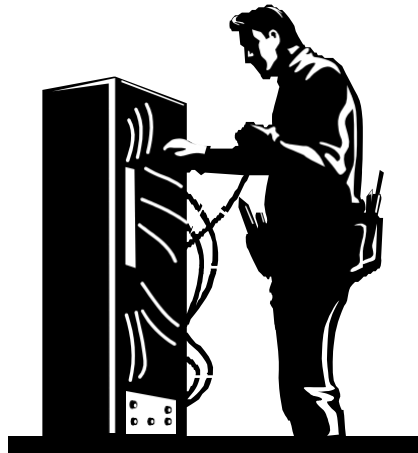


HEALTH AND SAFETY STATEMENT

Access Data Installations Ireland Ltd.
 12 Eastgate Drive
 Eastgate Business Park,
 Little Island,
 Cork,
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 IRELAND.



Revision History

Rev.	Author(s)	Reviewed By	Approved By	Issue Date	Status
01	Robert O Leary	Damien O Riordan	Ruairi Kenneally	02/01/2024	Initial release

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SECTION 1

INTRODUCTION

This Safety Statement has been prepared in accordance with the Safety, Health and Welfare at Work Act 2005. The statement covers the activities of Access Data Installation Ireland Ltd.

Introduction

Access Data Installations Ireland Ltd (ADI) understand our legal requirement and moral obligation to safeguard the health, safety and welfare of our employees and others who may be affected by our work operations. Health and Safety will be a primary consideration in all our work operations, work planning and consultations with clients.

The professional services supplied by Access Data Installations Ireland Ltd. include:

- Fibre- Optic Specialist Work
- Structured Data/Voice Cabling
- Computer Network Solutions

This document sets out the pro-active safety management approach that will be applied to all operations. It will deal with activities at our office base, site locations and will cover our consultation with client companies and contractors.

SAFETY STATEMENT POLICY

The Safety, Health and Welfare at Work Act, 2005, requires that employers take all necessary steps to ensure the safety, health and welfare at work of employees from both a physical and psychological perspective. Access Data Installations Ireland Ltd (ADI) is committed to securing workplaces that, in so far as is reasonable, are kept free of hazards that may adversely affect either the physical or psychological health of our employees.

Access Data Installations Ireland Ltd (ADI) will comply with the 2005 Act and other relevant regulations enacted such as the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020, The Safety Health and Welfare at Work (Construction) Regulations 2013 to 2020 and other relevant Regulations and Codes of Practice. ADI also commit to full compliance with The Emergency Measures in the Public Interest (Covid 19) Act 2020.

This Safety Statement will specify the manner in which the safety, health and welfare of persons employed by the company will be secured and will also outline procedures which will safeguard contractors and others who may be affected by our operations, as required by current legislation.

In particular, ADI Ireland Ltd will:

- Provide a team structure that will value the health and safety of all employees, contractors and others, led by supervisory example and respond to all reasonable health and safety concerns
- Provide and maintain safe and healthy working conditions and systems, in accordance with statutory requirements and will plan and implement actions required to deal with emergency situations.
- Provide the necessary training, information and instruction to enable employees to perform their work safely, effectively and without risk to safety and health.
- Make available all applicable personal protective equipment, safety equipment or protection devices, as is necessary to maintain safe places of work.
- Maintain a constant and continuing management interest in health and safety matters and communicate to staff through an effective representative and consultative process.
- Regularly review this Safety Statement and other safety related documents.
- Carry out ongoing site assessments by means of audits and inspections and record the results of such audits and inspections as appendices to the Safety Statement, thereby ensuring that the safety statement remains an active document.

The Safety Statement will also specify the level of co-operation required of employees in order to ensure, so far as is reasonable, a safe working environment at all work locations.



Ruairi Kenneally-CEO

SECTION 2

STAFF RESPONSIBILITIES

Under current legislation it is a management responsibility to ensure a high level of commitment to health and safety in the workplace.

The management structure within ADI is as follows:

Owner and Managing Director: Marc Tobin

Chief Operating Officer: Damien O Riordan

Chief Executive Officer: Ruairi Kenneally

Project Manager: Jorge Castro, Mick

Murray, Aidan Walsh and Stephen

Maguire, Vincent Dorgan

Project Foremen: Stephen Quinn, Garry Smith, Thomas Noonan, John Hosford, Conor Todd, John Thompson, Dermot O Halloran

Health and Safety Manager: Robert

O'Leary

Responsibility of Owner and Management Staff

Management will:

- Be fully familiar with this Safety Statement and subsequent revisions.
- Demonstrate through personal behaviour that only the highest standards of health and safety are acceptable within the company.
- Maintain safe working conditions and practices by ensuring all activities under their control are completed safely and that any unsafe conditions and practices are corrected as soon as possible.
- Ensure that the Safety Statement contents and any other relevant safety rules and guidance are communicated to staff and implemented.
- Support each employee in complying with the requirements of the Safety Statement.
- Ensure that all equipment operated by staff is suitable for the intended tasks, properly maintained, and that staff are trained and competent in the safe operation of equipment. Ensure that all activities are well planned so that they may be carried out in a safe manner.



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- Ensure that employees receive adequate safety training and instructions appropriate to their job descriptions and understand the importance of maintaining their work areas in a safe condition, free from hazards likely to cause harm or injury. The maintenance of a high standard of housekeeping is most important in all work areas.

- Ensure that employees under their immediate control are aware of actions to be taken in case of an emergency and that properly maintained and appropriate fire-fighting equipment is available at all work locations. Adequate arrangements in terms of trained personnel and equipment must also be in place to deal with First Aid situations that may arise.
- Ensure that access routes, fire exit routes and fire points are kept clear of storage, combustibles and other equipment at all times.
- Ensure that all personnel are trained in manual handling techniques, if they are to be involved in manual handling tasks. All manual handling tasks need to be assessed to ensure that the risks involved are either eliminated or reduced to the lowest possible level.
- Ensure that all accidents, involving employees or others, are reported and investigated. Root and contributory causes of accidents need to be established and remedial measures put in place to prevent re-occurrence. Accident forms need to be completed and retained as appropriate.
- Ensure that all sub-contractors have safe systems of work in place and that the safety of ADI employees and others is not put at risk by the activities of contractors.
- Attend safety consultation meetings and consider and support, where appropriate, all representations made by employees on health and safety issues.
- Carry out site inspections on a regular basis to ensure that health and safety provisions are being met and where necessary put in place corrective measures.
- Commend employees who by their actions or initiative, eliminate or reduce risk levels.
- Ensure that induction training in health and safety is carried out for all levels of staff when they commence work and ensure that personnel are aware of their responsibilities as laid out in the Safety Statement.

LEGAL DUTIES OF EMPLOYEES

Employees also have duties under the 2005 Act. These include:

- To take reasonable care of their own safety and the safety of others who may be affected by their actions or omissions.
- To co-operate with their employer so that the employer can comply with legislation. (Follow company rules and instructions).
- To report any incidents/accidents to themselves or the public or any defects found or noticed in their area or equipment they are using which could cause harm to themselves or others.

- To wear and take care of any Personal Protective Equipment (PPE) issued to them in respect of any task or procedure. To report/replace any PPE or other equipment found to be defective or worn.
- Not to misuse or interfere with any equipment provided for the protection of employees or contractors during their work activities.
- To ensure that they are not under the influence of an intoxicant to the extent that may endanger their own personal safety or the safety of others.
- Submit, if reasonably requested to do so, to a test for intoxicants, under the supervision of a registered medical practitioner, as may be prescribed.
- To attend training and assessment as required relating to safety or the nature of work being carried out by the employee.
- Not to make misrepresentations in relation to the level of training received prior to entering a contract of employment.

RESOURCES

ADI Ireland Ltd will dedicate the appropriate resources and welfare facilities necessary, including time, finance, equipment and personnel to ensure, in so far as is reasonable, the safety, health and welfare of all employees and others who may be affected by company operations.

This commitment relates in particular to the provision of emergency equipment at our office base and work sites, including Fire Fighting and First Aid equipment, as well as the necessary training and information required to deal with emergency situations as they arise.

It also extends to the provision and maintenance of structures, facilities and equipment within ADI that will ensure the safety and welfare of all employees, as well as the provision of Personal Protective Equipment where risks cannot be controlled by engineering, administrative or other means.

CONSULTATION

The Safety, Health & Welfare at Work Act, 2005 (Part 1V – Safety Representatives and Safety Consultation) provides for employers to consult with employees and where reasonably practicable to take account of representations made on health and safety issues.

All employees may consult with management and offer comments or suggestions to improve safety standards in the work place.

ADI Ireland Ltd will appoint a Safety Representative and will consult with this representative on a regular basis in relation to Health and Safety matters. The Safety Representative will receive appropriate training to be able to function effectively in the role.

All employees of ADI Ireland Ltd shall have access to this Safety Statement.

The Appointed Safety Representative is Robert O Leary.

WELFARE FACILITIES

In accordance with the Safety, Health and Welfare at Work Act, 2005, ADI commits itself to providing welfare facilities for its employees at our Company Office and on work sites. These arrangements will consist of:

1. Adequate and convenient male and female WC's with wash hand basins, hot and cold running water, hand towels or electric hand dryers
2. Soap dispensers
3. Adequate first-aid facilities
4. Adequate supply of fresh drinking water at suitable location
5. Hand Sanitising Stations
6. Canteen with adequate chairs, tables, lighting, heating and facilities for water boiling and cooking (micro wave) where required.

The above facilities will be maintained to a high standard and employees are expected to respect and co-operate in ensuring the facilities are used properly.

REVIEW

Management will review the safety management programme annually. This will consist of:

1. A report updating the Company safety performance.
2. Resource needs shall be reviewed.
3. This safety statement shall be reviewed and updated to reflect new legislation, process or equipment changes and the outcome of the above reviews.
4. A review of the effectiveness of Safety Training completed during the year.
5. Overview of the meetings with the Safety Representative and actions of the responsible persons, if applicable.
6. Results on completed emergency fire drills.
7. Breakdown of accident statistics for the year and remedial action required.
8. Overview of the planned safety programme for the coming year.
9. Changes in personnel, roles and functions, if applicable.
10. Changes in operating procedures that may impact on health and safety requirements.
11. Purchase of new equipment or company restructuring that may affect health and safety management.
12. Review of Risk Assessment procedures and update of Risk Assessment.

SECTION 3

MANNER OF SECURING SAFETY

Overview

It is recognised that the identification of hazards and subsequent assessment of risk is at the core of any safety management system and provides the basis for securing safety in the workplace.

ADI is committed, as far as is reasonable, to identifying all hazards in the workplace and informing employees of the risks and the appropriate control measures being put in place.

Covid – 19 Policy

ADI Ireland Ltd understands that the existence of Covid 19 will require changes to our normal operating procedures, both on site and at our office and storage locations.

ADI Ireland Ltd also understands and accepts that it will need to respond effectively to all guidelines and government instructions arising from HSE advice on managing the Covid 19 Pandemic.

ADI Ireland Ltd is aware that although the Health and Safety Authority is not leading the government response to Covid 19, the Authority may issue ongoing guidance on how “best practice” is to be achieved in specific health and safety areas related to the Covid 19 situation. ADI is committed to following all such guidance in full and will reflect updated HSE and HSA Guidance in our Safe Systems of Work Plans, Risk Assessments and Method Statements, as appropriate.

1. Summary of Preventative Actions Taken to Date:

To date, ADI Ireland Ltd has taken the following actions:

- Communicated official government guidance to all staff.
- Displayed poster style information from the WHO/ CIF/ HSE on all site and office locations
- Placed hand sanitising units on all sites and office locations.
- Continuous monitoring of ADI activity at all locations to ensure that current HSE and HSA advice and guidance is being followed.

- Everyone must adhere to the government's guidelines

ADI Ireland Ltd recognise that, as a contractor on client site locations, the company will need to follow general site rules, in line with strict Client and Health Service Executive guidelines. Apart from specific client requirements that may be required, ADI will implement and re-enforce the following precautions for staff across all sites and office locations:

- A strict hand hygiene policy
- Strict Cough/Sneeze etiquette as per Government Guidelines
- Strict Cleaning regime for all contact surfaces at all ADI locations.

2. Employee Guidance

Please see the official guidance from the health authority. We encourage all our staff to follow the official guidance provided by the Health Authorities. Please see link

<https://www2.hse.ie/conditions/coronavirus/coronavirus.html>

<https://www2.hse.ie/conditions/coronavirus/advice-for-people-returning-from-affected-areas.html>

If you feel unwell with symptoms of COVID-19 (e.g. cough, high temperature, shortness of breath, difficulty breathing), do not attend work and contact your GP/Public Health Authority for advice on what to do. Your GP/Public Health Agency will give you guidance on the next steps to take. You must also liaise with ADI manage who will advise on how best to proceed.

In the Event of a Confirmed case of COVID-19:

ADI must be informed immediately by the employee, should they test positive for COVID-19. ADI will follow the advice given by the relevant Public Health Authority in the event of a confirmed COVID-19 case and will work with them in regard to potential contact tracing.

ADI will inform staff, clients and sub-contractors of any relevant action to take in the event of a confirmed case.

It is important that any ADI staff member showing signs or symptoms of the Virus, does not return to work until they have taken advice from a healthcare professional. Where appropriate, he/she may work from home until a healthcare professional (Normally a GP) has deemed that there should be a return to work. A period of self- isolation for 5 days is the current health guideline to be observed before a return to work can be considered.

The World Health Organisation has provided some practical information which can be accessed here: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

People with no respiratory symptoms do not need to wear a medical mask. WHO recommends the use of a mask only if you have respiratory symptoms (coughing or sneezing), have suspected COVID-19 infection with mild symptoms or are caring for someone with suspected COVID-19 infection

The most effective ways to protect yourself and others against COVID-19 are to frequently clean your hands, cover your cough with the bend of elbow or tissue and maintain a distance of at least 1 meter (3 feet) from people who are coughing or sneezing. For more information, see basic protective measures against the new coronavirus contained within the above specific country links.

Hand sanitiser dispensers are in place at various places throughout all ADI workplaces. These should be used at all times. Hand soap, warm water and displayed information about the correct way to wash your hands are displayed at all sinks.

3. What is COVID-19?

COVID-19 are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19.

What is COVID-19?

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.

Can the virus that causes COVID-19 be transmitted through the air?

Studies to date suggest that the virus that causes COVID-19 is mainly transmitted through contact with respiratory droplets rather than through the air. See previous answer on "How does COVID-19 spread?"

What are the symptoms of COVID-19?

The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhoea. These symptoms are usually mild and begin gradually. Some people become infected but

don't develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment. Around 1 out of every 6 people who gets COVID-19 becomes seriously ill and develop difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. About 2% of people with the disease have died. People with fever, cough and difficulty breathing should seek medical attention.

How does COVID-19 spread?

People can contract COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. This is why it is important to observe good social distancing.

WHO is assessing ongoing research on the ways COVID-19 is spread and will continue to share updated findings.

Can COVID-19 be caught from a person who has no symptoms?

The main way the disease spreads is through respiratory droplets expelled by someone who is coughing. The risk of catching COVID-19 from someone with no symptoms at all is very low. However, many people with COVID-19 experience only mild symptoms. This is particularly true at the early stages of the disease. It is therefore possible to catch COVID-19 from someone who has, for example, just a mild cough and does not feel ill. WHO is assessing ongoing research on the period of transmission of COVID-19 and will continue to share updated findings.

4. How to protect yourself from COVID-19?

Coronavirus is spread in a sneeze or cough droplets. To infect you, it has to get from an infected person's nose or mouth into your eyes, nose or mouth. This can be direct or indirect (on hands, objects, surfaces). Keep this in mind. It will help you remember all the things you need to do to protect yourself and others from the virus.

Follow the advice of the WHO as strictly as possible and encourage others to follow this advice too.

Do's :

- ✓ Wash your hands properly and often
- ✓ Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- ✓ Put used tissues into a bin and wash your hands.
- ✓ Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.
- ✓ Clean and disinfect frequently touched objects and surfaces.
- ✓ Avoid close contact with people who are not well.
- ✓ Follow the travel advice from the Department of Foreign Affairs
- ✓ Stay at home if you are sick to help stop the spread of infection

Don't

- ✓ Do not touch your eyes, nose or mouth if your hands are not clean.
- ✓ Do not share objects that touch your mouth – for example, bottles, cups.

5. CIF Safety & Health Subcommittee

Construction Sector COVID-19 Standard Operating Procedures

The CIF Safety and Health Subcommittee has developed the Construction Sector COVID-19 Standard Operating Procedures to provide a standardised approach to commencing construction projects in Ireland for the management of COVID-19 in line with the public health requirements. This is not a legal document, it offers guidance on best practice, thus ensuring a safer working environment for everyone. This document can be located here:

<https://cif.ie/wp-content/uploads/2020/04/CIF-Covid-19-Operating-Procedure-Report.pdf>

The purpose of this document is to protect workers, their families and the community, whilst also recognising the need to preserve livelihoods and to prepare the construction industry for remobilisation once the current restrictions have been relaxed. The procedures detailed in this document should be reviewed and implemented where applicable, in tandem with the Project's Construction Stage Health & Safety Plans and Risk Assessments, as amended for COVID- 19.

This document should also be used to ensure our clients, supply chain, design teams, visitors etc. collaborate productively in adopting the new COVID-19 health guidelines such as social distancing.

The SOP must have the support of the client and it will be implemented in accordance with the necessary contractual instructions from clients.

6. Training and Information

As well as staff training in the form of Tool-Box talks for management of Covid19, ADI will undertake to appoint and train a number of Compliance Staff for site supervision purposes. The training will be in line with CIF and HSE/HSA guidance for the management of Covid 19 in the work place and wider environment.

If you have any queries regarding this policy, please contact ADI management for further information.

Risk Assessments

A risk assessment can be defined as a detailed examination of a particular work place, machine, department or work procedure. It seeks to ensure that every hazard is properly identified and that action is taken to either eliminate or substantially reduce risk levels associated with each hazard.

Risk assessments shall be carried out periodically and also if changes in work systems or equipment occur. Records of risk assessments can be found in Site Specific Risk Assessments in Appendix 1.

Risk Assessment Procedure

The risk assessment in this document is based on an identification of the hazards found and an assessment rating of the inherent risks. The risk assessment rating is based on the probability (or likelihood) of an accident occurring in relation to an unsafe practice or an unsafe condition, multiplied by a consequence, or result factor, for such an accident, should it occur.

FACTOR INDEX PROBABILITY THAT AN ACCIDENT WILL HAPPEN	
Probability Index	Descriptive Phrase
1	Very Unlikely
2	Unlikely but possible
3	Even Chance of Occurrence
4	Very Likely to Occur
5	Almost Certain to Occur
CONSEQUENCE OF POTENTIAL ACCIDENT	
Consequence Index	Descriptive Phrase
1	Little or no negative outcome
2	Slight Injury/ Some Basic First Aid attention needed
3	Medical Attention needed- possibility of lost time
4	Serious level of Injury- Extended time out of work
5	Permanent Disablement or Possible Fatality

1-6 -Low Risk

7-11 -Medium Risk

12- 15 -High Risk

16 -25 -Very High Risk

- Accident and Incident Investigation

Reviewing the causes of all accidents and Incidents can often lead to the identification of core faults or defects in work systems, equipment and work procedures.

ADI shall investigate all accidents, incidents and near misses that occur across our work locations. Records of investigations shall be located in Records of Accidents & Dangerous Occurrences, in Appendix 6 (whether such incidents are notifiable or not).

Control of Hazards

Training

Training and instruction is a key element in risk management and accident reduction. Training shall include instruction on safe work practices and will be reviewed periodically within the company. ADI Ireland Ltd understand the importance of safety training and instruction and shall provide as a minimum:

- Induction Training (described below).
- Management/Supervisory Training in Health & Safety.
- Manual Handling Training specific to the tasks to be performed.
- Occupational/Emergency First Aid Response Training for selected staff.
- Height and Harness Training
- Mobile Elevated Work Platform Training
- Confined Space Awareness/Entry Training
- Emergency Evacuation Procedures, Fire Safety Awareness and Use of Fire Extinguishers
- Safety Representative Training (for the nominated individual, as appropriate)

On taking up employment with ADI Ireland Ltd, employees will receive induction training. This training will be delivered by a nominated person with the necessary qualifications, experience and skill needed to deliver the training effectively.

Induction training will cover the following subjects.

- Introduction to the Company
- Operating procedures of the Company
- Legislation relevant to the Company
- Health and Safety legislation relevant to the Company
- Responsibilities of employees in relation to their duties
- Safety Awareness issues specific to the site work activities of ADI

The area of the induction training broken down in this section refers to safety awareness and responsibilities. This section will cover the following areas:

- Legal responsibilities of the employer (Common law and Statutory duty)
- Legal responsibilities of the employee giving company-specific examples
- Introduction to the Safety Statement
- Introduction to emergency procedures
- Instruction on reporting accidents and incidents.
- Introduction to the First Aid Response system.
- Introduction to Safety Rules- general and “on-site”
- Introduction to Disciplinary and Corrective Action Process

In relation to training, it will be important for ADI Ireland Ltd to maintain records in relation to all training provided, including copies of attendance records and certification, where appropriate.

Copies of course programmes and Instructor qualifications are also important and are relevant legally in the event of accident or injury occurring in the workplace.

Personal Protective Equipment

The Safety, Health & Welfare at Work Act, 2005 and the Safety and Health at Work (General Application) Regulations 2007 to 2020 requires ADI to supply any necessary personal protective equipment (PPE) that is required for the safety and health of employees. This equipment will be supplied without any cost being incurred by the employees.

All PPE purchased shall be CE marked and suitable to provide adequate protection against the hazard (s) identified.

Employees shall wear and take care of issued PPE. Issues or problems with PPE shall be reported to management, without delay.

Work Equipment

All work equipment used by ADI Ireland Ltd shall:

1. Comply with current legislation (e.g. CE markings, machinery regulations etc)
2. Be suitable for the task intended
3. Be used by competent persons
4. Have operation and maintenance manuals or other relevant documentation available to users
5. Be properly inspected and maintained to the manufacturers requirements or to industry best practice requirements
6. Be replaced or repaired when defects are found
7. Carry inspection certification (where appropriate)
8. Not be modified or changed in such a way as to cause a hazard to users
9. Not be misused or abused in such a way as to cause a hazard to users (e.g. Inappropriate storage or usage)

Control of Contractors

The following documentation will be provided by sub- contractors, before a contract of work is agreed:

1. A copy of an up-to-date Safety Statement¹
2. A copy of any sub-contractor Safety Statements
3. Copy of any specific Method Statements applicable to the more hazardous work to be carried out.
4. Material Safety Data Sheets (MSDS) for any hazardous chemicals proposed to be used on site
5. A copy of training certificates for proposed personnel on site
6. A copy of both principal and sub-contractors Employer & Public Liability Insurance
7. Copy of signed Contractor Agreement

¹ - Statutory requirement of the Safety, Health and Welfare at Work Act, 2005

Procedures

Documented work procedures are continuously developed and provide a systematic approach to tasks.

The following procedures are currently in use (details in appendices);

- Accident Investigation Procedure
- Anti-Bullying Procedure
- Contractor Control Procedure
- Emergency Evacuation Procedure at Office and Work Sites
- Portable Appliance Testing procedure
- Disciplinary Procedure
- Safe Operating Procedures (SOPs) for equipment such as Mobile Platforms and Ladders.
- Lone Working Policy

Minimising Loss

First Aid and Trained Personnel

ADI Ireland Ltd is committed to providing suitable and sufficient first-aid facilities. This obligation extends to the provision of first-aid facilities and trained first-aid responders as defined in the Safety, Health and Welfare (General Application) Regulations 2007 to 2023.

ADI shall establish a policy on first aid response to show how the organisation manages this issue:

1. All staff should be aware that in the event of an accident or emergency they should contact the trained First Aid Response person. In the event of a First Aid Response person not being available, efforts should be made to contact a local doctor or the emergency services. Relevant Phone Numbers shall be available at office base and on-site arrangements will also be in place.
2. An adequate number of staff to become trained in First-Aid Response and appropriate arrangements for training and information to be provided.
3. First-Aid Response equipment will be periodically checked against a set inventory and documented inspections will be recorded.
4. Refresher training will be provided to first aid response personnel at a minimum of once every 2 years. A First Aid kit shall be available at the reception area to the offices and shall

be maintained with adequate provision of First Aid equipment. Company vehicles and site facilities will also carry first-aid kits to enable first aid to be carried out.

Emergency Plans

Fire Protection Policy

ADI Ireland Ltd is committed to the provision of a safe workplace at our office base, and this includes appropriate fire safety precautions, detection systems for fires if they arise and provision for the safe and swift evacuation of personnel from work locations.

1. Management are responsible for ensuring that ADI comply with the general requirements for good fire protection, including:
 - The maintenance of a valid fire safety certificate for new or altered buildings.
 - The maintenance and testing of fire detection, monitoring and fire- fighting equipment.
 - The provision of suitable fire exit routes with appropriate signage.
 - Maintained and tested emergency lighting.
 - Training of staff in the use of fire extinguishers and emergency evacuation.
2. Management shall ensure that a coordinated staff training programme, to include an evacuation exercise schedule, is maintained and the outcomes evaluated with a view to maintaining emergency readiness.
3. Appointed persons (fire wardens) in the event of an emergency or drill shall:
 - Check on the effective evacuation of people from their area,
 - Assist staff to gather at the external marked assembly point,
 - Liaise with the senior person and/or Fire Brigade in terms of information on missing persons or the location and type of fire.

Staff members are responsible for maintaining fire safety by avoiding the creation of fire hazards and must exercise care with either flammable materials or sources of ignition (smoking, using hot equipment, reporting defective electrical equipment).

Fire exits and escape routes must be kept clear at all times. ADI will follow designated fire safety plans when working on client sites.

Accident and Incident Reporting Policy

1. Any accidents at the office premises or on site involving employees, public, visitors or contractors must be reported in the first instance to management.
2. An entry will be made in the Accident Record File by the relevant designated person.
3. All accidents and incidents will be investigated using the Accident Investigating Procedure outlined in the appendices. (or relevant site procedure)
4. If the accident is notifiable to the Health & Safety Authority the report must be submitted using the approved IR1 or IR3 form,
5. Equipment involved in an accident must not be interfered with until the relevant Manager/Supervisor has released it.

Statutory Notification

ADI Ireland Ltd is required by law to report the following on the approved form:

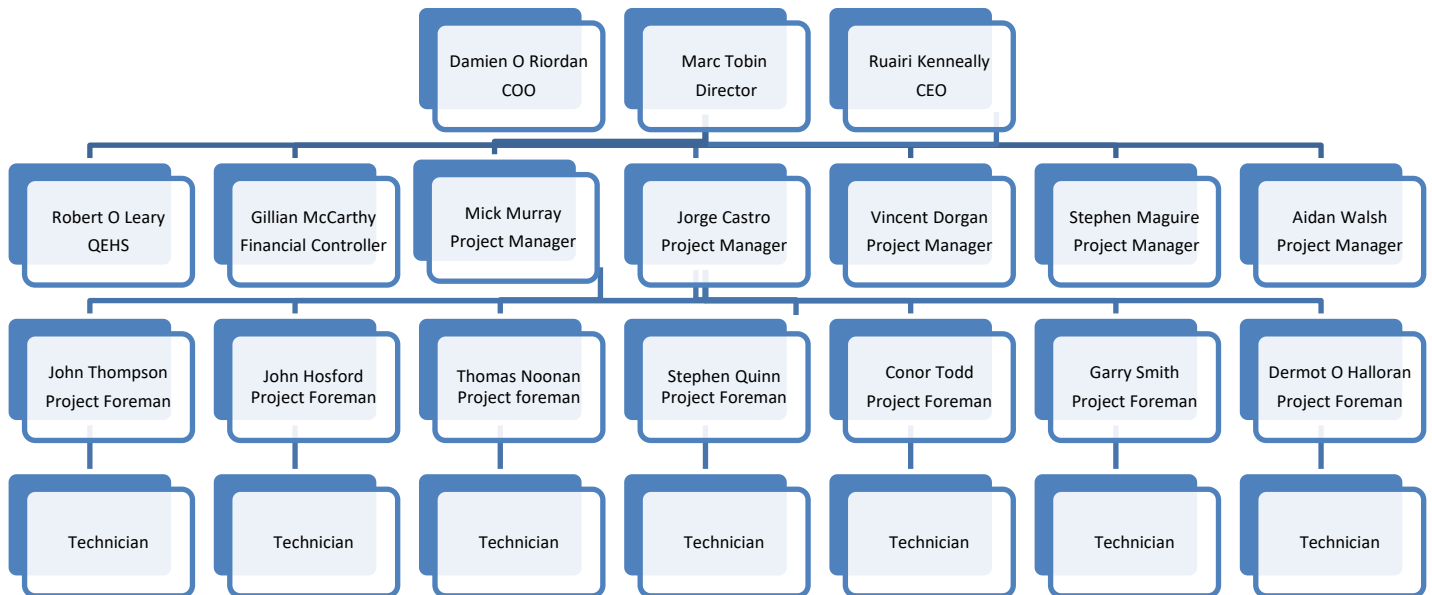
1. An accident causing loss of life to any employee, if such a fatality occurred during the course of their employment.
2. An accident that prevents a person from working for 3 consecutive days (excluding the day of the accident but including any days which would not have been working days).
3. Any person who is not an employee, but suffers an injury as a result of an accident at a place of work or work activity, dies or suffers an injury requiring treatment from a registered medical practitioner or hospital (either as an in-patient or an out-patient).

Lone Working;

ADI Ireland Ltd recognise that Lone Working entails a level of risk that must be managed. ADI undertake to risk assess all activities that may require our staff to be working alone and at a minimum will:

1. Ensure that a simple communication/contact system is established for a worker required to work alone- hand held radio device preferred with regular contact to a designated colleague/supervisor.
2. Ensure that lone working will be for as short a period as possible and that adequate checks of the work will be undertaken by the supervisor.
3. No high risk work to be undertaken by a lone worker and a lone worker will not operate from a MEWP- spotter will always be appointed.
4. Lone worker will be experienced in the task to be undertaken and will be medically fit.

APPENDIX 2 ORGANISATIONAL CHART



APPENDIX 3

ALCOHOL AND DRUG-FREE WORKPLACE

The company has a strong commitment to providing a safe, secure and productive working environment. Employee substance(s) abuse can endanger the safety of other employees, the community in which we work and the customers we serve. We support the goal of a drug free workplace by strictly prohibiting the unlawful manufacture, distribution, possession, or use any controlled substance, drug, alcohol or related products in the workplace, while on duty.

Any employee in possession (or suspected possession in the reasonable opinion or management) of any controlled substance or alcohol on the premises, or whose job performance, in the opinion of management, is affected by alcohol or substance abuse or who poses a threat to themselves or to a third party, or who refuses to participate in a treatment/rehabilitation programme or who is convicted of a criminal drug statute violation, will be subject to disciplinary action up to and including termination.

All employees must advise their manager in writing of any criminal drug statute conviction (including pleas of guilty and nolo contendere) involving a violation occurring in the workplace, no later than five (5) business days after the conviction.

The company expects all employees to come to work fit for duty. Under the terms of this policy, where an employee is reasonably suspected of being unfit for duty, the company may require an employee to undergo an alcohol or drug-screening test. Failure on the part of the employee to co-operate will be regarded as gross misconduct.

Wherever possible, the company will provide assistance to employees in identifying, understanding and conquering their substance abuse and dependency problems. We ask each employee for their cooperation and commitment in keeping the company a drug-free workplace.

Ruairi Kenneally
CEO

02/01/2024
Date

Appendix 9

Emergency Plans

AWARENESS

All employees will be instructed at induction training and should then make themselves aware of the location of all fire alarm points, fire- fighting equipment and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in their place of work- Little Island base or on site.

All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out at intervals of not more than 6 months. Records of all drills will be maintained with this document.

Management personnel, who are designated and trained, will act as fire marshals and will ensure that all personnel leave the premises as a priority in the event of fire or other emergency that might demand evacuation. Rehearsing assembly at a designated and marked location is also important, as well as accounting for staff members at this location. (Roll Call)-

When working on site, emergency arrangements will generally be controlled by site management. ADI staff will cooperate with these arrangements, including obeying all fire prevention, emergency evacuation and first aid emergency protocols.

DISCOVERING A FIRE

Nothing listed in the following bullet points takes priority over the personal safety of the employee.

Should a fire occur, the following actions should be taken:

- ❖ Ensure the alarm is raised and emergency services contacted.
- ❖ Obtain assistance if required.
- ❖ Providing it is safe to do so and if you are trained, attempt to extinguish or contain the fire using the **appropriate** extinguishers / hoses etc. **DO NOT PUT YOURSELF AT RISK.**
- ❖ Priority is to be placed on your exit from the premises and your assembly at a designated location outside the building. Do not run and under no circumstances should you return for any personal items.
- ❖ The appointed fire warden(s) must check to ensure that all personnel have left the building and are accounted for.
- ❖ Always ensure your safe exit is available if tackling a fire and never let the fire get between you and the exit.
- ❖ **DO NOT USE WATER ON ELECTRICAL ITEMS** unless the electricity is isolated first by a competent person.

- ❖ The names and addresses as well as telephone numbers of all emergency contacts need to be placed on a notice at an office reception telephone or at a location used to contact external agencies. The names and contact telephone numbers of local doctor(s) would also need to be included. Details of site emergency arrangements need to be made clear to all ADI site personnel.

Emergency Information Numbers & Contacts

AMBULANCE SERVICE

LOCAL GARDAI

LOCAL DOCTOR

LOCAL HOSPITAL

SECURITY / MONITORING FIRM

BORD GAIS

ESB

LOCAL AUTHORITY

FIRST AID RESPONDERS

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SECTION 1 - PURPOSE OF THIS DOCUMENT

- 1.1. The purpose of this policy document is to set out the Company's commitment in regard to environmental protection. It affords a publicly available, endorsed, statement indicating the scope, commitment, and objectives of management in regard to this topic.
- 1.2. The policy summarises the Company's methods of controlling waste and managing its activities in such a manner as to reduce environmental effects and comply with all relevant regulatory requirements
- 1.3. Detailed methods describing how operational control is directed at protecting the environment is contained in Company documents.

SECTION 2 - STATEMENT OF MANAGEMENT'S COMMITMENT

The Company recognises that environmental issues are of fundamental importance in a successful and responsible business strategy. We are committed to sustain and protect the environment.

This responsibility is taken seriously, and the Company invests time, effort, and money in ensuring that our aims are achieved.

We will take any reasonably practicable steps to prevent, minimise, or render harmless the effect of process operations, activities, and products on the environment.

Ruairi Kenneally
CEO
On behalf of everyone at ADI

Date:

02/01/2024

SECTION 3 - STATEMENT OF COMPANY POLICY

- 3.1. ADI Ireland Ltd is committed to ensuring that its operations comply with the existing legislation of the countries in which it operates.
- 3.2. The Company aims to prevent, minimise, or render harmless the effect of their process operations, activities, and products on the environment. It will operate its facilities in a way, which protects its employees, the public and the environment.
- 3.3. The Company will strive to use products, which have the minimum environmental impacts during use and subsequent disposal.
- 3.4. Management are aware both of its duty of care as far as current legislation is concerned and of its long-term duty towards the planet and future generations.
- 3.5. The Company will maintain a structure and management style to enable it to act in a swift, responsible manner when changes are required by Government departments, trade associations, customers' demands, or in-Company committees regarding environmental matters.
- 3.6. The Company will manage its use of primary energy sources in such a manner as to ensure efficient utilisation in all departments.
- 3.7. Systems have been adopted to minimise waste and to adequately control on-site consolidation and waste disposal activities.
- 3.8. The Company controls its water and energy usage.
- 3.9. The Company's quality assurance procedures will be used to assess its suppliers' probity regarding environmental matters as and when required.
- 3.10. The Company undertakes to consider any reasonable comments from and provide information to clients and site neighbours regarding its activities.
- 3.11. Resources will be allocated in order to implement this policy.

- 3.12. The Company undertakes to train and educate its workforce in the relevant aspects of environmental best practices.
- 3.13. The Company will seek expert guidance from other parties where in-house resources are considered inadequate.
- 3.14. The Company will ensure its compliance with current legislation requirements. ADI gains membership of trade associations and obtains other means of access to notifications regarding change ensuring that the Company adapts to technical progress in environmental matters.
- 3.15. The Company aims to improve its performance in controlling environmental effects on a continuing basis.
- 3.16. A review of this policy document will be undertaken every year or before, if circumstances demand it.

SECTION 4 - ALLOCATED RESPONSIBILITY

- 4.1. The Managing Director is responsible for ensuring that all departments accept policy objectives and co-operate in the operation of procedures.
- 4.2. Project Managers reporting directly to the Managing Director are responsible for overall co-ordination and implementation of Company objectives concerning environmental matters contained in this policy and any other relevant documents.
- 4.3. The Managing Director and Project Managers are responsible for ensuring that Company objectives regarding on-site waste consolidation, storage and disposal are fulfilled according to procedures written into safety and other Company documents.
- 4.4. Everyone has a responsibility to ensure that Company objectives, as laid down in this policy document, are fulfilled.

Appendix 12

RISK ASSESSMENT – COVID 19

Sequence of Operations

The following measures will be followed to reduce the spread of Covid-19 for as long deemed necessary by the Irish government:

- Social distance of 2m must be maintained at all times
- If social distancing of 2 meters cannot be maintained for a task, work must cease until a risk assessment is carried out to deem safe practice for completing task. This risk assessment will go through the hierarchy of control





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Risk Assessment

				Risk Matrix					
				Likelihood of accident (L)		Severity of injury (S)		Risk = LXS	
				Very Unlikely	1	First aid	1	LOW = 1 - 4	
				Unlikely	2	Minor	2	MED = 5 - 14	
				Likely	3	3 days +	3	HIGH = 15 - 25	
				Very Likely	4	Major	4		
		Certain	5	Fatality/ Disability		5			
ACTIVITY / HAZARD / RISK	Before control measures			ACTIONS TO CONTROL RISKS	After control measures		RESPONSIBILITY		
	L	S	Risk		L	S	Risk		
Hazard: Covid-19 Risk: Employees with symptoms	4	5	20	<ul style="list-style-type: none"> If you do have symptoms of coronavirus, phone your GP or local emergency department (ED) without delay. Do not go to your GP or ED. Phone them first. Tell them about your symptoms. Give them the details about your situation. Avoid contact with other people by self-isolating. In a medical emergency (if you have severe symptoms) call 112 or 999. Should you feel unwell while working, and have any symptoms of Coronavirus as above, inform your line manager and go home. At home, phone your GP or local emergency department (ED) without delay. 	2	5	10	All Personnel	

<p>Hazard: Covid-19 Risk: Working within two meters of each other</p>	3	5	15	<ul style="list-style-type: none"> • Where practical, start times and breaks should be staggered so there are less people in 1 room at any time and distance of 2 meter between 2 persons can be permitted • ADI whiteboard meetings to coordinate all site works and ensure segregation of all trades, who has priority in the work areas. • All tasks must be risk assessed by appropriate personnel • Ensure social distancing can be maintained during work activities. Where this cannot be achieved: the task will need to be risk assessed using the hierarchy of controls. A special SPA must be completed detailing what controls re to be put in place, for example, short duration work, face masks, full face visor and personal hand sanitizer • Coordinate works to ensure social distancing is maintained. • Keep task durations to a minimum. • Social distancing marshal to be nominated, to ensure that social distancing guidelines are being adhered to. <p><u>Additional controls onsite</u></p> <ul style="list-style-type: none"> • Drying Room – Operatives are encouraged to enter the drying room, change into their work gear and leave, no loitering around. No more than 4 Ops at a time. Sanitiser to be used before and after entry. • Planning meetings in the morning – Operatives are always 	1	5	5	All Personnel
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				<p>encouraged to spread out and maintain the 2m segregation at workplaces</p> <p>Step back from Bim station and allow one person to view the station at any one given time.</p> <ul style="list-style-type: none"> • One operative per MEWP at all times. • Additional Sanitiser stations have been placed around offices/drying rooms and clock machines • All area Supervisors are applying the segregation rule to daily SPA's. 				
<p>Hazard : Covid-19 Risk: Poor hygiene</p>	4	5	20	<ul style="list-style-type: none"> • Ensure good personal hygiene is always maintained. Adopt sensible hygiene measures by washing and drying hands thoroughly with warm water and soap, and more frequently than normal and avoiding unnecessary hand to mouth or hand to eye contact. • Site management and EHS/Safety department to monitor hygiene standards, ie canteen, toilets, welfare facilities 	1	5	5	All Personnel

				<ul style="list-style-type: none"> • Always keep your PPE with you and wear gloves. • Cover mouth and nose when coughing or sneezing. • Don't touch eyes, nose, or mouth with unwashed hands. • Put all used tissues into a bin and wash your hands. • Provide hand sanitiser that is at least 60% alcohol and use it regularly throughout your working day. • Do not share objects that touch the mouth (e.g. cups). • At the end of each shift, employees work clothes should be changed. 				
<p>Hazard: Covid-19 Risk: Sharing of plant/ equipment</p>	5	5	25	<ul style="list-style-type: none"> • Do not share your tools with others (i.e. hammers, spanners etc). • All frequently touched surfaces on shared plant/equipment to be sanitized frequently. • Register of shared plant/equipment to be compiled to record the following: person's name, who sanitized, date and time of last cleaning. • Project Manager appointed to oversee the management of COVID-19. • Communicate TBT on the risk of COVID-19 and controls to mitigate risk 	2	5	10	All Personnel

				<ul style="list-style-type: none"> • Display information by posters and notice boards and include COVID-19 as part of inductions – inductions completed at social distance. 				
Hazard: Covid-19 Risk: Lack of awareness and management to risk of COVID-19	4	5	20	<ul style="list-style-type: none"> • Keep workers up to date on latest information on COVID-19. Review ADI covid-19 policies • Where possible, barrier off work area and post safety signage to ensure area is identified as an exclusion zone. • If others enter work area, operatives to leave immediately and notify COVID-19 Appointed Person. • Any concerns are to be communicated to ADI Supervisor 	1	5	5	All Personnel
Hazard: Covid-19 Risk: Noncompliance to risk assessment / workplace rules	3	5	15	<ul style="list-style-type: none"> • Any concerns are to be communicated to ADI Supervisor/ social distancing marshal 	1	5	5	All Personnel
Hazard: Covid-19 Risk: Meetings	3	5	15	<ul style="list-style-type: none"> • Meetings (Tool Box Talks, etc...) should be done outside or, if not possible, the number of attendees to a meeting should be reduced to a minimum to allow a distance of 2 meter between 2 persons. • Ensure Surface sanitization is carried out 	1	5	5	All Personnel

<p>Hazard: Covid-19 Risk: Reduced social interaction</p>	4	4	16	<ul style="list-style-type: none"> • Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting. • Take care of your body. Take deep breaths, stretch or meditate. Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep, and avoid alcohol and drugs. • Make time to unwind. Try to do some other activities you enjoy. • Connect with others. Talk with people you trust about your concerns and how you are feeling. • Call your healthcare provider if stress gets in the way of your daily activities for several days in a row. 	1	4	4	All Personnel
<p>Hazard: Biological/Welfare Risk: Poor Hygiene</p>	4	4	16	<ul style="list-style-type: none"> • Hand sanitisers to be located at key points around site e.g. at turnstiles, in canteen, in drying room, beside first aid kit, outside bathrooms, in meeting rooms. • Bathrooms to have adequate supply of hot water, soap and paper towels. • Sanitiser wipes to be provided to workers to use in site vehicles, at site stores or wiping down hand tools prior to use. • Cleaning program to be stepped up to include both a cleaning and disinfecting routine. To include all areas of site compound (canteen, bathrooms, offices, meeting rooms, drying room etc). 	1	4	4	All Personnel

<p>Hazard: Biological/Welfare</p> <p>Risk: Poor information/incorrect information</p>	3	3	9	<ul style="list-style-type: none"> • Noticeboard to display HSE information e.g. symptoms poster, social distancing poster and good respiratory hygiene practices. • Handwashing poster beside all sinks and sanitiser dispensers. • Topic to be updated as HSE direction develops. 	1	3	3	All Personnel
<p>Hazard: Biological/Welfare</p> <p>Risk: Susceptible individuals</p>	4	4	16	<ul style="list-style-type: none"> • Site workers to be given the opportunity to confidentially identify themselves as belonging to the HSE defined high risk group (>60yrs, long term medical condition immunosuppressed). • The specific needs of these individuals to be taken into account when assigning work to enable full time social distancing and any other additional protections identified. 	2	4	8	All Personnel
<p>Hazard: Biological/Welfare</p> <p>Risk: Poor Hygiene</p>	4	4	16	<ul style="list-style-type: none"> • Hand sanitisers to be located at key points around site e.g. at turnstiles, in canteen, in drying room, beside first aid kit, outside bathrooms, in meeting rooms. • Bathrooms to have adequate supply of hot water, soap and paper towels. • Sanitiser wipes to be provided to workers to use in site vehicles, at site stores or wiping down hand tools prior to use. • Cleaning program to be stepped up to include both a cleaning and disinfecting routine. To include all areas of site compound (canteen, bathrooms, offices, meeting rooms, drying room etc). 	1	4	4	All Personnel



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