ETHOS

Health & Safety Policy

Internal Policy: SPM001

Performance made possible

Current Issue

Issue number	11	Issue date	19/01/26

Approval Process (print names)	
Originated by	Tanya Paine
Checked by	Noel Gernon
Reason for issue	Update for Bankside Office

Previous Issues

Issue number	Date	Originator	Checker	Reason for issue
1	14/12/09	GOK	GH	Issue to staff
2	18/10/12	NG	GOK	Policy update
3	22/11/13	NG	GOK	Responsibilities of Safety Officer
4	02/12/14		GOK	Roles and responsibilities
5	01/01/18		GOK	Address Fire Wardens and First Aiders
6	01/05/20	NG	GOK	Responses to Covid
7	15/03/21	NG	GOK	Address Anti-Harassment & Bullying as per new Code of Practice (SI No674 of 2020); Change VDU to DSE
8	05/03/22	NG	GOK	Updated H&S Policy
9	05/03/23	NG	GOK	Removed Ref No22 (Covid response)
10	05/09/25	TP	NG/JCOR/PT	OHSAS18001 References update to ISO45001:2018. Update policy to current requirements

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1. Introduction

This document sets out the Safety Policy of Ethos Engineering and specifies the means provided to achieve that policy. Our objective is to provide a safe and healthy working environment for all our employees and to meet our duties to contractors and members of the public who may be affected by our operations.

This document outlines the way the safety, health and welfare of employees and relevant third parties shall be secured. It is based on an identification of hazards and an assessment of the risks to safety and health in Ethos Engineering's workplace. It represents the commitment of Ethos Engineering's management to safety and health and specifies the arrangements made, the resources provided, and the employee co-operation required to achieve management's safety and health objectives.

The success of the policy will depend on your co-operation. It is, therefore, important that you, the employees read the document carefully and understand your role in the overall arrangements for health and safety in Ethos Engineering. It is our intention to review this statement on an ongoing basis. Staff and others are encouraged to put forward suggestions for improvements to the statement.

In view of the importance of this Safety Statement Manual to their safety, health and welfare at work, all employees are required to acknowledge that they have read, understood and will comply with Ethos Engineering safety policy by signing the Acknowledgement of Understanding appearing at the end of this Manual.

This Health and Safety policy will be renewed on an ongoing basis, and we will welcome constructive comments.

This document contains proprietary information and is advanced subject to return upon demand and upon the expressed condition that it will not be used directly or indirectly in any way detrimental to the interests of Ethos Engineering.

2. Health and Safety Policy Statement

Ethos Engineering is engaged in the design and management of Mechanical and Electrical solutions for the construction sector. Our head office is in Bankside, Charlemont, Dublin 2. The company recognises its responsibilities to its staff, shareholders, customers and the public and is committed to the continual improvement of the operating environment of its facilities and client sites. To this end we maintain a documented Environmental, Quality, Health and Safety Management System which conforms to: ISO9001:2015, ISO 45001:2018 and ISO 14001:2015 and considers all regulatory and legislative requirements pertinent to our sector, local operating environment and customer requirements.

The organisation's objectives include the following.

1. Communicating its policies both internally and externally
2. Commitment to continual improvement in health, safety, environmental & business performance
3. Prevention of injury and ill health
4. Compliance with all aspects of the company health and safety statement
5. Using the input of staff, customers, shareholders, government, local authorities, interested third parties and the public
6. Awareness and training on environmental, health, safety & quality issues
7. Creating a better environment for all, through the reduction, recycling and reuse of waste, the optimum usage of resources and the elimination of polluting releases to the environment
8. Compliance with all pertinent applicable regulations, legislation, Codes of Practice and other requirements
9. Prevention of pollution
10. Provision of a service carried out to client's brief
11. Design solutions with the environment in mind
12. Staff attraction and retention
13. Customer satisfaction
14. Make a reasonable profit
15. Enjoy work
16. Continuous improvement
17. A continuous learning culture
18. Staff development and career progression
19. Promote health & wellbeing of our workforce

The above policy is supported by the management and directors of Ethos Engineering who shall commit the necessary resources in ensuring that the objectives and targets can be achieved. Appropriate programmes are set up to achieve our objectives and will be reviewed at management reviews.

Date: 05 September 2025 Greg Hayden (Chief Executive Officer)

3. Company Responsibilities

The Chief Executive Officer is responsible for ensuring that personnel, planning and investment are adequate to meet the commitments of this general safety policy.

The safety co-ordinator / manager shall be responsible for day-to-day safety management. The specific responsibilities of the safety co-ordinator are:

A. Implement the Ethos Engineering safety policy.

B. Promote health and safety awareness across all employees and relevant third parties.

C. Monitor compliance of each employee with the work practices contained in this Safety Statement Manual.

D. Co-ordinate and prioritise health and safety actions.

E. Ensure all systems of work and working arrangements are reviewed regularly from a health and safety perspective.

F. By carrying out routine visual inspections, ensure that premises and equipment are maintained to a high standard and are as safe as reasonably practicable.

G. Plan to rectify all perceived hazards and, where necessary, report them to the Chief Executive Officer.

H. Ensure that all emergency equipment and facilities are maintained in good working order

I. Ensure that employees are provided with all necessary information and training relevant to their positions

J. Investigate any incidents (accidents, near misses, loss or damage) and complete any necessary reports

K. Consult with employees on matters of health and safety and, where necessary, take appropriate actions arising from these consultations.

3.1 Managers

Managers are responsible for ensuring that the employees under their immediate control and others, including visitors, are made aware of and comply with the Safety Statement and arrangements for carrying it out. They shall:

A. Be fully familiar with the organisation’s Safety Statement and ensure its brought to the attention of all employees under their control.

B. Ensure that all employees under their immediate control receive adequate safety training, instruction and supervision appropriate to their tasks.

C. Ensure that all employees under their immediate control are aware of actions to be taken in case of emergency and that properly maintained firefighting equipment is available within their area.

D. Ensure that good housekeeping standards are maintained and that fire exit routes are kept clear and that fire points are not obstructed.

E. Ensure that thorough and prompt investigations are carried out into all reported accidents and incidents and that an Accident Report Form is completed following any accident / incident.

F. Consider representations about health and safety from employees under their control.

G. Ensure that regular health and safety inspections are carried out and remedial action taken where necessary.

H. Ensure that risk assessments have been completed for their area of responsibility.

I. Show through personal behaviour, that only the highest standards of safety are acceptable.

3.2 Health and Safety Lead

The main responsibility of the Health and Safety Lead is to advise and assist management and staff on health and safety matters. The Health and Safety Lead shall

A. Co-ordinate the organisations health and safety management system.

B. Ensure that the Safety Statement including risk assessments is periodically evaluated and revised.

C. Ensure that all employees have access to the Safety Statement and have read and understood it.

D. Ensure regular inspections of the premises are carried out and remedial action taken where necessary.

E. Ensure that induction and safety training of all employees is carried out.

F. Arrange for training of employees and maintain records of all such courses attended by employees.

G. Ensure that enough staff are trained and hold the positions of first aider and fire warden.

H. Ensure that an accident report form is completed for all accidents and that all accidents are investigated.

I. Report all relevant accidents and dangerous occurrences to the HSA (Health & Safety Authority).

J. Monitor the systems for ensuring that fire precautions are adequate.

K. Ensure that a minimum of two emergency evacuations is carried out on an annual basis.

L. Carry out Safety audits

M. Respond to any audits on company performance carried out by others, determining corrective actions when required and maintaining records of all such audits.

N. Monitor compliance with the use of personal protective equipment where required.

3.3 Safety Representative (if appointed)

Under Section 25 of the Safety, Health and Welfare at Work Act 2005, employees are entitled to participate in the selection and appointment of a Safety Representative.

What is a Safety Representative? A Safety Representative represents employees in consultations with the Company on matters of safety, health and welfare in the workplace.

Is a Safety Representative the same as a Health & Safety Officer? No. A Health & Safety Officer is appointed by the Company whereas a Safety Representative is appointed by the Company's employees.

Who can become a Safety Representative? Any permanent employee who has worked in the company one year or more can request to be considered for the position of Safety Representative.

What responsibilities does a Safety Representative hold? The Safety Representative has a few responsibilities. If they consider it necessary, he or she can:

A. Make representations to the company on matters relating to safety, health and welfare in the workplace.

B. Inspect the workplace (at an agreed frequency or on a schedule and having given notice.)

C. Immediately inspect the place of an accident or dangerous occurrence, or where imminent danger or risk may be present.

D. Investigate accidents and dangerous occurrences. This may involve visual examinations and speaking to individuals who might have relevant information on the occurrence. However, the Safety Representative may not interfere with - another person engaged in statutory duties under Occupational Health & Safety legislation, nor may he or she disturb physical evidence.

E. Investigate complaints relating to safety, health and welfare in the workplace that have been made by an employee, having given notice.

F. Accompany an inspector carrying out an inspection. However, in the instance of an accident or dangerous occurrence, this is at the discretion of the inspector. An example of an inspector is an appointee of the Health & Safety Authority, which is a State organisation.

G. Be present when an employee is being interviewed by an inspector about an accident or dangerous occurrence. However, this is at the discretion of the inspector and at the request of the employee in question.

H. Receive advice and information from inspectors in relation to safety, health and welfare in the workplace.

I. Consult and liaise with any others engaged in safety, health and welfare in the workplace, such as other safety representatives, the Health & Safety Officer, human resource personnel, first aid officers, etc.

3.4 Safety Committee

The Safety Committee is responsible for the following:

1. Consultation with company representatives on matters relating to safety, health and welfare in the workplace.

2. Communicating workers concerns when Hazards are identified concerns when Hazards and

3. Inspect the workplace (at an agreed frequency or on a schedule and having given notice.)

4. Inspect the place of an accident or dangerous occurrence, or where imminent danger or risk may be present to provide feedback.

5. Investigate complaints relating to safety, health and welfare in the workplace that have been made by an employee

6. Be present if an employee is required to be interviewed by an inspector about an accident or dangerous occurrence. However, this is at the request of the employee in question.

7. Consult and liaise with any others engaged in safety, health and welfare in the workplace, such as other safety representatives, the Health & Safety Officer, human resource personnel, first aid officers, etc.

3.5 First-Aider

First Aid is defined as the treatment of a person who requires the services of a nurse or doctor for the purposes of preserving life or minimising injury or illness until the services of such a person are available

To administer First Aid a person must be a recognised first-aider who holds a certificate issued by a recognised body within the last three years

Under the Safety, Health, and Welfare at Work Act 2005, the company is required to ensure that at least one member of staff is trained in First Aid and holds a current Certificate.

In accordance with applicable legislation, the company shall at its own expense, see to it that the appropriate first aid provisions are available.

This company shall furthermore recognise the importance of first aid facilities and of 1st aiders.

Persons trained in first aid, their names and locations with contact numbers, if applicable, shall be posted at designated locations i.e. canteen, reception etc.

Recommended minimum contents for First Aid Cabinets:

1. 20 individual wrapped adhesive dressings
2. 2 sterile eye pads with attachments
3. 2 triangular bandages
4. 6 safety pins
5. 1 x med, large and ex large sterile wound dressings 1 scissors
6. 2 pairs latex gloves
7. Suitable eyewash

3.6 Fire Warden

The following duties and functions are allotted to appointed fire wardens and in their absence to their appointed deputies.

A. Be familiar with the different types of fire prevention equipment and their uses.

B. Be familiar with fire emergency procedures.

C. To ensure that Fire Exits, Escape routes and Fire Points in the work area are kept clear

D. To regularly check their work area for fire hazards and report them to the Safety Officer

E. To ensure that Fire Exits and Fire Points in the work area are kept clear

F. Brief all new arrivals to their area re escape routes and location of assembly point.

G. Check that all personal in his/her area leave in a quick and orderly fashion on the sounding of the evacuation alarm.

H. Check all offices, toilets, etc. in his /her area to ensure that no one remains in the area.

I. Report to your designated assembly point and report status of your area to the Health and Safety Officer.

J. Ensure all remain in the Assembly Point until the “all clear” is given by the Health and Safety Officer.

Fire drills are mandatory and are carried out in accordance with regulations under the supervision of the Health and Safety Officer. Under the auspices of the Health Safety Officer, Fire Wardens exist for each area, with duties as above.

In the event of Emergency

1. Immediately go to their area of responsibility and determine the best exit choice
2. Direct all staff out via this exit route, leaving in a quick orderly fashion.
3. Check all offices and toilets in his/her area of responsibility ordering all occupants out and closing all doors behind them.
4. Report at Assembly Point Area at the front of the building and take a roll call to ensure all employees are accounted for. Missing persons should be reported to the Safety Officer/Fire Brigade
5. Ensure that all staff/visitors remain at the Assembly Point until the "All Clear" is given

Results of fire drills will be recorded on the Fire Drill sheets.

4. Employees Responsibilities

There is a duty on all employees of Ethos Engineering to take care of their own safety while at work. Employees must also exercise a duty of care to colleagues, contractors, clients and members of the public.

The Employee is therefore required to be familiar with and adhere to the information and recommendations contained in this Safety Statement Manual. The Employee is also required to:

A. Take reasonable care of your own safety and that of other persons who may be affected by your work

B. Co-operate with Ethos Engineering in all matters concerning health and safety

C. To co-operate with Ethos Engineering to enable them to comply with any of the relevant statutory provisions

D. Wear safety helmets, Hi-Viz jackets and other protective clothing as provided for protection during site visits, inspections etc.

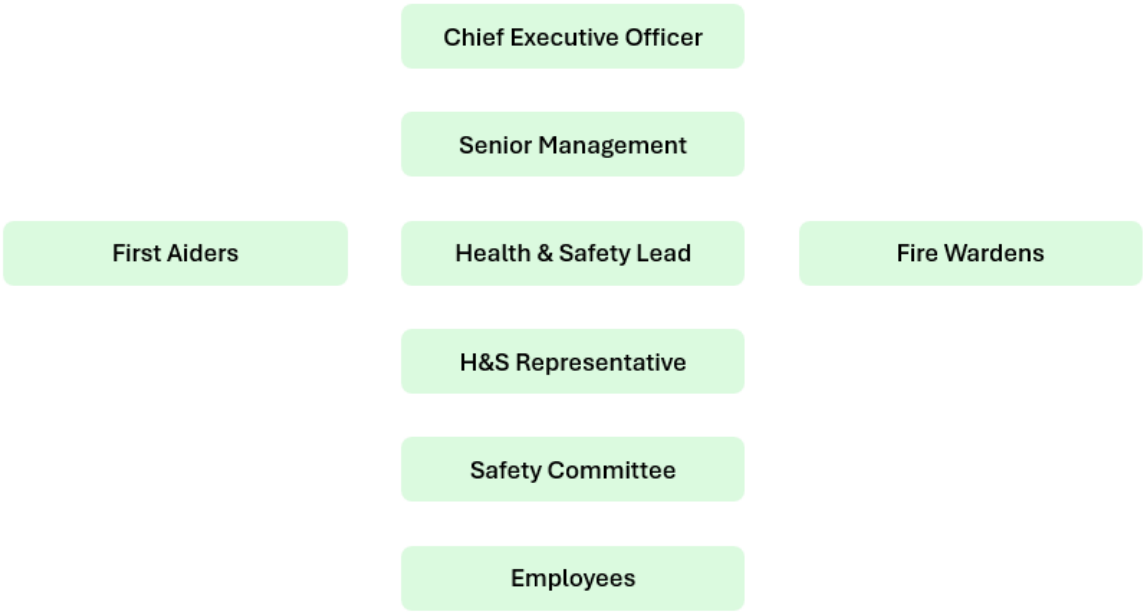
E. Be familiar with and observe all safety rules, procedures and policies, including policies on bullying and harassment

F. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare or persons arising out of work activities

G. Report to the safety coordinator without unreasonable delay any defects in premises, equipment or systems of work that may endanger health or safety

H. Immediately report to the safety coordinator or the Chief Executive Officer any incident resulting in loss or injury and any dangerous occurrence that could have resulted in loss or injury to you or to colleagues, contractors, clients, or members of the public.

Health & Safety Org Chart



5. Hazard Audits

The Chief Executive Officer, or a person nominated by him in consultation with the Safety Committee. will carry out an annual health and safety audit of our offices and operations.

The Company will make use of any advice available through the National Safety Authority for Safety Health and Welfare at Work.

The audits will identify potential hazards such as:

A. Condition of safety equipment including firefighting equipment and fire detection equipment

B. The condition of access and egress arrangements both normal and emergency routes, both public and non-public

C. Housekeeping standards

D. Electrical safety, socket loading, unauthorised heaters or other electrical equipment, quality of plug and appliance connections, trailing or damaged leads, integrity and protection of electrical distribution boards etc.

E. Machinery safety including photocopier, shredders, equipment etc.

F. Work postures and manual handling practices

G. The ergonomics of VDU work stations and equipment

H. Fire prevention

I. Adherence to the safety controls detailed in this safety statement.

6. Instruction and Training

Safety training and instruction will be provided by the Company where deemed appropriate.

7. Accident Reporting and Investigation

It is essential that all accidents and incidents involving employees and relevant third parties are reported to the Health & Safety Lead. Accident/incident data is used to identify risks within the workplace as well as allowing management to consider the frequency and severity of risks.

Failure to report accidents and incidents can result in re-occurrence and, often, consequences can be more severe when an accident or incident re-occurs.

All accidents and incidents will be recorded in an Incident Report Register by the safety co-ordinator. An Accident Report Form will also need to be completed. Where relevant, a full investigation will be conducted by management into the cause of the accident or incident.

8. Consultation with Staff

Ethos Engineering is committed to meeting its obligations about consultations as required by the Safety, Health and Welfare at Work Act 2005.

The safety committee will meet on a quarterly basis to consult with management on all issues which affect the safety and welfare of the workers. A record will be kept of all significant issues raised in consultations.

9. Communication with Contractors

Communication takes place with cleaners and other contractors prior to coming on site (to the offices) to ensure adherence to safety procedures and to the Safety Health and Welfare at Work Act 2005 and relevant statutory provisions.

10. Co-Operation

Ethos Engineering is committed to co-operation with the local authorities such as Fire and Emergency Services, and the Health and Safety Authority. The Company is committed to providing any reasonable and practicable arrangements for safety, health and welfare.

11. Risk Assessment

With these arrangements in place Ethos Engineering is satisfied that risks of accidents/injury have been minimised. While this is the case, it is the policy of the company to hold all safety and health matters under constant review and to extend or amend the arrangements in the light of experience.

12. Resources

Ethos Engineering will provide the necessary funding and time to ensure that those with safety responsibilities and employees receive the level of training and information necessary to enable them to perform their duties and to work safely.

13. Standards

The company in providing for safety applies the most appropriate technical standards available including the Irish Standards, British Standards, Fire Safety Codes and Guidelines of the Health and Safety Authority for Ireland.

14. Statutory Requirements

The intention of the company is to apply the statement provision under the Safety Health and Welfare at Work Act 2005 as our minimum standard. All possible co-operation will be afforded to Inspectors and Officials of the various bodies concerned with our safety and health standards.

15. Identification of Hazards and Control Measures

Sections 16 to 28 inclusive address the identification of hazards across various categories, along with corresponding strategies for risk reduction.

16. Fire

Fire is the most serious hazard in the building and could result in injury, death and property damage.

The building is equipped with fire extinguishers, and they are inspected each year to ensure that they will function if needed. The extinguishers are located in the Lift lobby and the kitchen.

The building is also protected by a Fire Alarm System smoke detectors are provided which will automatically set off the fire alarm throughout the building in case of fire. The fire alarm panel is located on the ground floor and is monitored during office hours by the building's security officer.

Emergency lights will illuminate escape route in the event of a loss of electrical power. Emergency lights are built into the overhead fluorescent lighting along the escape routes.

Evacuation routes are by the main stair well and the emergency escape stairwell opposite the staff toilets, the lift must never be used in cases of emergency.

Inspections of the fire equipment, the integrity of escape routes and the emergency lighting are carried out during the annual safety audit.

Staff are obliged to keep their work areas clear of wastepaper and other combustible waste. Flammable liquids are not to be brought into the building. Smoking is not permitted.

17. Emergency Procedures

Fire and emergency procedures are in place to protect staff and visitors in the event of a fire or other emergency occurring on the premises. It is therefore very important that all staff members should be familiar with the procedures and that they adhere to them.

Any queries regarding fire procedures should be addressed to the Health & Safety Lead or the Chief Executive Officer.

Fire procedure reviews will be carried out at intervals to ensure staff are familiar with the evacuation procedure.

On discovering a Fire, sound the alarm by breaking the nearest break glass unit. The break glass units are located at the main exit doors.

On hearing the fire alarm sound, staff should check their immediate vicinity for signs of fire or smoke.

If an actual fire is discovered all staff and visitors evacuate immediately using the designated escape route.

The evacuation procedures are as follows:

A. On hearing the alarm leave the building through the front door

B. DO NOT run and DO NOT return for anything you have forgotten

C. Direct visitors out of the building

D. Evacuation is mandatory if a fire is confirmed

E. It is the duty of all personnel to ensure that they are familiar with these procedures and to know the locations of the break-glass fire alarm points.

18. Site Meetings and Inspections

All staff who are involved in visiting building sites are advised to take heed of the prevailing Health & Safety conditions pertaining to the site.

Staff are provided with the following protective clothing and allowances:

A. Protective Helmet – Hard Hat

B. High-visibility Jacket / vest

C. Steel toecap boots

D. Eye Protection

E. Gloves (Where sites dictate)

Staff are advised that they must wear hard hats, high-visibility jackets, safety glasses, and protective boots on all construction sites, and where required ear plugs.

They are also advised to observe the specific safety measures as identified on the site notice board.

Staff are required to bring torches with them when inspecting shafts, service ducts etc and are warned not to enter such areas alone or without first notifying another responsible individual.

Staff should never interfere with valves, switches, circuit breakers, or any other form of control gear without first getting prior approval from the client or his / her agent.

19. Electricity

The building is wired to modern standards but there is always the potential for fire or electrical shock if precautions are not taken.

All socket outlets carrying 220 volts AC or more are protected by earth leakage circuit breakers with 30mA/30mSec sensitivity. This precaution virtually ensures that a person using plug in equipment cannot receive a fatal shock.

All electrical work, which involves more than fuse, lamp or plug changing is attended to by qualified personnel only. Multi-skilled personnel are employed by Ethos Engineering to attend to the day-to-day problems.

Electrical equipment has been installed and designed to a high standard meeting the codes of the Electro Technical Council of Ireland and the Health and Safety Authority. On a regular basis electrical equipment is examined to ensure that all electrical connections are sound and that there is no likelihood of a loose connection causing a fire or electrical shock.

All electrical equipment is properly marked to indicate its function, particularly at the distribution boards.

Staff are advised to report any loose electrical connections, any electrical shock, any burning smell or blackening of leads or plug pins to the Chief Executive Officer.

Our staff are regularly involved with surveying live electrical installations. They are advised that supplies to all electrical apparatus and enclosures must be isolated before covers are removed by the contractors (is required).

20. Access/Egress Hazards

Ethos Engineering recognises the need for good access and egress arrangements and recognises the dangers of uneven surfaces, slippery floors, defective steps and stairs, which can cause slips, falls and trips. Blocked or partially blocked corridors and exit routes can cause problems and can also result in slowing down escape times in the event of an emergency.

Floors, steps, corridors, walkways are kept in good condition. All walkways, escape routes and emergency exits are free from obstruction.

A high standard of lighting is provided throughout to ensure that people are not at risk of tripping or falling.

21. Posture/Manual Handling

Normally work does not involve much heavy lifting or carrying, but care must be taken even with relatively light loads. Twisting, stooping and over-reaching can cause injury in certain circumstances e.g. relocation of furniture, PC's etc.

No person is expected to lift or move any item, which is likely to cause risk of injury, and help must be sought on such occasions.

22. Display Screen Equipment (DSE)

While there is no evidence of serious health risks directly caused by working with DSE, sensible precautions should always be taken to prevent issues such as stress, eye strain, muscular strain, backache, and fatigue.

Ethos Engineering provides high-quality office furniture and adjustable DSE equipment designed to support good posture and user comfort. The company follows Health and Safety Authority guidelines for ergonomic workstation assessments and encourages all users to organise their workstation appropriately.

Training is provided to ensure employees can use software systems effectively, helping reduce stress. Ethos Engineering also takes reasonable measures to maintain a comfortable and safe office environment, including appropriate lighting, heating, and ventilation.

22.1 Ergonomic Workstation Assessments

- Employees working remotely are encouraged to complete a self-assessment checklist to review the ergonomics of their home workstation.
- Where required, the company may provide guidance or equipment to support a safe workstation setup (e.g. chairs, laptop stands, external keyboards).
- Employees experiencing discomfort or reporting musculoskeletal issues should inform their manager or the Health & Safety Lead so that further assessment or support can be arranged.

23. Office Machinery

At Ethos Engineering a small number of potentially hazardous machinery/equipment is used.

Photocopiers: danger from moving parts and hot elements inside the protective covers. The photocopier covers are interlocked so that the machine stops when they are opened. The hot elements are clearly marked to warn of the dangers (they need time to cool).

24. Welfare

Ethos Engineering recognises the need to provide good facilities for the welfare of their employees.

There is a first aid box with required contents located in the kitchen cupboard, reception and the main boardroom corridor.

Kitchenette and toilet facilities are provided.

Employees or contractors will not be permitted, under any circumstances, to carry out works under the influence of alcohol/unprescribed drugs.

Employees can contact the EAP at **1800 911 909**, via www.layaeap.ie, or through the **Laya EAP App** using access code LAYAEAP

25. Procedures for Contractors

Contractor's Insurance cover must be approved before work commences on site. Contractors must liaise with the Chief Executive Officer. The following general rules apply:

A. Contractors must comply with the Safety, Health and Welfare at Work Act, 2005 and relevant statutory provisions covered by it

B. Contractor's equipment and tools must meet the standards required by the Safety, Health and Welfare at Work Act, 2005 and safety standards and regulations generally

C. Contractors must have appropriate insurance cover throughout the term of the contract

D. Contractors must wear protective clothing and use the safety equipment appropriate to the task they are carrying out

E. Contractors must take all due care for their own safety and the safety of others affected by their work

F. Contractors must report any accidents or near-miss incidents to the Health and Safety Lead or Chief Executive Officer without delay and must co-operate in any subsequent investigation of the accident or incident

G. Contractors must confirm that they will comply with the safety statement.

26. General Safety and Health Rules

- All accidents and dangerous occurrences must be reported to the Manager without delay.
- Handrails must be used on stairs.
- No unauthorised person may attempt to carry out any electrical and mechanical repair work.
- Spillages must not be left unattended but cleaned up without delay.
- All employees are obliged to co-operate with safety training and instruction programmes.
- Emergency exits must never be obstructed.
- Smoking is not permitted.
- Employees must keep water and other drinks away from PC's and other electrical equipment.

27. Remote & Hybrid Work Safety

Ethos Engineering is committed to ensuring the health, safety, and welfare of employees working remotely or in hybrid arrangements. The following measures are in place to support safe and productive working environments outside the traditional office setting:

27.1 Communication & Safety Protocols

- Regular check-ins via video or phone calls are scheduled to maintain connection and monitor wellbeing.
- Managers are responsible for ensuring remote workers are included in team communications, safety briefings, and updates.
- Employees are encouraged to report any safety concerns or incidents occurring in their remote work environment.

27.2 Mental Health & Isolation Prevention

- The company promotes a culture of openness and support to reduce feelings of isolation.
- Access to wellness resources, mental health support, and virtual social engagement opportunities is provided.
- Employees are encouraged to maintain regular working hours and take scheduled breaks to support mental and physical wellbeing.

28. First Aid Arrangements

A first aid box is provided in the kitchen area and is stocked to deal with minor injuries only.

First aid supplies are renewed as required.

Ethos Engineering provides first aid equipment and facilities in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007, as amended. First aid provisions are based on a workplace risk assessment and include clearly marked and regularly maintained first aid kits, located in accessible areas such as the kitchen. The names of trained

First Aid Responders are displayed inside the kit. All injuries must be reported, and any use of the first aid kit must be logged in the accident report form stored within. The Health & Safety Lead and Representative are responsible for monitoring stock levels, expiry dates, and replenishment.

In the event of a serious injury, emergency services must be contacted immediately, Directors notified, and a full accident investigation conducted. Ethos maintains a Fire Register and First Aid Log in line with legal requirements, including training records, equipment inventories, and inspection schedules.

All Incidents are to be reported to the Quality, Health and Safety Lead for inclusion on the Incident Reporting Register.

29. Harassment / Bullying Policy

In accordance with the general duties in Part 2 General Duties, of the Safety, Health and Welfare at Work Act, 2005, and Section 12 of the Employment and Equality Act 1989 and the Report of the Task Force on the Prevention of Workplace Bullying, H.S.A., 2001 an anti-bullying/harassment policy is in place.

Ethos Engineering is committed to providing a work environment free of any kind of bullying or harassment. This bullying and harassment policy applies to all persons involved in the operations of Ethos Engineering and prohibits bullying or harassment by any employee of the company, including supervisors, managers, co-workers and visitors, as well as by any person doing business with or for the company.

Harassment – occurs if any person feels intimidated, humiliated, patronised or embarrassed by the derogatory, offensive or discriminatory remarks or actions of others. Harassment may interfere with job performance, undermine job security or create a threatening or unpleasant work atmosphere.

Sexual harassment – is unwanted behaviour of a sexual nature by one employee towards another. Sexual harassment can be defined as conduct towards another person that is sexual in nature. Examples of sexual harassment include:

A. Sexual gestures

B. Displaying sexually suggestive material, such as pictures or sending suggestive or sexually explicit correspondence

C. Unwelcome sexual comments or jokes

D. Unwelcome physical conduct, such as unnecessary touching, pinching etc.

Racial harassment – is unwanted behaviour of a racial nature by one employee towards another. Examples may include:

A. Abusive language, mockery or racist jokes

B. Display or circulation of racially offensive material

C. Racial name calling

D. Intrusive or persistent questioning about a person’s racial or ethnic origin, culture or religion

E. Exclusion from normal workplace conversation or social events i.e. frozen out

Bullying – is defined as repeated verbal, psychological or physical aggression by an individual or group against others that could be regarded as offensive, humiliating or intimidating. Any such activity is viewed as an act of misconduct. Examples may include:

A. Manipulating the victim's reputation by rumour, gossip and ridicule

B. Social exclusion or isolation

C. Preventing the victim from speaking by voicing loud criticisms or obscenities

D. Manipulating the nature of the work or the ability of the victim to perform their work, e.g. by overloading, withholding information or setting meaningless tasks.

Ethos Engineering deplores all forms of harassment and seeks to ensure that the working environment is comfortable and secure for all its employees. The person responsible for this Policy is the owner, but it is the responsibility of all employees to ensure the day-to-day practical application of the policies. Where informal methods fail and harassment persists, employees are advised to bring a formal complaint and should do so in writing.

Employees are advised to remember to always give an accurate account of what happened and clearly state your grievance.

At all stages in the grievance procedure the employee should be aware that they have the right to be accompanied by another member of the company.

Every attempt will be made to resolve the grievance issue speedily and appropriately.

The employee has a right to copies of meeting minutes taken at all stages of the procedure. It is recommended that the form attached should be used at all stages.

The Chief Executive Officer will remain neutral throughout the grievance procedure and is available to any party who needs advice.

Although grievances are often solved verbally, it is advisable to keep some form of written record of minutes taken if a case is ever appealed or referred to a third party.

Ethos Engineering will immediately undertake an effective, thorough and objective investigation of the harassment allegations. Once the investigation is completed and determination is made regarding the alleged harassment/bullying, the result is communicated to the employee as soon as possible.

Any employee who brings a complaint of harassment will not suffer for having brought the complaint; however, disciplinary action will be taken against employees whose allegations of harassment are found to have been malicious.

30. Pregnant Employees

The company adheres to the provisions of the Safety, Health and Welfare at Work (General Application) Regulations 2007, as amended, and all leave entitlements are in accordance with the Maternity Protection Acts 1994 and 2004, including subsequent amendments outlined in the Ethos Engineering Leave Policy:

A. Physical shocks, including direct blows to the abdomen

B. Handling a load

C. Movement and postures, which are abrupt or severe, or give, rise to excessive fatigue

D. Non-ionising radiation

E. Chemicals: (Any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents).

A pregnant employee must not be exposed to these hazards unless they are adequately controlled. Adequate control means the hazard is reduced to a level, which will not harm the pregnant woman or the developing child or breast-fed child

If any of these risks are present, they must either be eliminated or safeguards put in place to protect the employee's health and safety. These safeguards include:

A. Changing the type of work, working hours, etc.

B. Moving the employee to other safe work.

If these safeguards are not possible then the employee must be granted safety and health leave. This is paid leave, which continues until either the conditions change or else the pregnant employee becomes eligible for paid maternity leave.

Pregnant women and nursing mothers will have the facility to a rest area if necessary.

31. Stress Policy

Ethos Engineering recognises workplace stress as a significant health and safety concern under the Safety, Health and Welfare at Work Act 2005, which obliges employers to identify and mitigate all risks to employee wellbeing, including psychosocial hazards such as stress.

Stress may arise when job demands exceed an individual's capacity to cope. Common contributors include poor work organisation, unclear roles, strained relationships, high workloads, and threats of violence or harassment.

Ethos Engineering adopts a structured approach to managing stress:

1. Identification of stressors through risk assessments and employee feedback
2. Assessment of psychosocial risks and their impact
3. Implementation of control measures, such as workload adjustments, training, and support systems
4. Monitoring of effectiveness via regular reviews and wellbeing surveys

To support employees, Ethos Engineering provides access to a 24/7 confidential Employee Assistance Programme (EAP) through Laya Healthcare. This service offers:

- Immediate access to qualified counsellors
- Short-term counselling via phone, video, or face-to-face

- Support for stress, anxiety, low mood, financial concerns, and more
- Additional resources including legal, financial, career, and health advice
- Access for employees, their partners/spouses, and dependents over 16

Employees can contact the EAP at 1800 911 909, via www.layaeap.ie, or through the Laya EAP App using access code LAYAEAP.

Ethos Engineering encourages open communication around stress and commits to taking proactive steps to support employee wellbeing, including adjustments to workloads and working conditions where necessary.

32. Smoking Policy

In accordance with the Public Health (Tobacco) Acts 2002–2015 and the Public Health (Tobacco Products and Nicotine Inhaling Products) Act 2023, smoking is strictly prohibited in all enclosed areas of Ethos Engineering's workplace. This includes offices, common areas, company vehicles, and any indoor spaces.

The objective of Ethos Engineering is to safeguard the health, safety, and welfare of all employees, contractors, and visitors by eliminating exposure to second-hand smoke. All 'No Smoking' signage must be observed at all times. Breaches of this policy may result in disciplinary action.

Note: While vaping (e-cigarettes) is not currently covered under the national smoking ban, Ethos Engineering restricts their use in enclosed workspaces.

33. Emergency / Fire Procedure

Evacuation drills for Ethos Engineering staff at the Bankside Building are scheduled in coordination with Savills Building Management rather than every six months. Ethos ensures full participation in building-led drills and communicates dates to staff in advance. All employees must familiarise themselves with the building's evacuation routes, assembly point at Charlemont Luas Stop, and emergency instructions displayed throughout the office.

Fire alarm tests occur weekly on Tuesdays at 10:00, and lifts must not be used during any evacuation. Fire Wardens wearing high-visibility vests will guide staff to the muster point and conduct roll call.

In line with the Fire Services Act, 1981, Ethos maintains a Fire Register overseen by the Health & Safety Lead. This register includes:

- Records of staff briefings on Bankside emergency procedures
- Participation in building-led drills
- Internal checks on Ethos-controlled fire safety equipment

During an actual evacuation, the Fire Register will be available at the designated assembly point for headcount verification.

34. List of Emergency Phone Numbers

Ambulance / Gardai / Fire Brigade: 999

ESB: 1850 37 29 99

Bord Gais (Leaks etc.): 1850 20 50 50

On arrival of the services, the manager should confirm, or otherwise, that everyone has safely evacuated. Furthermore, the services should be informed of any special hazards such as explosive or highly flammable materials that may be on site.

On no account should anyone attempt to fight a fire alone and unless the fire is small and poses no immediate danger or there being other extenuating circumstances should anyone return to a building which is on fire. For more information concerning this matter prior advises should be sought from the relevant fire officer.

When the fire is extinguished do not re-enter until approval is given by the relevant authorities.

If any person is trapped in a blazing building, the other emergency services should also be notified i.e. Ambulance and other medical services and, as for the firefighting services, if circumstances warrant it, a person should be nominated to lead these services to the fire location.

The Gardai should be notified in the event of a fire.

35. Health & Safety Risk Assessment 2025

Likelihood (L)	Description
High (3)	Expected / Very likely to occur
Medium (2)	Likely to occur
Low (1)	Unlikely to occur

Severity (S)	Description
Catastrophic (3)	Fatality
Severe (2)	Severe injury or illness
Minor (1)	Minor injury or illness

Risk Level Matrix		Severity (S)		
		Catastrophic(3)	Severe (2)	Minor (1)
Likelihood (L)	High (3)	9	6	3
	Medium (2)	6	4	2
	Low (1)	3	2	1

Risk level (RL)	Criteria
6 – 9	Activity not permitted, risk reduction measures required
3 – 4	Further risk reduction required
1 – 2	No further risk reduction required
Phases	Const = Construction; Op = Operation; Main = Maintenance; Dem = Demolition

Project Number / Name:	Ethos Engineering Health & Safety Risk Assessment	
Compiled by:	Tanya Paine	Date: 5th March 2025
Reviewed by:	John Coroner and Noel Gernon	Date: 5th March 2025
Next Review		Date: 5th March 2026

Ref No	Hazard	Accident / Consequence and Location	Initial Assessment			Modifications / Comments / Recommendations (Controls in Place)	Action by	Residual Assessment			People at Risk
			L	S	RL			L	S	RL	
1	Poor Access Poor Egress	Slips, Trip, Falls, Leakages Sprains, Strains & Broken Bones	2	2	4	Safety Induction to be given to all staff. Regular Housekeeping inspections. Warning Signs. PPE provided where appropriate	Management Staff Site Foremen (when staff on site)	1	2	2	All Ethos Staff
2	Fire	Burns & Asphyxiation Death Property Damage	2	3	6	Fire Alarm system installed. Practice Evacuation procedure. Store Flammable liquids securely. Posting of cautionary signage. Train fire wardens. Service firefighting equipment regularly.	Management Health & Safety Lead Fire Wardens	1	3	3	All Ethos Staff

Ref No	Hazard	Accident / Consequence and Location	Initial Assessment			Modifications / Comments / Recommendations (Controls in Place)	Action by	Residual Assessment			People at Risk
			L	S	RL			L	S	RL	
3	Trailing Leads	Slips, Trips & Falls Electrocution Mechanical damage to equipment. Damage to property	2	3	6	Cables & Equipment positioned so as not to traverse walkway. Power and data outlets are located in the floor under the desks. Damaged cables & parts are isolated & replaced.	Management Health & Safety Lead Fire Wardens	1	3	3	All Ethos Staff
4	Noise	Hearing loss or damage Inability to hear instructions & warnings clearly. Lack of awareness / irritation	1	2	2	Compulsory wearing of ear protection where concentration of noise could possible occur.	Management Health & Safety Lead	1	2	2	All Ethos Staff
5	Environment -Excessive Temp -Poor Ventilation -Poor Lighting	Physical / Physiological stress. Lack of concentration / fatigue. Stumbles & falls. Eye strain	1	1	1	Regular monitoring of environmental conditions. Maintenance regime.	Management Health & Safety Lead	1	1	1	All Ethos Staff
6	Electrical Equipment	Electrocution	2	3	6	All equipment to be switched off at close of business. Faulty equipment to be identified and isolated.	All staff Health & Safety Lead	1	3	3	All Ethos Staff

Ref No	Hazard	Accident / Consequence and Location	Initial Assessment			Modifications / Comments / Recommendations (Controls in Place)	Action by	Residual Assessment			People at Risk
			L	S	RL			L	S	RL	
7	Non-Conformance with PPE requirements	Head injury from falling objects. Foot injury from falling objects or construction machinery. Hearing impairment. Eye injury. Being struck due to not being visible.	2	3	6	Always wear PPE when on site.	All site staff Health & Safety Lead	2	2	4	All Ethos Staff
8	Mobile Phones	Sparking in electrically sensitive equipment.	2	3	6	Mobile phones to be switched off when in proximity to sensitive equipment.	All site staff	1	3	3	All Ethos Staff
9	Manual Handling	Back injury.	2	3	6	Safety Induction to be given to all staff with details of correct manual handling procedures.	All staff Health & Safety Lead	1	3	3	All Ethos Staff
10	DSE's & Ergonomics	Eye strain, back ache, muscular strain, fatigue.	2	3	6	DSE Assessment are conducted on the work space of all new employees and when existing staff change location. Adjustable chairs with arm rests and back supports. High resolution flat screen technology for all PC's.	All staff Health & Safety Lead	1	3	3	All Ethos Staff

Ref No	Hazard	Accident / Consequence and Location	Initial Assessment			Modifications / Comments / Recommendations (Controls in Place)	Action by	Residual Assessment			People at Risk
			L	S	RL			L	S	RL	
11	Lift	Trapped in lift mid floor. Being caught by the door closing. Overloading.	2	3	6	In built sensor on doors to avoid being hit when closing. Maintained by lift manufacturer. Intercom system to outside phone line in event of emergency.	All staff Health & Safety Lead	1	3	3	All Ethos Staff
12	Operations in Foreign Countries	Kidnapping. Cultural Differences.	2	3	6	Staff working in foreign countries must be briefed on potential cultural issues. If countries are deemed as a risk with regard to kidnapping, appropriate controls must be put in place.	All staff Health & Safety Lead	1	3	3	All Ethos Staff
13	Operations in Foreign Countries	Illness Disease	2	2	4	All staff are to have appropriate travel insurance in place before any foreign travel. Where travel to areas where vaccinations are required, these are to be put arranged before travel and in adequate time.	All staff Health & Safety Lead	1	2	2	All Ethos Staff
14	Air Travel	Deep Vein Thrombosis. Stress. Dehydration.	2	3	6	When staff are required to travel by air, they must drink plenty of fluids (Water) to prevent dehydration. Alcohol should be avoided. On long haul flights staff are advised to stretch their legs during the flight to minimise the risk of DVT. A walk along the plane mid-flight may also help reduce stress.	All staff Health & Safety Lead	1	3	3	All Ethos Staff

Ref No	Hazard	Accident / Consequence and Location	Initial Assessment			Modifications / Comments / Recommendations (Controls in Place)	Action by	Residual Assessment			People at Risk
			L	S	RL			L	S	RL	
15	Car Travel	Stress. Fatigue. Tiredness.	2	3	6	Staff required to travel must not drive a vehicle when tired. On long journeys staff must take breaks to stretch their legs and relax rather than doing a long journey in one go.	All staff Health & Safety Lead	1	3	3	All Ethos Staff
16	Photocopier	Burns Finger Injuries	2	2	4	Maintenance agreement in place with vendor. Staff are only to remove easily accessible paper jams. Any internal jams which involve handling internal parts are to be removed by the vendor not by staff.	All staff Health & Safety Lead	1	2	2	All Ethos Staff
17	Working outside	Sunburn	2	1	2	All staff are to ensure that adequate protection is applied to skin to protect against sunburn. This applies to all weather conditions both domestically and abroad.	All staff Health & Safety Lead	1	1	1	All Ethos Staff
18	Hot Tap	Scolding and serious burns	3	2	6	Conduct toolbox talk on the dangers of boiling water. Only one person should use the sink at a time.	All staff Health & Safety Lead	1	2	2	All Ethos Staff
19	Balcony	Danger of falling over the balcony resulting is serious injury or death	3	3	9	Balcony wall constructed at a height of 1.5 Metres. No horseplay allowed. Balcony is inaccessible during Winter time or inclement weather	All staff Health & Safety Lead	1	3	3	All Ethos Staff

Ref No	Hazard	Accident / Consequence and Location	Initial Assessment			Modifications / Comments / Recommendations (Controls in Place)	Action by	Residual Assessment			People at Risk
			L	S	RL			L	S	RL	
20	Shower	Slips and Falls on wet floors	2	2	4	Install anti-slip floor outside shower area.	All staff Health & Safety Lead	1	1	1	All Ethos Staff
21	Infectious Disease Control	Exposure to airborne or contact transmitted illnesses such as influenza, RSV, or other respiratory viruses	3	3	9	Staff should follow hygiene protocols including regular hand washing, use of hand sanitizers, and respiratory etiquette. Workspace should be cleaned regularly. Staff displaying symptoms should stay home and consult a healthcare provider. Vaccinations should be encourages where applicable	Management and Staff	1	2	2	All Ethos Management, Staff and their families
22	Mental Health & Wellbeing	Stress, anxiety, burnout, reduced productivity	2	2	4	Provide access to mental health resources, promote work-life balance, conduct regular wellbeing check-ins. Employee Assistance Programme (EAP) via Laya healthcare in place.	P&T Management	1	2	2	All Staff
23	Remote Work Risks	Ergonomic injuries, isolation, data security breaches	2	2	4	Conduct ergonomic assessment, provide secure VPN access, encourage regular team interaction.	IT Management	1	2	2	Remote Staff Hybrid Staff

Ref No	Hazard	Accident / Consequence and Location	Initial Assessment			Modifications / Comments / Recommendations (Controls in Place)	Action by	Residual Assessment			People at Risk
			L	S	RL			L	S	RL	
24	Cybersecurity	Phishing, data loss, unauthorised access	2	3	6	Implement multi-factor authentication, conduct regular security training, monitor network activity	IT Department	1	2	2	All Staff
25	ESG & Sustainability Risks	Environment impact, reputational damage	2	2	4	Adopt sustainable practices, monitor carbon footprint, engage stakeholders in ESG Initiatives	Sustainability	1	1	1	All Staff

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