Safety Statement

March 2023

Document Number: PVG - H&S-02

EMERGENCY NUMBERS

All Emergencies	911/ 112	
Company Office (Depot Address)	PV Generation Ltd, Unit 5 Block F, Brooklodge Business Park, Glanmire, Cork, T45X673. AND PV Generation Ltd, Scotstown Business Centre, Carrowhatta, Scotstown, Co. Monaghan, H18 FH36, Ireland Co. Monaghan,	
Directors	Laura McArdle	+353 86 846 8596
	Richard Linger	+353 87 124 0480
	Joe Garvin	+353 85 782 3763
Local Hospital	Cork University Hospital Bishopstown Cork Tel: (+353) 21 492 2000 Monaghan General Hospital Mullaghmonaghan, Monaghan, H18 NV91, Ireland Phone: +353 47 81811	
Gardai	Garda Station Gurranabraher District HQ - Cork (+353) 021 4946207 Monaghan Garda Station Plantation Rd, Roosky, Monaghan, H18 PK84, Ireland Phone: +353 47 77200	

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STATEMENT OF POLICY

PV GENERATION LTD. Company policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. This will be done through the provision of information, training and supervision as required for this purpose. The company also accepts responsibility for the health and safety of other people (public, visitors etc.) who may be affected by the company's activities.

PV GENERATION LTD. will comply with all Regulations and Codes of Practice dealing with health, safety and welfare where applicable.

Structures, equipment and systems of work will be maintained and/or arranged so far as is reasonably practicable, in order to ensure safety and absence of risk to health.

All employees are responsible for maintaining high standards of personal health and safety to ensure their own protection and that of others. All safety equipment provided shall be used in the manner for which it is intended. Employees shall ensure that any such equipment is not damaged or abused and shall co-operate in the compliance with all relevant statutory duties.

Details of safety arrangements applying to specific work areas are contained in this remaining document.

A copy of the **PV GENERATION LTD.** Health and Safety Statement will be available for inspection by all employees within the company. Employees are encouraged to put forward suggestions for improvement to the statement.

Richard
Linger, Director of PV Generation

March 2023
Date

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1.1 DIRECTORS

1.1.1 Responsibilities

- Ensure compliance with safety legislation
- Provision of safe places of work.
- Approve financial resources to sustain safety policy.
- Identify hazards in the workplace and remove or reduce the risks associated with those hazards, in order to ensure the safety, health and welfare of all employees and other persons affected by company activities.
- To investigate potential hazards and dangerous occurrences at the workplace
- Investigate accidents. Investigate dangerous occurrences, near misses and loss or damage. Review all accident/incident report forms. Maintain records according the Safety, Health and Welfare at Work (General Application) Regulations, 2007-2016.
- Report accidents and dangerous occurrences to the Health and Safety Authority that are reportable under the Safety, Health and Welfare at Work (General Application) (amendment) Regulations, 2016.
- To co-ordinate and prioritise for action, any health and safety issues raised by checks and audits or by individual employees.
- To ensure that plant, equipment, and facilities are maintained to a high standard and are as safe as reasonably practicable.
- To consult with individual employees on health and safety issues which affect them and take appropriate action arising out of the consultations.
- Liaise with person responsible for health and safety (e.g. Site Foreman) of a site that PV GENERATION LTD. may be working on as sub-contractors.
- To ensure that all Statutory and recommended safety inspections/certifications are recorded for equipment such as lifting machinery etc.
- Ensure that appropriate training is given to employees as necessary.
- Insist that safe working practices are observed as set out in our Safe Work Practice Sheets and as laid down in Codes of Practice. Ensure that work is planned and carried out in accordance with the statutory provisions.
- Ensure that sufficient finances are included for consideration in the Annual Estimates to carry out:
    1) Safety training programmes
    2) Risk control/reduction in specific areas (including person protective equipment)
    3) Safety audits
    4) Provision of safety information.
- Ensure that all employees have received ‘Safe Pass’ training and have been issued with a ‘Safe Pass registration’ card. Also ensure that all employees working on plant and equipment have received the appropriate CSCS training.
- Distribute Safety Statement to employees and ensure that Safety Statement is readily available for inspection by contractors etc. upon request

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- Review and up-date Safety Statement annually or when there is a change in working systems or equipment.
- Prepare an emergency plan.
- Ensure that articles or substances used safely at work and that welfare facilities and arrangements are provided.
- Inspect and maintain first-aid equipment, firefighting equipment and personal protective equipment or ensure that a delegate carries out these duties.
- Set a personal example by wearing appropriate protective clothing/equipment.
- Initiate disciplinary procedures for non-compliance with safety policy.
- Duty of care as regards employees of another employer or other persons present in the workplace by controlling access to workplaces which may prevent danger - warning signs, information on known dangers, ensuring protective equipment is worn where necessary and any supervision which may be essential
- Inform client of their new duties under the Construction Regulations, the Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2019 (S.I. No. 129 of 2019).

Note – refer to https://www.hsa.ie/eng/Your_Industry/Construction/ for latest data,

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1.2 SUPERVISORS

1.2.1 Responsibilities

The Foreman has day-to-day responsibility for the management of the safety, health and welfare of all employees under his control and for others who may be affected by their activities.

He must:

- Arrange for the distribution of the Safety Statement and its revisions to all employees.
- Ensure that all work is planned and organised in accordance with the agreed safe work procedures.
- Liaise with Safety Advisor.
- Ensure that the employees adhere to safe systems of work.
- Ensure that the equipment and machinery being used is kept in safe condition.
- Ensure that employees wear the appropriate personal protection equipment.
- Must attend to any safety defects, which come to their notice and also report these defects to the Directors/Supervisors.
- Arrange induction of new employees to workplace.
- Set a personal example.

1.3 EMPLOYEES

There is a duty on all employees to take care of their own safety while at work. Safety is a condition of employment. Considerable time and resources have been expanded in the preparation and implementation of a safety policy designed to protect the interests of all employees. The success of this policy depends on your co-operation. The programme will not succeed unless both management and employees work together to secure the safety, health and welfare of everyone at work.

1.3.1 Responsibilities

- Employees are expected to read, understand, and work in accordance with the information and recommendations set forth in this safety statement. New and revised statements may be produced after certain time periods and these will be distributed. In such an event, all employees will be required to comply with the requirements stated therein. Any queries can be directed to PV GENERATION LTD.
- Take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts.
- To notify their Directors/Supervisors of any assistance they require in discharging their health and safety obligations, paying regard to the possible effects on others if they omit safety considerations.

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- To co-operate with PV GENERATION LTD. so far as is necessary, that any duty required under the legislation is performed or complied with and that any equipment provided is not interfered with or misused.
- Work in a safe manner at all times. Do not take necessary risks, which would endanger oneself or others.
- Report to immediate Supervisors, all potential hazards, unsafe and unhealthy conditions or working practice affecting employees or members of the public
- Employees shall inform Directors/Supervisors as soon as possible, if absence from work is related to an accident or effect of workplace, endured or suffered whilst at work.
- Every accident and dangerous occurrence involving employees or members of general public, arising at land, premises or use of a vehicle, within the control of PV GENERATION LTD. shall be reported forthwith by the employee to Directors/Supervisors who shall ensure that the accident is recorded and reported to the HSA.
- Use the correct tools and equipment for the job.
- Ensure that safety devices are not bypassed or that protective equipment is not abandoned when it should be worn.
- Wear safety footwear at all times and, where necessary, use all protective clothing and safety equipment provided e.g. safety helmets, high visibility clothing, protective gloves etc.
- Keep tools in good condition.
- Report immediately to your Directors/Supervisors any defects in plant or equipment.
- Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced in using it.
- Do not play dangerous or practical jokes or “horseplay” on site.

FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN DISCIPLINARY ACTION OR PROSECUTION.

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1.4 SUBCONTRACTORS

1.4.1 Responsibilities

- Read and understand PV GENERATION LTD. Safety Policy and ensure that it is brought to the notice of all employees under their control.
- To comply with PV GENERATION LTD. policies and procedures that are in place
- Ensure that all plant, machinery and equipment used are safe with the appropriate guards in place and equipped with the necessary safety devices. Certain plant, machinery and equipment must be tested and thoroughly examined.
- Ensure that all plant and equipment is not left unattended.
- Keep a record of all maintenance carried out both internally and externally.
- Submit safety documentation to PV GENERATION LTD. for approval prior to any works commencing.
- Establish a preventative maintenance programme and arrange for regular servicing and maintenance of all machines / equipment.
- Ensure that defects are dealt with promptly and plant, machinery and equipment are decommissioned or removed where possible from the work area so as to prevent unauthorised use.

Plant, machinery or equipment purchased must be suitable from a health and safety perspective and must comply with all statutory requirements and current recommendations.

1.5 COVID-19

PV Generation have implemented a COVID-19 response plan and have in place all relevant procedures in line with government guidelines. All current information is available at - https://www.hsa.ie/eng/topics/covid-19/

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1.6 FIRE / EMERGENCY PROCEDURES

Fires can grow extremely rapidly. If a construction fire occurs the primary aim is to ensure that all those on-site reach safety as soon as possible. Delay can be fatal. Site staff may need to fight a fire to enable their escape, but tackling larger fires is the fire brigade's task.

1.6.1 Raising the Alarm

- If fire breaks out the alarm should be raised as soon as the first person discovers it.
- When on an open construction site, shout 'fire'. In the case, where fire breaks out within a building, raise the alarm through the ‘break glass’ alarms
- Check that existing building alarm systems have not been disconnected if you rely on them during refurbishment work

1.6.2 Means of escape

Construction sites can pose particular problems because the routes in and out may be incomplete and obstructions may be present. Open sites usually offer plentiful means of escape and special arrangements are unlikely to be necessary. In enclosed buildings people can easily become trapped, especially where they are working above or below ground level. In such cases means of escape need careful consideration. Make sure that:

- Wherever possible, there are at least two escape routes in different directions;
- Travel distances to safety are reduced to a minimum;
- Enclosed escape routes, for example corridors or stairwells, can resist fire and smoke ingress from the surrounding site. Where fire doors are needed for this make sure they are provided and kept closed (self-closing devices should be fitted to doors on enclosed escape routes);
- Escape routes and emergency exits are clearly signed;
- Escape routes and exits are kept clear. Emergency exits should never be locked when people are on the site;
- Emergency lighting is installed if necessary to enable escape. This is especially important in enclosed stairways in multi-storey structures which will be in total darkness if the normal lighting fails during a fire;
- An assembly point is identified where everyone can gather and be accounted for.

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1.6.3 Fire-Fighting Equipment

The equipment needed depends on the risk of fire occurring and the likely consequences if it does. It can range from a single extinguisher on small low-risk sites to complex fixed installations on large and high-risk sites. Whatever equipment is needed make sure that:

- Fire equipment is located where it is really needed and is easily accessible;
- The location of fire-fighting equipment and how to use it is clearly indicated;
- The correct types of extinguishers are provided for the type of fire that could occur. A combination of water or foam extinguishers for paper and wood fires and CO2 extinguishers for fires involving electrical equipment is usually appropriate;
- The equipment provided is maintained and works. Fire-fighting equipment should be checked regularly by a competent person - often from the manufacturer;
- Those carrying out hot work have appropriate fire extinguishers with them and know how to use them.

1.6.4 Emergency Plans

The purpose of emergency plans is to ensure that everyone on site reaches safety if there is a fire. Small and low-risk sites only require very simple plans, but higher risk sites will need more careful and detailed consideration.

An emergency plan should:

- Be available before work starts;
- Be up to date and appropriate for the circumstances concerned;
- Make clear who does what during a fire;
- Work if it is ever needed. On larger high-risk sites fire drills may be appropriate. On smaller sites you should know what you need to do if there is a fire;
- Directors needs to make sure that everyone on their sites know what to do;
- Regular checks should be made to ensure that fire precautions are in place.

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1.7 PERSONAL PROTECTIVE EQUIPMENT

1.7.1 Safe Systems of Work

(Refer Employee Handbook - Pg 28 Safety, welfare & hygiene Clause A-7)

- All Operatives are required to wear suitable footwear.
- All plant Operators employed by PV GENERATION LTD. will be issued with appropriate hearing protection and instructed on its maintenance and use.
- All persons issued withprotective clothing or equipment must immediately report to their Directors/Supervisors any loss or defect in the equipment.

1.7.2 Control Measures

Provision of Personal Protective Equipment

The Directors/Supervisors recognise their duty, to provide personal protective equipment to his employees who may be exposed to a risk to their health and safety while at work except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective.

Compatibility of Personal Protective Equipment

The Directors/Supervisors recognise their duty, to ensure that an assessment is undertaken to ensure that chosen PPE is correct for the particular risks involved.

Assessment of Personal Protective Equipment:

The Directors/Supervisors recognise their duty, to ensure that an assessment is undertaken to ensure that chosen PPE is correct for the particular risks involved.

Maintenance and Replacement of Personal Protective Equipment:

The Directors/Supervisors recognise their duty, to ensure that any PPE provided is maintained in an efficient state, in efficient working order and in good repair.

Accommodation for Personal Protective Equipment:

The Directors/Supervisors recognise their duty, to ensure that appropriate accommodation is provided for the PPE when it is not being used.

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Information, Instruction and Training:

The Directors/Supervisors recognise their duty, to provide suitable information, instruction and training to employees to enable them to make effective use of the PPE provided to protect them against hazards to their health and safety. Adequate levels of supervision shall be provided to ensure that the training and instructions are being followed.

1.7.3 Employees Duties

Use of Personal Protective Equipment:

- Employees shall use PPE in accordance with the Directors/Supervisors instructions, which shall in turn be based on the manufacturer's instruction for use.
- Employees shall take reasonable steps to ensure that it is returned after use to the accommodation provided for it.
- Employees shall forthwith report to the Directors/Supervisors any loss of or obvious defect in the PPE.

1.7.4 Directors/Supervisors Duties

- All Directors/Supervisors shall set a good example in the wearing the necessary protective clothing and equipment where required.
- All employees are required to wear suitable footwear while at work.
- The Directors/Supervisors shall ensure that adequate supplies of all necessary protective clothing or equipment are available on site for issue as required and clear instructions on how workers can obtain the PPE.
- The Directors/Supervisors shall ensure that the protective clothing or equipment is suitable for the specific process for which it is provided.
- The PPE provided shall take into account ergonomic factors and the health of the operator. PPE provided shall fit the wearer properly.
- All PPE shall comply with legislation (BS/EU standards) concerning the design and manufacturer.

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1.8 REPORTING OF ACCIDENTS AND NEAR-MISSES

1.8.1 Accidents/incidents to be reported

(Refer Employee Handbook Pg 28 Safety, Welfare & Hygiene Clause A-4)

- Accidents – even minor accidents where no treatment is needed.
- Complaints of ill-health which may be due to work activities.
- Near-misses.
- Damage to property or equipment.
- Dangerous occurrences.

NOTE: Accidents to non-employees such as passers-by, visitors to sites, sub-contractors etc. must also be reported].

- All employees must report the above as soon as possible so that **PV GENERATION LTD.** can fulfil their statutory obligation to report serious fatal accidents and dangerous occurrences to the Health and Safety Authority.
- All accident must be recorded in the Accident Report Book. The Manager / Supervisor on site at time of accident should be notified immediately.
- In event of an accident, employees should contact an Occupational First Aider where available. For more serious cases, contact the Emergency Services immediately.
- If an employee is absent from work for more than **three calendar days** due to a work injury or illness, it is a statutory requirement that formal notice is given to the Health and Safety Authority.
- When a serious accident occurs, the procedure below must be followed.

The Manager/Supervisor must take charge of the proceedings as follows:

1. Observe accident location and status of injured person.
2. It there is a risk of further injury, move injured person to safety.
3. Call for immediate medical assistance or emergency services.
4. See that First-Aid etc. is administered if required by a competent person.
5. If ambulance is called, make sure exact location is give and that ambulance can access site as near as possible to the injured persons.
6. Establish location of hospital and appoint a suitable person to travel with injured person.
7. Notify family of injured person and if required, arrange transport for them to hospital.
8. Gather all information immediately about the action and the circumstances leading to it.
9. Obtain witnesses statements; write them down as they are given.

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10. Complete accident report book and report form and check with Manager before sending to the Health and Safety Authority as required.
11. Take sketches or photographs of the area where the accident occurred.
12. If the HSA are to inspect the site and location of accident, do not move anything unless further serious risks have to be avoided.
13. Insurance company to be notified and guidance to be sought regarding requirements for further reports, investigations and position of company.

In an emergency, you should dial 999 and ask for an ambulance. Use the following procedure:

a) Dial 999
b) Speak clearly and concisely
c) Give the following information:

- Location of the emergency
- Nature of the accident
- Number of casualties
- Your name, address and telephone number

d) Do not replace the receiver until the controller has cleared the line.
e) If in doubt or confused about the location, keep the phone off the hook after making a 999 call and your call will be traced.

1.8.2 REPORTING PROCEDURE

PV GENERATION LTD shall send an accident report form to the HSA within ten days of the accident where:

- Any person dies as a result of an accident arising out of or in connection with work. In the case of a death, supply the HSA by the quickest practicable means with the name of the deceased, brief particulars and the location of the accident

Or

- Any person not at work (e.g. visitor) suffers an injury as a result of an accident caused by the undertakings of the company and that person is taken from the site of the accident to a hospital for treatment in respect of the injury.

Or

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- There is a dangerous occurrence.

Reporting Options

- As soon as practicable, complete an online accident report form at www.hsa.ie or send a written report in the approved form **(IR 1)** to the HSA in the event of a death or accident,
- In the event of a dangerous occurrence complete an online report form at www.hsa.ie or send on form **(IR 3)**.

1.9 NO SMOKING POLICY

(Refer to Employee Handbook pg 28 SAFETY, WELFARE & HYGIENE Clause D)

PV GENERATION LTD. No-Smoking Policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. The Company's No-smoking Policy prohibits smoking and avoids non-smokers from becoming passive smokers by not exposing them to second-hand smoke.

1.9.1 POLICY

It is the policy of **PV GENERATION LTD** that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. This includes company vehicles. This policy applies to all employees, contractors, sub-contractors, customers or members and visitors.

1.10 INTOXICANTS POLICY (REFER EMPLOYEE HANDBOOK – PG28 SAFETY, WELFARE & HYGIENE CLAUSE F)

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PV GENERATION LTD. work involves a number of hazards, operating dangerous plant and equipment, working at heights, confined spaces etc.

Drugs and alcohol can impair co-ordination and **increase** the risk of injury, not only to the plant and equipment operator, but to other persons.

- Alcohol or illegal drugs are **banned** from the workplace.
- **Don't** start work whilst affected by any drug or alcohol
- Contractors, subcontractors, visitors etc. **must not** endanger themselves or others by the consumption of drugs or alcohol
- Report all incidents involving drugs or alcohol
- Should there be a drug or alcohol problem and there is a need to do something about it, see the company management for private and confidential assistance
- Prescription drugs may have an effect on work performance. They could make a person drowsy, impair judgement or reactions
- If concerned about any prescription medication being taken, discuss this with the Site Supervisor.

YOU HAVE AN OBLIGATION TO DO WHAT IS REASONABLY PRACTICAL TO PROTECT YOUR OWN HEALTH AND SAFETY AND THAT OF OTHERS BY NOT BEING AFFECTED BY ANY DRUG OR ALCOHOL AT WORK.

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1.11 DRIVING FOR WORK POLICY

(Ref Employee handbook – pg 34-37 Rules for the use of Company vehicle)

All drivers must ensure that whilst driving for work that they comply with the Road Traffic Law, Health & Safety Law and the EU rules on driving time.

The driver of the vehicle is ultimately responsible for how a vehicle is driven on the road. However it is a shared responsibility between the employer and the employee. Drivers have a duty of care to others who may be affected by your work activities this includes other road users and pedestrians.

Directors will ensure that risks associated with driving are properly controlled by ensuring the following:

- Driver selection, vetting of drivers and licence checks – ensuring drivers have the correct licence for the vehicle been driven.
- All company vehicles are fit for the purpose
- Maintaining and servicing company vehicles
- Providing instruction, training and information to the driver
- Providing Safety and personal protective equipment – hi visibility jackets, warning triangles for vehicle breakdown, suitable safety footwear and weather proof clothing.
- Promoting good driver behaviour among staff
- Scheduling journey's to ensure that drivers have enough time to carry out the journey safely.

Drivers must always follow the Rules of the Road.

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1.12 DISCIPLINARY PROCEDURE

(refer employee handbook pg 39-43 disciplinary rules & procedures)

At any time an operative can be told to leave the site / work area for serious breaches in health and safety including breach of safety or site specific rules or instructions i.e. SSWP / method statements, not wearing the appropriate PPE, interfering with fire or emergency systems etc.

Any breach of Safety Rules or any breach of any site-specific rules or instructions i.e. method statements not wearing the appropriate PPE, is likely result in the offender being sent off site. The severity of the breach will determine whether it is for the remainder of the day or permanently dismissed from site.

1.13 MOBILE PHONE POLICY

(Refer Employee handbook pg35 rules for the use of company vehicle)

In cases of emergency it may be necessary to contact an employee while driving. If the call is answered the nature of the emergency should not be relayed but the driver asked to stop at the next convenient place and return the call.

Mobile Phones are not permitted to be used when operating machinery / plant & equipment. All staff, when using equipment or machinery will not respond to calls at the same time, as using this equipment or machinery.

Operatives are not permitted to use their mobile phone when working at height (Roof Work, Scaffolding, Ladders etc.)

Operatives required to use mobile phone on site during working areas should do so in a safe area – canteen, site office etc.

The use of mobile phones when driving, using plant & equipment or working at height are not permitted as this diverts the attention of the user and increases the likelihood of an accident.

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2 SITE TIDINESS

2.1 SITE TIDINESS

2.1.1 HAZARDS

Tripping and falling over materials

2.1.2 RISK

Cuts and bruises
Broken limbs

2.1.3 RISK RATING

Medium

2.1.4 CONTROL MEASURES

All work will be planned taking into account the labour and plant needed to comply with the required standards.

The **Directors/Supervisors** will ensure that before the site commences, access routes are planned and deliveries are programmed to ensure that excess materials are not stored on site.

Oil spilled on floors of premises or workshops must be covered with a proprietary soaking agent or, if recommended, another material.

Rubbish will not be left lying around.

Gangways, aisles or stairways will not be obstructed with tools or other materials

Materials such as piping will be stored in an orderly and secure manner.

Compressed gases, chemical products, or other hazardous materials will not be left unattended. Gas cylinders, whether full or empty, should always be secured to a wall, bench or rack.

Restore work areas to their normal condition prior to leaving by replacing access panels and ceiling tiles which may have been removed during the course of work.

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2.1.5 RESIDUAL RISK RATING

Low

2.2 WORK AT HEIGHTS

2.2.1 HAZARDS

Falls of persons off the edge of the structure or through fragile materials
Falls of materials or articles

The safety of the public and particularly children must be a priority consideration during the working period.

2.2.2 RISK

Significant injuries or fatalities from falls of persons
Significant injuries from falling materials

2.2.3 RISK RATING

High

2.2.4 Personal Protective Equipment

Safety helmets
Safety footwear

2.2.5 CONTROL MEASURES

Where work cannot safely be done on or from the ground or from part of a building or other permanent structure, there shall be provided, placed and kept in position for use and properly

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maintained either scaffolds or where appropriate, ladders or other means of support, all of which shall be sufficient and suitable for the purpose for which it is used.

PV GENERATION LTD. employees will assess all height equipment before work commences. Where employees deem equipment to be unsafe, it will not be accessed until equipment is repaired or replaced and considered safe to work upon.

The **Directors/Supervisors** will ensure that before work at height commences, it is planned to ensure that a safe access, egress and working place is provided for Operatives.

The **Directors/Supervisors** will ensure that work is carried out as planned and in accordance with required standards and that all Operatives have received instructions in safe working procedures and in the use of any safety equipment provided.

The **Directors/Supervisors** will ensure that all necessary precautions are taken to ensure that persons do not walk or work beneath Operatives carrying out work at high level.

2.2.6 RESIDUAL RISK RATING

Medium

2.3 LADDERS

2.3.1 HAZARDS

Not securing the ladder properly
Unsafe use of ladder (over-reaching, sliding down etc.)
Using ladder with a defect
Unsuitable base to ladder
Ladder at unsuitable angle, swaying, springing etc.
Insufficient overlap of extension ladders

2.3.2 RISK

Injuries and fatalities due to persons falling from ladders

2.3.3 RISK RATING

High

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2.3.4 CONTROL MEASURES

The **Directors/Supervisors** will arrange for the required number and type of ladders to be provided taking into account the standards below.

The **Directors/Supervisors** will check ladders before use to ensure it has no defects, is properly secured and has a solid and level base.

Methods of use, which will result in damage to the ladder, will not be permitted, e.g. securing ladder with scaffold clip or using it as a ramp.

Ladders will not be used for more than 30mins. Where activity is longer than 30mins, other means of access will be used e.g. scaffolding.

Construction and Maintenance of Ladders

Every ladder shall be of good construction, of suitable and sound material and of adequate strength for the purpose for which it is used and shall be properly maintained.

No ladder shall be used from which a rung is missing or defective.

Every rung of a ladder shall be properly fixed to the stiles or sides.

No ladders shall be used in which any rung depends for its support solely on nails, spikes of other similar fixing.

Use of Ladders

No ladder standing on a base shall be used unless:

- It is securely fixed near to its upper resting-place or, in the case of a vertical ladder near to its upper end; provided that where such fixings is impracticable the ladder shall be securely fixed at or near to its lower end.
- It has a level and firm footing and is not standing on loose bricks or other loose packing.
- It is secured where necessary to prevent undue swaying or sagging
- It is equally and properly supported on each stile or side.
- It extends to a height of at least 1.00 metre above the place of landing or the highest rung to be reached by the feet of any person at work using the ladder.
- There is sufficient space at each rung to provide adequate foothold.

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2.3.5 RESIDUAL RISK RATING

Medium

2.4 SCAFFOLDING

2.4.1 HAZARDS

Falling from scaffolds during erection/dismantling or its normal use Materials falling from a scaffold
Access by the public and children
Untrained personnel erecting/dismantling scaffolding
Accessing incomplete scaffolding

2.4.2 RISK

Injuries or fatalities from falls of persons
Injuries from falling materials

2.4.3 RISK RATING

High

2.4.4 CONTROL MEASURES

Provision of Scaffolds

Where work cannot safely be done on or from the ground, scaffolding will be provided and placed in position for use and properly maintained.

Supervision of work and inspection of material

No scaffold will be erected or be dismantled except under the immediate supervision of a competent person and by persons trained and experienced. GA3 form will be completed by a competent person.

Before accepting a scaffold erected by a specialist scaffolding Contractor for use by company employees, the **Supervisors** will check the scaffold and a handing-over certificate **(GA3)** will be obtained.

All materials will be inspected by a competent person on each occasion before taken into use.

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No person other than a competent scaffolder will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected for use by company employees

Construction and material

Every scaffold and every part thereof will be of good design and construction, of suitable and sound material and of adequate strength for the purpose for which it is used.

Sufficient material will be provided for and will be used in the construction of scaffolds. Timber used for scaffolds will be of suitable quality, be in good condition, and have the bark completely stripped off.

Timber used for scaffolds, trestles, ladders, and folding stepladders will not be so painted or treated that defects cannot easily be seen.

Metal parts used for scaffolds will be of suitable quality and be in good condition and free from corrosion.

Defective material

No defective material will be used for a scaffold

Maintenance of scaffolds

Every scaffold will be properly maintained and every part will be kept so fixed, secured or placed in position as to prevent accidental displacement

Partly erected or dismantled scaffolds

In the case of a scaffold or part of a scaffold which is partly erected or partly dismantled:

- A prominent warning notice indicating that the scaffold is not to be used is affixed near any point at which the scaffold is liable to be approached for the purpose of use.

- Suitable barriers will prevent access to the scaffold.

Standards, Ledgers and Putlogs

Standards will be either vertical or slightly inclined towards the building and be fixed sufficiently close together to secure the stability of the scaffold.

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The base of the standard will be placed on an adequate base plate in a manner to prevent slipping or sinking.

Ledgers of scaffolds will be as nearly as possible horizontal and will be securely fastened to the standards by efficient means

Putlogs will be securely fastened to the ledgers or to the standards.

The distance between two consecutive putlogs on which a platform rests will be fixed with due regard to the anticipated load and the nature of the platform flooring.

Stability of scaffolds

Every scaffold will be securely supported and properly braced to prevent collapse and will be rigidly connected with the building

Boatswain's chairs, skips etc. (not power operated)

A boatswain's chair, cage, skip or similar equipment will not be used unless:

- It is of good construction, suitable and sound material, and adequate strength, free from patent defect and properly maintained.
- The outriggers or other supports are of adequate strength and properly installed and supported
- The chains, ropes, lifting gear or other means of suspension used are securely attached to the outriggers or other supports
- Suitable means are provided to prevent any person at work falling out
- It is free of materials liable to interfere with such person's handhold or foothold.
- Suitable measures are taken to prevent spinning or tipping in a manner dangerous to any such person
- In the case of any such skip or other receptacle, it is at least 950 millimetres deep, and has at least a toe board, a main handrail and an intermediate handrail,

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- Its installation has been, and its use is, supervised by a competent person.

Construction of working platforms, gangways, runs and stairs

Working platforms, gangways, runs and stairs will be:

- Constructed, dimensioned, protected and used in such a way as to prevent persons at work from falling or being exposed to falling objects

- Of a sufficient width to allow the safe passage of persons at work

Decking of working platforms, gangways and runs

Every board, plank-forming part of a working platform will be of a thickness and width to provide strength and security.

No board, plank will project beyond its end support

Suitable measures will be taken to reduce the risk of tripping and to facilitate the movement of barrows

Every board, plank will rest securely and evenly on its supports.

Guard-rails and toe-boards

Every open side of a working platform will be provided with suitable guard-rails of adequate strength to a height neither greater than 1.20 metres no less than 950 millimetres above platform and with toe-boards up to a sufficient height which will in no case be less than 150 millimetres.

Safe Foothold

If a platform, gangway, run or stair becomes slippery, appropriate steps will be taken by way of sanding, cleaning or otherwise to remedy the condition

Loads on Scaffolds

A scaffold will not be overloaded and when material is transferred on or to a scaffold, it will be deposited without imposing any sudden shock

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2.4.5 RESIDUAL RISK RATING

Medium

2.5 MOBILE TOWER SCAFFOLD

2.5.1 HAZARDS

Safe working load of tower/wheels exceeded
Instability of the tower
Inadequately or improperly secured ballast
The limitations of the tower height-to-base ratio are exceeded

2.5.2 RISK

Injuries or fatalities from falls of persons

2.5.3 RISK RATING

High

2.5.4 CONTROL MEASURES

Height must be relative to effective base dimension. (Normally a maximum height to least base dimension ration of 3.5 to 1 is specified for towers used inside a building and 3 to 1 for towers used outside. However, lower ratios may be specified by manufacturers of very light mobile towers)

Outriggers or stabilisers must be extended where applicable

Tower must not be used or moved on sloping, uneven or obstructed surfaces

Tower must be vertical

Tower must be tied to building where required

Tower must be moved at ground level

Floor must be free from openings, ducts, steps etc.

No person to remain on platform while tower is being moved

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Materials and tools to be removed or secured on platform, before tower is moved

Overhead obstructions must be noted and avoided

In particular, overhead electricity lines must be avoided.

Bracing members must be fitted

Guard-rails and toe-boards must be fitted

Wheels must be locked when platform is in use

Tower must not be used in adverse weather
Safe working load of platform must not be exceeded

When mobile tower scaffolds are not in use, measures must be taken to ensure that children cannot reach or climb them.

The Supervisor must ensure that mobile towers can be used safely and efficiently on site, taking into account floors, ceiling heights, roof members, type of work etc.

All mobile towers must be erected by trained Operatives or by Operatives under the direct supervision of a competent person.

No person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorised by the Supervisor.

All mobile tower scaffolds must be inspected at 7 day intervals by the Supervisor and a record kept.

2.5.5 RESIDUAL RISK RATING

Medium

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2.6 HAND TOOLS

2.6.1 HAZARDS

Hand tools falling from heights
Tripping over hand tools Cutting edges
Flying splinters
Throwing tools from person to person
Carrying sharp tools such as chisels in pockets

2.6.2 RISK

Eye injuries
Bruises from flying tool heads
Cuts from knives
Fractures from defective or slipping wrenches

2.6.3 RISK RATING

Medium

2.6.4 CONTROL MEASURES

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Directors shall ensure that:

When tools not in use, store in a manner that is unlikely to be hazardous to others e.g. use boxes of suitable containers.

Where appropriate, hang tools from racks.

All cutting edges, teeth etc. are adequately sheathed or otherwise protected.

Tools are not laid down so that they can fall, roll or be knocked over.

Tools are not left lying on walkways or any place where they could be tripped over.

Safety goggles are provided where use of tool causes flying particles.

Tools are taken out of use where defective.

Where tools are to be transported in vehicles, care shall be taken so that they are not likely to cause injury to anyone.

2.6.5 RESIDUAL RISK RATING

Low

POWER TOOLS

2.6.6 HAZARDS

Electricity
Trailing leads

2.6.7 RISK

Electrocution
Fire
Damage to equipment
Tripping over electrical equipment

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2.6.8 RISK RATING

High

2.6.9 CONTROL MEASURES

All portable electrical equipment will be maintained on a regular basis.

All equipment found to be defective will be switched off and reported immediately.

Visual inspection of equipment will be carried out before use.

All hand tools will be earthed or double cabled.

All attachments will be firmly fixed.

All guards will be used and will not be interfered with.

Leads/extension cables will not trail across walkways.

All extension leads will be fully extended to prevent overheating and electrical fires.

Only trained and competent persons will test, repair and maintain portable electrical equipment

2.6.10 RESIDUAL RISK RATING

Medium

2.7 ABRASIVE WHEELS

2.7.1 HAZARDS

Burst wheel/disc.
Contact with wheel/disc.
Entanglement in moving parts
Flying particles during cutting or grinding operations

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2.7.2 RISK

Lacerations or even fatalities
Respiratory problems
Eye injuries

2.7.3 RISK RATING

High

2.7.4 CONTROL MEASURES

The **Directors/Supervisors** will ensure that any abrasive wheel machine will be provided and maintained in accordance with the Regulations.

The **Directors/Supervisors** will ensure that sufficient **Operatives** have been trained in the mounting of abrasive wheels and discs on the type of machine used.

Personal Protective Equipment

Eye protection and hearing protection
Respiratory, head and foot protection

The **Directors/Supervisors** will ensure that any **Operative** required to change discs or wheels on abrasive wheel tools has been trained.

The **Directors/Supervisors** will ensure that suitable storage facilities are available for abrasive wheels and that all protective equipment is available.

Directors/Supervisors will ensure that any abrasive wheel machine or tools being used with any defect is taken out of use immediately.

Employees shall:

- Report any defects to the Supervisors
- Not operate tool without guards in place.
- Always wear appropriate protective equipment especially for eyes before using tool – ensure goggles are a correct fit during grinding operations
- When using abrasive wheel for wet grinding, never allow the wheel to stand partly

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immersed in water. This will throw the wheel dangerously out of balance.

- Not use a cracked or chipped wheel. Switch off the machine and report it to the Supervisors.
- Never use excessive pressure when applying the work piece to the wheel.
- Carry out visual checks on the tool prior to use. Check for loose plug connections or damage to the cable.
- Not exceed the maximum operating speed marked on the wheel
- Ensure that the wheel guard is secured in position and properly adjusted before the wheel is run.
- Never use abrasive wheel at higher speeds than those specified by the manufacturer.
- Position the work piece rest as close as possible to the wheel surface
- When starting new wheels, run the wheel free at normal operating speed for approx. one minute during which operators and others should stand clear.
- Not bring wheels to a rest by applying pressure to the periphery or face
- Follow manufacturer's recommendations when selecting the correct wheel for the job.
- When using abrasive wheels in confined spaces and on materials that are particularly likely to give rise to dust, arrangements shall be made to provide local exhaust ventilation and appropriate protective equipment including face masks.
- Not carry out grinding operations near flammable materials.
- Not wear loose clothing in the form of ties, coat sleeves etc. as these are easily drawn in between the wheel and work piece.

2.7.5 RESIDUAL RISK RATING

Medium

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2.8 ASBESTOS

2.8.1 HAZARDS

Contact with old asbestos flues
Asbestos dust/fibres
Falls of persons
Fragile material

2.8.2 RISK

Inhalation possibly causing asbestosis, cancer of the bronchus and the lining of the chest and abdominal cavities, mesothelioma or other respiratory disease. Fatality or general injuries caused by fall through material.

Note: If the materials are cut or damaged, minute fibres of asbestos can be released into the air, which may be inhaled if adequate precautions are not taken. Some people exposed to this risk in particular those who also smoke cigarettes have developed asbestos and/or certain types of cancer.

The supply for use at work of materials containing asbestos is now prohibited.

2.8.3 RISK RATING

High

Personal Protective Equipment

Respiratory equipment (air-fed breathing apparatus)
Full overalls with hoods and elasticated wrists and ankles
Gloves fitting over the elasticated wrists Boots, without laceholes, which cover the ankles

2.8.4 CONTROL MEASURES

The **Directors** will ascertain at an early stage whether asbestos in any form is likely to be present or used on the site. Where necessary, a licensed asbestos removal Contractor will be selected to carry out the work.

If exposure is likely to exceed the “action level” removal and disposal should be carried out by a licensed contractor.

Workers who could potentially have been exposed to levels in excess of the “action level”

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should have undergone a successful examination, including a chest examination, within the previous two years.

Appropriate PPE and PPE storage facilities should be provided.

The **Directors**, will ensure that the licensed Contractor selected to carry out the removal work has set up safe operations

Where necessary, smoke testing of the enclosure and monitoring of airborne asbestos fibre concentrations outside the removal enclosure will be carried out.
The **Directors** must ensure that when removal operations have been completed, no unauthorised person enters the asbestos removal area until clearance samples have been taken and confirmation received that the results are satisfactory.

All warning labels will be left in place on any asbestos materials used on Site.

2.8.5 RESIDUAL RISK RATING

Medium

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2.9 MANUAL HANDLING OF LOADS

2.9.1 HAZARDS

Lifting heavy objects
Lifting incorrectly

2.9.2 RISK

Back strain and slipped disc
Hernias
Lacerations and crushing of hands or fingers
Tenosynovitis and beat conditions
Bruised or broken toes or feet
Various sprains, strains etc.

2.9.3 RISK RATING

High

2.9.4 CONTROL MEASURES

The **Directors/Supervisors** shall so far as reasonably practicable, avoid the need for his employees to undertake any manual handling operations at work which involve a risk of their being injured.

Where manual handling cannot be avoided, a Risk Assessment of all manual handling activities shall be carried out.

The **Directors/Supervisors** recognises their duty to keep the risk assessment up-to-date. Reviewing shall be carried out if new information (legislation) comes into light, if there has been a change in the manual handling operations or when reportable injuries occur.

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2.10 WORK IN OCCUPIED PREMISES

2.10.1 HAZARDS

Hazards are the same as for all other activities with the additional problem that the premises is not under the complete control of the operative, so that occupants might be exposed to some risk due to the work being carried out.

2.10.2 RISK RATING

Medium

2.10.3 CONTROL MEASURES

All work in occupied premises must be carried out in accordance with the appropriate sections of this Statement for access equipment, electrical equipment, health hazards, noise etc.

The work must be planned taking particular note of the precautions necessary to prevent risk to the occupiers of the premises during operations e.g.:

- Storage of materials, substances and equipment.
- Use of LPG appliances
- Fire protection
- Electrical equipment and trailing cables
- Noise
- Substances giving off flammable vapours etc.

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All planned protective measures must be provided before work commences e.g. enclosures, barriers etc.

Particular attention must be paid to housekeeping. Fire escape routes and other areas in use by the occupants must be kept clear of materials. Any spills of water, oil or other substances must be cleared up immediately.

Areas where work is taking place must not be left unattended unless all tools, materials, equipment etc. have been removed.

No work involving blow-lamps, welding equipment etc. must be carried out within one hour of the completion of a shift.

Dust emissions will be minimised and/or contained to boundaries of the construction site e.g. re-specifying work to eliminate or reduce dust hazards, use exhaust-ventilated tools, dampening work before or during cutting/excavation.

Physical barriers and notices will be installed to isolate works from occupants and members of the public.

Hot work and use of naked flame appliances controlled as necessary, including the use of permit to work systems, all hot work areas must be inspected 1hr after completion of the work to check if possible fire hazards.
When working over public thoroughfares, covered walkways, exclusion zones, debris netting, fans or other suitable measures to protect the public will be installed

The **Supervisors** will ensure that a survey is carried out before work commences to establish if there are any hazards in the premises, which would affect the health and safety of Operatives e.g.:

- Defective Electrical Installation.
- Hazardous Substances (asbestos, highly flammable liquids etc.)
- Combustible materials.
- Vermin.

The **Supervisors** shall ensure that information is obtained from the Owner/Occupier of the premises on special requirements of the premises e.g. insulation points for water, gas, electricity and all other affected services including:

- Fire escape routes.

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- Fire alarm systems.
- Disabilities of the occupants.
- Sensitive areas such as changing rooms where privacy of occupants must be ensured.
- Barriers, overhead protection, fencing etc.
- Use by Operatives of facilities at the premises
- Delivery of materials.
- Hazardous processes carried out at the premises e.g. use of chemicals
- Plant, which operates automatically.

Note that the person in control of the premises (other than domestic premises) has a duty to ensure, so far as is reasonably practicable, that the premises, **access** to or egress from the premises and any plant or substance in the premises, does not present a risk to the health and safety of persons coming on to the premises to carry out work.

The owner or occupier must be informed of the work to be carried out, hazards involved and precautions, and given the name of the Supervisors to contact in the event of any queries.

All Supervisors, Operatives and any Contractors involved in the work must be suitably trained and fully instructed in the specific requirements of the premises where work is to be carried out.

The Supervisors will check that work is carried out as planned and ensure that there are no unsafe areas or conditions, which may affect the occupants at the end of each working shift.

2.10.4 RESIDUAL RISK RATING

Low

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2.11 COMPANY VAN

2.11.1 HAZARDS

Incorrect use
Speeding Poor maintenance (i.e. lack of daily checking of water, oil, fuel, lights, tyres and brakes)
Reversing unsupervised
Carrying of passengers where no proper seat is provided.
Overloading or insecure loads

2.11.2 RISK

Injuries and fatalities due to vehicle going out of control

2.11.3 RISK RATING

High

2.11.4 CONTROL MEASURES

All **Operatives** will be provided with high visibility waistcoats.

A planned maintenance schedule will be prepared for all transport vehicles on site and details of repairs, maintenance etc. recorded.

Transport drivers must not consume any intoxicating liquids or drugs during working day or shift.

The **Directors/Supervisors** will ensure that all site transport is in good order and fitted with all necessary safety devices, notices and guards. Any defect must be repaired or replaced.

The **Directors/Supervisors** will ensure that only authorised licensed drivers are permitted to operate any site transport.

No young person (under 18 years old) is permitted to operate any transport.

Any necessary preparatory work required to ensure transport is used safely on site e.g. access roads, traffic control measures etc. will be carried out in accordance with planned requirements.

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2.11.5 RESIDUAL RISK RATING

Medium

2.12 INSTALLATION OF SOLAR PANELS

2.12.1 Hazards

Work on uneven, loose, slippery surfaces
Falls of persons, materials, tools from height
Working with electricity
Contact with overhead lines
Fire Hazard

2.12.2 Risks

Musculoskeletal disorders (MSDs)
Sun radiation may lead to sunburns, eye disorders and certain types of cancers
Electric shock from damaged components Internal burns, external burns and death
Injuries from impact or entanglement
Significant injuries or fatalities can result from falls or falling objects

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2.12.3 Risk Rating

High

2.12.4 Control Measures

Appropriately trained staff will carry out and communicate, to all operatives, a comprehensive risk assessment at each site.

All operatives will be trained and familiar with the safe working procedures.

The **Directors** will ensure regular inspection and maintenance for equipment being used.

The **Directors** will ensure information on the solar system, the electrical installation and the building that is required to install, repair or maintain the solar panels is provided and available to employees.

Work at height

When work at height is necessary, the **Directors** will arrange for mobile elevating work platforms (MEWPs) and scaffolding to be provided as required.

When roof work is necessary, the **Directors** will ensure condition of the roof is assessed to ensure that the roof is dry and free from slipping and tripping hazards such as moss, snow, ice, vent pipes, equipment lying around.

The **Directors** shall ensure that surfaces and every parapet, permanent rail or other fall protection measure is checked visually prior to use and at appropriate intervals throughout the works.

Crawling Ladders

Where a sloping roof is used as a means of access to or egress from work on a roof, sufficient and suitable crawling ladders or crawling boards will be provided on the sloping roof and a suitable barrier will be provided at the lower edge of the sloping roof to prevent persons falling from edge.

Work will be done from a securely supported working platform

Crawling ladders will be of good condition, suitable and sound material, and adequate

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strength, free from defects and properly maintained

Crawling ladders will be properly supported and securely fixed to the sloping surface

Edge Protection & Work Platforms

Wherever anyone could fall, edge protection and a secure working platform will be provided. In many cases the roof itself will provide the work platform, where it does not (e.g. on a chimney on a pitched roof) a platform will be provided.

Fall Arrest Equipment

Where adequate platforms and edge protection is not possible, safety nets or harnesses will be provided. Nets must be installed by a competent rigger as close as possible below the roof involved to minimise the distance fallen.

Harnesses must be securely attached to a sufficiently strong anchorage point at all times. All personnel using safety harnesses must be trained in the safe use of harnesses.

Personal Protective Clothing

All employees must be provided with chin-strap helmets and appropriate non-slip safety boots and **Directors** must enforce the wearing of such

Where necessary respiratory protection will be worn to protect against the release of chemicals, aerosols and dust

Falling Material

Access to danger areas underneath or adjacent to roof work must be prevented. Debris netting, fans, covered walkways or similar safeguard to stop falling material may be used.

Training

Roof workers need the appropriate knowledge, skills and experience to work safely. Roofers must be able to recognise the risks, understand the appropriate systems or work and be competent in the skills to carry them out such as:

- Installing and wearing harness systems
- Installing edge protection
- Operating a mobile access platform

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Weather Conditions

Work will not be carried out on roofs in icy, rainy or very windy conditions.

Avoid excessive exposure to sunlight by wearing appropriate clothing and using suncreams. Too much exposure to sunlight can cause eye disorders and skin cancer.

Short-duration Work

Short-duration work means lasting minutes rather than hours. It may not be reasonably practicable to provide full edge protection for short-duration work but it still needs to be considered during assessment. Mobile access equipment will provide both edge protection and a working platform.

Where it is not reasonably practicable to provide full edge protection, a securely attached safety harness will be used.

Working on Fragile Material

At **NO** time may anyone work on, from or pass over fragile material, unless platforms, coverings or other similar means are provide that adequately support them. Properly installed safety netting beneath the roof surface will provide collective fall protection within the protected area. Harness, when used require adequate attachment points.

Manual Handling

Mechanical handling devices e.g. hoists to deliver materials will be used. Provide manual handling training where mechanical devices are not practicable.

Electricity

Employees carrying out electrical works will be specifically trained on electrical risks and on the specific characteristics of solar energy systems

Only qualified persons will be allowed to integrate the system to the mains.

A safe distance will be kept for workers, tools and materials from high voltage power lines during maintenance/repair activities.

The **Manager** will contact the local electric power company to turn the power off when connecting/separating the PV plant to/from the grid or working within a certain distance of high voltage power lines

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Only qualified persons will be allowed to integrate the system to the mains.

Workers are aware that small amounts of sunlight can produce a voltage potential in the PV system and shock or arc-flash hazards.

Fire/emergency

Information will be readily available for emergency services on the fire resistance and fire spread characteristics of the solar panels.

2.12.5 RESIDUAL RISK RATING

Medium

Form A

2.12.6 SAFETY STATEMENT SIGN -OFF SHEET

I have read and understand the contents of this Safety Statement.

I agree to comply with **PV GENERATION LTD.** Safety Statement & documented safe working procedures.

I agree to discuss with **PV GENERATION LTD.** any matter in the Safety Statement which is not entirely clear to me.

Furthermore, I agree to be bound by its conditions, duties and obligations insofar as they relate to me, my acts or omissions.

NAME (BLOCK CAPITALS)	SIGNATURE	DATE

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Form C

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2.12.7 Training RECORD

All training records are held centrally by HR.

Form D

2.12.8 INCIDENT/ACCIDENT REPORT FORM

This form is to be used by all employees who wish to report: (Please tick) Health complaint due to work activity

- Damage to property or equipment
- Accident
- Near Miss
- Dangerous Occurrence

Name (of person reporting incident)

_____

Address: _____

_____

_____

Date: _____

Incident:

_____
_____
_____
_____
_____

Name (of person injured involved):_____

Time of incident: _____

Date of incident: _____

Location of incident: _____

Complaint/Description of incident: (Give a brief account of what was happening before the incident/accident and what went wrong)

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_____
_____
_____
_____
_____

Home Address: _____

_____

Contact Phone No: _____

Signature of Complainant: _____

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