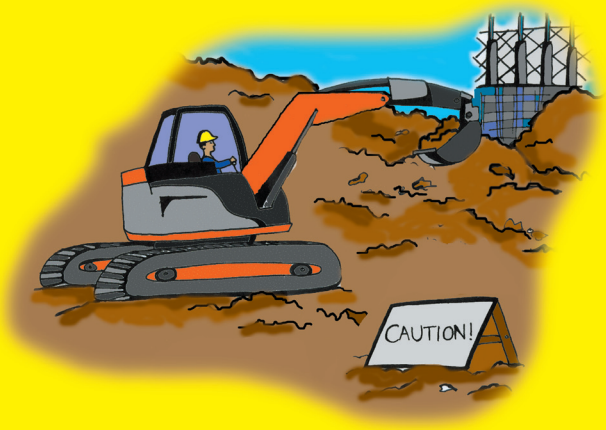
HEALTH AND SAFETY AUTHORITY

SAFE SYSTEM OF WORK PLAN (SSWP)



GROUND WORKS PICTOGRAMS

HEALTH AND SAFETY AUTHORITY

SAFE SYSTEM OF WORK PLAN
(SSWP)

GROUND WORKS

PICTOGRAMS

Contents

PART 1 – Mandatory Site Requirements

SUPERVISION

Every activity must be initiated and controlled. Supervision, generally by the person in charge, e.g. the foreman, is essential to ensure the activity is completed as planned, and to ensure a safe system of work.

SAFE PASS

As identified in the Construction Regulations, all persons engaged in construction work must be in possession of a current Safe Pass card, and have successfully completed the one-day Safe Pass training. Safe Pass cards must be renewed as appropriate.

PLANT/EQUIPMENT CERTIFICATION

It is a legal requirement that most construction plant is tested and examined on a regular basis, in particular all lifting appliances and lifting gear. The Certificates relating to these must be kept up to date.

CSCS

The Construction Skills Certification Scheme (CSCS): as outlined in the Construction Regulations, requires that certain construction skills have mandatory training. On successful completion of this training, persons are given a CSCS card. CSCS cards must be renewed as appropriate.

INDUCTION

Every new contractor or new employee to a site must undergo an induction process when they first arrive on site. This induction should inform the attendees about site rules and procedures, and the arrangements for their safety and welfare on site, and also who the key duty holders are.

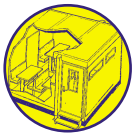
COMMUNICATION

Timely and good communication is essential. Such clear communication helps to ensure that tasks are understood and completed in a safe manner. Workers need to know how to do their work safely.

WC & WASHING

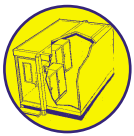
Toilets and a hand washing facility must be provided on all sites. The facility must include a sufficient supply of hot and cold running water, toilet tissue, soap, and towels. The facility must be maintained in a clean and hygienic condition as well as being easily accessible.

CANTEEN



A facility must be provided for workers to take breaks. Minimum requirements include a facility for boiling water, tables with impermeable surfaces, and chairs with backs. It must be properly ventilated, adequately lighted, kept in a clean, hygienic orderly condition not used for the storage of building materials or plant.

DRYING/CHANGING



Arrangements, separate from the canteen facility, must be in place to allow workers to change and dry clothes.

DRINKING WATER

An adequate supply of wholesome drinking water must be provided at a convenient point(s).

SMOKING CONTROL

Smoking is prohibited in enclosed work places.

PART 2

ELECTRICITY

ELECTRICITY SUPPLY BOARD (ESB)/OR OTHER ELECTRICAL UTILITY COMPANY

Where a work activity is to begin, and services are unknown, the ESB, or other electrical utility company, must be contacted for drawings and advice on the position of underground services.

DIVERT/OFF

Before work is to commence adjacent to overhead and underground services, the ESB, or other electrical utility company, must be contacted to request that, either power lines be diverted away from the work zone, or, if necessary, they can be temporarily switched off to allow work to proceed safely.

SURVEY MAP

Before work is to commence, a drawing of the underground services should be procured and the ground suitably surveyed and subsequently marked out to identify the position of such services.

DETECTOR

Before digging is to commence, the ground should be scanned with a suitable detector to verify the position of any underground services, and any variances identified should be reflected on the drawing.

OVERHEAD LINES

Working close to, or having access under overhead lines by plant and equipment that have the potential to extend to, or operate close to, the lines can be dangerous. Warning goal posts should be erected at a safe distance either side of the lines, and any such plant required to pass the goal posts must ensure that they only accesses under the lines via the goal posts. The exposed lengths of the overhead lines must be guarded from unapproved access. Refer to the ESB Guidelines for further information.

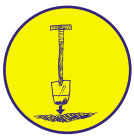
WARNING SIGNS

Contact with power lines can kill. People working close to, or accessing close to, or at power lines must be made aware of the power lines' existence, to allow them to apply the necessary controls. Suitable and sufficient Warning Signs should be erected to advise persons of the danger.

NO MECHANICAL DIGGING

Mechanical excavating at, or immediately close to, underground electrical services is not permitted. Such services should be uncovered or made visible by hand digging only, to minimize the potential of cutting or puncturing the service. Only with all the lines clearly visible should mechanical digging recommence. Consideration may also be given to having a representative of the ESB, or other electrical utility company, on site when working close to, or excavating close to underground services.

HAND DIG



Hand digging should only be used to unearth or make visible underground services. However, care should be taken during hand digging, as this can also result in cutting services, and exposing live conductors.

BARRIERS

Where services have been uncovered/ made visible, and remain visible or insufficiently backfilled, suitable barriers should be erected at a sufficient distance around the service area to prevent persons entering the danger area.

TIPPING

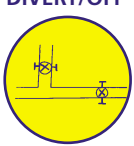
Tipping vehicles must pay particular attention to the position of overhead lines and always remain at a sufficient safe distance from such overhead lines. The erection of warning goal posts should be undertaken.

GAS

BORD GÁIS EIREANN OR OTHER GAS UTILITY COMPANY

Where work activities are to begin, and the positions of gas services are unknown, Bord Gáis Eireann, or other gas utility company if appropriate, must be contacted to obtain drawings and advice on the position of any underground gas services.

DIVERT/OFF



Before work is to commence adjacent to any underground gas services, Bord Gáis Eireann, or other gas utility company, must be contacted to request that, either gas services be diverted away from the work zone, or, if necessary, the gas supply be cut off to allow work to proceed safely.

SURVEY

Before work is to commence, a drawing of the underground gas services should be procured and the ground suitably surveyed and subsequently marked out to identify the position of such services.

DETECTOR

Before digging is to commence, the position of gas mains must be identified. Consideration should be given to having a representative of the Bord Gáis Eireann, or other gas utility company, on site when working close to or excavating close to underground gas mains.

WARNING SIGNS

Gas explosions can kill. People working close to, or accessing close to, or at live gas mains must be made aware of their existence, to allow them to apply the necessary controls. Suitable and sufficient Warning Signs should be erected to advise persons of the danger.

NO FLAMES

Gas is highly flammable, so flames or any sources of ignition (sparks, static electricity etc.) must not be allowed to come in contact with, or be in the vicinity of, live gas.

NO MECHANICAL DIGGING

Mechanical excavating at, or immediately close to, underground gas services is not permitted due to the high risk of inadvertent mains' rupture and the possible release of gas.

HAND DIG

Hand digging should only be used to unearth or make visible underground gas services.

BARRIERS

Where gas mains and services have been unearthed made visible, and remain visible or insufficiently backfilled, suitable barriers should be erected at a sufficient distance around the service area to prevent persons entering the danger area.

STORAGE

Gas bottles on site must always be stored upright and chained to prevent their inadvertent falling.

PLANT & EQUIPMENT

CHECK SUITABILITY

Before any piece of plant is used to carry out an activity it must be checked for its suitability for the task, e.g. safe working load, accessories available, and reach capability etc. In addition when purchasing and using plant e.g. dumpers and bulldozers etc, consideration must be given to the potential risks to workers from vibration emissions.

CHECK LIFTING GEAR

Lifting gear means any gear or cable by which a load can be attached to a lifting appliance, which can include chain sling, rope sling, hook, shackle or eye bolt. Before lifting gear is used it must be examined to check for SWL, and that defects which may reduce its capacity to function safely are highlighted and repaired. Lifting gear must be appropriately certified prior to use.

ROLL OVER PROTECTION

All construction plant is required by law to protect the driver/operator. Where plant can possibly overturn, Roll Over Protection is required, e.g. dump trucks, tractors, and mini-excavators.

WARNING DEVICES

With plant that has restricted visibility, particularly while carrying out reversing operations, suitable warning devices, or sight seeing devices must be fitted, e.g. CCTV, flashing beacons, convex mirrors etc.

SEAT BELTS

Where seat belts are fitted they must be worn. In the event of an overturn they can save lives.

EXCLUSION ZONE

As a general rule, persons should not be working within the working radius of an excavator boom. People should be kept a safe distance away from working plant and barriers should be used where possible.

PEDESTRIAN ROUTES

Whether they are workers on site or members of the public, the separation of pedestrians from construction plant operations is important. Dedicated pedestrian routes that are clearly identified must be used.

FENCING

Plant should be secured when left unattended to prevent unauthorised use, especially when parked up at the end of the working day.

PROXIMITY TO PUBLIC

Construction operations must not interfere with, or obstruct, members of the public. Secure fencing, e.g. hoarding, and, where necessary security personnel should be used.

SWL

Lifting appliances and lifting gear must never be used to lift beyond their stated Safe Working Load (SWL).

LOCKING ATTACHMENTS

Excavator buckets when in use must be secured to their Quick Hitch. Generally this requires the insertion and location of a locking pin, to prevent inadvertent dropping of the bucket.

FLAGMAN

Where construction work involves managing traffic or pedestrians in public areas, trained flagmen should be used to control such movements in a safe manner. Flagmen must wear high visibility vests and use approved Stop/Go signs or flags. Where two flagmen are required they must be in visible contact or in voice communication with each other.

BANKSMAN

A banksman is a trained Slinger and Signaller, and must always be used during lifting operations.

SPEED SIGNS

Vehicular speeds must be controlled on construction sites. Speed Signs must be erected and displayed appropriately to advise drivers of permitted speeds.

TRAFFIC CONTROL

Traffic Control plans must be prepared to help plan and control traffic movement, especially at the entrance to any construction site. These may include the use of warning signs, bollards, stop-go systems, ramps, temporary traffic lights, and flagmen. Liaison with local Gardaí may also be necessary. The Department of the Environment's Traffic Signs Manual should be referred to.

NO PASSENGERS

Construction plant is generally only to be occupied by the one single person who is in control of the vehicle. One seat, one person. Such plant must not be used to give lifts about the site to others.

HAND TOOLS

CHECK SUITABILITY

Before any electrically powered hand operated tool is used to carry out any work activity it must be checked for its suitability for the task, e.g. voltage rating, size and condition etc. In addition when purchasing and using hand operated power tools e.g. grinders, saws and drills etc, consideration must be given to the potential risks to workers from vibration emissions.

VOLTAGE

All portable electric tools rated below 2 kilowatts used on construction sites must be rated at 110V.

CHECK CABLE

Before using any electric appliance on site, including use of transformers and extension reels, the cables and connectors attached must be examined to ensure that such components are not damaged.

GUARDS

Many hand/portable tools have rotating shafts and components, others due to their application will emit fragments including dust and sparks. Such tools must have suitable guards fitted, e.g. circular saw guards, power-take-off shaft guards etc.

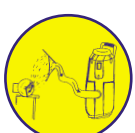
CABLE PROTECTION

Trailing electric cables in situations where they are at risk from damage because of their position must be protected from such damage, or a safer cable location used.

GENERATORS OUTSIDE

To avoid the silent killer, petrol and diesel driven generators must always be used outdoors to avoid the deadly effects of carbon monoxide build-up from exhaust gases. Also, all other petrol and diesel driven vehicles must not be allowed to run in enclosed spaces. Similarly it is recommended that flame heaters, e.g. Superser-type gas heaters, should not be used on site.

DUST SUPPRESSION



Tools and equipment which generate dust or fume clouds should be fitted with appropriate extraction and/or wetting aids.

MAINTENANCE

All tools and equipment should undergo regular servicing and maintenance checks to ensure fitness for use.

WORKING CLOSE TO WATER

PERSONAL FLOTATION DEVICE

When working close to, or over, water, personal flotation devices should be worn, e.g. inflatable life- jackets. All personal flotation devices should be properly stored, inspected and serviced.

LIFE RING

Working adjacent to, or in the vicinity of, water, sufficient workable life rings must be available at the water's edge.

BOAT

Working over water, it is recommended that a rescue boat be readily available.

EDGE PROTECTION

Suitable handrails must be used, where appropriate, when working close to water.

SAFETY LINE

Workers whose activity goes up to the water's edge can also be attached to a safety line for protection.

FALL ARREST

Fall Arrest harnesses with lanyards or retractable reel systems used with suitable anchorages may also be appropriate for the protection of workers over or close to water.

GRAB LINES

Safety ropes and lines can be erected close to the shore and down stream, so that where a person inadvertently falls into the water they can secure their own safety by holding on to the grab line, and pulling themselves to the shore.

WORKING CLOSE TO THE PUBLIC

FENCING

Construction activity should not present an undue risk to members of the public, especially to children. Suitably constructed fencing must be used to secure sites.

HOARDING

Particularly on street-side works, suitably designed and constructed hoarding should be erected to secure construction work. Alternative arrangements must be put in place to ensure that normal pedestrian and public vehicular traffic is not put at undue risk as a result of any changes made.

BARRIERS

All ongoing works, in particular street activities, open excavations, exposed manholes etc., must be adequately protected with suitable barriers, and identified with appropriate warning signs.

PEDESTRIAN WAY

Where members of the public have to access close to, or around, construction work, suitable and safe routes must be provided to ensure that their safety is not put at risk from the construction work activity. Consideration must also be given to persons with disabilities.

WARNING SIGNS

Persons must be given advance warning when approaching construction work, and in particular where specific hazards may exist. Suitable Warning Signs must be erected to give such adequate warning, and, where necessary, must give clear unambiguous directions to passing members of the public.

HOUSEKEEPING

All public areas must be kept clear of construction-related debris including the removal of muck, dust, trip hazards, protruding puncture objects and falling objects etc. Also, where reinstatement is required it is should be completed as soon as possible.

TRAFFIC CONTROL

Traffic Control plans must be prepared to help direct and control traffic movement, especially at the entrance exit of any construction site. These may include the use of warning signs, bollards, stop-go systems, ramps, temporary traffic lights, and flagmen. Liaison with local Gardaí may also be necessary. The Department of the Environment's Traffic Signs Manual should be referred to.

SECURITY

Only Authorised Persons should be allowed on construction sites. The use of trained Security Personnel can help to control such access.

FLAGMAN

Where construction involves managing traffic or pedestrians in public areas adjacent to construction activity, trained flagmen should be used to control such movements in a safe manner. Flagmen must wear high visibility vests and use approved Stop/Go signs or flags. Where two flagmen are required they must be in visible contact or in voice communication with each other.

BANKSMAN

A banksman is a trained Slinger and Signaller, and must always be used during lifting operations.

EXCAVATION

Excavations and trenches greater than 1.25m deep can cause serious accidents from the collapse of their sides resulting in the burial or crushing of workers inside the excavation.

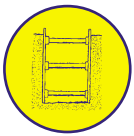
BATTER BACK

Battering back requires the sides of the trench to be sloped back to a safe angle, making the sides of the excavation stable and thereby preventing their collapse.

TRENCH BOX

A Trench Box is a proprietary support system. These trench supports can be put in place without requiring people to enter the excavation. When in place people can work safely inside the trench box.

SHORING



Shoring gives temporary support to the wall of a trench by placing sheeting along its walls with sufficient props both vertically and horizontally to support the length of the excavation exposed. Adequate shoring is often completed with sheet piles, and these are particularly used for very deep excavations where space is restricted, e.g. on or close to streets and busy roads.

EXCLUSION ZONE

As a general rule, persons should not be working within the working radius of an excavator boom. People should be kept at a safe distance from working plant and barriers should be used where possible.

GROUND CONDITIONS

The ground area surrounding the excavation should be inspected to ensure that it is capable of taking the weight of any load applied, e.g. plant or equipment which may be used.

NO UNDERMINING

Before excavating, the adjacent area should be checked to ensure that the excavation work will not cause other structures to become unstable or collapse. Underpinning and propping may be required to stabilize such structures prior to the commencement of excavation-related works.

SPOIL BACK

All material removed from the excavation should be stored away from the excavation site to prevent loose materials falling back into the excavation.

CHOCK

A chock is a block which prevents a vehicle from approaching too close to the side of an excavation which could cause the sides of the excavation to collapse or the vehicle to roll into the excavation.

ACCESS/EGRESS

Workers must be able to get in and out of excavations safely. Generally, ladder access is used. All ladders should be secured to prevent slipping/sliding, and must lend themselves to safe access onto and egress off, the ladder.

INSPECT

A competent person should inspect excavations at least once a day. The support systems and ground conditions should be examined and any remedial work should take place immediately and a report of the inspection should be recorded on the approved form.

BARRIERS

Suitable barriers should be placed around excavations and be sufficiently strong and high enough to prevent people falling into the excavation.

COVERS

Suitable covers (e.g metal decking) can be used where necessary to prevent persons from falling into excavations.

WARNING SIGNS

Persons must be given advance warning when approaching excavation work. The warning signs must be suitable and appropriate for the dangers they are referring to. Signs must be clear, unambiguous and be in a language understandable by the relevant workers or persons on site. Where signs are used on site they should always be complied with.

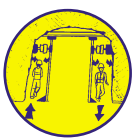
NO STACKING

Pipes and other materials should be stacked in a safe manner using wedges to prevent pipes and other materials from falling or rolling on to people. Large circular sections, e.g. manhole sections, should be stored flat not on their circular sides.

PROPPING

Propping is any temporary structure used to support a permanent structure while it is not self-supporting. In the case of tunnels, adequate and sufficient propping must be in place to prevent the collapse of the walls and ceiling of the tunnel. Normally a temporary works co-ordinator is appointed to ensure that correct propping procedures are followed and that operations are carried out safely.

ACCESS/EGRESS



Designated pedestrian walkways must be in place to separate site traffic from people entering or leaving tunnels.

AIR SUPPLY

Where tunnelling is necessary, a supply of fresh air may be required. Competent advice should be sought.

LIGHTING

Sufficient lighting, including emergency lighting, should be installed to allow work to take place safely and to allow safe access and egress.

COMPOUND

There should be a designated fenced area for parking vehicles and storing materials. There should be a safe pedestrian walkway clearly marked out. At the end of the day, the compound must be secured to prevent unauthorised access.

MISCELLANEOUS

DUST

Excessive amounts of dust can cause eye and respiratory irritation or injury.

WET

Wetting, damping down areas prevents dust from being dispersed in the air.

VENTILATION

Supplies fresh dust-free air into the work area.

EXTRACTION

Local exhaust systems removes dust directly from the area in which it is produced.

HARMFUL GASES

Harmful gases include those gases that can cause harm by inhalation or by contact with the skin. All work activity should be planned so that persons are not exposed to the effects caused by such harmful gases.

SURVEY

If it is suspected that there may be harmful gases present, the area should be evacuated immediately, following which a controlled through examination of the area must be carried out to detect if harmful gases are present and, if any, what gases are present.

PERMIT TO WORK

A system to ensure that a safe system of work is in place for activities in the area where the harmful gases are present and that only authorised persons who are appropriately protected can enter that work area.

VENTILATION

Appropriate ventilation to allow supplies of sufficient fresh air into the work area should be in place.

BIOLOGICAL AGENTS

Micro-organisms, such as bacteria, viruses, parasites and fungi, may cause infection, allergy, poisoning or have a toxic effect.

SURVEY

If it is suspected that there may be biological agents present, a controlled thorough examination of the area must be carried out to detect if such are present and to identify them. It will be necessary to seek medical advice, and to vaccinate those likely to be exposed to them with Hepatitis A, Hepatitis B, and tetanus vaccinations.

PERMIT TO WORK

A system should exist to ensure that a safe system of work is in place for activities in the area where the biological agents are present and that only authorised persons can enter the this work area.

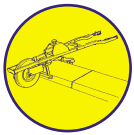
MANUAL HANDLING

Manual Handling is the physical movement by a person of objects by lifting, pushing or pulling, that is likely to cause injury or other health problems.

RISK ASSESSMENT

Each activity on site needs to be risk assessed to identify whether there is a manual handling hazard. If a risk of injury is identified then appropriate controls must be put in place to eliminate the risk. If the hazard cannot be eliminated then the risk must be reduced to as low a level as possible.

MECHANICAL AIDS



Mechanical Aids are devices used to lift, pull or push objects, which either eliminate the need to manually handle the object or reduce the manual handling required.

WORK ORGANIZATION

Work organization requires that the physical work method be assessed to see whether the work can be organized in such a way as to eliminate or minimize the need for manual handling.

TRAINING

Manual handling training is a legal requirement where it is identified that manual handling operations are required at work. This training involves learning how to move loads in a manner, which will not injure the person.

CONFINED SPACE

Confined Space refers to any place, including any vessel, tank, container, pit, bund, chamber, cellar or any other similar space which, by virtue of its enclosed nature, creates conditions that give rise to a likelihood of an accident, harm or injury of such a nature as to require emergency action.

SURVEY

Prior to entering a confined space to carry out work activity, a full survey of the work area must be carried out to identify all the hazards that may exist within, particularly the presence of harmful gases.

RISK ASSESSMENT

Based on the identification of the hazards, a full risk assessment must be carried out in writing and all the necessary controls identified and communicated to the relevant persons who could be exposed to such risks.

PERMIT TO WORK

A Permit to Work is a system used to ensure that a safe system of work is in place. Generally such systems are used for activities where high levels of risk can exist and where only authorised persons can enter the work area, under very controlled laid-down conditions.

DETECTION

Where the presence or the build-up of harmful gases are likely to exist, suitable gas detectors must be used, which will raise an alarm if or when the build-up of harmful levels of gases takes place.

TRIPOD

A tripod is a standard piece of rescue equipment for persons working in a confined space: an employee can be lowered into the confined space by a "buddy", and, more importantly, can be raised out of the confined space, using a tripod.

COMMUNICATION

Person(s) inside the confined space must at all times be in verbal contact with those on the surface. Importantly, the equipment used to communicate must be spark-free to prevent it providing an ignition source.

PPE

Personal protective equipment (PPE) protects individuals from residual harm when all other methods have been employed to eliminate the risk. PPE is a last resort. PPE should be maintained at all times in good working order. Furthermore, the PPE listed below must conform to the appropriate Standard.

SAFETY HELMET

Safety Helmets / Hard Hats are used to protect the head from falling objects and from striking the head off objects. Hard hats should be replaced periodically.

SAFETY BOOTS

Safety Boots, boots are required on all building sites. They should have steel toecaps and sole protection to prevent the toes from been crushed and any object from penetrating the sole.

EYE PROTECTION

Eye protection in the form of glasses/goggles or visors protect the eyes from flying objects, dust and splashes, e.g. when grinding and or cutting.

SAFETY GLOVES

Safety gloves protect the hands from cuts and from contact with harmful substances and sharp objects etc.

EAR PROTECTION

Ear protectors help to protect your hearing from loud sudden noise or from continuous loud noise. There are two action levels, where noise exposure is at or exceeds 80 dBA individual hearing protectors must be made available and where noise exposures is at or exceeds 85 dBA individual hearing protectors must be made available and must be used. There is also a limit value set at 87 dBA which must not be exceeded. The limit value takes account of the attenuation provided by individual hearing protectors worn by the worker. The action values do not take account of the effect of such protectors. Where risk assessment reveals a risk to the workers health as a result of noise exposure, audiometric testing (hearing check) will have to be made available.

HI VISIBILITY VEST

Hi visibility vests increase your visibility to all drivers and operators of plant and other site traffic.

DUST MASKS

Dust masks protect you from inhaling harmful dusts.

RESPIRATORY EQUIPMENT

Respiratory equipment protects you from exposure to harmful substances by filtering them out from the air you breathe in, provided they are worn and maintained properly.

FACE PROTECTION

Face protection visors protects your full face from flying objects, sparks and splashes from hot or harmful substances.

SAFETY HARNESS

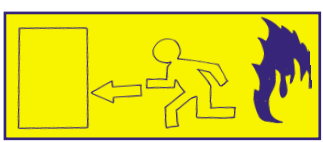
Safety harnesses with a properly designed fall arrest system, to include other components such as lanyard, shock absorber, and suitable anchors, are used to protect a person from hitting the ground if they fall from a height. Such fall-arrest systems should be used in conjunction with a rescue plan. Safety harnesses and personal fall-arrest equipment are not a substitute for safe working platforms or collective protection such as safety nets.

SAFETY OVERALLS

Safety overalls protect your body from coming into contact with harmful substances.

FIRE

The risk of fire is generally ever present on Construction Sites. Fire prevention has to be considered at the various levels of construction planning. Consideration should be given to the provision of alternative means of escape and the installation of a temporary fire detection and alarm system during construction. Bar heaters should not be used on site, and use of all naked flames must be tightly controlled. Flammable materials must be stored separately in a well-ventilated lockable location, away from any likely ignition sources, and such liquids should be removed from site when no longer required. After hot works have taken place, the area should be revisited to ensure that fires have not developed. Sand and fire blankets can be used in certain circumstances, such as small smouldering fire to eliminate the chances of fire developing



EMERGENCY ROUTE
To prevent injury from fire all employees must be instructed as to what should be done in the event of a fire, what is the approved escape route, and where the assembly points are located. Fire drills should be held regularly.

FIRE EXTINGUISHERS
Fire extinguishers are devices used in putting out a fire. Persons need to be trained in their operation, and they should only be used for small fires.

WATER
Water fire extinguishers are used for cloth, paper and wood fires only.

DRY POWDER
Dry powder fire extinguishers can be used on most fires including electrical fires.

CARBON DIOXIDE
Carbon dioxide extinguishers can be used on fires involving flammable liquids or electrical apparatus. Carbon dioxide should not be used in confined spaces where there is a danger that the fumes can be inhaled.

FOAM
Foam fire extinguishers can be used on oil, fuel fires only.

ABBREVIATIONS USED

CSCS	Construction Skills Certification Scheme
ESB	Electricity Supply Board
SWL	Safe Working Load. Is the maximum load which an item of lifting equipment may raise, lower or suspend under the particular service conditions.
CCTV	Close Circuit Television
PPE	Personal Protective Equipment
MEWP	Mobile Elevating Work Platform
CE	Community European. Is marked on products and machines which comply with essential safety requirements of any relevant standards which are set down by the CEN which is a European standard setting body.
ETCI	Electro-Technical Council of Ireland

GROUND WORKS INDEX

GROUND WORKS INDEX (cont'd)

SAFE SYSTEM OF WORK PLAN (SSWP) GUIDELINES

The Safe System of Work Plan (SSWP) complements the Safety Statement required under the Safety, Health and Welfare at Work Act, although it does not replace the requirement for such a Safety Statement. Specific Guidelines on Safety Statements are available from the Health and Safety Authority.

This guidance, which is particularly relevant to contractors, self-employed persons and employees, deals with the completion of SSWP for Construction.

The SSWP will help users to complete construction work activity in a safe manner.

Completing and using the SSWP will also help you to meet some of the legal obligations placed on you by health and safety legislation.

The Safe System of Work Plan (SSWP)
The primary objective of the SSWP is to identify the major hazards associated with your work activities and to ensure that appropriate controls are in place before work commences.

The SSWP achieves many other objectives, including:

- Links the implementation of the Safety Statement directly to the work activity.
- Focusing on safety for a particular task. The SSWP is completed at the start of each activity, and can be reviewed at any time during the work.
- Increasing awareness. It encourages the users to consider a range of options to deal with the risks. The users will become familiar with the various controls available.
- Communicating through the use of pictograms so that the meaning can be understood by persons who possess little or no English.
- Being user friendly: just tick the hazards and controls.

The Safe System of Work Plan (SSWP) should be used as a final check to ensure that the identified controls for a specific construction work activity are available and in place. However safety starts long before any specific construction activity takes place. Hazard identification, risk assessment, the elimination and control of identified hazards must take place through all stages of construction from the planning stage, through the design process, the tendering process and on to the construction stage so that each specific construction activity will have had safety built in.

SAFE SYSTEM OF WORK PLAN (SSWP) GUIDELINES - cont'd

The SSWP: A 3-part process:

- Part 1: Planning the activity
- Part 2: Hazard Identification, and Control Identifier
- Part 3: Sign off

PART 1

This part will be completed by the person planning the activity. Normally this will be carried out by the supervisor/foreman and/or self-employed person prior to work starting. Where a site safety officer is employed they should be involved in the process.

- Identify who the employer/self-employed person is, e.g. ***Acme Pipe Laying Ltd***
- Name of the Supervisor for the activity, e.g. ***A. McSample***
- Identify the number of workers in the team, e.g. ***3***
- Identify the specific location of the activity, e.g. ***gridline x to gridline y***
- Describe the specific activity, e.g. ***pipelaying***
- When the work is to start, the date, e.g. ***Tuesday, 1st June***
- What skills are required, e.g. ***360 excavator driver, banksman, pipelayer, flag man***
- Plant and Equipment required, e.g. ***Fiat Hitachi EX200, Sling, Shackle***
- Hazardous Materials, if used, e.g. ***Acme Bondex XXX, R45***
- Contact Names & Tel No. in the event of an emergency, e.g. ***Site Foreman, Safety Officer***
- Name of the First Aider, and the location of the nearest First Aid Box
- Are Permits to Work required? Tick type
- Is a Method Statement required? Tick if required
- The final section of this part: list requirements that are identified in the Construction Regulations and other Legislation as mandatory.

Note: For sites where more than 20 persons are normally employed at any one time, a site safety representative should be appointed.

PART 2

This part of the SSWP form deals with hazard identification, risk assessment, and risk control. Normally this will be carried out by the supervisor/foreman and/or self-employed person prior to work starting. Where a site safety officer is employed they should be involved in the process.

SAFE SYSTEM OF WORK PLAN (SSWP) GUIDELINES - cont'd

The **Hazards** should first be identified by **ticking the square boxes in the "Select Hazard" column.**

The appropriate **Controls** to eliminate the hazard or reduce the risk should be identified by **ticking the square boxes** in the **"Select Control" column.**

When controls are in place **tick the round box.** This must be done in conjunction with the workers at the specific work location prior to the work taking place.

Similarly, the Personal Protective Equipment (PPE) and Fire Equipment required, should be selected by **ticking the square boxes** in the PPE/Fire sections, and when acquired by **ticking the round box.**

NOTE: The list of Hazards and Controls depicted in each form is not exhaustive.

Part 2 of the form may also contain several blank hazard triangles, each labelled with the word "identify", and several blank control boxes, each labelled with the word "other". As the list of hazards depicted is not exhaustive, where other hazards are identified, these can be written into the blank hazard triangles. Similarly, as the list of controls depicted is not exhaustive, where other controls are identified, these can be written into the blank control boxes.

PART 3

This part deals with the signing off of the SSWP. The purpose of signing off is to identify the person who has prepared the SSWP, and also to confirm that the completed SSWP has been brought to the attention of all those to whom the SSWP applies.

Note 1: The completed SSWP must remain at the specific location of the work with the persons carrying out the work activity.

Note 2: A new SSWP must be completed when (1) a new hazard is identified, (2) the task changes, or (3) the environment changes.

REMEMBER "IF IT'S NOT SAFE DON'T DO IT, AND INFORM SITE MANAGEMENT"

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Safe System of Work Plan (SSWP)
Ground Works

Achieving a Healthy and Safe Working Life -Together

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