

## Safety Statement 2025

### Introduction

*“The HSS Hire Ireland Health and Safety Mission is to continually improve, develop and effectively implement policies and procedures ensuring the well-being of our colleagues, customers and the general public to enhance our reputation and so achieve Commercial benefit”*

### Safety Statement

This Safety Statement defines the health, safety, quality and environmental commitments of HSS Hire Ireland to responsibly and effectively implement a safe and healthy workplace as required by the Safety, Health and Welfare Act 2005.

HSS Hire Ireland will so far as reasonably practicable:

- Comply with current legislation.
- Provide safe plant and equipment suitable to meet customer and colleague requirements in accordance with the quality policy.
- Implement safe working practices to reduce the risk of work related injury and ill health.
- Provide a place of work that is safe and with minimal risk to the health and welfare of all our colleagues, customers, contractors, members of associated companies and the general public.
- Identify hazards and assess risks that can be foreseen and ensure that appropriate protective and preventative measures are implemented for our colleagues, customers, independent contractors and the general public.
- Institute in each workplace written safety plans and procedures.
- Identify and provide appropriate training and ensure competence.
- Involve all our colleagues with health and safety and make safety an integral part of everyone's role.
- Set objectives in annual appraisals and drive continuous improvements to health, safety and welfare performance and allocate the required resources.
- Monitor the performance of safety objectives and activities against this policy statement.
- Ensure careful and considerate management of the company's environmental impact.

## **General Statement of Policy**

HSS Hire Ireland are committed to applying the provisions of the

*Safety, Health and Welfare at Work Act 2005, Safety, Health and Welfare at Work (Construction)*

*Regulations 2013 (S.I. No. 291 of 2013) and Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020 (S.I. No. 2 of 2020) and to ensure so far as is reasonably practicable, the safety, health and welfare of all employees working for the company and to provide appropriate information, training and supervision.*

It is the policy of HSS Hire Ireland to take all practical measures to provide and maintain safe system and conditions of work and to protect so far as is reasonably practicable the health, safety and welfare of other individuals affected by our activities but not directly employed by the company.

All employees have the responsibility to cooperate with management to attain a healthy and safe workplace and to take reasonable care of themselves and others on the premises and to comply with the HSS Hire Ireland Health & Safety Policy Statement by exercising due caution and care.

This Safety Statement will be reviewed on an Annual Basis.

**Signed:**



**Michael Killeen, Managing Director**

**Date: 06.01.2025**

## **Employer Responsibility and Organisation**

The responsibility for implementing matters of health, safety and welfare lies with the Director and Senior Management of HSS Hire Ireland. These responsibilities are shared through the hierarchy with regional managers and regional operations managers to the local operations managers and the individual location managers.

These responsibilities are:

- Ensuring the safety statement is displayed and the implementation of the Safety Statement.
- Ensuring adequate welfare provisions and a safe, healthy workplace.
- Ensuring all colleagues have competence levels appropriate to perform their work duties.
- Ensuring that an analysis of the hazards and assessment of the risks associated with the work task has been carried out and arrangements made to ensure that all work is carried out safely by colleagues, contractors, visitors and general public.
- Compliance with all current statutory requirements.

## **Employee Responsibility**

In accordance with the requirements of the Safety Health and Welfare at Work Act 2005, employees have a duty to take care of themselves and others.

The requirements for employees:

- Co-operate fully with all provisions for ensuring their own safety, health and other colleagues, contractors and the general public.
- Immediately report all incidents, accidents and dangerous occurrences.
- All colleagues must adhere to all methods of work, company procedures, wear /all personal protective equipment and use any safety equipment provided.
- Never interfere with or misuse anything provided for the purpose of theirs and others health, safety and welfare.
- Employees must not interfere with or operate plant and machinery they are not trained to use.

## **Contractors and Visitors**

All contractors must be authorised by the HSS Hire Ireland HSEQ department prior to works and adhere to the contractor's policy. Visitors are required to sign in and out in addition have a site induction identifying the welfare and emergency facilities. It is the responsibility of the contractor/visitor to comply with the site rules, breach of the rules will result in expulsion.

## **Health, Safety, Quality and Environmental Standards**

The HSEQ department provides advice and support to the business on matters of health and safety. The regional advisors periodically risk assess all locations specifically for general hazards, fire hazards and environmental hazards. Task-related assessments are completed upon identification or as a result of review or change in business or process.

In addition, the HSEQ team inspect the quality and environmental standards, audit legal compliance, maintain accreditations and investigate incidents and accidents. The standards and policies are made available to all colleagues on HSS World.

## **Risk Assessing & Hazard Analysis**

In a continued cycle to identify and review the work practices in every location, HSS Hire's HSEQ team routinely conduct site specific risk assessments which are:

Environmental Risk Assessment, General Risk Assessment & Fire Risk Assessment.

The locations activities are assessed to include: noise levels in dBa, first aid arrangements, housekeeping and hygiene standards, waste disposal procedures, and fixed assets planned maintenance.

The findings of the locations assessments are tracked on an internal national data base, with the responsibility to 'close' actions identified in a set time scale.

Generic task-related risk assessments are completed for the introduction of a new task or product, or following a change to the system or method currently adopted.

- |                                     |                                      |                                   |
|-------------------------------------|--------------------------------------|-----------------------------------|
| • Loading/Unloading Risk Assessment | • VDU Risk Assessment                | • Workshop Risk Assessment        |
| • Battery Charging Risk Assessment  | • Electrical Testing Risk Assessment | • Pressure Washer Risk Assessment |
| • Manual Handling Risk Assessment   | • Expectant Mothers Risk Assessment  | • Young Worker Risk Assessment    |
| • Lone Worker Risk Assessment       | • Towable Equipment Risk Assessment  | • Cleaning Risk Assessment        |

All assessments are displayed on HSS World (with the exception of young workers, pregnant women and lone workers assessments) with the associated method statements.

### **Emergency and Imminent Danger Procedures**

Emergencies and matters of serious and imminent danger are displayed on the noticeboard:

#### **1. Fire**

All locations have colleagues with fire prevention awareness training, the appointed warden at each location will be responsible for ensuring the current information is displayed on the 'Fire Evacuation Procedure' on the notice board and repeated on the 'Fire Action Signs' at every emergency exit. Monthly visual checks are conducted on the evacuation routes, within section 7.3 of the HSS Hire Compliance Register documenting the weekly checks and service records.

The appointed person will ensure the building is empty and conduct a register call to account for all persons upon evacuation. Provided the individual is competent to do so, attempts can be made to extinguish a fire *however* if more than one extinguisher is required no further attempt can be made.

*Upon discovering a fire:*

1. RAISE THE ALARM.
2. CALL THE EMERGENCY SERVICES 999 or 112
3. IF POSSIBLE, AND WITHOUT PUTTING YOURSELF OR ANYONE ELSE AT RISK, ATTEMPT TO EXTINGUISH THE FIRE WITH ONE OF THE EXTINGUISHERS PROVIDED. IF YOU HAVE ALREADY EMPTIED ONE EXTINGUISHER WITHOUT PUTTING OUT THE FIRE, THEN IT IS TIME TO EVACUATE THE PREMISES.

4. EVACUATE THE PREMISES IF NECESSARY, MAKING SURE YOU CAN ACCOUNT FOR ALL PERSONS PRESENT.
5. HAVING EVACUATED THE PREMISES, DO NOT RE-ENTER UNTIL TOLD THAT IT IS SAFE TO DO SO BY THE EMERGENCY SERVICES.

*Upon hearing the alarm:*

1. IMMEDIATELY LEAVE THE PREMISES BY THE **SAFEST** ROUTE.
2. CLOSE ALL DOORS BEHIND YOU.
3. DO NOT WASTE TIME COLLECTING BAGS, COATS ETC.
4. REPORT TO ASSEMBLY POINT AT \_\_\_\_\_

## **2. First Aid**

All locations have a minimum of one trained appointed first aid colleague (First Aid Responder). First aid boxes are supplied to all locations in adequate quantities containing the minimum 7 items: guidance card, sterile gloves, sterile eye bandages, assorted sterile dressings, sterile individually wrapped adhesive dressings and safety pins. Absolutely no pills, sprays lotions or potions are permitted for first aid treatment.

First aid supplies are visually inspected by the appointed first aid colleague for replenishment and best before use dates. First aid treatment points are identified by the white cross on a green background and logged on the 'location plan' displayed on the notice board along with the named appointed first aid colleague.

## **3. Emergency Response to a Serious Accident**

In the event of a Serious Accident (fatality or removed from scene by ambulance) occurring on HSS premises to a colleague, contractor, visitor or member of the public the location will immediately log the details on Spanner or Incident Portal:

- Date and time
- Place of the incident
- Name and address of injured party
- Name and address of the author
- Occupation of the injured party
- What happened?
- The injury(s) sustained

- First aid treatment administered
- Hospitalisation required

If possible, colleagues will obtain photographs of the scene; if the circumstances permit the incident area will be segregated and preserved for further investigation.

The senior colleague on site is to take charge of the incident and contact their line manager and the Regional Health and Safety Advisor.

- Ms Grace Murphy 086 0149928 Regional HSEQ Advisor (ROI)

The regional advisor will investigate and compile a formal report which will include any reviews and corrective actions required to prevent a reoccurrence. The regional advisor will have the duty to report the incident to the authorities.

#### **4. Minor accidents and Near Misses**

All accidents, incidents and near misses arising from colleague, contractor, visitor and customer incidents are recorded on Spanner making details of:

- |  |                                    |
|--|------------------------------------|
| • Date and time                            | • Place of the incident            |
| • Name& address of the injured/third party | • Name and address of the author   |
| • Occupation of the injured/third party    | • What happened?                   |
| • The injury(s) sustained                  | • First aid treatment administered |
| • Hospitalisation required                 | • Customer Care Informed?          |

The accident will be emailed to the regional HSEQ advisor automatically the following day for investigation details to be logged on the national accident and near miss data base. The HSEQ advisor has the duty to record the event with the authorities after 3 lost days from work, hospitalisation overnight, loss of consciousness from contact with electricity etc.

#### **6. Emergency Response to Flood**

If as a result of prior warning from local reports and local authority warning a flood is imminent where practicable and safe to do so:

- Remove from premises as much equipment via transport to other locations.
- Place as much equipment on shelf units ensuring it is placed safely.
- Ensure that all computer equipment is disconnected from the mains and relocated on the counter top or first floor.

- Ensure that the till and the safe are emptied of cash and cheques.
- If paperwork is stored at ground level then place as much as possible on shelf units or relocated to first floor.
- Ensure that all resale items are relocated to shelf units where possible.
- Ensure fire protection equipment such as fire extinguishers are relocated to shelf units.
- If possible seal outer doors using sand bags to minimise the amount of water.
- Before the water enters the building turn off the electricity at the mains and evacuate the premises.
- Ensure outer doors are locked.
- Do not re-enter the premises until the flood water has subsided.

If you attend a property and it is already flooded do not enter until the flood water has subsided.

When the flood water has subsided, you may re-enter the building.

- Under no circumstances switch the mains electricity back on till someone from Property has attended or an electrician has attended to check the installation.
- Notify your HSEQ advisor of the flood.
- Liaise with property to notify them that the flood has subsided and that they need to send someone to assess if any the damage to the building.
- If the water was clean water, then you may start to clean up.
- Always use suitably approved PPE when handling flood contaminated items.
- If the water was dirty (sewer) then wait until someone from property has attended and advised.

## **7. Emergency Fuel Spill**

Major fuel spills exceeding 50 litres require immediate action to prevent the contaminants reaching the watercourse, all locations retain spill kits and granules in adequate quantities to suitably contain the level of fuel/oil stored at their locations. Additionally, the fuel and oil storage is monitored and reviewed as part of the general and environmental risk assessments and the branch HSEQ audit.

It is mandatory for all large volumes of fuels and oils to be store on bunded sump pallets with small quantities such as gerry cans and 1 litre oil containers retained in sealed fuel vaults.

*In the event of a major spill:*

- Contact Enva Environmental : 01 401 8000



- The senior manager will notify the HSEQ Manager and if in a high-risk atmosphere, the manager will call the local emergency services.
- Using the Emo spill kits contain the spill by placing the absorbent tube around the spill, ensure any drains are surrounded by the absorbent tubes. Once the spill is contained, apply the pads to the remaining liquid.
- • Do not wash down the area until ENVA has advised.

The regional HSEQ advisor will contact the local authorities to notify them of a serious environmental event has occurred. The details will be logged on the HSS Hire environmental log with actions and controls to prevent reoccurrence.

### **Training**

The training needs for HSS Hire colleagues is continually growing and changing, to identify and provide the training needs to the business the Learning and Development department source and arrange training on receiving a mail notifying a training request.

Mandatory training is arranged by the Operations Manager and audited on the HSEQ branch audit, all staff as a minimum must have manual handling training and the HSS induction at the commencement of employment. Mandatory location training requires minimum numbers of staff are competent to attend to emergency situations for example first aid and fire warden duties.

All training courses are updated onto personal training records, and linked to the individual's PSC or personal security code to allow them to commence with a task once the training has been successfully completed.

### **Policies**

#### **1. Drugs & Alcohol**

Drug and alcohol consumption and/or dependency, affects individual health and work performance in terms of safety, efficiency, productivity and attendance and can also affect the wider team. HSS has a zero tolerance policy on the misuse of drugs and alcohol. If a colleague is found to be under the influence of drugs and/or alcohol, whilst at work, or is found to have traces of drugs in their system when tested, these matters will be dealt with in accordance with the Disciplinary Policy and may be treated as gross misconduct.

#### **2. Smoking**

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace, including Company vehicles. Smoking areas are designated at suitable 'smoking points' with provision for the disposal of smoking waste, the areas are clearly signed and identified to contractor's and visitors on the premises. Breach of the smoking policy is considered a disciplinary matter and may be treated as gross misconduct.

### 3. Stress Management

Stress can be defined as 'the feeling of being under too much mental or emotional pressure'. Pressure turns into stress when a person feels unable to cope. HSS encourage a supportive culture where colleagues assist each other to ease peaks in work load.

If an individual feels the effects of stress they are expected to escalate their concerns to the line manager, at this point an assessment can be arranged for the individual with regular reviews to monitor changes. If the regional HSEQ advisor or the HR partner finds it necessary, Occupational Health are involved to review the colleagues health.

HSS realise that sometimes colleagues may not wish to disclose concerns with Occupational Health and have therefore put in place a Welfare Helpline. If you feel you would benefit from this service you can contact the team on 0844 357 0772. Lines are open 24 hours a day, 365 days a year and all calls are completely confidential.

### 4. PPE

The PPE policy is enforced at a branch level with responsibility on the user to comply with the PPE requirements, abuse or breach of the PPE policy is considered a serious matter and cause for disciplinary procedures possibly leading to gross misconduct.

*Colleagues working in shop areas:*

- Safety shoes or boots - must be worn at all times
- Company workwear - must be worn at all times
- High Visibility jackets or vest – HSS jackets or vests must be worn when loading/unloading customer vehicles and when in the warehouse
- Safety Gloves (anti cut) - must be worn when loading/unloading customer vehicles or when handling equipment

*Colleagues working in the warehouse, workshops, T&R areas and drivers:*

- Safety shoes or boots – must be worn at all times
- Company workwear – must be worn at all times
- Drivers – PPE must be worn when loading/unloading vehicles and when in the warehouse
- High Visibility jackets or vest - HSS jackets or vests must be worn at all times
- Safety Gloves (anti cut) - must be worn for all work related activity
- Safety Spectacles – must be worn for all work related activity

- Hearing protection – must be worn if there is risk to your hearing
- Safe harnesses - must be worn in boom type MEWPS ie Star 10

The visitors and contractors are expected to follow the site PPE rules; this is explained by the property department and again upon being inducted to the location.

## **5. Lone Worker**

All Managers are to identify each Lone Worker Colleague in their branches and ensure a risk assessment is carried out. If any risks are identified the Manager is to consider reasonable adjustments to reduce or eliminate any risks and notify both the Health & Safety Manager and HR who will help facilitate the proposed adjustments.

The assessment will communicate the company procedure for security, accidents and discuss the legalities of lone working. Reviews are completed periodically, or at the request of the manager.

## **6. Environmental**

Our commitment to environmental responsibility and the wider community is established with sincere intent and this will be evident by our actions. We have an obligation to continue our business in a manner that minimises any negative impact on the environment and enhances our positive contribution.

- Proactively reduce waste and consumption of resources
- Actively recycle waste streams wherever possible.
- Eliminate polluting releases to the environment and adopt a continual improvement strategy within the business
- Influence the design of products for optimal environmental performance with consideration to end of life recyclability.
- Have regard to the environmental effects of raw material sourcing
- Minimise the environmental effects of new developments through strategic planning
- This will be measured and verified to BS EN ISO 14001 by the British Standards Institute and strive for continuous improvement.

The environmental standards are further documented in the Environmental Arrangements Manual.

## **7. Quality**

The quality of the service and equipment is continually monitored and reviewed to ensure the highest possible standards. Along with the policy is a quality manual and branch procedure manual detailing the expectations of HSS Hire.

- We cannot stand still; the responsibility for improving our services is all of ours, as individuals and working together.
- Our commitment to excellent service and high standards will allow us to achieve service levels that delight our customers and bring growth to our business.
- Our Quality Management System will help us to achieve this by establishing and reviewing a set of quality objectives to continually improve our service.
- This will be measured and verified to BS EN ISO 9001:2015 by the British Standards Institute and strive for continuous improvement.

## **Communication**

The company procedures, policies, manuals and contacts are contained on the internal intranet, HSS World.

Every location has unobstructed access to HSS World and the content. All safety alerts, technical bulletins, and departmental information is displayed to allow colleagues to remain up to date on company affairs and news.

Each location has a designated email address and phone line, weekly bulletins are mailed to every location with weekend notifications for duty manager.

**END OF DOCUMENT**



I have read and understand the contents of the HSS Ireland Safety Statement 2025

[illegible]