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Approval Date: 11.03.26		Review Date: 10.03.27

## Safety Statement 2026

### 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, work environments and equipment suitable to meet customer and employee requirements.
- 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.

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## 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 and Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023 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:



Billy Browne, Managing Director

Date: 11/03/2026

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## **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.

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## Health, Safety, Quality and Environmental Standards

The HSEQ department provides advice and support to the business on matters of health and safety. HSEQ 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 maintained electronically and available via the internal K Drive and Microsoft OneDrive.

## Risk Assessing & Hazard Analysis

In a continued cycle to identify and review the work practices in every location, HSS Hire Ireland's HSEQ team routinely conduct risk assessments. 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.

Risk Assessments are maintained electronically on the internal K Drive and Microsoft OneDrive.


## 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 Ireland 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 people 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.**

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### **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 person's present.
5. Having evacuated the premises, do not re-enter until told that it is safe to do so by 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 the assembly point

## **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. 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. The name of the appointed first aid colleague will be displayed on the safety notice board.

## **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 colleague reporting will immediately report to the Branch Manager and/or HSEQ Advisor. An incident report form must be completed making details of:

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

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- First aid treatment administered
- If hospitalisation was 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 HSEQ Advisor.

- Ms Sorcha Flanagan, HSEQ Advisor for HSS Hire Ireland, 0868359081

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

#### **4. Minor Accidents, Incidents, Near Misses**

All accidents, incidents and near misses arising from colleague, contractor, visitor and customer incidents are reported to Branch Manager and/or HSEQ Advisor. An incident report form must be completed making details of:


- Date and time
- Place of the incident
- Name & address of the injured party
- Role of injured party
- Name and address of investigator
- What happened
- The injury(s) sustained
- First aid treatment administered
- If hospitalisation was required

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.

#### **5. Emergency Response to Flood**

In the event of prior warning from local authorities that a flood is imminent and 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 to the countertop 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.

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- 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 sandbags 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.

- Do not switch the mains electricity back on until someone a competent person such as an electrician has attended to check the installation.
- Notify your HSEQ advisor of the flood.
- Notify the facilities manager that the flood has subsided and that they need to send someone to assess if any the damage to the building.
- 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.


## 6. 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 HSEQ branch audit.

It is mandatory for all large volumes of fuels and oils to be stored on banded 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 Envva Environmental: 01 401 8000
- The senior manager will notify the HSEQ Advisor and if in a high-risk atmosphere, the manager will call the local emergency services.
- Using the 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.

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

## 7. Training

HSS recognises that effective training, instruction and supervision are essential to ensuring the safety, health and welfare of employees, visitors, customers, contractors and members of the public. The company is committed to ensuring all employees are competent to carry out their duties safely and in compliance with legal and company requirements.

Mandatory training is arranged by the Training Coordinator. All employees at a minimum must have manual handling training. Mandatory location training requires at least one employee to attend first aid training and fire warden/marshal training.

All training courses are updated in their personal training records and logged on the company's training matrix (located on the company's OneDrive).

## 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 procedures 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. 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 encourages a supportive culture where colleagues assist each other to ease peaks in workload.

If an individual feels the effects of stress they are expected to escalate their concerns to their line manager. An assessment can be arranged for the individual with regular reviews

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to monitor changes. If the HSEQ advisor or the HR team find it necessary, Occupational Health is involved to review the colleague's health.

#### **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

All visitors and contractors are expected to follow the HSS site PPE rules.

#### **5. Lone Worker**

All managers are to identify any lone workers 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 HSEQ Advisor and HR who will help facilitate the proposed adjustments.

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## 6. Environmental

Our commitment to environmental responsibility and the wider community is established with sincere intent and this will be evident by our actions. HSS 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.
- Minimise the environmental effects of new developments through strategic planning.

## 7. Quality

The quality of the service and equipment is continually monitored and reviewed to ensure the highest possible standards.

- 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.

## 8. Communication

The company procedures, policies, records and forms are available on the company's Microsoft OneDrive and K Drive.

Every location has access to the company K Drive. Safety alerts, technical bulletins, and departmental information are displayed on safety noticeboards and emailed to all locations to allow colleagues to remain up to date on company affairs and news. Each location has a designated email address and phone line.

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