequent risks associated with them was primarily based on:

The method used is based on the numerical formula where the severity of injury is multiplied by the frequency of exposure to give the overall risk.

Severity x Frequency = Risk

The severity is divided into three different levels:

3 = Serious

2 = Significant

1 = Minor

The frequency of exposure is also divided into three levels:

3 = High

2 = Medium

1 = Low

This will give a numerical value of the overall risk as follows:

6-9 = Serious

3-6 = Medium

1-3 = Low

- When the probability numerical factor and the severity numerical factor are multiplied together it identifies a number between 1 and 25. This number (score) is then allocated into one of the categories in the risk factor index, and in return identifies a risk rating and the key action levels to follow. Where risks from a hazard cannot be eliminated at source, PANDA WASTE will utilize the hierarchy of controls, descending from substitution to suitable PPE.

Rating	Score	Key: Action Levels
Serious: Intolerable	6-9	Stop: Work involving this hazard is prohibited. Task to be referred back to management for consideration of alternative control measures to eliminate the hazard at source or reduce the risk to a more acceptable level. The control measures selected should be realistic and cost effective. PK Ltd. must be seen to have done what was reasonably practicable to reduce the risk to an acceptable level.
Medium: Substantial Risk	3-6	Further risk control / reduction measures must be identified. If the risk cannot be reduced further then the hazard must be strictly managed, and the frequency, duration and persons exposed to the hazard must be reduced to as low a level as is reasonably practicable.
Low: Trivial	1 – 3	No further preventative action is necessary but consideration should be given to more cost effective solutions or improvements that impose no additional cost burden. Monitoring is required to ensure that the controls are maintained.

Figure 2. Risk Factor Index

### **12.3 Review**

1. The risk assessments need to be reviewed:
  - a. On an annual basis,
  - b. As a result of the introduction of new operations or personnel,
  - c. As a result of accidents, incidents or non-conformances,
  - d. Changes in legislation, codes of practice or best practice.

### **12.4 Communication**

1. Where there is a requirement to modify a procedure personnel will be issued with a written copy of the same and receive direct instruction from there Department Manager or Health & Safety Manager.
2. Documentation will be updated and where required the issue will be discussed as part of the regular site safety meetings.

### **12.5 New process / Equipment**

1. Where there is a requirement to purchase new equipment or carry out a new task a pre operational risk assessment will be carried out. The objective of this exercise will be to strive for continuous improvement and to design out any possible hazards in the new work system.
2. Where possible new equipment will be ordered and designed to incorporate improved design features which have become apparent through experience and use of similar equipment on this and other sites.
3. New plant or equipment will be tested and trialled by appropriate manager / engineer. Where required the services of a competent expert will also be obtained. All new equipment will conform to the appropriate industry standards and where appropriate be CE marked.

## 12.6 Sub-contractors

1. Where necessary, sub-contractors may be required to complete the site induction before being allowed to carry out any works on-site. All contractors are subject to the site “permit to work” system and emergency procedures. Specific safety instruction procedures will be included with the issue of these permits.
2. Routine operational hazards for the maintenance of equipment have been identified. Sub-contractors working on site will be also be required to inform the Site Manager of any particular hazard that might arise during the course of their work.
3. A pre operations risk assessment will be carried before commencing any non-routine activity. PANDA WASTE requires that a task specific method statement be prepared for all non-routine activity.

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## 13.0 PERSONAL PROTECTIVE EQUIPMENT

1. Panda Waste have developed a policy on the use of Personal Protective Equipment. The organisation intends to regularly review this policy and to update it as necessary. The review will consider the experiences to date changes in work arrangements and practices. Where risks to employees cannot be avoided by technical means of collective protection or by work organisation, personal protective equipment will be provided.
2. The personal protective equipment will:
  - a. Be appropriate for risk involved,
  - b. Take account of existing conditions at the place of work, and of requirements and the employee's state of health, and fit the wearer correctly.
  - c. P.P.E. provided will comply with relevant European Community Directives, regarding design and manufacture. It will be maintained in good working order and in satisfactory hygienic condition by providing storage, maintenance, repair or replacement.
3. Where P.P.E. is used, the employee will:
  - a. Be informed of the risks against which the equipment protects him/her,
  - b. Be provided with information on the P.P.E,
  - c. Be given instruction on the use of the P.P.E,
  - d. And be provided with training or appropriate demonstration in wearing of such equipment,
4. Spare equipment will be maintained on site in the event of loss or damage.
5. The department manager is the person responsible for completing the assessment, maintaining the equipment and providing instruction and training.
6. It is the duty of every person issued with PPE to wear and use it.

## 14.0 FIRE SAFETY

1. It is Panda Waste'S policy to ensure the safety of staff through the implementation of an Emergency Response Plan at each site.
2. Fire evacuation drills will be held every six months on all sites. All areas have instructions on the action to be taken in the event of activation of the fire alarm and on the discovery of fire.
3. Dates of drills etc. are logged in the Fire Register.
4. The Fire Marshal at each location ensures that all the fire safety measures provided are adhered to. The Fire Warden in charge of any building/unit/area shall report as soon as possible any damage to these fire safety measures.
5. The Emergency Response Plan is concerned with the proper upkeep of systems and fire safety measures, the provision of information on fire safety measures, and the institution of good housekeeping arrangements.

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## 15.0 TRAINING AND INSTRUCTION

1. Panda Waste recognises that training and instruction of staff by competent personnel is essential in ensuring the safety and health of the workforce.
2. All instruction, training and supervision will be provided in a form, manner as appropriate and in a language that is reasonably likely to be understood by the employee concerned.
3. It shall be a condition of employment that all employees participate and complete a basic induction course before starting work at any Panda Waste Facility.

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## 15.1 Induction course

1. All new employees must receive Safety, Health and Induction Training.
2. This will include information on and an introduction to Panda Waste. The following topics will be covered:
  - a. Manual handling,
  - b. Safety Policy and Safety Statement,
  - c. Safety Representative and Safety Committee,
  - d. Policy on Fire Prevention and Emergency Evacuation procedures,
  - e. Welfare facilities (canteen, toilets etc.),
  - f. The location of the First Aid/Medical Centre,
  - g. Smoking Policy,
  - h. Accident reporting procedure,
  - i. Housekeeping.
  - j. General Duties of Employers and Employees

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## 15.2 Training Assessment

1. Health & Safety training shall be arranged as required, based on changing operating conditions, staff requirements and because of ongoing risk assessments.
2. All new equipment will be assessed by a competent person in order to identify any training implications and shall devise appropriate safety arrangements where necessary.
3. Department Managers are responsible for:
  - a. Identifying staff in need of training or refresher courses.
  - b. Ensuring staff receive appropriate instruction/training in standard work practices.
  - c. Identifying work situations which require instruction/training of staff.
4. On-site contractors receive appropriate instructions relating to any risks to safety and health that they may encounter during their work activities on Panda Waste facilities.

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### 15.3 Current Training Programmes

1. Managing & Supervising Safely
2. Safety Representative
3. General Induction
4. Fire and Emergency
5. Manual Handling
6. Ergonomic set up VDU workstation.
7. Scissors Lifts
8. Teleporter
9. Cherrypicker
10. Forklift driver
11. Static plant operation
12. Use of PPE
13. Lockout / Tagout
14. Working at Height
15. Confined space
16. First Aid / AED

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## 16.0 DISCIPLINARY ACTION

1. Disciplinary Action will be taken where compliance with Safety and Health rules/regulations cannot be achieved through advice and persuasion.
2. Disciplinary procedures will be in line with what is already in place and detailed in employees' contracts of employment and the employee handbook.
3. Violation of Safety Guidelines shall be addressed by the following procedure.
  - a. Step 1 Verbal Warning
  - b. Step 2 Written Warning
  - c. Step 3 Final Written Warning
  - d. Step 4 Removal from site, suspension or termination of employment
4. Depending on the severity of the breach, Steps 1, 2 and 3 may be by-passed.

## 17.0 EMERGENCY PLAN

1. Panda Waste has prepared an Emergency Response Plan to ensure a co-ordinated site response to all foreseeable dangerous occurrences and emergencies.
2. The emergency procedures will be reviewed regularly to ensure that they take account of all changes in processes, equipment, personnel, standards etc.
3. Evacuation drills will be carried out every six months so that all employees are familiar with escape routes and the procedures to be followed.
4. Responsibility for the organisation of evacuation drills will rest with the Fire Marshal.

## 18.0 SAFETY STATEMENT REVISION

1. Panda Waste will, taking into account any risk assessments carried out, review the safety statement where:
  - a. There has been a significant change in the matters to which it refers,
  - b. There is another reason to believe that the safety statement is no longer valid, or
  - c. An inspector in the course of an inspection, investigation, examination, inquiry under section 64 of the Safety, Health & Welfare at Work Act 2005 or otherwise directs that the safety statement be amended within 30 days of the giving of that direction, and, following the review, Panda Waste shall amend the safety statement as appropriate.

## 19.0 DIRECTORS REPORT

1. Panda Waste will prepare or have prepared an annual Health & Safety Report for inclusion in the company's Annual Board Report.
2. Issues arising in the Annual Health & Safety Report will be included in the Goals & Objectives set by the Board of Directors for the coming year.

## Appendix 1- Risk Assessments

Hazard Assessed:- Needles and Other Sharps Hidden in Skips

Date Assessed:-	24/02/2014
Review Date:-	24/02/2015
Assessed By:-	Denis O'Sullivan

Company Name:-	Panda Waste Services
Company Address:-	Cappagh Road, Finglas.

Risk Assessment Method:- Severity x Frequency = Risk

Risk	People at Risk	Frequency of Exposure	Severity	Risk Rating
1. Infection through needle stick	All Employees and Contractors	1	3	3
2. Cuts from broken glass, concealed blades & other sharps		2	2	4

Control Measures	Persons Responsible	Resources
------------------	---------------------	-----------

<ol style="list-style-type: none"> <li>1. Ensure that all personnel and contractors involved in waste collection work have been informed of the biological hazards associated with their occupation are have been advised in relation to inoculation against Hep B &amp; Tetanus.</li> <li>2. All employees should receive specific training in both hazard identification and safe practices when handling with potentially hazardous items. All training records should be kept up to date.</li> <li>3. If discovered in waste all sharps with potential bio hazard should be placed in a sharps box for safe disposal.</li> <li>4. Correct PPE must be issued and worn.        Issued PPE to include:        Safety Boots        Puncture &amp; Cut Resistant Utility Gloves        Work Wear trousers        Safety Goggles        Dust Masks</li> </ol>	<p>Panda Management</p> <p>Panda Management</p> <p>Operations Staff</p> <p>Panda Management</p>	<p>External Occupational Health.</p> <p>Panda HSO &amp; External H&amp;S Vendor.</p> <p>HSE &amp; External H&amp;S equipment supplier.        External H&amp;S equipment supplier.</p>
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Hazard Assessed:- First Aid

Date Assessed:-	24/02/2014
Review Date:-	24/02/2015
Assessed By:-	Denis O'Sullivan

Company Name:-	Panda Waste Services
Company Address:-	Cappagh Road, Finglas.

Risk Assessment Method:- Severity x Frequency = Risk

Risk	People at Risk	Frequency of Exposure	Severity	Risk Rating
1. Minor injury	All Employees and Contractors	3	2	6
2. Serious injury		2	3	6
3. Death		2	3	6

Control Measures	Persons Responsible	Resources
1. Ensure that there is at least one trained first aider on site at all times.	Facility Manager & HSO	Emergency Care Ltd.
2. Ensure that there are adequate first aid kits on site to conform with the criteria as set out in the SHWW (General Application) Regulations 2007.	Facility Manager & HSO	External H&S Training Provider
3. Ensure that there is an eye wash station and Burn station on site	Facility Manager & HSO	
4. Ensure that all kits are kept fully stocked at all times and they comply with HSA guidelines.	Facility Manager & HSO	

**Hazard Assessed:-** Manual Sorting and Moving of Waste Products

Date Assessed:-	24/02/2014
Review Date:-	24/02/2015
Assessed By:-	Denis O'Sullivan

Company Name:-	Panda Waste Services
Company Address:-	Cappagh Road, Finglas.

Risk Assessment Method:- Severity x Frequency = Risk

Risk	People at Risk	Frequency of Exposure	Severity	Risk Rating
1. Musculoskeletal Injuries	All Employees and Contractors	3	2	4
2. Repetitive Strain Injuries		3	2	4
3. Collision		1	3	3

Control Measures	Persons Responsible	Resources
<ol style="list-style-type: none"> <li>Review the costs associated with installing auto raising units to eliminate the need for employees to stoop when sorting skip waste</li> <li>All employees have received manual handling training specific to the works that they are required to undertake.</li> <li>Reduce the overall amount of manual handling by using onsite machinery to aid in the lifting and carrying of waste products.</li> <li>Ensure that correct PPE has been issued and is being used correctly, i.e. Hardhat, safety gloves, hearing protection, safety glasses, safety boots.</li> <li>Ensure that staff are not wearing any items of clothing or jewellery e.g. security lanyards, that may get snagged in equipment.</li> </ol>	Panda Senior Management Panda & Agency Provider Panda Panda & Agency Provider Panda & Agency Provider	Safety, Health and Welfare at Work (General Application) Regulations 2007 Manual Handling in the Irish Construction Industry (ERG/09/09)



Hazard Assessed:- Fall from a height whilst using Skip Netting Platforms

Date Assessed:-	24/02/2014
Review Date:-	24/02/2015
Assessed By:-	Denis O'Sullivan

Company Name:-	Panda Waste Services
Company Address:-	Cappagh Road, Finglas.

Risk Assessment Method:- Severity x Frequency = Risk

Risk	People at Risk	Frequency of Exposure	Severity	Risk Rating
1. Death	All Employees and Contractors	1	3	3
2. Serious Injury		1	3	3
3. Injury to Neck & Back		1	2	2
4. Partial or full paralysis		1	3	3

Control Measures	Persons Responsible	Resources
<ol style="list-style-type: none"> <li>1. Install end stops and entry chains to both Skip Netting Platform to prevent unauthorised access to the Platforms and to limit the exposure to a fall from height</li> <li>2. Working at height carried out on stable ground which is suitable for such works</li> <li>3. Weekly inspections to be carried out on the platforms and any defects repaired</li> <li>4. Platform is not overloaded and is only used for light work only and only for short periods of time.</li> <li>5. Correct PPE to be used whilst working at heights               <ol style="list-style-type: none"> <li>a. Hardhat</li> <li>b. Safety boots</li> <li>c. Safety glasses</li> </ol> </li> </ol>	Panda Waste Management  Panda Waste Management  Panda Waste Management  Panda Waste Management	Safety Health and Welfare at Work (General Application)  Regulations 2007  HSA Information Sheets:  Safe use of Work Platforms/Trestles

Hazard Assessed:- Safe Access and Egress

Date Assessed:-	24/02/2014
Review Date:-	24/02/2015
Assessed By:-	Denis O'Sullivan

Company Name:-	Panda Waste Services
Company Address:-	Cappagh Road, Finglas.

Risk Assessment Method:- Severity x Frequency = Risk

Risk	People at Risk	Frequency of Exposure	Severity	Risk Rating
1. Musculoskeletal Injuries	All Employees and Contractors	1	2	2
2. Death		1	3	3
3. Severe Burns		1	3	3

Control Measures	Persons Responsible	Resources
<ol style="list-style-type: none"> <li>Immediate work areas will be isolated to segregate works from public</li> <li>The Banks Man will monitor area during works to coordinate any pedestrian movements in close proximity to works</li> <li>Ensure that all exit doors fire extinguishers or emergency telephones are not blocked. If walkways are being blocked signage to be installed to indicate alternative exit route.</li> <li>Ensure that all employees have completed the local area induction to include identification of all access and egress routes from the location of works.</li> <li>Ensure that there is adequate emergency lighting present in the area where the works are to be carried out.</li> </ol>	Panda Waste Management Panda Waste Management Panda Waste Management Panda Waste Management Panda Waste Management	Safety, Health and Welfare at Work (General Application)

Hazard Assessed:- Slip, Trip and Falls

Date Assessed:-	24/02/2014
Review Date:-	24/02/2015
Assessed By:-	Denis O'Sullivan

Company Name:-	Panda Waste Services
Company Address:-	Cappagh Road, Finglas.

Risk Assessment Method:- Severity x Frequency = Risk

Risk	People at Risk	Frequency of Exposure	Severity	Risk Rating
1. Soft Tissue Injuries	All Staff and Contractors	1	2	2
2. Bone fracture		1	3	3
3. Head Injuries		1	3	3
4. Minor cuts and bruising		1	1	1

Control Measures	Persons Responsible	Resources
<ol style="list-style-type: none"> <li>Ensure that all work areas are cordoned off from all personnel not working in the area.</li> <li>Ensure that adequate signage is used to warn personnel of the hazard.</li> <li>Where barriers and diversions from areas of work are to be used to cordon off the work area, they are to be set at a safe distance from the work and locations</li> <li>The work area is to be kept as free from clutter as possible.</li> <li>Loose material especially cable and strapping is to be kept in a tidy manor and not scattered about</li> </ol>	Panda Management	Safety, Health & Welfare at Work (General Application) Regulations 2007.

Hazard Assessed:- Bin Recycling Area

Date Assessed:-	24/02/2014
Review Date:-	24/02/2015
Assessed By:-	Denis O'Sullivan

Company Name:-	Panda Waste Services
Company Address:-	Cappagh Road, Finglas.

Risk Assessment Method:- Severity x Frequency = Risk

Risk	People at Risk	Frequency of Exposure	Severity	Risk Rating
1. Soft Tissue Injuries	All Employees and Contractors	1	2	2
2. Severe Cuts		1	3	3
3. Head Injuries		1	2	3
4. Musculoskeletal Injuries		1	2	1
5. Repetitive Strain Injuries		1	2	2
6. Minor cuts and bruising		1	1	1

Control Measures	Persons Responsible	Resources
<ol style="list-style-type: none"> <li>1. All hand tools to be inspected before use.</li> <li>2. Use only the right tool for the right job</li> <li>3. Ensure hands kept clear of potential pinch points</li> <li>4. Gloves must be worn at all times when operating hand tools to reduce the risk of cuts.</li> <li>5. Eye protection must be worn at all times when operating hand tools to prevent injury to the eyes from dust, debris.</li> <li>6. All damaged or defective equipment is to be taken out of use from site.</li> <li>7. When stacking bins for storage the bins are to be laid on their side to prevent overreaching. The onsite forklift will then be used to restack the bins to the correct height for storage.</li> <li>8. All wheels and lids are to be stored in suitable storage containers and not scattered about the work area where they may cause a trip hazard.</li> <li>9. PPE for works is as follows: <ol style="list-style-type: none"> <li>a. <i>Safety Glasses</i></li> <li>b. <i>High Visibility Vest (Orange)</i></li> <li>c. <i>Safety Footwear</i></li> <li>d. <i>Suitable rated gloves for the task at hand</i></li> </ol> </li> </ol>	<p>Panda Operative Panda Operative Panda Operative</p> <p>Panda Operative</p> <p>Panda Management Panda Operative and Fork lift Operator</p> <p>Panda Operative</p> <p>Panda Management</p>	<p>Safety, Health &amp; Welfare at Work (General Application) Regulations 2007.</p>

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Hazard Assessed:- On Site Machinery

Date Assessed:-	24/02/2014
Review Date:-	24/02/2015
Assessed By:-	Denis O'Sullivan

Company Name:-	Panda Waste Services
Company Address:-	Cappagh Road, Finglas.

Risk Assessment Method:- Severity x Frequency = Risk

Risk	People at Risk	Frequency of Exposure	Severity	Risk Rating
1. Spinal Injuries	All Employees and Contractors	2	3	6
2. Limb and Joint Injuries		2	2	4
3. Lacerations and Bruising		2	1	2
4. Fractured Bones		2	2	4
5. Loss of Life		2	3	6

Control Measures	Persons Responsible	Resources
<ol style="list-style-type: none"> <li>1. Ensure that statutory inspections are carried out and documented for all 360 machines and Loading Shovels</li> <li>2. Ensure that all drivers carry out daily inspections of machinery prior to use and record and defects</li> <li>3. If major faults are discovered the machine in question is to be taken out of service until such time as repairs have been carried out.</li> <li>4. All machinery is to be fitted with strobe lighting, flashing beacons and reversing alarm</li> <li>5. All Forklift drivers are to wear seatbelts at all times when operating forklift trucks</li> <li>6. All training records in respect of driver competence are to be maintained on file in the local site office for inspection.</li> <li>7. All employees are to take account of the SSWP's for the use of plant and are to sign off on same.</li> </ol>	<p>Panda Management</p> <p>Panda Machine Operators</p> <p>Panda Management &amp; Machine Operators</p> <p>Panda Management</p> <p>Panda Forklift Drivers</p> <p>Panda Management</p> <p>Panda Machine Operators</p>	<p>Safety Health and Welfare at Work (General Application) Regulations 2007</p>

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Hazard Assessed:- Operative being struck by a moving plant

Date Assessed:-	24/02/2014
Review Date:-	24/02/2015
Assessed By:-	Denis O'Sullivan

Company Name:-	Panda Waste Services
Company Address:-	Cappagh Road, Finglas.

Risk Assessment Method:- Severity x Frequency = Risk

Risk	People at Risk	Frequency of Exposure	Severity	Risk Rating
1. Lacerations & Bruising	All Employees and Contractors	1	1	1
2. Fracture of Bones		1	2	2
3. Serious Disabling Injury		1	3	3
4. Loss of Life		1	3	3



Control Measures	Persons Responsible	Resources
<ol style="list-style-type: none"> <li>1. Ensure that operatives are clearly visible at all times when carrying out their duties in and around the site</li> <li>2. Ensure that operatives do not stand in the path of moving plant whilst carrying out their duties.</li> <li>3. Ensure that operatives wear Hi-Visibility Vests at all times</li> <li>4. Ensure that operatives are clearly visible at all times when entering or alighting from plant and machinery.</li> </ol>	<p>Panda Management</p> <p>Panda Operatives</p> <p>Panda Operatives</p> <p>Panda Operatives</p>	

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Master copy (in red)		SOP No: 17	
		Revision:	New
		No. of pages:	2
		Issued:	04/09/12
		By:	D.N.
Title:		Accident Prevention Policy	

Prepared By \_\_\_\_\_

Date \_\_\_\_\_

Approved By \_\_\_\_\_

Date \_\_\_\_\_

### 1.0 Scope;

This document presents Pandas, policy on the control and prevention of accidents at the site, including the minimisation of any associated environmental impact of accidents.

### 2.0 Authority & Responsibility;

The facility manager is responsible for ensuring that all Panda operatives are trained and carry out the procedure as required. The Facility Manager will implement this policy.

Operatives and sub-contractors working on site are responsible for complying with the procedure as documented

### 3.0 Documents Forming Accident Prevention Policy;

- Company Health and Safety Policy
- Safety Statement and Site Risk Assessments Document
- Site Environmental Management System
- Emergency Response Procedures
- Accident / Incident Reporting Procedure
- Training and Awareness Procedures

### 4.0 Health and Safety Policy;

The Health and Safety Policy describes Panda's commitment to controlling accidents and incidents and ensuring all personnel are protected, including contractors, visitors and the general public. The health and safety policy is communicated to all employees, contractors and visitors and is displayed in main reception area, site canteen and site weighbridge office.

<b>Master copy</b> (in red)		SOP No: 17	
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		Issued:	04/09/12
		By:	D.N.
Title:		<b>Accident Prevention Policy</b>	

## 5.0 Environmental Management System

The Site Environmental Management System specifies the objectives and targets regarding improvement of the site's environmental performance. It includes Standard Operating Procedures that are designed to minimise the risk of accident or incidents occurring during site operations and where these do occur to minimise the associated environmental impacts. These Procedures are as follows.

S.O.P. Title	SOP No.
Document Control	1
Targets and Objectives	2
Environmental Complaints	3
Corrective Action	4
Daily Site Inspections	5
Nuisance Management	6
Emergency Response	7
Unacceptable Waste	8
Communication Programme	9
Training and Awareness	10
Storage of Fuels and Oils	11
Designation of waste to suitable outlets	12
Waste handling and acceptance	13
Spills on Site	14
Rejected loads at destination	15
Metal Recovery from Mattresses	16

## 6.0 Emergency Response Procedures

An Emergency Response Procedure has been prepared that identifies the responsibilities and immediate and subsequent actions to be taken in event of specified emergency or accident. Incidents that will trigger the application of the Emergency Response Procedures include:

- Fire/Explosion
- Spillage/Release of Oils or Hazardous Waste
- Anything that might result in environmental pollution

## 7.0 Incident Reporting

SOP No 4 requires all accidents/incidents to be recorded and reported. Details of incident are recorded and provided to the Site Management. The classification of accident/incident is based on severity and the number of lost man days.

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		By:	D.N.
Title:		<b>Accident Prevention Policy</b>	

**8.0 Training**

SOP No. 10 Training and Awareness Procedure requires the training programme to be implemented with records maintained in the Training File.

**9.0 Distribution;**

<b>Document Control</b>	<b>Master Copy</b>
<b>Environmental Office</b>	<b>Copy</b>
<b>Operations Office</b>	<b>Copy</b>
<b>Logistical Office</b>	<b>Copy</b>

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		Revision:	2
		No. of pages:	6
		Issued:	10/09/11
		By:	D.N.
Title:		<b>Emergency Response Procedure</b>	

Prepared By \_\_\_\_\_

Date \_\_\_\_\_

Approved By \_\_\_\_\_

Date \_\_\_\_\_

### 1.0 Purpose:

The purpose of this ERP is to provide an emergency response method for dealing with emergencies in a safe and environmentally friendly manner.

### 2.0 Responsibilities

#### 2.1 Emergency response team

- Brian M<sup>c</sup>Cabe Director
- David Jervis Operations Manager
- David Naughton Environmental Manager
- Adam Goff Health and Safety Officer
- Kieran Connor Facility Manager
- Noel Hehir Deputy Facility Manager
- Anthony O'Hare Supervisor
- Sean Wall Weighbridge

The director has overall responsibility for this procedure.

The environmental department are responsible for ensuring that all relevant personnel are adequately trained in this procedure.

Employees trained in this procedure are responsible for complying with the requirements of the ERP and are responsible for ensuring that they can adequately respond to any emergency that may arise.

All managers and drivers are responsible for ensuring that vehicles and trailers/skips are maintained in a roadworthy condition at all times.

### 3.0 Definitions

#### 3.1 Emergency: For the purposes of this procedure an emergency shall constitute

- Spillage
- Fire/explosion
- Anything that might result in environmental pollution

ERT Emergency Response Team

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		By:	D.N.
Title:		<b>Emergency Response Procedure</b>	

#### 4.0 Procedure

- 4.1 Should an emergency situation arise, the facility manager, Environmental Manager and health and safety officer or any other designated person will implement the ERP.
- 4.2 The environmental officer will review the ERP each year. Additional procedures will be included in the ERP as necessary
- 4.3 Details of all emergencies will be documented and records maintained on the site for two years. The response to the emergency and the likely impact of the emergency on the environment will also be documented.
- 4.4 Following a complete investigation into each emergency a corrective and preventative action procedure will be implemented

#### 5.0 Possible emergencies that may arise at Panda Waste Services

##### 5.1 Definitions

<u>Spill</u>	Any amount of liquid
<u>Small spill</u>	less than five litres
<u>Medium spill</u>	five litres to two hundred and fifty litres
<u>Large spill</u>	greater than two hundred and fifty litres

##### Responsibilities

The yard supervisor, as the initial person at the scene, is responsible for dealing with all spills that occur on the site. He is also responsible for informing the environmental manager or other responsible person as soon as possible.

##### 5.2 Waste spill

###### **Actions to be taken on occurrence of a non-hazardous spill**

- Non-hazardous spills will be cleared immediately into the fowl water storage tank
- The spill will be reported to the environmental manager, who will record all details of the spill

###### **Actions to be taken on occurrence of a hazardous spill**

- Ensure only competent persons wearing suitable protective clothing handle the hazardous materials
- Ensure appropriate equipment is used for handling the material.
- Evacuate the area, if necessary, and contact the emergency services
- Contain the spill using absorbent materials, which are located around the site, and from the environmental department
- Once a spill has been contained, inform the environmental manager

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Title:		<b>Emergency Response Procedure</b>	

- The environmental officer will determine the source and nature of the spilled material and obtain a material safety data sheet, where possible.
- In the event that surface water is contaminated, the environmental manager will immediately inform Fingal County Council and the EPA.
- In the event that foulwater is contaminated, the environmental manager will consult Navan Wastewater Treatment Plant and the EPA prior to tankering it off site.
- In the event that the spill is likely to have caused environmental pollution, the spill will be considered as 'an incident' under condition 9.3 of the waste licence and will be treated as outlined in condition 11.1

### 5.3 *Equipment Breakdown*

#### **List of equipment Deemed critical for the normal operation of the plant**

1. Transportation fleet
2. Weigh-bridge
3. Tracking machine, used to sort incoming waste
4. Loading shovels

#### **Responsibilities**

Transportation fleet: all drivers are responsible for their own lorries.

Weigh-bridge: the facility manager is responsible for the weigh-bridge

All other equipment: the yard manager is responsible for all other equipment

#### **Actions to be taken in the event of equipment or machinery breakdown**

- There is sufficient fleet to allow the continuation of normal operations in the event of a breakdown of any of the lorries.
- The loading shovels are sufficient to cover the breakdown of the tracking machines and vice versa
- The facility manager will be immediately notified when a problem occurs with any equipment or machinery and will arrange for the equipment to be fixed by the fleet maintenance team.
- In the event that the weighbridge breaks down, the weighbridge in several other waste facilities are available, including Greenstar (Millennium Park), IPR (Walkinstown), Greenstar (Ballymount), Panda (Beauparc).

### 5.4 *Incidents as described in our licence condition 9.3*

- In the event that an incident, as outlined in condition 9.3 occurs, we shall comply with the requirements of the licence

The deputy facility manager will perform the duties of the facility manager in the absence of the facility manager.

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### 5.5 *Fire Fighting Response*

Fire safety management at the facility is comprised of the following:

- Fire prevention
- Fire containment
- Fire detection
- Fire suppression
- Response in event of fire
- Response in event of an alarm

### 5.6 *Fire Prevention*

Fire Prevention is achieved by:

- Safe storage of combustible and flammable materials
- Prevention of mobile sources of ignition in areas with combustible and flammable materials
- Suitable equipment
- Hot work permits will be introduced for proposed welding operations
- Good housekeeping
- Regular maintenance and competent repair of equipment
- Efficient emergency response and communications plan
- Regular safety audits

### 5.7 *Storage of Combustible and Flammable Materials*

The following principals are applied to the storage of combustible materials and flammable liquids.

- Good housekeeping and prompt consignment of dry recyclables off the site to prevent the build up of combustible materials
- Regular inspection of plant and equipment for leaks and other miscellaneous problems to prevent spillage of flammable liquids
- Removal of any gas containers or unidentified liquids/chemicals from the off-loading areas to the quarantine area immediately such items are noticed
- Provision of adequate bunds around the diesel and gas oil storage tanks.



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### **5.8 Control of Sources of Ignition**

The controls measures applied to minimise ignition sources include:

- No smoking policy within the Licence area
- Hot work permit system
- Only authorised personnel are permitted within the waste handling areas
- Secure site access and 24 hour site security to prevent unauthorised entry

### **5.9 Fire Detection**

The fire detection system/alarm at the facility consists of the following:

- Site staff or security officer will alert the Emergency Response Team (ERT) in the event of a fire,
- The Facility Manager and Environmental Manager are the designated Site Incident Controllers, with responsibility for assessing the scale of an incident, informing fire service, directing localised rescue and fire abatement services. If an incident occurs outside normal operating hours, the security staff will contact the relevant authorities
- The local fire brigade will be contacted by the ERT or security officer if necessary,

### **5.11 Fire Suppression**

The fire suppression capability is a combination of on site - fire fighting equipment and emergency response plans, and off site – fire service.

### **5.12 On Site Fire Suppression Facilities**

The on site fire abatement equipment includes:

- Fire Extinguishers (7 No)
- Hose reels

### **5.13 Off Site Fire Suppression Facilities**

Fingal County Council Fire Service (Blanchardstown Station) can bring water to site. The volume of water varies depending on number of tenders or tankers. According to the Fingal Fire Service, approximately 2 fire tenders with 1.82m<sup>3</sup> capacity each are normally dispatched to an incident.

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**5.14 Anything that might result in environmental pollution**

If it is suspected that environmental pollution is being caused as a result of waste transportation

- Stop what is being done immediately and
- Notify the environmental Officer at Panda (Ph. No. 1850 65 65 65).
- The environmental officer will notify the relevant regulatory authorities if necessary.

**6 Useful numbers**

Brian M <sup>c</sup> Cabe (Director)	087 9978422
Peter Waters (Tanker Dept)	086 8386979
David Naughton (Environmental Manager)	086 6045905
David Jervis (Operations Manager)	086 4053925
Adam Goff (Health and Safety Manager)	087 9534072
Kieran Connor (Facility Manager)	086 3202015
Noel Hehir (Deputy Facility Manager)	086 8431140
Sean Wall (Weighbridge)	087 9861748
Fingal County Council	01 8905000
EPA Wexford	053 9160600
EPA Dublin	01 2680100
H.S.A.	1890 289 389
Central Fisheries Board	01-8842600
<b>Emergency Services</b>	<b>999 or 911</b>

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