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Title: Company Safety Statement	Section No: Introduction
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## SIEMENS Ltd.

### COMPANY SAFETY STATEMENT

This document sets out the formal arrangements for Health & Safety of Siemens Ltd. as required by the Safety, Health and Welfare at Work Act 2005 (section 20), General Application Regulations 2007 (and subsequent amendments) and all other statutory provisions in the Republic of Ireland and in Northern Ireland.

It describes Management's programme for managing the EH&S organisation of the Company and outlines the responsibilities of the individuals concerned.

It also describes the general arrangements for EH&S in the Company's offices and for works carried out on client sites. The specific procedures relating to work on client sites are covered in separate method statements where required.

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<b>SIEMENS</b> <i>Ingenuity for life</i>	<b>Safety Statement</b>
Title: Company Safety Statement	Section No: 1 EHS Policy
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## **1.1 Environment, Health and Safety Policy**



Our Zero Harm philosophy and approach is a principle element of our ownership culture and company vision. Through Zero Harm we foster an environment supportive of EHS.

The Management of the company recognises and accepts our responsibilities as an employer and is committed to providing, as

far as is reasonably practicable, a safe and healthy working environment for all its employees, contractors, visitors and customers. Siemens Ltd is committed to protecting the environment and enhancing the environmental performance of its businesses.

Siemens Ltd. is committed to, at a minimum, complying with applicable legislative requirements, Siemens safety essentials and Siemens AG rules and regulations to ensure environment protection and the prevention of injury and ill health. We provide our staff with information, training and supervision to ensure that this is achievable. We expect that our employees place Health, Safety and the Environment first in all that they do when working for Siemens.

The Environment, Health and Safety policy and statement is available to all employees, business partners, customers and visitors as appropriate. As our employees are crucial, we consult and collaborate with them on a regular basis using a variety of different channels.

By using the EHS management system, continuous improvement methodologies and monitoring KPIs, we drive innovative and creative thinking to identify and deliver improvements for our work environment.

  
Gary O'Callaghan  
CEO

*This is displayed in the reception area of the office.*

<b>SIEMENS</b> <i>Ingenuity for life</i>	<b>Safety Statement</b>
Title: Company Safety Statement	Section No: 1 Zero Harm Policy
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## 1.2 Zero Harm Policy



It is the vision of Siemens Ltd to achieve our goals and live our values in a Zero Harm environment. Our mission is to make Zero Harm a part of our everyday life and responsibility.

The primary elements of our Zero Harm approach encompass activities which focus on Be Safe, Feel Well and Think Green.



### ***Be Safe***

Safety is non-negotiable and there is no customer so important or deadline so crucial that we will compromise on safety. We are fully committed to ensuring our employees work safely by providing training, leadership and empowering all with the expectation that they will stop work if it is unsafe.



### ***Feel Well***

We strive for a healthy work environment where physical health, mental wellbeing and work life balance is encouraged. We assist our employees by enabling them to make informed choices about physical activity and a healthy diet. By providing medical screening and an Employee Assistance Programme, we care for the health of all staff.



### ***Think Green***

We manage our own energy resources and waste in a manner compatible with best practise to fully protect the environment and reduce our environmental impact.

We expect behaviours which are in line with Zero Harm. These include assuming personal responsibility to act in a proactive manner, never walking by, recognising excellent practices and actively being concerned for others on the team. We include Zero Harm in employee's performance assessment as appropriate.


Any employee can raise issues at any time via their line manager or the safety management system.

We do not tolerate any actions which are in direct conflict with the Zero Harm approach. Any such incidents will be dealt with using the company processes for investigations and, if appropriate, the disciplinary process.

Zero Harm supports both the sustainability of Siemens Ltd and our values of being Responsible, Excellent and Innovative.

  
Gary O'Callaghan  
CEO

*This is displayed in the reception area of the office*

	<h2 style="text-align: center;">Safety Statement</h2>
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## **SECTION 2: Organisation and Responsibilities:**

Siemens is structured into several operating companies and central support departments. The full organisation chart with all relevant names is listed in [Appendix 1](#) and [Appendix 2](#). These and additional charts are available on the [Intranet](#)

### **2.01 CEO:**


Siemens is committed, as far as reasonably practicable (afarp) to meeting all its duties as described by the Safety, Health and Welfare at Work (SHWW) Act 2005. Specific responsibilities held by the CEO include:

- Managing safety and ensuring (afarp) the safety, health and welfare of all employees.
- Ensuring that adequate resources are made available to facilitate the effective operation of the EH&S management system.
- Ensuring that regular reviews of the EH&S management system are conducted to enable continuous improvement of overall standards.
- Ensuring that staff understands that EH&S is also part of their own responsibility.
- Ensuring that all reportable accidents or dangerous occurrences are reported to the HSA/NI HSE.

### **2.02 Operating Company and Department Managers:**

Each manager is responsible for the health, safety and welfare of their staff as per the direction of the SHWW Act 2005 (afarp). Specific responsibilities include:

- Managing and conducting all work activities to ensure the safety, health and welfare of all employees at work (includes prevention of improper conduct or behaviour likely to put employees at risk).
- To design, provide and maintain a safe place of work (includes access, egress, plant and equipment).
- Prevent risks from the use of substances or articles, exposure to noise vibration or radiation.
- Make available information, training and supervision in a manner, form and language that is reasonably likely to be understood (includes fixed term, contract and temporary employees).
- To ensure that all procedures and risk assessments are prepared and made available to staff.
- That these procedures and risk assessments are reviewed following significant changes in work practices or incidents.
- Ensure that the safety statement is made available to all and brought to the attention of all staff on a regular basis.

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- Provide PPE and protective clothing to staff as appropriate.
- Ensure that emergency plans are prepared and are adequate.
- That improvement targets and plans for EH&S are set on an annual basis following the year-end review.

### 2.03 Business Unit, Line Managers:

Each manager is responsible for the health, safety and welfare of their staff as per the direction of the SHWW Act 2005 (afarp). Specific responsibilities include:


- That all work is managed and conducted safely.
- Information and training are available to all staff (including fixed term, contract and temporary employees) as appropriate.
- That specific tasks take account of the employees' capabilities in relation to health and safety.
- That sensitive employees (e.g. pregnant employees, young inexperienced employees with particular challenges) are protected against dangers that specifically apply to them.
- That training is provided on introduction of new technology / systems or on a change of task.
- That procedures are provided and updated as necessary.
- That risk assessments are conducted and reviewed following any significant changes / incidents.
- That contractors possess their own up to date safety statement and they are aware of our safety management system and requirements.
- That all accidents, dangerous occurrences or near misses are reported and investigated.
- That EH&S improvement targets and plans are implemented.
- Participation in EH&S Team meetings as appropriate.

### 2.04 Project Managers:

Each manager is responsible for the health, safety and welfare of their staff as per the direction of the SHWW Act 2005 (afarp). Specific responsibilities include:

- Responsibility for all aspects of project realisation, including EH&S policies.
- Enforcement and promotion of Siemens commitment to continuous improvement with regard to EH&S management.
- Promoting open communication, cooperation, and trust between the Project, and its employees, contractors, and customers regarding optimising EH&S management.
- Ensuring the effective implementation of the Project EH&S Policy Statement and the Safety Plan.



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- The allocation of appropriate resources to ensure the successful implementation and maintenance of the project EH&S commitments and requirements.
- That all work is managed and conducted safely.
- Information and training are available to all staff (including fixed term, contract and temporary employees) as appropriate.
- That specific tasks take account of the employees' capabilities in relation to health and safety.
- That sensitive employees (e.g. pregnant employees, young inexperienced employees with particular challenges) are protected against dangers that specifically apply to them.
- That training is provided on introduction of new technology / systems or on a change of task.
- That procedures are provided and updated as necessary.
- That risk assessments are conducted and reviewed following any significant changes / incidents.
- That contractors possess their own up to date safety statement and they are aware of our safety management system and requirements.
- That all accidents, dangerous occurrences or near misses are reported and investigated.
- That EH&S improvement targets and plans are implemented.

## **2.05 Environment, Health & Safety Manager:**

Siemens EH&S Manager is responsible for the overall management of the EH&S management system (afarp). Specific duties include:

- Ensuring that an EH&S system exists to manage and review all environment, health and safety activities.
- Making the safety statement available to all and ensuring that all are aware of any updates or changes.
- That the safety statement is reviewed on a regular basis or following any change in work practices or following any incidents.
- Providing updates to the company management and safety team / safety representatives on the performance of the EH&S management system.
- Staying abreast of all legislative changes and their impact on Siemens Operations.
- Engaging the services of safety/ environmental advisors as required.
- Ensuring that training is provided to staff as suggested in the risk assessment.
- That continuous improvement targets are set on an annual basis following the annual review at year end.
- Facilitate risk assessment exercises and the review of these following significant changes or incidents.



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- Support line managers during accident investigation.
- Ensure all reportable accidents / dangerous occurrences are reported to the HSA immediately.
- Co-ordinate regular meetings of the EH&S team.
- Ensure active communication on environment, health and safety issues across the company.
- Ensure that emergency plans are in place and are adequate.
- Review improvement targets and plans set out by the Operating Companies in the EH&S Review meetings.


### 2.06 Safety Representatives:

Safety Representatives cover various parts of Siemens business. [See Appendix 2 for full list.](#) While Safety Representatives do not have any responsibilities under Legislation, they are given rights which include the following:

- Inspect a workplace following an accident.
- Investigate accidents.
- Investigate (after giving reasonable notice to the employer) any health and safety complaints made / issues raised by an employee.
- Accompany an inspector during an inspection of the workplace (this is at the discretion of the inspector if the visit is for the purpose of investigating an accident).
- Attend an interview by an inspector of an employee in connection with an accident if requested to do so by the employee.
- Make representation to an employer on matters relating to health, safety and welfare.
- Liaise with other safety reps.
- Receive appropriate training.

In addition to the above, the Safety Reps of Siemens play an active role in the operation of the EH&S management system. These activities include:

- Reviewing safety/ environmental arrangements for their location.
- Being familiar with the safety statement.
- Participating in risk assessments and the reviewing / updating of these as appropriate.
- Monitoring the implementation of continuous improvement targets and plans.
- Notifying the EH&S department of any procedural changes which need to be made to the safety statement (or related documentation) to reflect changes in work practices.
- Forming a core part of the Siemens EH&S Team and participating in meetings as appropriate.
- Arranging for the supply of PPE using approved vendors.

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- Ensuring that First Aid boxes are checked and replenished as necessary.
- Liaising with HR or the EH&S dept as appropriate when training needs are identified.
- Ensuring emergency plans for their area are adequate and fire drills are adhered to.

## 2.07 Safety/ Environmental Advisor:


The Company may engage the services of a Safety or Environmental Advisor as deemed necessary to ensure appropriate levels of competency are preserved.

## 2.08 Employees:

As described in the SHWW Act 2005, all employees have general duties in ensuring their own safety and the safety of others (afarp). These and others include:


- Taking reasonable care for their own safety and the safety of others and complying with the relevant EH&S laws and company policy (e.g. car policy, manual handling, waste management procedures etc).
- Ensuring that they are not under the influence of an intoxicant which would endanger themselves or others.
- Cooperate with an employer with regard to safety, health and welfare.
- Not engaging in any improper conduct (includes bullying, harassment etc).
- Participating in environmental, health and safety training as offered by the company.
- Making proper use of all machinery, tools, substances etc and of all PPE provided.
- Reporting any defects in the place of work or equipment which might endanger safety, health or welfare.
- Reporting or log all accidents / near misses to their supervisor as soon as they occur.
- Observing the smoking ban in any enclosed place of work (including company cars in Ireland).
- Not misrepresenting their levels of experience or training which they have prior to commencing employment with Siemens.
- Informing the company of any injury / illness which may impede their ability to work safely.

**Please note:** Failure to comply with any of the above duties will be regarded as a breach of statutory duty and may result in disciplinary action being brought against individuals concerned.

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In addition, Siemens expects all employees to follow the Core Safety Behaviours as described within the Siemens Safety Essentials:

1. Take the time to assess risk, plan, and organize every job so as to prevent mistakes and incidents.
2. Prior to beginning work, discuss how to work safely and discuss again as needed during the shift.
3. During the work, if a task cannot be carried out safely or changes significantly – stop and re-assess until it can be done safely.
4. Follow the rules and procedures defined to keep you and your colleagues safe, including site specific rules such as wearing personal protective equipment, holding handrails when using stairs or steps, and using a lid when carrying hot drinks, etc.
5. Use the correct tooling and use as intended.
6. Only operate equipment and perform tasks if you are fit for the job by having the correct mental and physical health, competence and have been authorized to do so.
7. When you see unsafe behaviour, approach your colleague, work together to provide safe solutions. Also, be open to coaching and discussion of your own behaviour.
8. To help us learn as an organization, promptly communicate positive safety observations, incidents, near misses, new hazards and situations where errors could occur.
9. Be a positive contributor to safety issues; don't wait for others to take responsibility.
10. Focus on being safe; do not use communication devices or other distractions while walking, driving, or performing other tasks.

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## **SECTION 3: GENERAL ARRANGEMENTS:**

### **3.01 Distribution:**

This document is available to all staff (includes full time, temporary, part time and contractors) on the Siemens Ireland Health and Safety intranet site and via management where access to the intranet is not possible.

### **3.02 Review:**

The safety statement will be under continuous review and will be updated as necessary (significant changes in work practices, changes in legislation or regulations, in light of experience or following an incident). In addition, a general review of the EH&S management system will be conducted to coincide with the financial year-end. This will review the performance of the system and indicate areas for improvement.


### **3.03 Resources:**

Adequate resources shall be made available as determined from time to time by the level of business and staffing. The resources shall cater for the provision of safety equipment, consumables and training as necessary. In addition, any equipment or building requiring upgrading, renewal or alteration shall be surveyed, costed and allowed for in the review process.

### **3.04 Training:**

On commencement of employment, employees will receive induction training to ensure that they are fully aware of and understand all EH&S procedures including manual handling and VDU assessment. The induction training will be coordinated between the HR / EH&S Department and the appropriate Operating Company. All employees are required to cooperate in all training and related exercises. Training and information will be provided in a manner, form and language that is reasonably likely to be understood (includes fixed term, contract and temporary employees).

Training needs for the Operating Company are based on Risk Assessments and agreed by the line or Operating Company Manager. These are agreed within the staff dialogue discussions. Training is given to technical staff in relevant specialised areas. A written record will be kept of all relevant training undertaken. All persons trained must sign to acknowledge receipt and comprehension of the training provided. All training records are to put on the individuals file, copies can be held within an Operating Company / department if required.

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### 3.05 Accident / Near Miss Reporting:

All employees must report all accidents **however slight** to their supervisor or manager on the day of the incident using the company online reporting tool. [Effective Software Reporting Tool](#) or the corporate tool Quentic.

It is vital that near misses/ unsafe conditions are also reported (in the same manner as above) in order to prevent more serious accidents / incidents from occurring.

All accidents will be investigated in order to prevent recurrence. Siemens will not entertain any accident report unless it is reported to the appropriate official (supervisor, manager, safety representative, safety advisors, first aid contact) in a timely manner.

Details of accidents resulting in an employee being incapable of attending work for more than three consecutive days will be entered in the Company register, and the H.S.A will be notified using the online reporting tool. This function is the duty of the EQH&S Manager.

Details of accidents occurring in Northern Ireland resulting in an employee being incapable of attending work for more than seven consecutive days will be entered in the Company register, and the NI HSE will be notified using the online reporting tool. This function is the duty of the EQH&S Manager.


Further information on accident reporting and investigation can be located in [Siemens Process 110: Accident and Near Miss Reporting and Investigation](#).

### 3.06 First Aid:

First Aid boxes are provided for all staff at specific locations. For the location of first aid boxes in your area please go to [Appendix 3](#).

First Aiders must have completed as a minimum requirement, a First Aid Responders course as specified in the General Application Regulations 2007. The company will also make available Hepatitis vaccinations to any first aiders who wish to avail of it. The nominated First Aiders are available in [Appendix 3](#).

An emergency response team has been trained in the use of the defibrillator which is available in the corridor outside the kitchen of Innovation House (DCU). The emergency response team can be viewed by clicking on [Appendix 3](#). First Aid and Emergency Response lists are available on table tents distributed throughout the office, meeting rooms and canteen in Innovation House (DCU) and posted on the noticeboard in the NDT.

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First Aiders Duties include:

1. Administering First Aid if required.
2. Attending any courses or training required to update knowledge.
3. Ensuring that First Aid boxes are checked regularly, and that stock is not allowed to fall below Table 1 of the H.S.A. Guidelines 'First Aid at Place of Work', as required by the Safety, Health and Welfare at Work Regulation 2007 (SI 299). See [Appendix 3](#) for details.

In the event of an accident that necessitates emergency medical attention, the following procedures should be adopted.

1. In the case of a serious accident or illness call the local ambulance @ 999 or 112. Contact the HR Department or EHS Department immediately.
2. For minor injuries bring the employee to the nearest Hospital Accident and Emergency.
3. The Company Doctor Cognate Health may treat injuries. The service is nationwide, contact 1890 989322 for the nearest participating GP.

First Aid arrangements for staff visiting customer sites are as follows:

- All employees who visit customer sites must familiarise themselves with the clients' procedures for first aid treatment, accident reporting and record keeping.


### **3.07 Fire / Emergency Evacuation:**

Management will take all reasonable measures to guard against the outbreak of fire on the premises and to ensure as far as is reasonably practicable, the safety of persons on the premises in the event of an outbreak of fire in accordance with the 2005 Act.

A fully automatic fire detection and alarm system is installed in all Siemens buildings. The fire alarm system will also be used to evacuate the building during regular fire drills or other emergencies in each location. Innovation House (DCU) is equipped with fire hoses and hydrants in addition to fire extinguishers and fire blankets. All corridors and walkways are fitted with fire doors and dry extinguishing systems are fitted in communications and data rooms. The NDT is equipped with fire extinguishers and fire blanket. Trained fire wardens are also provided who will ensure that personnel are evacuated in the event of an emergency.

An emergency evacuation drill will be conducted twice a year for all Siemens Ltd buildings. Records shall be maintained of these drills and any learning's will be implemented in updated procedures.



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Siemens employees on client sites should follow on-site emergency evacuation procedures and are responsible for ensuring they are aware of the designated fire assembly points.

Specific emergency evacuation procedures for each of Siemens locations are documented in [Process 111: Siemens Emergency Evacuation Process](#).

### **3.08 Welfare Facilities:**

Personal hygiene, health and welfare facilities are provided for use by all employees in accordance with the General Application Regulations 2007. A sufficient number of toilets are provided and are cleaned daily. Washing facilities are equipped with soap and hot air hand dryers. Employees are obliged to care for these facilities and must not misuse them.

Fresh water for staff is provided via bottled or mains water supply depending on location. The supplier is responsible for sanitisation and supply. Siemens continuously tests our water supply to ensure there is no contamination.

In general, canteen facilities may include all / some of the following:

- Automatic coffee / tea vending machines
- Crockery
- Cutlery
- Fridge
- Toasters
- Microwaves
- Water (boiling and also fresh drinking)
- Worktops


Employees are requested to report any faults in the equipment provided to the Facilities Coordinator.

Open cups of coffee/tea should not be carried around the building. Staff must use thermal mugs with covers when taking coffee/tea from the canteen to another part of the building.

### **3.09 Housekeeping:**

All walkways and access routes are free of hazards and obstructions. Rubbish is removed regularly and is not left to accumulate in cupboards or corners. Good housekeeping on company premises, client sites, and all vehicles is part of the company's safety programme in which everyone can contribute. Any waste generated must always be disposed of in line with waste management regulations.



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Safety team inspections will also be carried out which will include checks on housekeeping.

### 3.10 Use of Mobile Equipment

Only trained and approved Siemens personnel are permitted to operate forklift trucks and/or connect it to a battery charger unit. Where equipment is required to complete a task e.g. forklift truck, MEWP etc, only trained and authorised Siemens personnel are permitted to use them. Persons using such equipment must be able to produce a copy of their current license / skills card if required. All personnel must adhere to the Code of Practice for Rider Operated Lift Trucks when operating forklift trucks.

### 3.11 Company Vehicles:

This applies to those with a company car or in receipt of car allowance. The vehicle keeper is responsible for ensuring that the vehicle is maintained in a safe and roadworthy condition and is displaying the correct / current road tax and insurance discs. They should ensure that the vehicle is serviced in line with the manufacturer's recommendations and is kept in a clean and tidy state.

Any repairs necessary, which affect the safety of the vehicles, must be reported to the Company in accordance with the 2005 Act and be undertaken immediately.


All loads or equipment carried in the vehicle are the responsibility of the vehicle keeper and must be secured or placed such that they are unlikely to move in a dangerous manner that might cause injury to the driver or any passenger or damage the vehicles itself. Where possible, bulk heads must be fitted in vans.

Company rules regarding mobile phones must be complied with, in particular that mobile phones must not be used while driving unless a hands-free kit is installed.

The [company car policy](#) is located on the HR intranet site.

Siemens is committed to ensuring all drivers are aware of the necessary driving skills to ensure their safety and that of the general public. To this end all company car drivers will undergo a driver assessment. Depending on results in car driver training will be provided where deemed necessary. Personnel are strictly prohibited from operating company equipment or vehicles while under the influence of an intoxicant. Alternative travel arrangements must be made should persons consume alcohol during or after the course of their work i.e. do not drink and drive.

Siemens Safety essentials for [Driver and Vehicle Safety](#) must be adhered to at all times.

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### 3.12 Personal Protective Equipment and Safety Equipment

Personal protective equipment (PPE) and safety equipment is provided free of charge as appropriate. All relevant employees will be formally issued with some or all the following depending on the job being conducted (in accordance with the requirements of the General Application Regulations 2007):

- Ear Protection
- First Aid kit
- Gloves
- Goggles
- Harness
- High Visibility Clothing
- Safety footwear appropriate to type of work
- Hard Hats
- Tool Belts
- Respiratory protection

All PPE will be selected based on specific risk assessments of the work activities and will meet all relevant standards. PPE being issued to staff is tracked.

For any employee working on a construction site, it is mandatory that high visibility clothing, safety footwear, hard hat and any other PPE as required by the client are worn. It is also recommended that any person working in remote locations should also wear high visibility clothing.


Where P.P.E. is provided, it must be worn / used at the appropriate times and must be looked after by the personnel to whom it is issued. Any defects or losses (including possible damage) must be reported to their line manager as soon possible. Failure to use or wear the clothing and / or equipment will be dealt with as a disciplinary matter.

Employees are reminded to maintain good storage practice of PPE after use.

It is prohibited to use company PPE or safety equipment to tow vehicles or in any other inappropriate manner.

### 3.13 Sexual Harassment:

The company has issued a detailed policy document on the issue of sexual harassment in the workplace. This is outlined in the Bullying, Harassment and Victimisation Policy. It defines sexual harassment and outlines the company's policy

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with regard to prevention, making of complaints (informal and formal) and action to be taken when complaints are proven. Employees should refer to this document if they feel that they suffer from sexual harassment. The document is available on the [intranet](#)

### 3.14 Anti-Bullying:

The company has issued a detailed policy document on the issue of bullying in the workplace. This is outlined in the Bullying, Harassment and Victimisation Policy. It defines bullying and outlines the company's policy with regard to prevention, making of complaints (informal and formal) and action to be taken when complaints are proven. Employees should refer to this document if they feel that they suffer from bullying. The document is available on the [intranet](#).

### 3.15 Safe Work Practices:


It is the responsibility of all managers / supervisors to ensure that all employees under their control are aware of and abide by the procedures laid down. The underlying principles are:

- Competent and trained staff will undertake all works.
- Safety and Environmental procedures are laid down and will be adhered to.
- Safe equipment will always be provided and used within its design limitations.
- All procedures will be reviewed and updated as necessary.

### 3.16 Resolution of Safety / Environmental Issues:

Any employee with a health & safety / environmental issue must inform their immediate supervisor or their EH&S representative. If, after investigation, the problem is not corrected in a reasonable time, or the supervisor decides that no action is required and the employee is not satisfied with the explanation, the employee should instruct the EH&S Representative to raise the matter with management.

If, in the opinion of the employee, the matter is of an imminent serious nature they should contact their line manager or EH&S representative immediately. Every effort must be made to resolve safety/ environmental issues as quickly as possible.

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### 3.17 Consultation

Siemens is committed to ongoing consultation with staff on matters related to health, safety and welfare as is required by the 2005 Act. To this end all health and safety related documents (safety statement, policy, procedures, risk assessments etc) and communications (annual plan, survey results, management updates, staff briefings, annual EH&S business review minutes etc) will be available to all staff on the H&S intranet site.

Any EH&S reps will form part of the company Safety Team and will be involved in team meetings as appropriate. Any data relating to the performance of the EH&S system will also be made available to the EH&S reps.


The company encourages all Operating Companies to cover EH&S issues during departmental / Operating Company meetings. EH&S will also be covered in the quarterly Operating Company meetings and regular staff surveys.

### 3.18 Employee Wellbeing

Siemens are committed to ensuring that employee wellbeing is maintained through various means. This includes regular employee medicals, regular communications at senior management and Operating Company levels, through the setting of performance targets, through the risk assessment process, through supervision and through the regular staff and zero harm surveys. Employees have also the ability to raise issues through their management team, EH&S representatives, the Feel Well team and a trained Mental Health first aider.

Siemens endeavours to ensure that employees have a comfortable and safe environment in which to work. All of the above are supplemented to safeguard employee wellbeing through the implementation of HR policies and procedures.

Siemens recognises that everyone experiences pressures in their everyday life and that sometimes internal resources in any organization are not the most appropriate support for employee's personal situations. Siemens also acknowledges that it is in everyone's best interest to ensure that personal and work-related problems are addressed as early as possible. The EAP service provides free, confidential, professional counselling, support and information services to employees and their families. Anyone availing of the service will be able to talk to a counselor on the phone 24 hours a day, 365 days a year, and if relevant will be referred to a locally based counselor for face to face counseling. Siemens has covered the cost of this service in full for all employees and their families.

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### **3.19: Internal Audits and Environment, Health and Safety Inspections**

Siemens are committed to scheduling and carrying out internal audits and Inspection programme in all Operating Companies. All findings of these audits and inspections will be tracked in the QAI/ EH&S action tracking log. Internal audits are designed to evaluate effectiveness of the management system across the Company. Environment, Health and Safety Inspections and Risk Assessment reviews are designed to monitor compliance with the EH&S Management System.

All Environment, Health and Safety processes are reviewed as required and business risk approach in conjunction with the Internal Audit programme.

EH&S site inspections and risk assessment reviews are scheduled by the Environment, Health & Safety manager and are carried out by EH&S representatives on a quarterly basis. Topics reviewed include housekeeping, PPE, work equipment, waste management etc.

Further information on internal audits and EH&S Inspections can be reviewed in [Siemens Process 03](#).

### **3.20 Environmental Focus**

Siemens ethos is always to minimise its impact on the environment. For this reason, Siemens continually review how the organisations, activities, products or services interact with the environment. Corporate guidelines and key legislation (Batteries, WEEE, Waste etc) form the foundation of Siemens work practices.

### **3.21 Environmental Aspects and Impacts**

To ensure that Siemens Ltd has a thorough overview of the impact of its activities on the environment, a comprehensive aspect and impacts analysis is generated. This involves reviewing all activities of the company followed by identifying the environmental aspect and the impact of that activity. A lifecycle perspective is used considering raw material acquisition, design, production, transportation, end of life treatment and final disposal. Office, service and project activities are within scope. The results are documented in the Environmental Aspects register. By applying a risk ranking system to each impact, Siemens can evaluate and determine the significance of impact from each aspect on the environment and rank them accordingly. In putting this together Siemens reviews historic and current activities.

The overall process is as follows:

- Identify company activities
- Identify associated aspects

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- Identify potential impacts
- Review the controls currently in place
- Complete the risk ranking assessment (consider likelihood, legal impact, organizational issues)
- Document the significance of the aspect- low, medium, high priority rating.
- Review results to identify the significant aspects which need to be considered for future focus.
- Review the Environmental Aspects and Impacts Register on a regular basis or when changes occur to any activities.

[Click here](#) to review Environmental Aspects and Impacts register in more detail.

### 3.22 Waste management

Siemens Ltd are members of REPAK and self-comply for B2B WEEE. Siemens Ltd report annually to the EPA on its WEEE waste management and provide a three-year waste management plan when required. Siemens Ltd are also members of WEEE Ireland, an approved compliance scheme for the recycling of batteries.


Siemens Ltd will use the 'waste hierarchy' approach to enable sustainable waste Management throughout its business units

- **Prevention:** Where possible, the generation of waste shall be avoided by for example using less material in design, reducing the hazardous materials in products.
- **Preparing for reuse:** Checking, cleaning and repairing items. Where possible, items shall be used more than once. For example, pallets, crates and boxes will be re-used.
- **Recycle:** Recycling of materials reduces the amount of waste disposed to landfill and reduces waste disposal costs. To maximise opportunities for recycling, waste shall be sorted and segregated. Examples of wastes that can be segregated for recycling are Cardboard / Paper / Plastic / Wood / Glass etc.
- **Recovery:** Where items require disposal, options with energy recovery will be assessed e.g. incineration with energy recovery, anaerobic digestion.
- **Disposal:** After considering all the above options, it may be concluded that the only option for the waste is to dispose of it via a licensed waste contractor.

General waste shall be placed in the bins designated for general waste. These will be collected by the cleaners and placed in designated general waste skips daily.

Hazardous wastes shall be segregated into the designated waste containers in NDT Stores or on project sites prior to disposal by a licensed contractor:



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- Batteries
- Electrical waste (WEEE)
- Fluorescent tubes
- Oil contaminated wastes (oily rags / gloves / used absorbent etc)
- Other hazardous waste (e.g. chemicals, material containing solvents, acids, alkalis)

Siemens Ltd will ensure that:


- All waste is stored and disposed of responsibly,
- Waste is only handled or dealt with by approved contractors,
- Those employed directly by Siemens Ltd shall be given instruction on how to handle and dispose of each type of waste that might be produced.

See [Process 144 Waste Management](#) for more details.

### 3.23 COVID-19

Siemens Ltd is committed to the protection of its employees, visitors and sub-contractors at all times. As required by the “*Return to Work Safely Protocol COVID-19 Specific National Protocol for Employers and Workers*”, Siemens Ltd have put in place a protocol which outlines the Siemens Ltd approach to prevent the spread of COVID-19 and the steps to take in the event of sickness or self-isolation being required due to a COVID-19 outbreak. Siemens Ltd will follow all national guidelines for the duration of the pandemic. Siemens Ltd have also undertaken COVID-19 specific risk assessments where required and provided relevant training to employees.



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## **SECTION 4: SPECIFIC ARRANGEMENTS:**

### **4.01 Hiring Equipment (General):**

When it is necessary to hire equipment, only reputable hire companies will be used. The employee hiring the equipment is responsible for the equipment and should ensure that each piece of equipment is individually identifiable and carries an identification mark.

If necessary, the hiring company should be asked to demonstrate the safe use of the equipment together with any relevant PPE. Please refer also to Section 3.10: Use of Mobile Equipment.

The hirer should personally verify that:


- The equipment has been inspected and, where appropriate, tested by the Hire Company's approved inspector.
- Ensure that safe use instructions in printed form are supplied with the equipment. This is not necessary if the operator is familiar with the equipment and has trade experience in the use of the equipment.
- Ensure that the equipment is returned to the hire company within the defined hire period and/or where safety test / inspections are required within the hire period that these are carried out.

Also, a valid CSCS card / license is required to operate certain equipment in accordance with the Construction Regulations 2013. Drivers must ensure they have undergone appropriate certification before operating such equipment.

### **4.02 Use of Lifting Equipment:**

Lifting equipment must not be borrowed from the client, or another employer, or self-employed person without prior written agreement between that other person (client, other employee, etc.) and the Responsible Manager of the Company.

Full training will be provided by a competent instructor in the safe use of all lifting equipment. In any event, lifting equipment must be used in such a way that its Safe Working Load (SWL) is not exceeded. It is therefore essential that all persons using such equipment are aware of the weights of the items to be lifted. Furthermore, all steps must be taken to ensure that the item to be lifted is free from any fixings or other restraints and restrictions that might prevent the lift taking place.

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A competent person must inspect all lifting equipment on a periodic basis and a record made of that inspection. This is a legal requirement. In the case of lifting tackle, (i.e. on the crane hook and attached to a load), these must have been inspected within the preceding 6 months.

Siemens Safety essentials for [Cranes and Lifting](#) must be adhered to at all times.

#### **4.03 Ladders, Steps and Working Platforms /Trestles:**

Ladders, steps, trestles, etc., must not be borrowed from the client or another employer or self-employed person without prior agreement between that other person and / or the responsible manager of the company. Conversely, equipment must not be loaned, hired or given to the employee of another company or to a self-employed person.

Full training will be provided by a competent person in the safe use of all ladders in accordance with Safety, Health and Welfare at Work (General Application) Regulations, 2007, Part 4.


No equipment should be used where its condition could jeopardise safety. Therefore, before use, the equipment should be checked for damage, missing parts or other aspects that might affect the safety of the equipment. Do not use a ladder if it is painted. The paint may conceal a defect. Do not use a ladder that has any defects or repairs.

Exercise care when carrying the ladder to ensure the safety of others, particularly when approaching corners. In public areas, take precautions to guard against injury to third parties by isolating / guarding the work area.

When working near electrical supplies, a wooden ladder or an aluminium ladder with rubber feet must be used. Beware of steel wire supports on the styles and rungs. Both hands should grip the styles when climbing the ladder. Do not carry heavy goods or tools, which could interfere with a firm grip.

The equipment must only be used when it is stable and standing on a firm level base without using blocks or packing. Only one person must use the equipment at a time.

**Straight Ladders:** The ladder must be at an angle at 75° i.e. approximately 1 horizontal to 4 vertical. It should be secured at its upper point, if possible, to prevent its slipping or moving sideways. If this is not possible, it can be staked at the bottom or held by another person during use, provided the ladder is less than 5 metres in length.

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If it is used as a means of access, it should extend at least one metre above the stepping off point. If work is being carried out from the ladder, then it should be moved frequently to prevent over reaching.

Step Ladders: Ensure it is set at right angles to the work and ensure that the styles are locked in position. Do not work from the top three rungs and do not straddle the ladder – work only on the correct side.

Work Platforms/Trestles: Work Platforms and trestles must be erected on firm level ground and be of sufficient dimensions to allow safe passage and safe use of equipment and materials. Must be fitted with toe-boards and handrails. Must not be loaded to give rise to a risk of collapse or to any deformation that could affect its safe use. Work Platforms/Trestles should be kept tidy and free from trip hazards or gaps through which persons or materials could fall

Working at heights including the use of ladders etc will be addressed under relevant risk assessments.

Each Operating Company will maintain a ladder register and will ensure regular inspections are undertaken.

Fold-up light weight ladders will be provided where appropriate.


Siemens Safety essentials for [Working at Height / Fall Protection](#) must be adhered to at all times.

#### **4.04 Harnesses and Lanyards:**

Where there is a risk of falling from a height, necessary safety equipment e.g. harness, lanyards, inertia reels etc will be used in accordance with Safety, Health and Welfare at Work (General Application) Regulations, 2007, Part 4. Even when a safe platform is available there may still be a need for a harness if they intend to lean out or step up on something. Full training will be provided by a competent instructor in the safe use of all harnesses etc. Safety equipment such as harnesses will be allocated a unique identification number and a register of harnesses will be maintained within each Operating Company.

Fixing points to buildings and other structures must be of adequate strength, must be suitable for the purpose and must be inspected for damage by the user before each use. Certified inspections will also be completed in accordance with guidance and best practice.

The user must inspect safety harnesses and all associated equipment before each use. This inspection should include:

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- 1) Stitching - broken threads, open seams
- 2) Buckles – distortion or undue wear
- 3) Hooks – faulty springs or clips, distorted jaws
- 4) Webbing - cuts, cracks, tears, abrasions, distortion, stretch & rot
- 5) Lanyards or ropes – wear, stretch, cuts, damage.

Where an inspection reveals any significant defects, the equipment must be taken out of use immediately, conspicuously labelled and returned to the Company appointed person / destroyed.

A Company appointed “competent person” must inspect all safety harnesses and associated equipment at intervals as recommended by the manufacturer. Safety harness and associated equipment must go back to the manufacturer / supplier for re-certification after a fall. In-house personnel are not authorised to certify safety harnesses and associated equipment after a fall.

#### **4.05 Electricity and Portable Electrical Apparatus:**

Siemens employees do not engage in any electrical repair or maintenance within their buildings. All electrical work is carried out by approved contractors who carry out this work in accordance with the requirements of the Electro-Technical Council of Ireland (ET 101/2004) as well as IEE regulations. Other relevant legal instruments include the Safety, Health and Welfare at Work Act 2005 and the General Application Regulations 2007.

Siemens also adheres to the particular regulations on the testing and inspection of electrical installations which are contained in Regulation 89 of the General Application Regulations.

Only Portable Electrical Apparatus owned or hired by the Company can be used while working for the Company. In general, only 110-Volt or battery driven equipment shall be used. All 110-Volt equipment must be used in conjunction with a suitable isolating transformer with centre-tapped earth. If for any reason it is necessary to use a mains driven item of equipment, then it must be used in conjunction with a suitable residual current protection device.

Portable electrical apparatus shall not be lent, hired or given to a non-employee or self-employed person.

All external electrical cables must be inspected for signs of damage or significant wear. All switches, plugs, sockets, indicators and warning lights, which form part of the apparatus, must be inspected for signs of damage and / or wear and to ensure that they are in good working order in accordance with the 2007 General Application Regulations.

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All portable electrical equipment exposed to conditions causing deterioration liable to result in danger and supplied at a voltage exceeding 125 volts AC needs to be visually checked by the user before use. Formal Visual Inspection and Periodic combination inspection and testing (PAT) are required depended on the work environment:

Environment	User Checks	Formal Visual Inspection	Combination Inspection and Test (PAT)
Industrial (SI, DI)	Yes, Daily	Yes, Monthly	Yes, Every 6-12 months
Construction (Projects)	Yes, Daily	Yes, Monthly	Yes, Every 6 months
Office	No	Yes, 2 Yearly	No

Basic electrical safety training that includes information on the safe use of hand tools is provided to Service Engineers in addition to Siemens equipment-specific training.


Siemens Safety essentials for [Hazardous Energy Control \(LOTO\)](#) and [Electrical Safety](#) must be adhered to at all times.

#### **4.06** Customer Sites:

Many of our employees work on client's sites. In all cases the health, safety and welfare of our employees is considered before assigning anyone to a project.

In many cases the client company has a highly developed safety management system together with appropriate emergency arrangements and in such cases our employees are instructed by us to co-operate fully with these arrangements (regarding evacuations, assembly points etc.) if an emergency arises while they are there.

In rare cases where our employees feel uncomfortable or feel their health and safety is being threatened and client management are not in agreement, our employees have the right to withdraw from the client's premises. In such rare situations the employees Manager will then visit the client company to seek to resolve the health and safety issue. This process is further enhanced through [Dynamic Risk Assessment](#) which is available to all engineers on service calls.

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If one of our employees has an accident or is involved in a near miss situation, they are instructed to report such incidents/accidents to their Manager and to the appropriate person within the client company.

For client sites where unique hazards exist and employees need a heightened awareness of the controls to employ, Siemens will, develop a specific risk assessment to deal with that work environment. This approach has resulted in a risk assessment for working in prisons. [HSRA 023-BT Prison Risk Assessment](#)

#### 4.07 Contractors:

Siemens Ltd contract many companies in the course of their work. As a result, a contractor control procedure has been put in place to make sure that all contractors are competent to carry out the works they have been contracted to do. This incorporates work carried out in Siemens buildings as well as work carried out on client sites. [Process 114: Contractors Control Procedure.](#)

As part of the procedure the following steps must be adhered to:


Step 1: The manager obtaining the contractors services must obtain all relevant information such as copies of their safety statement and insurance details and ensure that they are in date. For waste contractors, managers must ensure that the appropriate licenses are in place to handle and transport waste.

Step 2: After the contractor has been appointed to carry out works the manager will request the contractor to fill in the contractor competency questionnaire ([HSR 29](#)). For work being carried out in Siemens buildings contractors will be required to sign up to the [contractor's safety guidelines](#).

When the information is returned the Manager will review documentation and agree a safe system of work for inclusion in the method statement. The manager will also review all relevant training records including Safe Pass cards, working at height, manual handling, electrical training, chemical safety etc.

Step 3: When the contractor has been approved the manager is to arrange an induction prior to contract employees commencing work at the site. Where work is carried out on a third-party site, the manager is to ensure that all contractors attend client induction and adhere to all site EH&S rules.



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Only when the above criteria have been met should a contractor be allowed to commence work.

#### 4.08 Manual handling:

Many activities in the company involve manual handling to some extent. As far as reasonably practicable Siemens will attempt to eliminate the necessity for manual handling of loads in accordance with Safety, Health and Welfare at Work (General Application) Regulations, 2007, Part 2, Chapter 4. Where elimination is not possible Siemens will aim to provide mechanical means of carrying loads. The company has included manual handling in its risk assessments, a training programme is currently in place and training is provided as appropriate. Manual handling training is also provided to all new employees through the induction process.

Everyone will have a different capability in terms of the load they can safely lift and handle. The following guideline is for the handling of loads, which are within the capability of the individual.

The following 8 principles of safe manual handling should be applied:

- Assess (Task, Individual, Load and Environment)
- Make a broad stable base
- Bend the knees
- Keep the back straight
- Get a firm grip
- Keep arms in line with the trunk
- Keep load close to your centre of gravity
- Turn feet in direction of movement


Any other load should use mechanical aids (hand trucks, flat bed trolleys, and non-powered pallet trucks), or occasionally the assistance of a second company employee, only if the load can be safely handled without risk of one party's failure causing excessive load for the second party.

Heavy objects should not be stored at a high level. Stretching and over-reaching should be avoided. Instead, use a ladder or move closer to the object.

#### 4.09 VDU's

Given the nature of our work, computers are used extensively throughout the company. Therefore, a comprehensive VDU Programme has been implemented which complies with the requirements of the Safety Health and



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Welfare at Work (General Application) Regulations, (Part 2, Chapter 5 Display Screen Equipment).

The VDU Programme includes a procedure that addresses how Siemens will comply with the requirements of the VDU Regulations to include the management and completion of VDU Assessments. The programme is for trained VDU Assessors

A guide to setting up your workstation correctly has also been provided and is available on the H&S Intranet page ([Working Safely with VDU's: An Employee Guide](#) and [Guide to VDU set up during temporary working from home](#)). As is the VDU Assessment Form which will be used to complete VDU Assessments ([HSR 07 VDU Assessment Template](#)).

In addition, workstations have been set up with the principles of ergonomics in mind with ergonomically adjustable furniture provided and blinds fitted to the windows. VDU users carry out a variety of tasks and mix VDU activities in order to minimise the risk of developing a work-related upper limb disorder (WRULD), eye strain and fatigue. Also, all VDU's provided are low radiation models.

Remote/ hot desk workers are identified and are included in the VDU programme where they are provided guidance on correct set up and assessed by the VDU assessor.


New assessments will be carried out following introduction of significant new equipment, after employee declares pregnancy, new employee joining the Company and following office moves.

#### **4.10 Pregnant Employees**

In the event of an employee formally informing her manager that she is pregnant (recently given birth, pregnant or is breast feeding) full account will be taken of Safety, Health and Welfare at Work (General Application) Regulations, 2007, Part 6, Chapter 2. Her manager will, as these regulations require, arrange to carry out a full risk assessment of her job and all its tasks to assess if there is any risk to her or her unborn baby. Refer to [Process 112: Pregnant Employee Risk Assessment Procedure](#).

If any such risk is identified her manager will undertake to re-design the job to eliminate that risk, where possible or provide her with other suitable work.

Health and safety leave will only be granted in extreme cases where the work, is deemed to be harmful to the pregnant woman or unborn child, and cannot

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be modified, reduced or eliminated and where no safe alternative work can be provided. Refer to [Process 112: Pregnant Employee Risk Assessment Procedure](#).

#### 4.11 Asbestos

Asbestos is the name for a group of fibres which are strong and are both heat and chemically resistant. Breathing air that contains asbestos can lead to asbestos-related diseases including many cancers. However, it should be noted that asbestos is only harmful when it becomes airborne.

Where it is suspected that a Siemens owned / leased building contains asbestos, an asbestos survey will be undertaken to determine the type and quantity of asbestos present in accordance with the Asbestos Regulations 2006.

Where maintenance works need to be carried out in any area containing asbestos, a safe work plan will be implemented before any works commence that could possibly disturb asbestos.


In order to make employees more aware of the hazards associated with asbestos and to aid in the recognition of the different types of asbestos, an employee guide to Asbestos has been provided ([Asbestos – An Employees Guide is available to Siemens employees via the intranet site](#)).

Siemens will endeavour to ensure that the Safety Health and Welfare at Work (Exposure to Asbestos) Regulations 2006, as amended, is adhered to while working on our own premises and while working on client sites (afarp).

#### 4.12 Confined Space

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

- the presence or reasonably foreseeable presence of:
  - flammable or explosive atmospheres
  - harmful gas, fume or vapour
  - free flowing solid or an increasing level of liquid
  - excess of oxygen
  - excessively high temperature
- a lack or reasonably foreseeable lack of oxygen

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Generally, the space will be substantially enclosed or there must be a risk of at least one of the hazards listed above occurring within the space. The risk of serious injury from the hazard must be created by virtue of the enclosed nature of the space (consider ability to access and egress safely also). The potential injury must be serious and be such as to require emergency action to rescue the person involved.

Through Siemens risk assessment programme situations are identified where confined space entry may pose a hazard. [HSR14-Confined Space Entry Risk Assessment](#). Where this hazard is identified, appropriate confined space entry training will be provided before persons are authorised to enter the confined space.

Lone working will also be considered as an associated hazard to confined space and will be addressed accordingly.

Siemens Safety essentials for [Confided Space Entry](#) must be adhered to at all times.

#### 4.13 Biological Hazards

Biological hazards pose a risk to the safety health and welfare of many of our employees.

Siemens provide employees who may encounter biological hazards in the course of their work with disposable gloves. Aprons and hand cleaning agents are also available for use on client sites.


Good personal hygiene is also encouraged. Hand washing and drying facilities are provided.

Hepatitis B vaccinations are offered to all Engineers in addition to all appointed first aiders.

#### 4.14 Ionising Radiation

Individual Operating Company provides employees with information and training in relation to the hazards associated with the working with ionising radiation as there are many sources of ionising radiation during their work.

Siemens nominates a Radiation Safety Officer and all work is carried out in compliance with the Approval of Dosimetry Services in Ireland Guidelines under which regular audits takes place.

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SI RSS personnel work with ionising smoke detectors which are enclosed and deemed to contain very small amounts of ionising radiation. All engineers handling smoke detectors undergo awareness training. Siemens operates under a Radiation Certificate of Registration and old detectors are stored in the NDT. SI RSS engineers should refer to [work instruction 63 Ionisation Chamber Smoke Detector \(ISCD\) Returns](#) for more detail. Regular Security audits of the warehouse take place to ensure EPA guidelines are being adhered to.

It is imperative that all personnel working in close proximity to sources of radiation (including sales personnel) complete the Pregnancy Risk Assessment in consultation with the Safety Manager as soon as they become aware that they are pregnant ([Process 112: Pregnant Employee Risk Assessment Process](#)) (as radiation can be very damaging to the unborn child).


#### 4.15 Chemical Safety

Where substances hazardous to health are used in the workplace arrangements will be made to ensure compliance with the Chemical Agents Regulation e.g. training, maintaining material data safety sheets, ensuring correct labelling and safe use of PPE etc.

Special care will be taken with the storage of chemicals, particularly those that may react with each other and will not be stored in the same location. Chemicals will be stored in their original containers, will be labelled appropriately and used in accordance with manufacturers recommendations.

In situations where Siemens engineers are working on client sites that are considered 'chemical sites' e.g. pharmaceutical industry, oil / fuel industry etc engineers will follow on site safety and emergency instructions e.g. evacuations procedures, smoking policy etc. Engineers will also attend client induction programmes where required in addition to holding valid safe pass cards.

Chemical safety is included in the Siemens risk assessment process and detailed chemical risk assessments have been completed (DI, etc). An inventory of chemicals per Operating Company is available on the Health and Safety Intranet site –[Chemicals Inventory](#).

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#### 4.16 Construction Safety

Siemens personnel are presented with various construction-type hazards when visiting construction clients (sales personnel, engineers, supervisors etc). Each construction site will present several common hazards and depending of the stage / type of project, site specific hazards may also be presented.

Siemens personnel entering a construction site for the purpose of carrying out work must wear the minimum PPE required e.g. hard hat, high visibility vest / jacket /safety footwear and any other PPE as may be required by the client.

For personnel entering a construction site for the purpose of meeting a client for example, a sales meeting, local site requirements must be adhered to e.g. follow instruction given by signage. However, it is highly recommended that the minimum PPE should also be worn.

All Siemens personnel entering a construction site for the purpose of completing construction work will hold a valid Safe Pass Card in accordance with the Construction Regulations 2013.

Siemens engineers will complete an on-site risk assessment using the PDA risk assessment tool to record any specific hazards presented during their work. (This is not just restricted to construction type works).

#### 4.17 Noise / Hearing Conservation


Any area that falls within the control of Siemens and which is in breach of the Safety, Health and Welfare at Work (General Application) Regulations, 2007, Part 5, Chapter 1 will be subjected to a review to ensure all steps are taken to reduce noise levels to as low as is reasonably practicable.

Such steps will include the use of engineering solutions to reduce noise levels, signage / hazard warnings and provision of hearing protection.

In instances where noise levels cannot be reduced below the legislative action levels, a hearing conservation programme will be implemented to protect employees' level of hearing. (Refer also to Section 3.12 PPE).

In instances where noise poses a hazard on client sites, Siemens personnel and contractors must follow local site requirements e.g. observe signage, use PPE where provided etc.

If an employee is of the opinion that noise levels are high enough to pose a risk to health and which may not be adequately controlled locally on site,

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representations should be made to their Siemens manager / supervisor immediately (this process will be further facilitated through the introduction of [Process 107: Dynamic Risk Assessment Process](#)).

Noise is considered a workplace hazard and is included as a hazard group in relevant risk assessments.

#### 4.18 Vibration

Safety, Health and Welfare at Work (General Application) Regulations, 2007, Part 5, Chapter 2 set out the minimum standard for the safety of workers exposed to Hand Arm Vibration (HAV) and Whole-Body Vibration (WBV).

In Siemens it has been concluded that these regulations have very limited impact on our employees given the type of work we complete and the tools that are used. However, risk assessments will continue to address vibration as a potential hazard for our personnel and where it is deemed to pose a level of risk, necessary steps will be taken in line with the requirements of Safety, Health and Welfare at Work (General Application) Regulations, 2007, Part 5, Chapter 2 to protect the safety and health of our employees.

#### 4.19 Lone Working

Siemens Ltd has introduced a lone working process for engineers. Any engineer can initiate the process by following the steps outlined in [Process 122 working alone process for engineers](#). All instances where this process is utilised are recorded., stored centrally and tracked and reviewed by management. To ensure correct implementation of the process, all engineers, supervisors and service managers are trained appropriately.


#### 4.20 Waste Management: (Project and Service sites)

Siemens Ltd employees working on project sites shall refer to project-specific waste management plans when addressing waste on site. The [EH&S Plan Template : HSR52](#) .–is available on the Siemens Ltd intranet site.

Employees working on third-party service sites shall adhere to the client’s waste management procedures.

In addition to the above EH&S Plan template and site-specific client rules and procedures, Siemens Ltd employees shall refer to section 3.22 and [process 144](#) waste management for more information.



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## **SECTION 5: RISK ASSESSMENT:**

### **5.01 Risk Assessment General**

Schedule 3 of the Safety Health and Welfare at Work Act 2005 encapsulates the nine Principles of Prevention by which Siemens Ltd will undertake to operate its business. In order to do so, Siemens Ltd. will execute a thorough risk assessment programme as defined in [Process 113: Risk Assessment Process](#)

The risk assessment process will initially identify the applicable hazards, assess the risks presented, determine what controls measures are already in place and what additional control measures are required, if any, to eliminate or reduce the level of risk further. At all times the risk assessment will take account of the Hierarchy of Controls approach to reducing risk: eliminate, substitution, engineering controls, administrative controls and PPE. With additional control measures in place, the risk assessment will also state what the reduced level of risk will be once the control measure has been implemented. Each additional control measure required will be assigned as an action to the most appropriate person / group until such time as it has been tracked to closure. Then the risk assessment is reviewed and updated (if required) at regular intervals, to feed into the continuous loop process.

### **5.02 Risk Assessment Personnel**

The risk assessment programme will be coordinated by the Environment, Health and Safety Department. The assistance of an external agency may be sought in order to provide guidance and training as required. The EH&S Representatives will be actively involved in the completion of identified activity or workplace risk assessments.

Additional key personnel as determined by the nature of particular risk assessments may also be invited to participate in the process e.g. Operating Company Managers, Supervisors, and Technical Personnel etc.

Managers and Supervisors are responsible for ensuring that adequate resources are made available to complete the risk assessment process.

### **5.03 Risk Assessment Programme Plan and Approach**

Siemens Ireland through the course of the risk assessment programme will endeavour to share learning's across all Operating Companies and therefore will complete risk assessments on a cross-divisional basis. This approach



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should also enhance the speed of executing the risk assessments. Risk assessments will be broken down into Primary Risk Assessments (completed first), Secondary Risk Assessments, and Tertiary Risk Assessments and so on until all activities have been included in the risk assessment process, as explained in Table 1 below.


**Table 1 Risk Assessment Plan**

<b>Primary Risk Assessments</b>	<b>Example of Secondary and Tertiary Risk Assessments</b>
1. Office Risk Assessments <ul style="list-style-type: none"> <li>Innovation House (DCU)</li> </ul>	<ul style="list-style-type: none"> <li>VDU</li> <li>Home worker</li> <li>Manual Handling</li> <li>Transport / Vehicular</li> <li>Chemical</li> <li>Machinery</li> <li>Confined Space</li> <li>Lone Working</li> <li>Fire</li> <li>Pregnancy</li> <li>Night work</li> <li>Sensitive risk groups of employees</li> <li>Noise</li> <li>Prisons</li> <li>Pandemic e.g. COVID-19</li> <li>Others e.g. specific projects</li> </ul>
2. Sales Risk Assessment	
3. Service / Project Risk Assessment	
4. Other Buildings Risk Assessment e.g. NDT stores	

#### **5.04 Primary Risk Assessments**

Office Risk Assessments will deal specifically with hazards associated with the building (place of work), facilities within the building, office areas, type of work being undertaken in the building, welfare facilities etc. Representatives from all Operating Companies with personnel working in each building may be involved in the risk assessment.

The Sales Risk Assessment will also take on a cross Company approach. One risk assessment will be produced that will address all general hazards associated with sales activities (excluding office-based tasks as these will be covered in either No. 1 or 4 as per Table 1 above). Additional hazards that may be pertinent to one Operating Company only will be included in the risk assessment. Where the EH&S Department determine that the activity etc. is

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too large to be included in this primary risk assessment, a secondary (totally separate risk assessment) will be documented.

The Service and Project Risk Assessment will also take on a cross-company approach. One overall risk assessment will be produced for general projects / service activity hazards. This will in turn highlight specific projects or service tasks that will be addressed in secondary risk assessments.

The final aspect of the primary risk assessments will be the completion of risk assessments for other buildings as required.

Once the primary risk assessments are completed, they will indicate through the “*Additional Controls required*” column, what secondary risk assessments are required etc.

#### **5.05 Risk Assessment Methodology**


All primary risk assessments will be recorded using the Risk Assessment Template. Refer to [HSR 05 Risk Assessment Template](#). The list of hazards provided in the template is to be used as guidewords only. Where the hazards do not exist or are not appropriate, they may be deleted. Likewise, additional hazards may be added to the list. Specialised templates may be required for some secondary / tertiary assessments e.g. chemical / VDU assessments / pregnancy / night work, etc.

All personnel participating in the completion of risk assessment must have undergone risk assessment training before undertaking a risk assessment, as provided by a competent person appointed by / from the EH&S Department. Risk assessment groups will be identified and will be invited via email and / or calendar.

Primary Risk Assessments *may not* be completed by one-person only – identified group members or appropriate designees must participate. In some situations, individuals alone *may* undertake specialised secondary / tertiary risk assessments e.g. noise, vibration, chemical etc.

Engineers will also be able to complete site-specific risk assessments while on client sites using [Process 107: Dynamic Risk Assessment Process](#).

In certain situations, SI RSS engineers will not use the PDA and will complete a manual docket to record the job. Engineers in this incident will be required to document anything out of the ordinary on this docket.

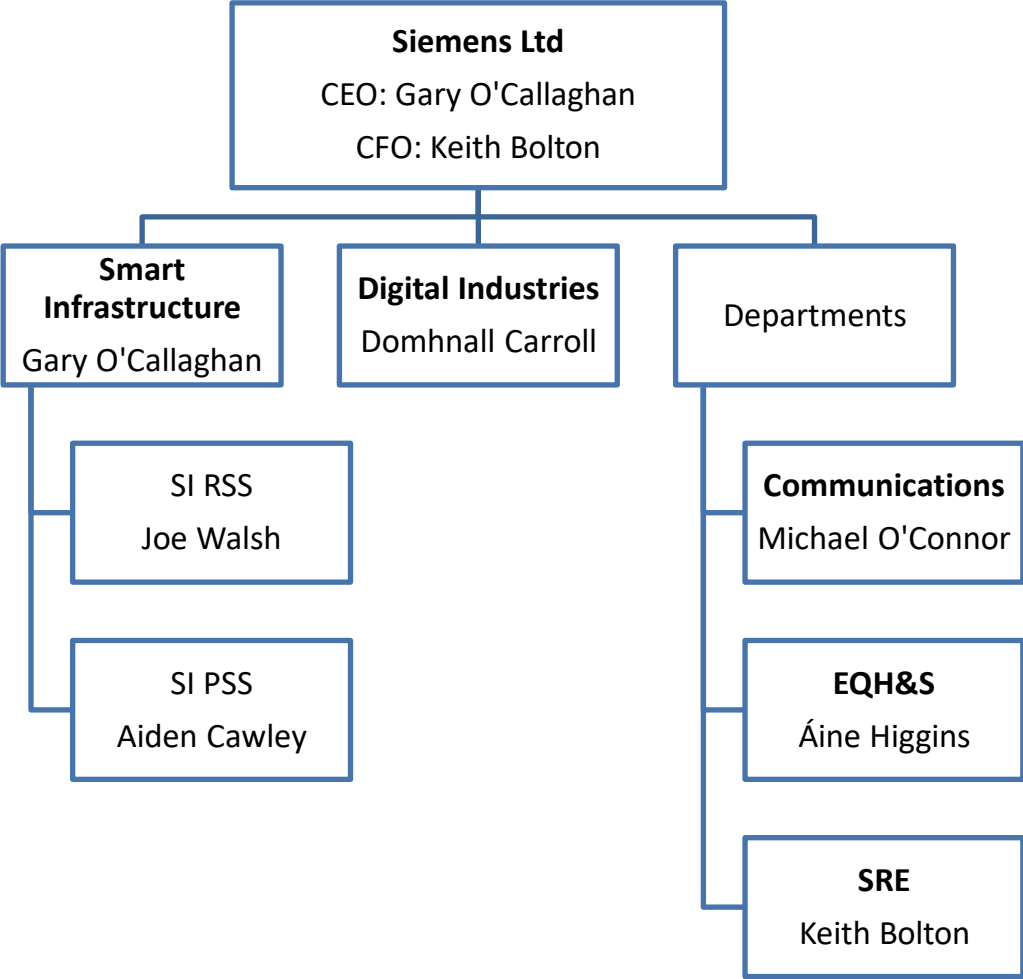
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A method statement template ([HSR06](#)) has also been made available on the H&S intranet site to all Operating Companies to complete a safe work plan and risk assessment for planned projects.

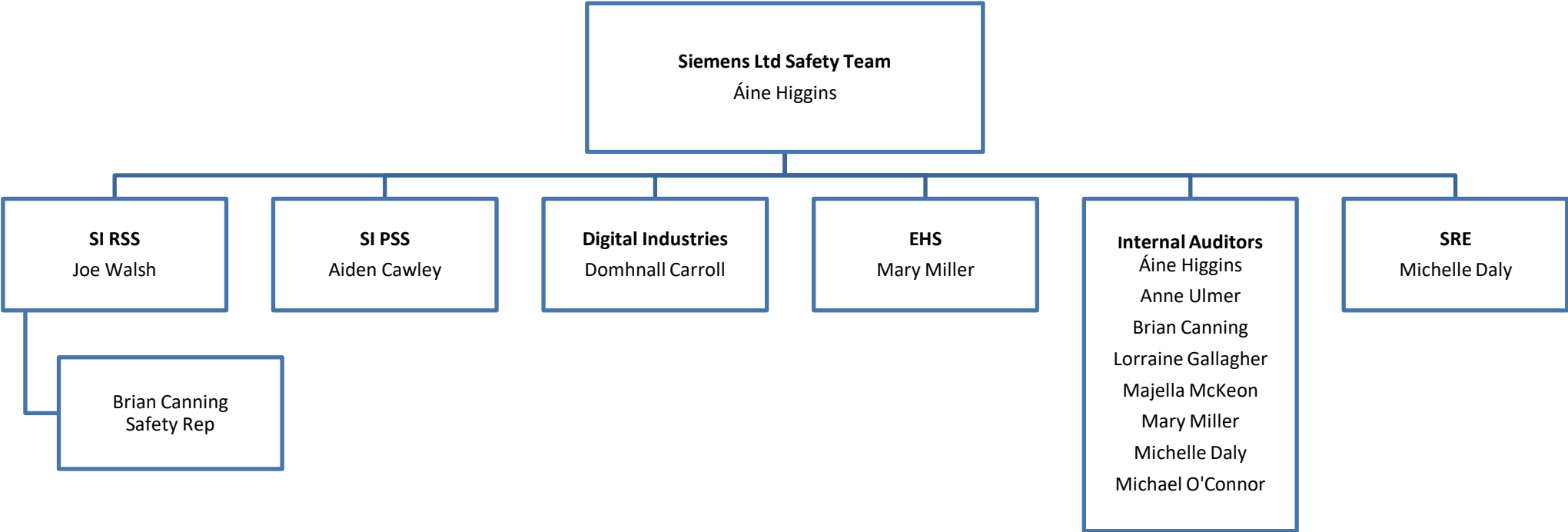
## **Appendices**

- Appendix 1: [Company Organisation Chart](#)
- Appendix 2: [Environment Health Safety Organisation chart](#)
- Appendix 3: [First Aid Information](#)
- Appendix 4: [Engineers First Aid Box Decision Tree](#)

**Appendix 1 – Company Organisation Chart**



**Appendix 2: Environment, Health and Safety Organisational Chart**





## Appendix 3 – First Aid Information

### 1.0 Location of First Aid Kits

Address	Location	Details	Type
Innovation House (DCU)	Printing area opposite offices. Location of Covid-19 response kit also.	Printer area	Wall mounted cabinet
	Outside Canteen corridor	Canteen	Wall mounted kit
NDT	Noticeboard opposite printer. Location of Covid-19 response kit also.	Noticeboard	Wall mounted kit

### 2.0 List of First Aid Responders

Address	Name	Op. Com.	Location	Tele No.
Innovation House (DCU)	Eoin McCabe	SI RSS	DCU	2019
	Christine Treacy	Siemens Gamesa	DCU	086 1455282
	Michelle Daly	Central	DCU	2406
	Michael O'Connor	Central	DCU	2059
NDT	Bob Gunning	SI RSS	NDT/Site	086 851 2705
	Gavin Fitzsimons	SI RSS	NDT/Site	086 254 2592
	Paul Kerins	SI RSS	NDT/Site	086 022 5130

### 3.0 List of Mental Health First Aiders

Address	Name	Op. Com.	Location	Tele No.
Innovation House (DCU)	Anne Ulmer	Central	DCU	2815
	Christine Treacy	Siemens Gamesa	DCU	086 1455282
	Mary Miller	Central	DCU	2440

### 4.0 List of AED Response Team

Address	Name	Op. Com.	Location	Tele No.
Innovation House (DCU)	Audrey Anderson	Central	DCU	2493
	Eoin McCabe	SI RSS	DCU	2019
	Christine Treacy	Siemens Gamesa	DCU	086 1455282
	John Cleary	SI RSS	DCU	2030
	Michelle Daly	Central	DCU	2406
	Michael O'Connor	Central	DCU	2059
NDT	Bob Gunning	SI RSS	NDT/Site	086 851 2705
	Gavin Fitzsimons	SI RSS	NDT/Site	086 254 2592
	Paul Kerins	SI RSS	NDT/Site	086 022 5130

## 5.0 Required Content of First Aid Kits

	Travel Kit	1-5 persons	6-25 persons	26-50 persons
Adhesive Plasters	12	12	20	40
Sterile Eye pads (bandage attached)	1	1	2	4
Eye Pad	1	1	1	1
Individually wrapped triangular bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium individually wrapped sterile unmedicated wound dressings (approx. 10 x 8 cms)	1	1	6	8
Large individually wrapped sterile unmedicated wound dressings (approx. 13 x 9 cms)	1	1	2	4
Extra-large individually wrapped sterile unmedicated wound dressings (approx. 28x 17.5 cms)	1	1	3	4
Individually wrapped wipes	8	8	8	10
Paramedic shears	1	1	1	1
Pairs of latex gloves	1	1	2	2
Sterile eye wash **	40 mls	40 mls	80 mls	80 mls
300mg of acetylsalicylic acid (Aspirin) only to be used for assisted self-administration for suspected cardiac chest pain	-	1	1	1
Pocket Face Mask	1	1	1	1
Resuscitation Barrier	-	1	1	1
Small Water Based Burns Dressing *** (approx. 10 x 10 cms)	1	1	1	1
Large Water Based Burns Dressing *** (approx. 20 x 20 cms)	1	1	1	1
Crepe Bandage (approx 7cm x 5m)	1	1	2	3
<b>Additional First Aid Supplies</b>				
* If more than 50 persons are employed pro rata provision should be made.				
** Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 10 ml and should not be re-used once the sterile seal is broken. At least 40 mls should be provided. Eye bath/eye cups/refillable containers should not be used for eye irrigation.				
*** Where mains tap water is not readily available for cooling burnt area				

Appendix 4:

Engineers First Aid Box Decision Tree

**Flow Diagram for First Aid Kits Requirements for Employees  
Working Away from Employer`s Premises  
Do You Require a First Aid Kit?**

