

CITIUS LTD

Type of Document	Manual	Supersedes	R7
Document Reference	QEHS-SS-01	Revision	R8
Title	Safety Statement	Revision Date	08/05/2023

Document Approval / Issue History

	Name	Designation	Signature	Date
Drafted By:	Emyln O Trioghthigh	Safety Consultant	<i>Emyln O Trioghthigh</i>	06/01/2014
Approved By:	Steven Quinlan	Director	<i>Steven Quinlan</i>	08/05/2023
Released By:	Annamarie Bolger	QEHS Manager	<i>Annamarie Bolger</i>	08/05/2023

Revision History

Date	Revision	Section	Description of Change	Originator
06/01/2014	RO	All	Initial Release	Emyln O Trioghthigh
25/05/2015	R1	All	One Year Review	Emyln O Trioghthigh
10/01/2017	R2	All	Review	Emyln O Trioghthigh
08/01/2018	R3	All	System Update	Dynamic Safety
07/01/2019	R4	All	One Year Review	Annamarie Bolger
19/05/2020	R5	All	COVID 19 & Full Doc Review	Annamarie Bolger
21/06/2021	R6	All	HSA Ventilation Update	Annamarie Bolger
06/04/2022	R7	All	Full Document Review	Annamarie Bolger
06/04//2023	R8	All	Full Document Review	Annamarie Bolger
18/04//2023	R9	All	Review and updated of QEHS roles update of C-19 procedures.	Lisa Walsh EHS Consultant

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 1 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

Contents

- 1. QEHS Policy.....4
- 1.1 Citius Integrated QEHS Policy4
- 2. General Practice 5
- 3. Health & Safety Responsibility 6
- 3.1 The Managing Director - Mr Steven Quinlan 6
- 3.2 Operations Director – Mr David Bolger 7
- 3.3 Senior Operations Manager Ms Macayla Flynn 9
- 3.4 Site Supervisor Cathal Corrigan 10
- 3.5 QEHS Manager 12
- 3.6 QEHS Consultant 14
- 3.7 Finance Team 14
- 3.8 Transport & Plant 15
- 3.9 Human Resource Management 15
- 3.10 Crew Lead 16
- 3.11 Employee’s 17
- 3.12 First Aiders 18
- 3.13 Subcontractors 18
- 4. Safe Working Arrangements..... 20
- 4.1 Safety Consultation with Staff / Contractors..... 20
- 4.2 Resources 20
- 4.3 Competent Person(s)..... 20
- 4.4 Information..... 20
- 4.5 Training..... 21
- 4.6 QEHS Induction 21
- 4.7 PPE (Personal Protection Equipment) 21
- 4.8 Machinery, Tools & Plant 21
- 4.9 Safety Management System 22
- 4.10 Policies 23
- 4.10.1 Bullying & Violence 23
- 4.10.2 Drugs & Alcohol..... 23
- 4.10.3 Lone Working 23

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 2 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

4.10.4	Driving	24
4.10.5	Manual Handling	24
4.10.6	Noise	24
4.10.7	Smoking.....	24
5.	Care of Sensitive Risk Groups	25
6.	Emergency Procedures	26
6.1	Office Emergency Procedures	26
6.2	First Aid.....	26
6.3	Fire Safety	27
6.4	Accident Management	27
7.	Monitoring, Auditing & Review	28
7.1	General	28
8.	Chemicals & Hazardous Substances.....	29
9.	Infectious Diseases (Covid 19).....	33
10.	Hazard Identification & Risk Assessment Methodology	34
10.1	Hazard Identification Process	34

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 3 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

1. QEHS Policy

This is the Safety Statement and QEHS Policy of Citius Ltd. It is a transcript of the QEHS Integrated Policy that applies to the Safety, Health, Environment and Quality Management systems within Citius Ltd.

1.1 Citius Integrated QEHS Policy

Citius Ltd. is an Irish owned utility company delivering high quality integrated solutions in civil engineering, telecommunications, power & environmental sectors, and delivering the highest quality solutions in the safest manner.

Owing to the nature and scale of our operations, risks and environmental aspects, we have implemented an integrated quality, environmental and health and safety management system to meet the requirements of ISO9001, ISO14001 and ISO45001:2018.

As part of our commitment to our integrated management system, we are committed to:

- Identifying and complying with all relevant legislation.
- Compliance and adherence with all other requirements including those issued by customer, local and statutory authorities.
- Continual improvement in OH&S, quality, and environmental performance.
- The prevention of injury, ill-health, and pollution.
- Compliance with the requirements of ISO9001, ISO14001 and ISO45001:2018.

As part of our Management Review process, we have set QEHS Management System objectives and established a programme to ensure the achievement of these objectives.

This policy is made available to all interested parties including employees, contractors and members of the public and is reviewed annually by senior management.

Signed: *Steven Quinlan*

Date: 08/05/2023

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 4 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

2. General Practice

In carrying out this policy, it is the practice of Citius to:

- Communicate the contents and intent of this Safety Statement including supporting safety documentation and information such as Risk Assessments, Method Statements and information to employees, sub-contractors and any other persons who may be affected by our operations. Visitors will be provided with relevant information as appropriate.
- Assign ownership and responsibility for the management and implementation of QEHS procedures to appropriate personnel within the company.
- Provide appropriate training and instruction for all employees and sub-contractors who may be affected by our operations. This will include training in work methods; equipment and other such issues as may arise.
- Provide appropriate equipment, plant, and tools to allow employees and sub-contractors perform their work in a safe manner.
- Make available the resources of the QEHS consultant to assist managers and employees in determining safe work practices.
- Encourage employees and sub-contractors to report accidents, incidents and near misses as part of our accident reporting and investigation procedures. Accidents, incidents and near misses will be investigated by an appropriate person and follow up actions implemented as required.
- Communicate with employees and sub-contractors on a regular basis in relation to safety health & welfare issues. This includes setting up arrangements for consultation with employees through their safety representative(s) and the safety committee.
- Regularly audit work activities and procedures to ensure that work is conducted in accordance with agreed procedures and work methods.
- Record and monitor work activities, performance, incidents, accidents and near misses to allow for effective management of risk exposure.
- Encourage employees to maintain basic hand and respiratory hygiene. We risk assess appropriate control measures for addressing COVID 19 and any other biological hazard.

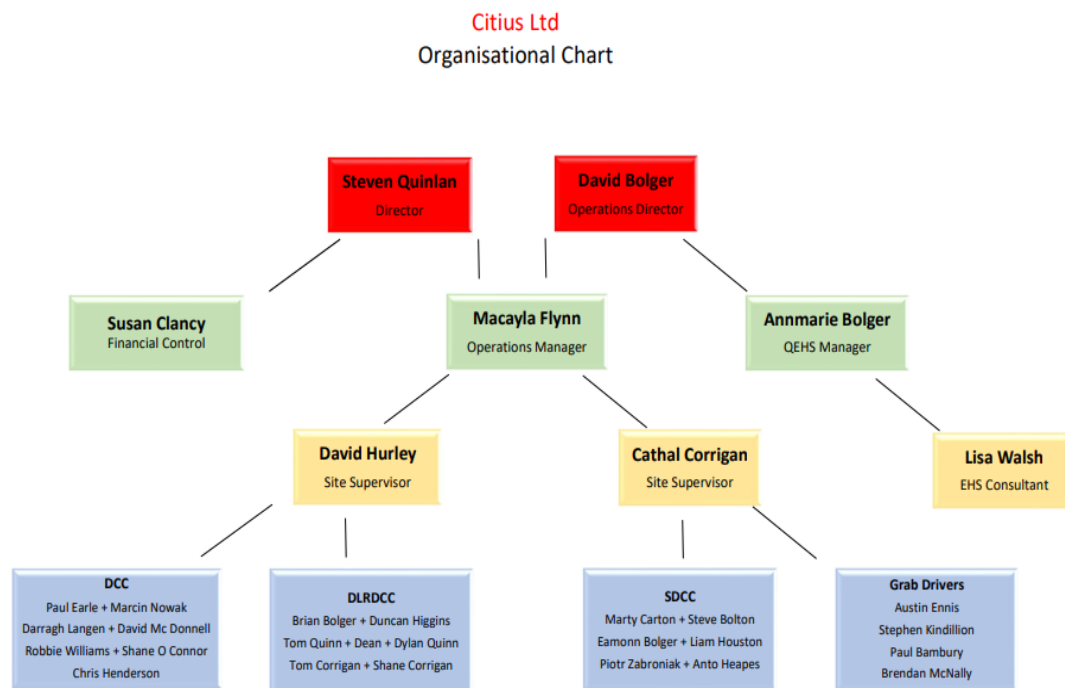
Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 5 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

3. Health & Safety Responsibility

Citius has a diverse range of activities spread across several divisions and operating in a number of locations, some of which change by the day. As part of our safety policy, Citius has specified, in writing, managerial responsibility and accountability for the implementation and management of health and safety within the company. The following sections outline the responsibility of individuals within the company. Where positions within the company have assistants e.g. assistant manager, the responsibilities identified for the position apply equally to the assistants' position.

The organisation chart for the company can be seen below.



Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 6 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

The Managing Director - Mr Steven Quinlan

The Managing Director will ensure that the personnel and resources necessary to help protect the health and safety of employees, sub-contractors and the public are provided and implemented. The Managing Director has assigned health and safety responsibilities to the QEHS Manager & the Management Team
The Managing Director will ensure that:

- The resources are provided to achieve the company environmental & health and safety objectives.
- He demonstrates through his own actions and commitment the level and standard of health and safety to be achieved within the company.
- Sets achievable targets and objectives in relation to health and safety within the company.
- Reviewing and endorsing the company Safety Statement on a regular basis.
- He reviews the health and safety performance of the company at weekly management meetings.
- The working and capital budgets allow for the support and improvement of safety management based on the company targets and objectives.
- The necessary insurance program is in place to meet the needs of the business.
- Promote the development of a safety culture within the company through training, example, discussion, advice, supervision, and information.
- Liaise with Operations Team and QEHS Manager on any accidents or incidents investigations.

3.2 Operations Director – Mr David Bolger

The Operation Director leads the operations team. The Operations Teams is responsible and accountable for the implementation of the overall environment , health & safety policy within the company.

Managers and Supervisors at all levels have a responsibility and accountability to ensure that they protect the health and safety of persons working for them, so far as is reasonably practical. Within Citius, the term manager is taken to mean the following: heads of department, contract manager, operations manager, assistant manager, site supervisor, assistant site supervisor and crew leader.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 7 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

The operations Director is responsible for the operations management within Citius.

Some of the duties include.

- Liaising with the Management Team on health and safety related issues.
- The QEHS management system and its associated controls are implemented in relation to the activities across all operations.
- Prepare regular reviews of performance and progress including an annual review of the safety statement and safety element of the QEHS management system.
- All employees, sub-contractors and other persons who may be affected by the operations of the business are made aware of relevant aspects of the safety element of the QEHS Management System.
- Ensuring accidents, incidents, near misses and dangerous occurrences are reported to the QEHS Manager and relevant people as required and that they are fully investigated.
- Demonstrates, through actions and commitment, the standard and level of health and safety expected within the company.
- Obtaining the services of competent persons and parties when required for ensuring the safety, health, and welfare at work of employees.
- Ensuring audits and reviews of the health and safety management system are planned and undertaken.
- Promote the development of a safety culture within the company through training, example, discussion, advice, supervision, and information.
- Ensuring that this Safety Statement and relevant Risk Assessments are brought to employee's attention on commencement of employment/work experience, following any amendments and at least annually.
- Including health and safety items are discussed at management and committee meetings, as appropriate.
- Consult with the QEHS manager on the appointment of all new contractors to ensure and maintain QEHS standards.
- Designate specific safety responsibilities to an individual where necessary.
- Co-ordinate the implementation of the safety element of the QEHS management system with the various persons designated with responsibility.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 8 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

3.3 Operations Manager Ms Macayla Flynn

Managers within the organisation are responsible for ensuring that all employees under their control including contractors, clients and visitors are made aware of and fully comply with the requirements of the Citius Company Safety Statement.

Some of the duties include.

- Ensure that instruction and training is provided in a form, manner and language that is reasonably Understood.
- Ensure that all persons working for Citius are aware of the contents of the safety statement and the relevant components of the safety element of the QEHS Management System.
- In consultation with the Operations Director and Managing Director ensure sufficient resources are made available to achieve and implement the content of this Safety Statement and associated risk assessments.
- Communicate and liaise with the management team including QEHS Manager on all aspects of health and safety.
- Ensure that all employees that report into them/under their control receive adequate and appropriate safety training and instruction appropriate to the tasks that they perform and ensure that adequate supervision is provided.
- Ensure that all contractors under their control adapt the Citius Safe System of work.
- The personnel and resources necessary to help protect the health and safety of employees, sub - contractors and the public are provided and implemented in relation to activities within their operational area.
- Arrange for the delivery of required training through competent persons. These persons may be a combination of internal and/or external training providers.
- Promote the development of a safety culture within the company through training, example, discussion, advice, supervision, and information.
- Undertake analysis of accident/incident data and audit results as an element of the continuous improvement program.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 9 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

3.4 Site Supervisor Cathal Corrigan

The site supervisor supervises the day to day to work on site including the supervision of Health and Safety within the sites. Some of the duties are as follows.

- Ensure that all contractors, employees and or visitors have the required information such as JSSP (Job Site Safety Pack) Required to complete the job.
- Carry out spot checks to ensure that the JSSP is completed.
- Relevant training and information is provided to employees, sub-contractors and other persons relative to their work within the operational area and control of the director.
- The necessary equipment required to undertake the work in a safe and healthy manner is provided within the operational area and report any issues to the director or senior manager in charge.
- Accidents, incidents and near misses that occur within their area of operational control are promptly reported in accordance with the Incident & Accident management procedures. They must facilitate the relevant investigation undertaken following an event including the introduction of any necessary improvements across all operational areas that are identified during the investigation process.
- The safety performance of the organisation is monitored and assessed in conjunction with the QEHS Manger and QEHS Consultant.
- Promote the development of a safety culture within the company through training, example, discussion, advice, supervision, and information.
- Actively encourage and assist in the identification of hazards and assessment of risks in all activities within Citius

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 10 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

3.4 Site Supervisor David Hurley

The site supervisor supervises the day to day to work on site including the supervision of Health and Safety within the sites. Some of the duties are as follows.

- Ensure that all contractors, employees and or visitors have the required information such as JSSP (Job Site Safety Pack) Required to complete the job.
- Carry out spot checks to ensure that the JSSP is completed.
- Relevant training and information is provided to employees, sub-contractors and other persons relative to their work within the operational area and control of the director.
- The necessary equipment required to undertake the work in a safe and healthy manner is provided within the operational area and report any issues to the director or senior manager in charge.
- Accidents, incidents and near misses that occur within their area of operational control are promptly reported in accordance with the Incident & Accident management procedures. They must facilitate the relevant investigation undertaken following an event including the introduction of any necessary improvements across all operational areas that are identified during the investigation process.
- The safety performance of the organisation is monitored and assessed in conjunction with the QEHS Manger and QEHS Consultant.
- Promote the development of a safety culture within the company through training, example, discussion, advice, supervision, and information.
- Actively encourage and assist in the identification of hazards and assessment of risks in all activities within Citius

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 11 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

3.5 QEHS Manager – Annmarie Bolger

- Investigate and close complaints, accidents and incidents.
- Day to Day responsibility for QEHS system development.
- Maintain the safety element of the QEHS management system.
- Communicate safety and health requirements to Citius management.
- Keep up to date with changes in relevant legislation and construction industry guidance.
- Ensure register of legislation is maintained and available to relevant employees.
- Provide advice and respond to queries and correspondence on safety and health issues.
- Disseminating information, including changes to legislation, to relevant management and/or employees.
- Implementing and maintaining the safety, environmental and quality management systems within the Company.
- Ensuring that internal and external QEHS management system audits are undertaken.
- Conducting internal and system audits and providing feedback and coaching to persons being audited including management as appropriate.
- Participate, where required, in the investigation of all accidents within the company including the statutory reporting of accidents, incidents and dangerous occurrences.
- Liaise with statutory and regulatory bodies.
- Complete accident/incident data analysis and communicate to Senior Management.
- Producing, revising, and updating risk assessments, standard operating procedures, method statements and supporting documents in relation to work activities undertaken by Citius. The QEHS Officer will co-ordinate the relevant people involved in the preparation and review of QEHS documentation including managers and staff.
- Preparing and delivering training courses as required including undertaking relevant assessments.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 12 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

- Suspending any unsafe activity or condition where necessary.
- Ensure that the safety element of the QEHS management system is appropriate to the needs of the company.
- Provide guidance, advice, and assistance in relation to health and safety matters.
- Review the training programme considering new work methods or equipment, audits, accidents and changes in legislation to ensure that the training is adequate.
- Ensure that all plant, equipment and articles purchased for use at work meet regulatory requirements. All plant and equipment will be maintained in accordance with statutory and manufacturers requirements.
- Ensure that the appointed safety representatives and safety committees are provided with the necessary resources to allow them to undertake their role.
- Assess the impact of new and changing legislation and work methods / projects and their effect on health and safety within Citius.
- Ensure that the training needs relative to the tasks and locations within Citius operations are identified and appropriate training provided.
- Ensure that adequate site health and safety records are kept and maintained.
- Ensure that appropriate emergency plans are developed, implemented, and practised to meet the needs of the company. This includes the provision and maintenance of adequate equipment and resources to effectively deal with the emergency situations identified within the Emergency Plan & Procedures.
- Liaise with external bodies such as the Health & Safety Authority (HSA) / EPA.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 13 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

3.6 QEHS Consultant

- Providing EHS advise and support to the Citius Team, liaising with the Senior management team and employees in relation to any safety, health and environmental issues associated with the purchase and specification of materials purchased by Citius. This includes adherence to national standards and specific Citius requirements.
- Reviewing EHS documentation and updating as required.
- The QEHS consultant supports the QHES Manger in the day-to-day responsibility providing expert EHS advise as required.
- Provide guidance, advice, and assistance in relation to health and safety matters.
- Conducting site EJS inspections and system audits and providing feedback and coaching to persons being audited including management as appropriate.
- Participate, where required, in the investigation of all accidents within the company including the statutory reporting of accidents, incidents and dangerous occurrences.

3.7 Finance Team

The Managing Director hold the position of Finance director. The Finance Director is supported by the Financial Controller in their day-to-day activities some of the credit controllers' duties include.

- The purchasing department will give due attention to the purchase of materials that may have an impact on the safety of the end user of the materials by:
- Liaising with the QEHS consultant in relation to any safety, health and environmental issues associated with the purchase and specification of materials purchased by Citius. This includes adherence to national standards and specific Citius requirements.
- Ensuring that all materials delivered meet the relevant requirements and specifications.
- Ensuring that certification, user documentation and other relevant documentation supplied with equipment and materials is filed and stored in the appropriate location.
- Ensuring that any hazardous materials that are purchased are approved and recorded on the Approved Hazardous Materials list prior to purchasing.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 14 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

- Ensuring that the most up to date safety data sheet is supplied with any hazardous material purchased and that the SDS is passed to the QEHS Manager.
- Ensuring that equipment requiring calibration is calibrated in accordance with the relevant requirements and standards including keeping the necessary calibration records.
- Ensuring that waste disposal documentation is recorded and can be accessed by the QEHS Manager.

3.8 Transport & Plant

The Operations Directors holds the position of Plant Manger the plant manager I supported in their day-to-day activity by the whole management team.

The Transport & Plant function will give due attention to the service and repair of all plant and equipment owned or operated by Citius by:

- Ensuring that all plant and equipment is serviced in accordance with manufacturers requirements.
- Ensuring that vehicles are in a road worthy condition and meet the relevant DOE requirements.
- Ensuring that all plant and equipment undergo the necessary statutory inspections within the required time frame.
- Keeping appropriate records of vehicle inspections and repairs.

3.9 Human Resource Management

The QEHS manager holds the role of the Human Resource Management. The QEHS manager is supported by the Managing Directing and Operation Director in carrying out this role.

Human Resource Manager Annmarie Bolger

The HR function is also responsible and accountable for ensuring that:

- Adequate job descriptions are prepared for each role within the company. Job descriptions are prepared by the relevant director / line manager.
- Personnel records are prepared and maintained for all employees.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 15 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

- The disciplinary procedure is conducted and implemented in conjunction with the relevant director / line manager in accordance with the company procedures.
- Ensuring that all new employee starters are notified to the QEHS manager, arrange the necessary induction training to be provided by project managers / supervisor.
- The necessary support is provided to the QEHS manager in relation to the investigation and handling of health and safety issues that may arise with an employee.

3.10 Crew Leader

In addition to their role as employees crew leads have the following responsibilities.

- Familiarise themselves with the Citius QEHS management system, Safety Statement and Risk Assessments.
- Ensure all work carried out is in compliance with the relevant and specific risk assessment and method statement as detailed in the JSSP (Job Site Safety Plan)
- Ensure that employees that report to them are aware of What to do in the event of an emergency.
- Ensure that all work required to maintain safety for the workplace are carried out promptly.
- Provide adequate supervision is in place for young and inexperienced workers.
- Ensure all safety guards, etc are in place fitted, correctly and secured at all times.
- Ensure that safety rules are followed and that colleagues wear the required PPE.
- Ensure that all equipment and machinery is properly maintained and is in safe working condition, by carrying out the required inspection and records.
- Ensure good Housekeeping is maintained and that cleaning schedules are monitored.
- Report any defect to their manager.
- Ensure physical barrier are in place around construction areas.
- Erect traffic management signage in line with the traffic management plan.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 16 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

3.11 Employee's

Each employee in the company whether working directly for Citius or as service companies or sub-contractors, is equally bound to take reasonable care for their own safety and health and to co-operate with Citius in ensuring health and safety for all persons.

Each employee must:

- Follow all safety instructions and procedures.
- Heed all safety notices in work.
- Use the prescribed safety equipment supplied to you to enable you to conduct your work activities in a safe manner including items such as helmets, high visibility jackets, boots etc. Each risk assessment identifies the appropriate PPE to be used for the specific risk at hand.
- Ensure that any dangerous conditions are reported to the appropriate manager / foreman / supervisor.
- Ensure defective equipment or machinery is reported to the appropriate Manager/Foreman/Supervisor.
- Report all accidents and incidents or near miss occurrence to the appropriate manager / supervisor without delay and co-operate with any subsequent investigation.
- Not put themselves or others in danger through any actions or any omissions.
- Be aware of the Company's drug and alcohol policy and declare use of prescription drugs as this may affect the person's ability to operate machinery.
- Report any defects of plant machinery to their direct line manager.
- Maintain good Housekeeping standards.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 17 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

3.12 First Aiders

First Aiders are appointed to assist persons who may take ill, suffer an accident or present with a medical complaint while at work. This role also includes supervising any other persons present at the location in the event of an emergency. The names and contact details for First Aiders are posted the crew folder under the emergency contact details TAB. All crew leaders have attended training in Basic First Aid.

In the event of an emergency, they should take the following action:

- Summon assistance immediately.
- Provide as much care and assistance that is within their knowledge and experience.
- Seek advice from the emergency services via telephone where practical.
- Arrange to have another first aider summoned to the area if necessary.
- Comfort the injured/sick person and let them know what is happening.
- Send a person to the building / site entrance to meet the emergency services when they arrive.
- Ensure that no other person is at risk in the event of an accident.
- Keep bystanders away from the injured person. Provide them with as much privacy as is possible. If necessary, vacate staff from the area until the person has been treated and moved away.

3.13 Subcontractors

Citius employs sub-contractors on an on-going basis. Many of these works exclusively for Citius while others provide services to other companies.

The responsibility for the selection of sub-contractors lies with the operations director within the operations division, the financial director with the financial division & the QEHS manager within the QEHS management system.

Citius approves its contractors as part of their sub-contractor management system. Prior to any sub-contractor becoming an approved sub-contractor, they must supply all necessary documentation requested, this will include a completed sub-contractor questionnaire (QEHS Management System-R22), their Safety Statement, Risk Assessments, Method Statements, operational procedures, training records, insurance, details of hazardous substances which may be used and certification for all plant being used.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 18 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

In conjunction with the review of our own Safety Statement, Citius carries out a complete review of our sub-contractors safety statements, risk assessments, and work procedures on a regular basis. Signed copies of these safety statements along with copies of risk assessments and method statements are always carried in the sub-contractor's vehicle. Copies of sub-contractors' contracts are maintained in Citius head Office.

Citius' policy in relation to the safety of sub-contractors is such that sub-contractors are treated and managed as if they were employees; this means that they are also required to complete daily documentation such as on-site Risk Assessments (JSSPs) along with attending relevant training and briefing sessions.

All sub-contractors and their employees are required to participate in Citius training programmes including attendance at a Citius induction training session prior to commencing their contract.

Citius will ensure that adequate supervision is provided to satisfy the degree of risk involved with the task being undertaken by any sub-contractor. While working for Citius all sub-contractors are responsible for:

- Ensuring that all their personnel have received induction training and any task specific training for the site(s) or activity on which they will be working.
- Ensuring that they are aware of and will comply with the requirements of Citius Safety Statement and procedures.
- Ensuring that all work is carried out in accordance with relevant legislation and Method Statements where applicable.
- Taking all reasonable steps to carry out the work without causing risk to others by their own acts or omissions.
- Reporting any injury sustained or near miss occurrence immediately to the relevant Manager/supervisor/foreman no matter how minor the outcome.
- Taking reasonable steps to avoid interference with mobile plant.
- Ensuring that any further sub-contractors appointed by the Citius approved sub-contractor comply with the Citius contractor selection and sub-contractor management requirements including selection, induction, training and work practices and procedures.

- Each project has a JSSP (Job Site Safety Plan) this is used to communicate site specific hazards to employee and contractors prior to work commencing.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 19 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

4. Safe Working Arrangements

4.1 Safety Consultation with Staff / Contractors

Consultation takes place formally and informally regarding issues affecting health & safety and environmental management. These form an important part of regular meetings that take place. If staff have any queries or issues in relation to safety, health and welfare they can contact the QEHS Manger, their line manager or the operations assistant manager.

- Staff have been informed of their right to select a safety representative from amongst their number.
- Where staff exercise this right, management will fully engage with and support them in their function.
- Regular Toolbox talk training take place employees are encouraged to take part and communicate any concerns they may have during the Toolbox Talk training.

4.2 Resources

The resources required ensuring the safety; health and welfare of people working in Citius are made available through capital, operating and maintenance budgets. This section of the safety statement outlines the key resources available within the company to assist in the development and implementation of the safety element of the QEHS management system.

4.3 Competent Person(s)

As Citius is a recently established entity and taking account of the range of safety issues that arise within the workplace, we engage the services of CMSE to provide advice and support across the areas of OH&S, Environmental and Quality management. CMSE are a safety professional company whose consultants hold third level degree in QEHS management and are members of IOSH.

4.4 Information

Various sources of information are available to assist in the provision of a safe working environment. These include training materials, videos, instruction manuals etc. Signage is also posted at various locations and within vehicles and equipment to prompt people in relation to safe working practices.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 20 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

4.5 Training

There is an on-going active safety and task specific training programme in place and operational throughout the company. See the training section of the Safety Statement for further details.

4.6 QEHS Induction

All staff and sub-contractors undergo a safety induction course before commencing work in any area.

4.7 PPE (Personal Protection Equipment)

Appropriate PPE is issued to each employee as required. Sub-contractors purchase / provide their own PPE, subject to its meeting the required criteria. PPE required for various tasks is identified in each of the generic Risk Assessments.

PPE is selected on the basis that it complies with current standards, is compatible with the work to be performed, is suitable for use with other equipment and will not interfere with other items of equipment.

When items of PPE are damaged, compromised or otherwise rendered unusable, they are replaced either from central stores for employees or are sourced independently by sub-contractors.

4.8 Machinery, Tools & Plant

Machinery, tools & equipment are used throughout the company. Where machinery, tools & equipment are used, the use and operation are mainly restricted to named personnel (QEHS Management System-R02 Competence Matrix). All listed users are trained and/or experienced in its use. Where people are being trained in the use of such machines, tools & equipment, they will be supervised where necessary while using the item(s). All machinery, tools and equipment are maintained and serviced by a competent person(s). Form "QEHS Management OF-12" sets out the frequency for inspection and testing of construction-related plant. Form "QEHS OF-18 Vehicles Log" contains details of the vehicles service records form.

Statutory inspections will be undertaken by competent bodies/persons for items of plant requiring such test and examinations. The test methods and frequency periods will be in accordance with the General Application Regulations.

Equipment provided to reduce the likelihood of an accident includes:

- Mechanical aids to minimise manual handling

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 21 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

- Dedicated storage facilities for high-risk materials.
- Equipment will be hired in for specific tasks as necessary.

Where work equipment such as ladders, PPE, safety harnesses etc. are provided to staff and sub-contractors, the equipment will be sourced from reputable sources, be in good condition and meet the required national and international standards.

4.9 Safety Management System

Citius has implemented ISO 45001:2018 – specification for safety management systems.

In implementing ISO 45001:2018, Citius recognises that effective management of occupational health and safety significantly reduces the company exposure to risk whilst improving profitability and sustainability.

Citius will achieve this by applying the following principles:

- Clearly demonstrating leadership and management commitment.
- Setting objectives leading to improvement of Occupational Health & Safety Performance.
- Having effective hazard identification, risk management and risk controls in operation.
- Ensuring that all employees are competent.
- Communicating and consulting with all stakeholders.
- Having clear lines of accountability and responsibility.
- Having a systematic approach to managing health & safety.
- Monitoring the effectiveness of the management system through audit and review on an annual basis as a minimum.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 22 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

4.10 Policies

4.10.1 Bullying & Violence

Citius is committed to working together to maintain an environment that always encourages and supports dignity. We are committed to complying with the HSA Code of Practice for Employers & Employees on the Prevention & Resolution of Workplace Bullying. Bullying or violence in any form is not accepted or tolerated.

Everybody has a responsibility to ensure that they are not contributing to a culture that encourages bullying or violence. They should be alert to the possibility of bullying behaviour or violence and be familiar with the policies and procedures for dealing with allegations of bullying.

A bullying and violence policy can be found in the Policies section of our Document Control for further details. This identifies the various types of bullying, the procedures to be taken in reporting bullying or acts of violence and the procedures to be taken in dealing with any such report or incident.

4.10.2 Drugs & Alcohol

Working under the influence of drugs and/or alcohol is strictly forbidden. Any breach of this rule will render you subject to disciplinary procedures and likely dismissal.

You should always remember that it is still possible to be 'over the limit' from alcohol consumed the previous night.

If you are being prescribed drugs for any medical condition, it is important to make the situation clear to any doctor who is treating you, that you are required to drive a company vehicle and that you may be required to work at heights as part of your normal duties. Citius will make every effort to find alternative employment/duties within the organisation for staff who are temporarily rendered unfit to drive/work because of prescribed medication, but who are still able to undertake other duties.

You must inform your manager of any medical condition including eyesight conditions, which occur during the course of your employment that might affect your driving/working ability.

4.10.3 Lone Working

The company has identified that the nature of the business involves employees and sub-contractors working in a lone worker situation. This has been identified in a risk assessment and appropriate controls have been put in place to manage and monitor lone workers / working across all operational areas.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 23 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

4.10.4 Driving

All drivers of company vehicles are designated drivers. A list of such drivers and their driving licence details is maintained in the training database. A driving risk assessment has been completed as part of the safety element of the QEHS Management System.

4.10.5 Manual Handling

Manual handling covers lifting, pulling, moving, pushing, carrying and putting down any item. All personnel will be instructed in correct manual handling and lifting methods. Where possible, use must be made of mechanical aids, which are provided. All materials will be stored in such a manner to prevent injury or obstruction to personnel or others who may be involved in the work site. Employees are not expected to lift a load that would likely cause injury. Help must be sought where necessary.

4.10.6 Noise

Citius is committed to complying with all relevant regulation in relation to noise. The effects of noise on workers can be both physiological and psychological. Examples include stress, tinnitus, and over long periods or high noise level exposure, permanent hearing loss may occur. Noise is measured in decibels dB (A).

To determine the level of noise in a normal everyday situation, a rough guide may be used.

This states that when difficulty is encountered when trying to hear a person speaking normally at a distance of 2m, it is likely that the noise level is above 80dB (A).

Citius will take account of the Control Measure Hierarchy when controlling noise. The Control Measure Hierarchy is the process by which control measures for risks identified are decided upon.

4.10.7 Smoking

In compliance with legislation Citius operates a strict No Smoking Policy which includes the use of E-Cigarettes and or Vapes. This applies to all employees, visitors and contractors.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 24 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

5. Care of Sensitive Risk Groups

Citius is fully committed to meeting the requirements of both Health & Safety legislation and Disability & Equality legislation in relation to people in sensitive risk groups such as young or aged, disabled or with specific special needs. Citius has put in place the following resources to ensure the safety, health and welfare of people who may be members of such groups.

An Access Officer

The QEHS Manager has been appointed as the access officer in compliance with the Disability Legislation. The access officer will deal with any issues in relation to the safe access to and from and within the workplace. She will ensure that the facilities provided by the company for its staff use are suitable for use by people in the sensitive risk groups. This requirement also applies to visitors and sub-contractors who may attend at company premises.

An Information Officer

The QEHS Manager has been appointed as the information officer in compliance with the Disability legislation. She will ensure that the equipment and information provided by the company for its staff use are suitable for use by people in the sensitive risk groups. This requirement also applies to visitors and sub-contractors who may use equipment and information sources while working for the company.

A typical example of specific information provided to sensitive risk groups is the dual language documentation and the provision of interpreters for non-national staff.

New & Expectant Mothers

All female staff will be advised on recruitment that they are required to advise their manager, in writing, should they become either pregnant or a new mother. This policy applies to all female staff.

On receipt of a formal notification of pregnancy, recent birth, or breast-feeding, the QEHS Manager & Operations manager will review the Risk Assessments relevant to that person's work. For any risks to which the pregnant/new mother is potentially exposed, and which represent an additional risk because of the pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks.

Following action to reduce the risk(s), the risk(s) shall be reassessed. If the risk(s) continue to remain at an unacceptable level, the pregnant/new mother shall be reassigned to other work for which the risk assessments indicate an acceptable level of risk or placed on sick leave.

When health & safety sick leave is being granted, the employee will be issued with the required certificate, which can be passed to the Dept. of Social Welfare or such department that administers maternity leave at the time. Citius will provide and maintain a suitable room where pregnant / new mothers may take their rest breaks in a degree of privacy and calm.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 25 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

6. Emergency Procedures

Emergency procedures have been drafted for office and site locations. The office emergency procedure is posted in the offices. Site emergency plans are held in the site folder.

6.1 Office Emergency Procedures

All staff and visitors/sub-contractors should make themselves familiar with the emergency evacuation and fire procedures for the office/depot in which they are working or visiting. These procedures are posted on the notice boards and your induction/staff training will include these procedures.

Staff should ensure that any visitors/sub-contractors accompanying them leave the premises in the event of an emergency. Do not re-enter a building after evacuation unless cleared to do so by an authorised person.

6.2 First Aid

Previous experience and risk assessments show that taking account of the scale and type of activity undertaken that the requirement for occupational First Aiders is low. Crew Leaders have undergone basic first aid training and have been trained in administering CPR & Operating an AED safely. There is an AED unit accessible to all in the head office yard which all employees have been made aware of. First aid kits are provided in each crew. Management will keep this matter under review and provide first aid training if a review or risk assessments or other factor shows that it is then necessary to have trained occupational first aiders on every crew.

First Aid Facilities

First aid facilities and equipment can be found adjacent to the safety notice boards in each location. These facilities include first aid kits and safety equipment for use in emergency situations.

First Aid Kits

First Aid kits are installed and maintained in each work location and in each vehicle including sub-contractors' vehicles. The restocking of the first aid kits is the responsibility of the holder of the first aid kit. First aid kits contents comply with the Health & Safety Authority recommended guidelines and contain tasks specific first aid supplies where specific risks have been identified in the risk assessments.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 26 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

6.3 Fire Safety

Fire extinguishers are installed and maintained / replaced (on an annual contract basis) in all work locations including all vehicles.

Fire/Emergency Equipment & Exit Routes:

- Always be kept clear and accessible.
- Not be used for any other purposes e.g., using fire extinguishers to keep doors open etc.
- Not be interfered with.
- If fire extinguishers are discharged (even partially) they must be removed from the fire point and refilled by a competent person. Please inform the contracts manager if extinguishers need to be refilled or serviced.

Evacuation Procedures

Evacuation procedures are discussed as part of the company induction and at site induction.

Drills & Practice

Citius is committed to the preparation of adequate emergency response procedures to cater for identified emergency situations that may arise within the various work sites. To achieve this level of preparation, the carrying out of drills and practices are a core part of our safety activities.

Citius carries out fire drills twice annually in each premises under its control. A record of these fire drills will be kept in the fire register held by the QEHS Consultant. The QEHS Manager will be responsible for arranging the fire drills.

6.4 Accident Management

Citius operates a no blame policy in respect of accident/incident investigation. This encourages openness in the investigation of an accident and makes elimination of repeat accidents easier. The purpose of any investigation is to identify the underlying weaknesses in our management systems and to prevent a re-occurrence or minimise the potential loss from any accident. Managers and staff involved in accident investigation will be provided with suitable training in accident investigation and reporting techniques.

Accident and incident investigation and reporting are detailed in the QEHS Management System Manual.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 27 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

7. Monitoring, Auditing & Review

7.1 General

It is the intention of Citius to regularly audit and review:

- The content of the safety management policy & procedures including:
- The Safety Statement.
- The Risk Assessments.
- Safety Policies & Procedures.
- The implementation of these policies & procedures.
- The effectiveness of these policies & procedures.

These audits and reviews will be conducted using internal and external auditors. A formal review will take place on a yearly basis with the assistance of our QEHS consultants. On occasions reviews will take place that may be prompted by an incident, new legislation, an insurance survey and/or a regulatory body inspection etc. These will form the basis of the informal audit process along with ad-hoc inspections by management and staff.

Safety Audits

Citius views the purpose of safety audits as two-fold. The first and primary purpose is that of monitoring the implementation and effectiveness of the Safety element of the QEHS Management System at various levels throughout the organisation including staff and sub-contractors'. The output from this process is normally an audit report with resultant findings and corrective actions as necessary.

The secondary purpose of the audit is that of coaching and mentoring of staff and sub-contractors. This ensures that the audit process is both proactive and reactive. Mentoring and coaching can include encouragement, recognition of good practice and advice on expected work practices.

Training

Training is recognised by Citius as an important element in the control of risk and the prevention of accidents and losses. It is the policy of Citius that all employees including sub-contractors receive relevant, full and adequate training in work methods and the use of any equipment, which they may use.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 28 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

The contracts manager is responsible for ensuring that employees are provided with the necessary training for the safe performance of their duties. A competence matrix has been prepared based on the work activities conducted by Citius.

Training is provided at commencement of employment and on an on-going basis in accordance with statutory requirements and general good practice. The training may be provided internally by Citius staff who are trained and/or experienced in the relevant discipline being taught or by external companies who are also trained and/or experienced in the topic.

The specific training required for staff and sub-contractors is detailed in the relevant risk assessment documents. This includes details on training frequency and identifies the source of such training.

Records of training provided

A record of all training provided is kept in the Citius Dropbox Competence Matrix file. A copy of the notes used at all in-house training sessions is maintained by the QEHS manager on Dropbox.

8. Chemicals & Hazardous Substances

In Citius, the most common chemicals to be found in the workplace are construction materials, cleaning materials, engine oils / greases and paints. Citius have prepared a list of all hazardous substances in use and held on site.

A register of these chemicals and substances is maintained by the QEHS Manager. Copies of safety data sheets (SDS) for all hazardous substances are held in each crew folder.

The following guidelines will ensure that any potential chemical exposure risk in the workplace is kept to a minimum.

Always:

- Carry out work with chemicals according to the manufacturer's directions.
- Read the labels and Safety Data Sheets supplied with the chemicals.
- Treat chemicals according to the hazards they pose.
- Be aware of the warning signs.
- Wear protective equipment if required.
- Wash off splashes immediately in accordance with the manufacturer's directions.
- Report any spillages or accidents immediately.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 29 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

- Be aware of the location of emergency facilities.












Never:

- Handle chemicals unless you are aware of the potential dangers.
- Smoke where chemicals are in use or stored.
- Eat, drink or smoke without washing your hands after handling chemicals.
- Mix chemicals unless the manufacturer has indicated that it is safe to do so.
- Store chemicals in containers other than those in which they were supplied.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 30 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	







CITIUS LTD

The following symbols are the most common type found in use by Citius employees & contractors.

NEW Pictogram	Number	Hazard Class (CLP)	Old CLP Symbols
	GHS-01	Explosives Self-reactive substances and mixtures, types A, B Organic peroxides, types A, B	 Explosive
	GHS-02	Flammable gases, aerosols, liquids or solids Self reactive substances and mixtures Pyrophoric liquids and solids Self-heating substances and mixtures Substances and mixtures, which in contact with water emit flammable gases Organic peroxides	 Highly/Extremely flammable
	GHS-03	Oxidising gases, liquids and solids	 Oxidising
	GHS-04 NEW	Compressed gases, liquids and solids Liquefied gases Refrigerated liquefied gases Dissolved gases	No current symbol
	GHS-05	Corrosive to metals Skin corrosion Severe eye damage	 Corrosive
	GHS-06	Acute toxicity (Cat 1 - 3)	 Toxic/Very Toxic Harmful

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 31 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

	<p>GHS-07 NEW</p>	<p>Acute toxicity (Cat 4) Skin and eye irritation Skin sensitisation specific target organ toxicity Respiratory tract irritation Narcotic effects</p>	 <p>Harmful/Irritant</p>
	<p>GHS-08 NEW</p>	<p>Respiratory sensitisation Germ cell mutagenicity Carcinogenicity Reproductive toxicity specific target organ toxicity Aspiration hazard</p>	 <p>No current specific symbol Use either</p>
	<p>GHS-09</p>	<p>Hazardous to the aquatic environment</p>	 <p>Dangerous for the environment</p>

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 32 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

9. Infectious Diseases (Covid 19)

Citius takes proactive steps to protect its employees, contractors and visitors in the event of an infectious disease outbreak. We at Citius strive during such times to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace

The company is committed to conducting its business, without exposing its staff, so far as reasonably possible, to injury and ill health at work, by adhering to the provisions of the Safety, Health & Welfare at Work Act, 2005, the Safety, Health & Welfare at Work (General Applications) Regulations 2007-2016 and all other applicable legislation, codes of practice and requirements.

The company recognises Covid-19 as a serious health risk to employees and is committed to following HSE guidelines.

- Covid-19 training, or equivalent must be completed by all employees.
- All staff will be given hand hygiene solutions and adequate cleaning agents.
- All staff are made aware of good hygiene practices including Cover mouth and nose when coughing or sneezing. Tissue must be disposed of safely. If no tissue is available sneeze or cough into elbow.
- No Handshaking policy to be introduced and followed by all company employees.
- All operatives to adopt sensible hand hygiene measures including washing and drying hands with warm water and soap, when possible, where this is not possible use hand sanitizing wipes as provided and dispose of correctly. Avoid unnecessary hand to mouth, hand to nose or hand to eyes contact.
- Working from home is facilitated so far as is reasonably practical.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 33 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

10. Hazard Identification & Risk Assessment Methodology

In addition to the formal risk assessments that make up the safety statement documentation, the safety element of the QEHS management system requires that on-site activities are risk assessed daily by the individual work crews. These risk assessments are recorded on a Job Site Safety Plan (JSSP).

The hazard identification process in Citius is a three-tiered process. Citius has completed risk assessments for each of the operational areas within the company including offices, depots and operational Divisions.

10.1 Hazard Identification Process

The hazard identification process in Citius is a three-tiered process with hazard identification undertaken for routine tasks; for non-routine tasks and finally work site task specific hazards such as local conditions e.g. access & egress that are undertaken on a daily basis by each working crew.

The first level of hazard identification process is undertaken by the operations team, crew leaders and staff representatives. This is done in a workshop format using brainstorming and work process models to generate lists of hazards typically encountered in routine tasks. Once the hazard identification list has been generated and agreed, the team then move on to conduct risk assessments of these hazards.

The non-routine hazard identification process can be implemented either at work planning stage, whereby the operations manager or other project lead identifies an unusual aspect to the project, such as the presence of cellars near road works. He / She will then notify the operations team who will arrange a formal hazard identification and associated risk assessment task. Alternatively, a non-routine hazard may be identified by a work crew when on a specific task. Again, this is sent to the operations manager for the formal hazard identification and risk assessment process. Risk assessments are managed and audited by the QEHS Manager with the assistance when required of our safety consultant Asafe Solutions Ltd.

The third method used to identify hazards is the Job Site Safety Plan (JSSP). These are hazard identification forms completed by each crew when they arrive on site and before they commence a specific task. A JSSP is completed for each individual job or if there are changes to the job during the working day. The JSSP is always available on site as part of the safety communication and planning procedures.

Risk Assessments are controlled via the procedure QEHS Management System-PRO-14-RO Risk Assessment Methodology. Completed risk assessments are held in a specified Folder in Dropbox, QEHS management system. Copies are also contained on-site in crew folders. Crew members are inducted and signed on to all risk assessment documents for they're project.

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 34 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	

CITIUS LTD

Revision No: R8	Reference No: QEHS-M-01	Revision Issue Date: 08/05/2023
Document Title	QEHS Manual	Controller: Annmarie Bolger
Page 35 of 35	This Document is Uncontrolled When Printed, Copied or Removed from the QEHS Drive	