

Archer Heritage Planning Ltd.

Safety Statement May 2013



CONTENTS

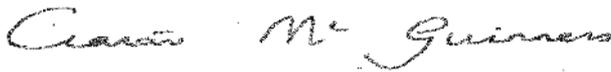
1. DOCUMENT REVIEW RECORD.....	1
2. INTRODUCTION.....	2
3. SAFETY, HEALTH AND WELFARE AT WORK ACT 2005.....	3
4. STRUCTURE OF STAFF RESPONSIBILITIES.....	4
4.1 SAFETY OFFICERS (EMPLOYEES OR CONSULTANTS)	4
4.2 DIRECTORS	4
4.3 SUPERVISORY STAFF	5
4.4 ALL OTHER EMPLOYEES	5
5. SAFETY AND ACCIDENT PREVENTION IN THE WORKING ENVIRONMENT.....	6
5.1 RISK ASSESSMENTS	6
5.2 SAFE WORKING SYSTEMS	6
5.3 EMERGENCY PROCEDURES	6
5.4 HAZARDOUS AREAS.....	6
5.4.1 Welfare facilities.....	7
5.4.2 General hazards in open areas and passages.....	7
5.4.3 Use of tools.....	7
5.4.4 Lifting and carrying.....	8
5.4.5 Smoking and passive smoking.....	8
5.4.6 Drinking and alcohol abuse.....	9
5.4.7 First aid notices.....	9
5.5 OFFICE AND GENERAL ACCOMMODATION	10
5.5.1 Fire prevention.....	10
5.5.2 Fire fighting and evacuation.....	10
5.5.3 High cupboards and light fittings.....	11
5.5.4 Use of electrical equipment.....	12
5.5.5 Display screen equipment (DSE).....	12
5.5.6 Chemical Hazards.....	12
5.5.7 Waste Management	12
5.6 FIELDWORK	13
5.6.1 Anti-tetanus precautions.....	13
5.6.2 Weil's disease	13
5.6.3 Personal Protective Equipment (PPE).....	13
5.6.4 Tripping, Slipping and Falling.....	13
5.6.5 Section and soil collapse.....	14
5.6.6 Use of Ladders	15
5.6.7 Hoists, pulleys and scaffolding.....	15
5.6.8 Machinery and heavy plant.....	16
5.6.9 Spoil Removal	16
5.6.10 Working Alone	17
5.6.11 Visitors.....	17
5.6.12 Waste Management	17
5.6.13 Water or boggy areas.....	18
6. SAFETY TRAINING.....	18
7. FIRST AID.....	19
7.1 FIRST AIDERS AND NOMINATED PERSONS.....	19
7.2 FIRST AID KITS.....	19
7.4 DISPOSAL OF USED MATERIALS.....	20
8. INCIDENT AND ILL HEALTH REPORTING.....	20
8.1 ACCIDENT BOOK	20

9. RELEVANT LEGISLATION 21
10. MONITORING AND REVIEW OF HEALTH & SAFETY POLICY 22
11. SAFETY TRAINING..... 23

1. DOCUMENT REVIEW RECORD

Revision No	Date	Details
1	July 2009	Original – Ciaran McGuinness
2	Nov 2009	Rob O' Hara
3	Feb 2010	Aidan O' Connell
4	April 2010	Ciaran McGuinness
5	May 2011	Ciaran McGuinness
6	Jan 2012	Rob O' Hara and Aidan O' Connell
7	May 2013	Ciaran McGuinness and Rob O'Hara

Signed



CIARAN MC GUINNESS



AIDAN O'CONNELL



ROB O'HARA

2. INTRODUCTION

The Health & Safety Policy of Archer Heritage Planning (AHP) is designed to:

- Comply with relevant Health & Safety legislation;
- Maintain a safe working environment for employees which is without risks to health and provides appropriate welfare facilities and arrangements;
- Provide and maintain plant, equipment and systems of work that are safe and without risks to health;
- Make arrangements for ensuring Health & Safety in connection with the use, handling, storage and transport of articles and substances;
- Provide such information, instruction, training and supervision as is considered necessary to ensure the health safety and welfare at work of employees;
- Ensure that the Health & Safety of persons outside the employ of Archer Heritage Planning (i.e. other contractors, visitors, and the public) is not adversely affected by work carried out by, or under the auspices of Archer Heritage Planning;
- Achieve a safety environment where there are zero injuries, zero accidents and zero lost time injuries to any employees or sub-contractors working on AHP sites.

To achieve these objectives, full co-operation between employer and employee is essential, and while at work, they will be expected to act with reasonable care for themselves, other employees and the general public.

A copy of this statement is issued to all employees or sub-contractors at the commencement of a new project safety induction meeting.

This safety statement is available online at www.archerheritage.ie

Safety updates or changes in legislation will be communicated within 4 weeks to employees and sub-contractors.

SAFETY OFFICER – Ciaran McGuinness

COMPANY DIRECTORS –Aidan O' Connell, Rob O' Hara and Ciaran McGuinness

This document outlines:

- The responsibilities of safety officer, directors, supervisory staff and other employees for applying Archer Heritage Planning safety policy;
- The relevant Government Legislation, Regulations and Codes of Practice;
- The groups of employees for whom special safety precautions are necessary or desirable;
- Arrangements for safety training, including induction, and specific training as required;
- Details of what individual employees are expected or required to do under the law and practice applying to them.

3. SAFETY, HEALTH AND WELFARE AT WORK ACT 2005

It is the intention of Archer Heritage Planning to comply with the requirements of the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare (Construction) Regulations 2006, the Safety, Health and Welfare (General Application) Regulations 2007 and all other legislation. All reasonable measures will be taken to minimize risks to those directly involved in our activities and also to those who may be indirectly affected by these activities.

In particular, the company will:

- Provide training, information, instruction and supervision as necessary to enable employees to work safely, effectively and with the minimum risk to Health & Safety;
- Prepare risk assessments and safety statements that take account of the general principles of prevention when implementing necessary safety, health and welfare measures;
- Make use of plant and equipment that is as safe as is reasonably practicable;
- Provide and maintain a safe and healthy place of work with proper access and egress to it, supported by a good standard of housekeeping and adequate facilities for health and welfare;
- Make available all necessary safety devices and protective equipment, and to maintain such equipment in good order;
- Plan, organize and maintain safe systems of work;
- Prepare and revise emergency plans and measures to be taken when there is an emergency or risk of serious or imminent danger;
- Report to the Health & Safety Authority any notified accidents incidents or dangerous occurrences; to implement, review and maintain its documented Occupational Health & Safety Management System, including this policy.
- Communicate this policy to its employees and interested parties to include;
- Information on Health & Safety on company website www.archerheritage.ie
 - Monthly forum where staff Health & Safety concerns can be raised
 - Facilitate staff in choosing a Safety Representative when number on site exceeds 25.

4. STRUCTURE OF STAFF RESPONSIBILITIES

All members of staff and subcontractors must read and be fully familiar with Archer Heritage Planning's Safety Statement.

4.1 Safety Officers (employees or consultants)

- Are responsible for reviewing the company Health & Safety document and updating it as necessary in accordance with relevant legislative changes.
- Are responsible for ensuring that the policies within the company Health & Safety document are implemented.

4.2 Directors

- Are responsible under the Safety, Health and Welfare at Work Act (2005), for ensuring the Company's Safety Statement is adhered to.
- Shall ensure that all staff appointed at a supervisory level, with supervisory responsibilities, are competent, adequately trained, experienced, and, where necessary, qualified to undertake the levels of duty assigned to them.
- Shall ensure that all supervisory staff completes as a matter of first priority a Project Risk Assessment and, if appropriate, a safe system of work for every project for which they are given responsibility. The Risk Assessment will identify the risks and hazards involved and the measures required to eliminate or reduce them.
- Shall ensure that adequate numbers of "suitable persons" are available to administer First-Aid under whatever circumstances identified as desirable by a supervisor.
- Will ensure that all project managers arrange regular safety inspections, as appropriate to the scale and duration of the project concerned, that responsibility is properly assigned, understood and accepted at all levels, and that agreed safe systems of work are fully implemented.
- Maintain close contact in this regard with the Health & Safety officers who advise and work for Archer Heritage Planning.
- Must know the broad requirements of the relevant legislation.
- Must ensure that all registers, records and reports are in order and that accident reports are completed and returned.
- Must investigate all accidents promptly to discover their cause and to report them immediately to the relevant authorities.
- Must ensure that the qualified first-aider has all the items of first-aid equipment required, and that proper care is taken of any casualties.
- Shall occasionally accompany any Safety Officer or advisor on a tour of inspection to ensure that the Health & Safety Procedures are effective.

4.3 Supervisory Staff

- Must be fully familiar with Archer Heritage Planning Health & Safety Policy;
- Must ensure that a Risk Assessment is completed before work commences on any project, and if necessary shall identify and adopt a safe method of work in areas of special concern;
- Must ensure that all persons under their supervision are adequately informed, and fully aware of, any hazards they are likely to encounter in the course of their work;
- Must ensure that all employees under their supervision know what to do in the case of fire, and know the location of, and how to use, fire equipment and extinguishers;
- Must inform all employees under their supervision who is the qualified first-aider, where that person can be found, and where first-aid facilities are to be found;
- Must investigate all accidents promptly to discover their cause and eliminate the possibility of a recurrence;
- Must ensure that adequate supervision is available at all times; in particular where new, young and inexperienced workers are concerned;
- Shall ensure, where reasonably practical, that all safety rules are observed, that protective equipment is worn and used where appropriate, and that all safety devices are always fitted, properly adjusted, and fully maintained;
- Shall immediately report any suspicion or fact that an employee is under the influence of alcohol or a prohibited substance or is engaged in horseplay or any other dangerous or inappropriate behaviour, including bullying behaviour
- Shall ensure that all equipment and machinery under their supervision is properly serviced and is safe to use by arranging for frequent inspection;
- Shall ensure that defects are promptly reported and rectified;
- Shall liaise with the Directors on all matters relating to Health & Safety;
- Shall only delegate responsibility to appropriate and suitably trained and experienced members of staff.

4.4 All Other Employees

- It is the duty of every employee at work, under The Safety, Health and Welfare Acts to take reasonable care for both their own Health & Safety, and for that of other persons who may be affected by personal acts or omissions at work.
- Employees must co-operate in order to comply with any duty or requirement decreed by any of the relevant statutory provisions;
- Employees also have a duty to inform their employer, their specified supervisor and fellow employees of dangerous situations, areas of concern, and shortcomings in Health & Safety arrangements. Note, it is not only the employer who is held accountable in Law; any employee deliberately and/or maliciously contravening a relevant statutory provision may be prosecuted;

- Shall only use machinery, equipment and potentially dangerous tools and materials following, and strictly in accordance with, relevant training and instructions;
- Shall inform their Site Director, or one of the Company Directors, of any hazards, dangerous situations, or shortcomings in Health & Safety Policy, or in the arrangements for carrying out the Health & Safety Policy.

5. SAFETY AND ACCIDENT PREVENTION IN THE WORKING ENVIRONMENT

5.1 Risk assessments

Before any general work begins on a new project a risk assessment **must** be carried out. This will cover an analysis of (a) the tasks and tools involved, and (b) the nature of the workplace and other circumstances under which the tasks are to be undertaken.

5.2 Safe working systems

Where significant hazards are unavoidable, an agreed safe system of work should be drawn-up. This will be prepared by the Safety Officer and will take into account any existing safety plan for the site addressing specific risks and the measures to be put in place to eliminate, avoid or ameliorate their effect.

5.3 Emergency procedures

Before site operations begin, key site staff will be made aware of:

- Locations of emergency assembly points;
- Details of relevant emergency telephone numbers;
- The name, telephone number and address (with directions and a map) of the nearest hospital with accident & emergency facilities;
- The location and details of on-site emergency equipment, especially fire extinguishers and first aid facilities.

5.4 Hazardous areas

For the purposes of The Safety, Health and Welfare at Work Regulations, there are two areas of work in which different hazards exist, and for which safe systems of work and special measures and precautions are necessary and desirable. These apply to employees working:

- Within offices and general site working accommodation.
- In the field, on survey, recording or excavation work, or in enclosed spaces (e.g. standing buildings or excavation areas);
- In practice most, if not all staff are engaged in both of these areas of activity, and they should be equally familiar with the, hazards, precautions and procedures relating to each of them.

5.4.1 Welfare facilities

Welfare facilities provided for employees of Archer Heritage Planning at each place of work shall normally comprise: chairs, tables, a portaloos toilet, a wash basin, tea and coffee making facilities, a first-aid box and a fire extinguisher. The place of work should be designated a no smoking area and should be kept clean and tidy.

It is company policy to provide on-site welfare facilities for all fieldwork projects of a sufficient duration. This excludes short-term watching briefs, fast-moving survey work *etc.*, but includes work on projects where a full-time team is required for periods in excess of two weeks. In these instances, a site hut or similar accommodation should be provided in addition to the facilities listed above. Where heating is by gas, potentially explosive gas cylinders must be located outside or in an open container hut (where one end of the hut has both doors open). On no account should gas cylinders be taken into a site hut. Where gas heaters are in use, care should be taken to ensure good ventilation.

5.4.2 General hazards in open areas and passages

The most common cause of accidents in office and general working-accommodation areas can be traced to people bumping into objects, stepping on them or tripping over them, and falling. Most of these accidents are the result of 'bad-housekeeping'. Hazardous objects, (and there are many of them in archaeological work), must not be left 'lying around' in busy areas, in passages, while they are not required for immediate attention. They should be put away in the places provided as storage space. Good housekeeping is essential for Health & Safety at work.

5.4.3 Use of tools

All tools, if defective or blunt or if improperly used, can be dangerous. Tools must be well looked after and kept in good working order. Before using a tool the following questions should be asked:

- Is it the correct tool for the job?
- Is it in good condition? Is it blunt? Is it broken or weakened?
- What are the risks involved, and what possible accidents could occur?
- Should a risk-assessment form be completed? What precautions, if any, can be taken? Do I need help?

Any damaged tool should be returned immediately to the Supervisor for replacement. It is the Supervisor's responsibility to see that all tools are serviceable and safe. If in doubt about the tool, or about your ability to use it properly, ask your supervisor for assistance. Due care and consideration involves making sure that:

- There is enough working space not to endanger colleagues working nearby.
- When two or more workers are engaged on a single task, there is clear understanding between them on the way in which the work is done.

If a dispute arises over method, consult the Supervisor and follow his or her instructions.

5.4.4 Lifting and carrying

Injuries from lifting and carrying fall into three common categories:

- Straining caused by attempting to lift heavy and unwieldy loads (*i.e.* large stones *etc.*), resulting in back injury or hernia;
- Injury to hands and fingers when trapped under heavy loads;
- Injury to feet and legs when heavy loads are clumsily dropped.

The rule for lifting and carrying is to use your judgment and common sense – is the object too heavy for me, is it an awkward size, is the path I must take clearly visible and free from obstructions – if not, then seek help. **Never** attempt to lift anything that could result in an injury.

As a general rule keep your body close to the load, bend your knees and take a firm grip front and side and lift with your legs, not with your back. Your knees should take the weight, and your arms should be tucked well in. If in doubt, ask for help. If more than one person is involved, make sure that everyone knows exactly what they are doing, and are capable of doing it. It is one thing to lift an object, but quite another thing to sustain its weight while moving it over any distance.

Throwing tools or materials (other than shovelling spoil) of any kind is absolutely **forbidden** at all times.

Supervisors who have to organise the lifting and moving of heavy objects should:

- Be familiar with manual handling provisions and;
- Ensure that the staff for which they are responsible are adequately trained and supervised.

5.4.5 Smoking and passive smoking

Employers are given the duty to ensure, as far as reasonably practicable, the health, safety and welfare at work of all their employees, and to make special arrangements to protect non-smokers from the discomfort caused by tobacco smoke, by providing separate areas or rooms for smokers and non-smokers.

Smoking is now the single most important cause of ill health and premature death; even passive smoking can result in acute irritant effects on the eyes, throat and respiratory tract; can aggravate asthma, and can lead to heart disease, lung cancer, and harmful effects to unborn babies during pregnancy.

In advising a Policy Statement on smoking, the Health & Safety Authority states that this should give priority to the needs of non-smokers who do not wish to breathe tobacco smoke, and lists the benefits of a ban as:

- A better working environment, and a cleaner corporate image;
- A healthier workforce with less time lost through illness;
- Reduced conflict between smokers and non-smokers;
- A reduction in staff turnover in a more pleasant smoke-free environment;
- Lower cleaning costs and less need for re-decoration;
- Elimination of tobacco smells that pervade clothes and furnishings.

Archer Heritage Planning fully supports the total ban on smoking which operates at all its premises.

5.4.6 Drinking and alcohol abuse

The taking of alcoholic drinks before or during the working day has also been identified by the Health & Safety Authority as a cause for concern, especially for those engaged in high-risk building site work, demolition, excavation and construction.

Drinking during the working day can result in a fall-off in work performance, errors of judgment and communication, a loss of respect and trust by co-workers, and in some cases accidents to the person concerned or to other persons in the vicinity. Even a limited lunch-time drink can result in a marked deterioration in professional proficiency and appearance.

Archer Heritage Planning policy states that:

- Staff engaged in fieldwork, working on an excavation, or visiting an archaeological site, are not to take any form of alcoholic drink, either immediately prior to, or during their agreed working hours. Failure to observe this condition of employment will lead to disciplinary procedures and possible dismissal. Staff presenting on site with clear indications of alcohol consumption from the previous night may be sent home.

5.4.7 First aid notices

The location of first aid boxes and the name(s) of the person(s) in charge of first aid, within the work place should be described by clearly displayed notices.

5.5 Office and General Accommodation

Archer Heritage Planning operates from Unit 8, Beat Centre, Stephenstown, Balbriggan, Co. Dublin

5.5.1 Fire prevention

Every practicable measure is taken to reduce the risk of fire, and to make those parts of the building occupied by Archer Heritage Planning as safe as possible should a fire break out. Fires are usually caused by human error, from the misuse or poor maintenance of electrical equipment, or from carelessly dropped cigarette ends and matches. The following measures are designed to reduce, if not eliminate, the risk of fire breaking out:

- Archer Heritage Planning operates a no smoking policy throughout its offices. Smoking constitutes a fire as well as a personal health hazard;
- Rubbish, and any other materials that could be ignited, by a discarded cigarette or any other means, should not be allowed to accumulate. Waste-paper containers should be made of metal, and be emptied before the waste reaches the rim;
- Combustible materials, *i.e.*, boxes, bags and their contents should be tidily and compactly stored in appropriate low fire-risk storage areas. They must not be left in corridors or corners for indefinite periods, and never in corridors or passages used as fire-escape routes;
- All electrical equipment must be used with great care, and be properly wired, properly fused (*i.e.*, the correct rampage fuse used) and properly earthed. Extension leads and double or multiple socket adapters must only be used under exceptional and temporary circumstances. Staff should request additional wall-mounted sockets for all equipment in longer term use;
- On no account should electrical equipment be left switched on overnight (with the exception of computer, fax and telephone equipment), and as an added safety precaution all plugs should be disconnected from the mains supply while not in use (excepting those connecting word-processor, computing and battery charging equipment);
- Any possible fire-risk, no matter how remote, which could arise from activities and operations within the premises, must be carefully calculated and the appropriate care taken. Any possible sources of ignition must be watched until eliminated.

5.5.2 Fire fighting and evacuation

The company occupies offices on the ground floor of the Balbriggan Enterprise Centre (BEAT) in Balbriggan, Co Dublin. Escape is via the main doorway or top hinged window. It is the strict policy of Archer Heritage Planning that floor areas **must** be kept clear at all times and should **never** be used for storing materials or boxes of any kind, even on the most temporary basis. Fire extinguishers have been placed at strategic points throughout the building and in all rooms containing electrical equipment. These are all regularly inspected and serviced.

Fire spreads rapidly once it gets a hold, so immediate action is required by all members of staff. On discovering a fire, no matter how small, the following procedure should be observed:

RAISE THE ALARM

- Smash the front glass on the nearest fire alarm point.

INFORM THE FIRE BRIGADE

- If possible, the nearest person to a telephone that is not at risk from the fire should call.

USE THE EXTINGUISHER

- Extinguishers are only effective against small fires. Do not take risks. Take up a position between the fire and a clear escape route and make sure you will not be cut off from the exit by smoke.

LEAVE BY NEAREST EXIT

- Do not delay to collect personal belongings, and if you know that you are the last person, close windows and doors behind you as you withdraw.
- As you leave, check any rooms you pass on your way out to ensure that they have been evacuated, but do not delay your own departure. If you have any visitors, or know of visitors on the premises, try to check that they have also left the building.

REPORT TO ASSEMBLY POINT

- The assembly point for all staff of Archer Heritage Planning and others working in all their premises is that part of the car park furthest from the rear of the building.
- The senior member of staff present at the assembly point will check as far as is possible that all Archer Heritage Planning staff are accounted for, as well as all visitors.

5.5.3 High cupboards and light fittings

Falls from chairs, tables and even step-ladders are also frequent causes of injury. Special care must be taken when high cupboards and high shelves are being used, and when lights are being cleaned or bulbs replaced. It is extremely dangerous to use chairs or tables, however convenient they may be, to stand on in order to gain height. Always use a step-ladder, and if in doubt or difficulty ask for assistance;

5.5.4 Use of electrical equipment

When electrical equipment is used, and this includes lamps, heaters, photocopiers, computers, word processors *etc.*, it should be borne in mind that apart from being potential fire hazards (see above) these items can prove hazardous in other ways:

- Do not attempt to use a machine unless you are thoroughly familiar with it. Always switch off a machine before opening its casing, for example removing jammed paper from a photocopier *etc.* If in doubt ask for help;
- Check the machine before use; if you suspect that it may be faulty, do not use it. If a fuse blows, something is wrong. Have the machine checked;
- Never leave an electric cable trailing across an open floor. It is a tripping hazard, and if the wire is cut or crushed, there is a danger of electrocution;
- Watch out for worn or cut cables and exposed wires, particularly where the cable joins the plug or the machine, and never attempt a 'temporary wiring job';
- Never send an inexperienced volunteer or work-experience pupil, to do jobs that have not been clearly demonstrated and explained. This includes the use of the photocopier, fax machine, binding machine *etc.*

5.5.5 Display screen equipment (DSE)

The use of computers, word processors and other forms of display screen monitors has been linked to various adverse health effects. These include repetitive strain injury (RSI), eye and eyesight defects, headaches, fatigue and stress, and in extreme cases, epilepsy. The user of DSE should ensure that equipment provided is suitable for a good working posture, and that adequate "activity changes" are made. Regular eye tests are advised.

5.5.6 Chemical Hazards

Toxic and otherwise hazardous substances such as asbestos are linked to ill health. All indoor working environments are regularly checked for any possible toxic substances or fumes from other work areas, if, for example, individuals are working in another premises outside the premises of this company. Vigilance must be maintained in this regard and employees must notify the safety officers, supervisors or directors of any potentially hazardous conditions. Windows should be opened as wide and as often as is comfortable for the occupants of the office or other indoor accommodation.

5.5.7 Waste Management

Weekly bin and rubbish collections must take place. The supervisor or Health & Safety officers should be notified if this does not happen. Employees are expected to be compliant in regard to waste sorting as required, and making sure that the premises is generally clean and tidy, the bags and bins ready for collection, as organised.

5.6 Fieldwork

5.6.1 Anti-tetanus precautions

All work involving the use of tools on an outdoor site carries the risk of minor cuts and scratches which can result in infection or tetanus. Tetanus (lockjaw) is always serious, sometimes fatal. It is the responsibility of the individual to seek medical advice on the need for anti-tetanus injections before commencing work, and this is strongly urged by Archer Heritage Planning. Anti-tetanus injections can be obtained from one's own doctor.

5.6.2 Weil's disease

Those working in areas such as old or disused buildings, cess pits, sewage beds or sewers may be exposed to leptospiral jaundice (Weil's disease). Anyone working in conditions where they may be exposed to rats should use the gloves and hand wipes provided.

5.6.3 Personal Protective Equipment (PPE)

Employers are obliged to provide adequate protective clothing as identified in the project risk assessment, to all employees engaged in site/field work. Employees are also obliged to make use of it. Refusal may result in disciplinary procedures and dismissal. For archaeologists this includes protection against head, eye, hearing and respiratory injuries, and injuries to arms, hands, legs, feet and other vulnerable parts of the body.

All employees engaged in fieldwork, on urban or rural sites, in enclosed places or on the public highway, unless specifically excused by their supervisor (*e.g.* while in designated 'safe' areas, or during rest periods *etc.*) must wear approved safety helmets and safety boots while at work. They may also be required to wear high visibility waistcoats. Provision and use of other items of PPE (*e.g.* protective waterproof over-jackets, gloves, eye or ear protection *etc.*) will be determined by risk assessment. A PPE Risk Assessment form will be completed for all major field work projects.

3.6.4 Tripping, Slipping and Falling

It is the very nature of an archaeological site to be uneven, sometimes with deep holes and trenches that cannot be covered or fenced. In wet weather, when the ground is muddy or slippery, the danger of a fall is greatly increased. Whenever possible, hand-rails and barriers will be provided. However, it will be the responsibility of each person on site to wear suitable footwear and to move with all due care.

An archaeological site must be kept tidy. Rubbish, tools, finds boxes and trays, stones and any other obstacles that could cause tripping must be kept in their proper places, and well clear of paths and thoroughfares. Accidents through tripping are as common as accidents through simply slipping and falling, and well over half of all site accidents are the result of falls.

To minimise accidents:

- Look where you are going;
- Watch out for obstacles and extra slippery areas;
- Move with care and never run.

3.6.5 Section and soil collapse

Excavation invariably involves the digging of trenches and the creation of standing sections and baulks, and most ground, particularly that which has been disturbed, is potentially or actually unstable. The Supervisor is responsible for the installation, maintenance and daily inspection of adequate shoring; or the safe angling of a section as soon as excavation reaches a depth of 1.2 metres, or where workers could be injured if the side collapsed.

Narrow trenches are particularly dangerous. A person working in a narrow trench can be engulfed faster and more quickly than in a wider trench. The sides of a trench become even less stable when water collects in the bottom. Although pumping may keep a cutting 'dry', it can also cause a flow of water into the excavation which may be sufficient to cause the soil to run. The only time works take place in a narrow trench is when inspecting test trenches where the depth never exceeds 100cm which is a safe working depth given the trench width of 180cm. The stability of the trench must be maintained by ensuring spoil is stored at least 2m from the trench edge.

All excavations must have a safe margin or area around them, at least one metre wide, with a ring fence or other physical barrier to prevent all staff, visitors, machinery, barrow runs, spoil heaps, *etc.*, being too close to the edges of the excavation. It is the Supervisor's responsibility to ensure that this barrier is erected and maintained, but it is essential that everyone on site fully co-operates.

Only broad baulks (1m wide for every 50cm in depth of excavation) should be used for walking along or placing equipment on. Narrow baulks within a site will be less stable. People working close to a baulk must wear safety helmets if the upper part of their body is below the top of the baulk. All grid pegs should be positioned where they will cause least obstruction. Wooden pegs must be used where any vehicles or livestock are expected and must be clearly marked and painted in a visible colour. Isolated pegs can be marked with adjacent ranging poles. Metal pins are more suited for general use on site, but are more dangerous and should be used with care. Tops of pins must be painted and/or protected with a plastic cap. Where fieldwork includes watching briefs or surveying, near or in excavations or trenches dug by developers, contractors or those involved in pipe and cable laying, adequate shoring may not always have been provided. In such circumstances:

- Never go into a deep cutting or trench where soil collapse is even remotely possible;
- Always work within sight of at least one other person who is capable of assisting, or fetching help. It is preferable, but not essential, that this person should be an archaeological colleague.

It is also essential that appropriate warning signs be prominently displayed, wherever possible with relevant international symbols for the hazards that exist. Other instruction notices, for example concerning the use of safety helmets or other items of PPE, should also be prominently displayed as appropriate.

Excavations will be inspected on a weekly basis by the PSCS using appropriate forms to record risk where necessary.

All employees will receive specific instruction on the hazards of deep excavation during safety induction. All staff **must** hold current Safe Pass accreditation before commencing work on site.

3.6.6 Use of Ladders

Ladders must be checked for soundness and handled carefully. When in use both the base and top of the ladder should be secured. Helmets are mandatory for people working on or close to ladders in use. Some people are mentally unsuited to heights. Never ascend a ladder or scaffolding if you feel unsure and do not make anyone else ascend a ladder or scaffold against their better judgement. Ladders must be used at all times for access to, and egress from excavations more than 1m deep. The use of ladders can be dangerous, both from the ladder slipping, and from the user slipping. Make sure that all ladders are at the correct angle, *i.e.* vertical, when you face the rungs, and at about 75 degrees (one in four) as it leans against the section or wall. Do not stand a ladder on a slippery or unstable surface, and make sure it is the correct length for the job. Ladders must extend at least one metre above platform or ground level and must be firmly clamped or roped at the top.

If the ladder is broken or damaged in any way, do not use it. Report the damage immediately to the Supervisor. If the weather is, or has been wet, extra care must be taken not to slip off the rungs because of wet and muddy footwear. Always keep a firm grip on the ladder and never attempt to carry heavy tools when using it. Never lean tools or other possible hazards against a ladder.

3.6.7 Hoists, pulleys and scaffolding

When a hoist or pulley is being used to remove spoil and stones from a deep excavation, employees loading the bucket or barrow, and guiding its ascent or descent, must stand as far back as practical while the hoist is operating, and wear a hi-vis jacket.

Buckets and barrows must never be overloaded and must be prevented from swinging and striking the sides of the excavation. Only a person who has been trained in all aspects of operating a power hoist will be allowed to use it, and only then with the express permission of the Supervisor. Under no circumstances should any person be lifted or carried on a hoist unless specifically intended for that purpose.

Scaffolding, used to support a hoist or pulley, or used for any other purpose (*i.e.* as a photographic tower), must only be erected by suitably trained staff, and will be inspected by a competent Safety Officer. An Inspection Register will be maintained as appropriate. No-one will be allowed to use such scaffolding except those responsible for it, and those specifically delegated by the Site Supervisor for specific tasks. The Supervisor is also responsible for a regular inspection of the ground and section immediately below a scaffolding superstructure, and for seeing that any sign of a developing weakness

is immediately dealt with. All site workers must co-operate in this, and must report any signs of weakness directly to the Supervisor.

3.6.8 Machinery and heavy plant

Hired-in machinery (e.g. a mechanical excavator) is used to quickly clear a site down to the required archaeological level, or to cut deep trenches. Adequate shoring for such trenches is the responsibility of the Supervisor.

The basic rule on site, whenever a machine is operating, is for everyone to keep well away. Similarly, all visitors must be excluded from the site while machinery is being used. The one exception to this rule is the presence of a 'banksman', who stands at a safe vantage point to assist the operator and watch for important archaeological features. The banksman should remain beyond the limit of the machine swing range while the machine is moving, and ensure that signals to the operator have been seen and understood before moving any closer.

Machine failure can occur which may be hazardous to the archaeologist (e.g. hydraulic pipe leaks). The banksman should be alert to sights or sounds which might indicate a fault. The banksman also watches for unforeseen hazards in the ground, any overhead hazards (e.g. power cables, telephone wires *etc.*) and to ensure that no-one enters the working area. Where staff has to be in the vicinity, for any reason, they should wear high-visibility jackets.

3.6.9 Spoil Removal

- Tipper Lorries
 - Hired-in tipper Lorries, used in conjunction with mechanical excavators to remove spoil from a site, require space to manoeuvre. Accidents have occurred when site workers have found themselves in the path of a reversing lorry or in an attempt to 'help' have tampered with the tipper mechanism. The same rule applies to Lorries as to machinery: Keep well back, or if you have to be on site, wear a high-visibility jacket.
 - In order to avoid accidents in blind areas, the Supervisor will be responsible for detailing one person to assist the lorry driver from a safe vantage point. His duties as 'banksman' will be as in 3.6.8 above, and include watching the blind area behind the lorry for hazards, and keeping other people well away.
- Wheelbarrows and Wheelbarrow Runs
 - Correct filling, moving and emptying of wheelbarrows will minimise back strain injuries and improve efficiency. Barrows should not be overfilled or loaded unevenly.
 - Barrow runs must be clear of obstructions and loose rubble, with a shallow incline. Planks should be undamaged and steel-bound at each end. Plank supports must be fixed. Barrow runs must not pass close to grid pegs or pins. No-one should work beside or below a raised barrow run.

3.6.10 Working Alone

As a general rule, field-team staff should always work within view and earshot of at least one colleague. This is particularly important on isolated or rural sites, on busy highways, or in deep excavations *etc.*, where serious accidents could otherwise go undetected. In such circumstances, staff should carry a mobile telephone and wear high-visibility jackets. Where a member of staff is obliged to work alone they should try to ensure that:

- (1) Other people will be within the vicinity of the work to be carried out - *e.g.* contractors, neighbours, public *etc.*, or
- (2) That their location and scheduled time of return are known to at least one competent colleague in the office who could raise the alarm should they fail to return on time. In either case they should carry a mobile phone at all times.

3.6.11 Visitors

Visitors are not required to undergo a full Health & Safety induction provided:

- They are accompanied at all times by a responsible member of Archer Heritage Planning or the contracting company.
- They are briefed by the responsible member of Archer Heritage Planning or the contracting company, on the hazards they likely to encounter, the relevant site emergency procedures, and their duty to look after their own Health & Safety.
- They are wearing protective clothing or equipment which is appropriate to the areas they are visiting.

3.6.12 Waste Management

- Weekly bin and rubbish collections must take place. The supervisor or Health & Safety officers should be notified if this does not happen. Employees are expected to be compliant in regard to sorting of waste as required, and making sure that the site huts are generally clean and tidy, the bags and bins ready for collection, as organised.
- Weekly cleaning of portaloos and other chemical toilets and washing facilities will take place by the providers who supply additional services. The supervisor or Health & Safety officers should be notified if this does not happen and the matter seen to by those responsible. If there are any or on-going problems in this area the managing director should be notified.

3.6.13 Water or boggy areas

Standing water or running water (rivers, streams, and culverts) may occur at regular intervals and contain dangerous levels of water (this may be greater in some areas or after heavy rainfall). Take great care when walking near such areas and use cleared walkways. If work takes place near a river, lake or deep standing water a flotation ring will be provided and instruction given by the PSCS in its use.

Should you fall into deep water:

- Alert your working partner;
- Hold the ring in one hand; stand on the end of the rope so that it does not get thrown with the ring;
- Throw the flotation device to the person in the water aiming behind if you can and dragging forward so the person can grab the ring or the rope;
- Pull the person slowly towards the edge staying well back from edge yourself;
- The victim holds onto the ring until they reach the side where another person will assist them to get out (using their clothes to grip) while the flotation device is held by the person who threw it;
- Seek medical care if needed or return to welfare facility to dry clothes.

6. SAFETY TRAINING

Archer Heritage Planning recognises and accepts the need for extensive and careful training of all employees in Health & Safety matters. Accordingly, all new staff are supplied with a copy of this Health & Safety Policy, and receives induction training by their immediate supervisor, to enable them to recognise all possible hazards that exist within the ordinary sphere of their employment. All staff on site carry a Safe Pass card which certifies that they have passed the training course.

Induction training ensures familiarity with the contents of this Health & Safety Policy.

Permanent members of staff receive further and specific training sessions to ensure competence in dealing with practical tasks encountered during the course of work. This training is given by suitably trained supervisory staff, using the Manual of "Health & Safety in Field Archaeology", produced by the Standing Conference of Archaeological Unit Managers (SCAUM) in its most recent updated form (April 1997). It will also use any relevant legislation or directive as listed in the above document.

7. FIRST AID

7.1 First Aiders and Nominated Persons

A **first aider** is someone who has successfully completed a recognised first aid at work course within the last three years. An **appointed person** is someone who is nominated to take charge of an emergency first aid situation in the absence of a first aider. The person should, where possible, have attended a short emergency first aid course within the last two years.

Archer Heritage Planning will endeavour to provide a minimum first aid cover of two appointed persons for every 50 employees or less within a low risk workplace (i.e., in its offices), and one first aider and one appointed person for every fifty people or less within a medium to high risk workplace (field survey sites, open sites, watching brief sites, etc.). The aim is to ensure first aid or appointed person cover throughout normal working hours, although this may not be possible for very small workplaces.

7.2 First Aid Kits

Each workplace will have at least one first aid kit which is readily accessible to all members of staff.

The first aid box will be under the care of a designated first aider or appointed person, who will be responsible for ensuring that the box is kept fully stocked.

For up to every ten people, first aid boxes will contain only those items listed below and nothing else:

- a) General guidance card on first aid;
- b) 20 individually wrapped, sterile adhesive dressings (assorted sizes); detectable dressings should be available in kitchens;
- c) 2 sterile eye pads with attachments;
- d) 6 individually wrapped triangular bandages;
- e) 6 safety pins;
- f) 6 medium sized, individually wrapped, sterile, un-medicated wound dressings (approximately 10cm x 8cm);
- g) 2 large, sterile, individually wrapped, un-medicated wound dressings (approximately 13cm x 9cm);
- h) 3 extra-large, sterile, individually wrapped, un-medicated wound dressings (approximately 28cm x 17.5cm);
- i) 10 individually wrapped, moist cleaning wipes;

Supplementary items for protection against blood borne diseases, also to be kept with the first aid box:

- j) Supply of disposable gloves;
- k) Disposable apron;
- l) Resusciate;
- m) Paper towels;
- n) Scissors (minimum 12.7cm long, blunt ended, stainless steel) - only to be used for cutting clothing away.

Where no mains tap water is readily available, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Each container should hold 300ml and at least 900ml should be provided.

7.4 Disposal of used materials

Items contaminated with blood or other body fluids should be treated as follows:

- i) Disposable items should be sealed in a plastic bag and disposed of with general waste
- ii) Clothing can be cleaned in an ordinary washing machine on the hot cycle.
- iii) Other equipment and surfaces can be cleaned using a hyperchlorite solution, e.g. bleach (one part bleach to ten parts water) of Milton.

8. INCIDENT AND ILL HEALTH REPORTING

8.1 Accident Book

An Accident Book is kept on every site and must be duly completed by the site director, or anyone else on their behalf, at the time of the accident. This gives details date, time and place of the accident, who was involved, how it happened, and the nature of the injury, the treatment given and the names of any witnesses. All accidents must be reported to the Supervisor, to the Administrator, and to a Company Director.

Employees working on a site under the general supervision of a Contractor are bound to comply with the terms of the Contractor's Health & Safety Policy, and as such, all accidents should also be reported to the Contractor.

Where there is no site hut, and where staff are working from its offices, the accident book may be completed there at the earliest opportunity following the incident. This should be on the same day or following day.

Should an accident, injury, near miss, dangerous occurrence or safety incident occur the following procedure will take place;

1. The archaeologist will report the incident by phone to the employers representative on site before the end of that day
2. A short summary of the incident will be sent to the employer by email with 3 days.
3. Within 14 days, a full incident report will be sent to the employer including, details of the incident, causes, omissions and corrective actions.

Injury classification will be as follows:

MINOR INJURY – A first aid treatment dealt with onsite by the nurse, e.g. a minor cut to the hand requiring cleaning and a dressing.

A&E REFERRAL – A minor injury whereby the nurse deems it necessary for the injured party to be referred to A&E, (Accident and Emergency), but results in no lost time, e.g. a sprained wrist that requires a precautionary X-ray.

EMPLOYER-NOTIFIABLE LOST TIME ACCIDENT – An accident that result in a site worker being absent from work due to the injury for one, two or three days.

NOTIFIABLE LOST TIME ACCIDENT - An accident that results in a site worker being absent from work due to the injury for more than three days

9. RELEVANT LEGISLATION

- The Safety, Health & Welfare Act 2005 (S.I. No. 328 of 2005)
- The Safety, Health and Welfare at Work (Construction) Regulations 2006 (S.I. No. 504 of 2006)
- The Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No.299 of 2007)
- Any amendments to the above mentioned documents, and
- All relevant Codes of Practice
- Construction, design and management regulations, 2007

10. MONITORING AND REVIEW OF HEALTH & SAFETY POLICY

- All employees will be expected to bring to the notice of their immediate Supervisor any areas where the Archer Heritage Planning Policy on Health & Safety appears to be inadequate. The suggestions will be passed to the Director responsible for safety consideration.
- The Safety Officer will visit Archer Heritage Planning sites/premises at regular intervals and will report on any hazards, defects or breaches of Regulations observed during the visit.
- A report of the inspection will be left on site and a copy of this report will be sent to the Safety Officer so that it can be established where the appropriate procedures in Archer Heritage Planning policy have not been complied with or are deficient and action taken to ensure similar problems do not recur on Archer Heritage Planning sites.
- At six-monthly intervals, or other intervals as arranged, a meeting will be held between the Safety Officer and senior management of Archer Heritage Planning to discuss the accident statistics for the previous half-year, the performance of the company in the prevention of accidents, compliance with Health & Safety Policy, to establish areas where improvements in procedures, training, etc. could be made and to review and, where necessary, revise the Company Policy for Health & Safety.
- The minutes of the Health & Safety meeting will be made available to all employees. A meeting will be held between the Safety Officer and other employees, where employees will be invited to contribute their opinions on Health & Safety issues.
- Health & Safety issues dealt with by Archer Heritage Planning Ltd may have an effect on other companies, i.e. those sharing premises, other contractors working on construction sites. Those affected or involved by any proposed changes to Archer Heritage Planning's Health & Safety policy will receive formal notification of the proposed changes and will be invited to comment before the proposals are finalised within Archer Heritage Planning's Health & Safety policy.
- Archer Heritage Planning are willing to be audited externally regarding Health & Safety performance

11. SAFETY TRAINING

The following safety certification has been received;

Ciaran McGuinness has received an Occupational Health & Safety Foundation Course certificate from N.I.SO and has completed a Level 5 FETAC OHS course in Nov 2008.

Ciaran has worked as Safety Officer on the following archaeological projects:

M3 Clonee – north of Kells motorway

M4 Kinnegad Enfield Kilcock motorway

N8 Rathcormac to Fermoy motorway

M7/M8 Portlaoise to Castletown Cullahill motorway

N3 Butlersbridge to Belturbet by pass

Aidan O'Connell

Manual Handling

SafePass

Rob O'Hara

Manual Handling

SafePass