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Safety Statement

For

Welding Inspection Services Ltd.

Final
Rev 19

SAFETY STATEMENT OCTOBER 2018

INDEX OF CONTENTS.

- * WIS Safety Policy
- * Introduction
- * Resources Provided
- * Organisation Structure
- * Work Activities of WIS LTD
- * Assignment of Responsibilities
- * Duties of all WIS Employees
- * Self-employed Persons/Contractors
- * Duties & Responsibilities personnel, pertaining to Radiation Safety
- * Personal Protective Equipment
- * Pregnant Employees
- * Manual Handling
- * First Aid Arrangements
- * Welfare Facilities
- * Emergency Procedures
- * Emergency Equipment available for use at WIS
- * Training
- * Hazard Reporting Procedures
- * Accident/Incident Reporting
- * General Safety Rules
- * Duty of care to non-employees who may be affected by our work
- * General Arrangements
- * Health and Medical Surveillance
- * Safe Operating Procedures
- * Radioisotope Storage
- * Handling and Use of Radiographic cameras, sources, and associated controls and safety equipment
- * Packaging and Transportation of Radioactive sources
- * Purpose & Use of Radiation monitoring devices in Radiography, Personal Monitoring devices.
- * Risk Assessment Forms
- * Review of Safety Statement
- * Safety Statement Acknowledgement Form.

W.I.S. Safety Policy

In accordance with the Safety Health and Welfare at Work Act 2005 and all associated regulations it is the policy of the Welding Inspection Services Ltd. To ensure, so far as is reasonably practicable, the health and safety, while at work, of all employees and the safety of others who may be affected by our operations.

The management and the Supervisory Staff are responsible for the implementation of this Policy throughout the Company. They must ensure that health and safety considerations are given priority in planning and day-to-day supervision of work.

All employees and sub-contractors are obliged and required to co-operate in implementing this Policy and must carry out their own work, in so far as is reasonably practicable, without risk to themselves or to others.

We are committed to continually training all employees in the safe handling and storage of radioactive substances. W.I.S. will comply with all statutory provisions as laid down by the Radiological Protection Institute of Ireland.

The objectives of our Safety Policy are:

- Prevention of Personal Injury
- Prevention of Property damage
- Prevention of Environmental damage

The objective of the Safety Policy can only be achieved through the co-operation and dedication of Management and every employee.



Mr. Liam Rothwell
Managing Director

15.10.18

Introduction

This Safety Statement is prepared in accordance with Section 20 of the Safety Health and Welfare at Work Act 2005, as applicable to Welding Inspection Services Ltd.

The Statement specifies the manner in which the Safety, Health and Welfare of the employees shall be secured. It is based on an Identification of the Hazards and an Assessment of the Risks to safety and health.

The Statement sets out the names and titles of persons responsible for the performance of certain tasks assigned by the Statement.

The General Duties of the Employer and the Employees, as specified in section 11 and 13 of the Safety, Health and Welfare at Work Act 2005 are included in the Statement.

The proposals and recommendations outlined herein have the fullest support of management

Resources Provided

Welding Inspection Services is fully committed to the provision of necessary resources required to manage the Health Safety and Welfare at work of all our employees.

Our Health and Safety resources include that following and are included in the budget each year

- Radiation Dosimeters and Survey Meters
- Radiation cordoning equipment including pennants, cones, cordon ropes, radiation signage etc.
- Personal Protective Equipment
- Safety Training
- Medical Surveillance
- Arrangements for First Aid
- Fire Safety and Maintenance of Fire Fighting Equipment
- Maintenance of all W.I.S plant

Welding Inspection Services Company will make annual provisions to cover the cost of these Health and Safety Requirements.

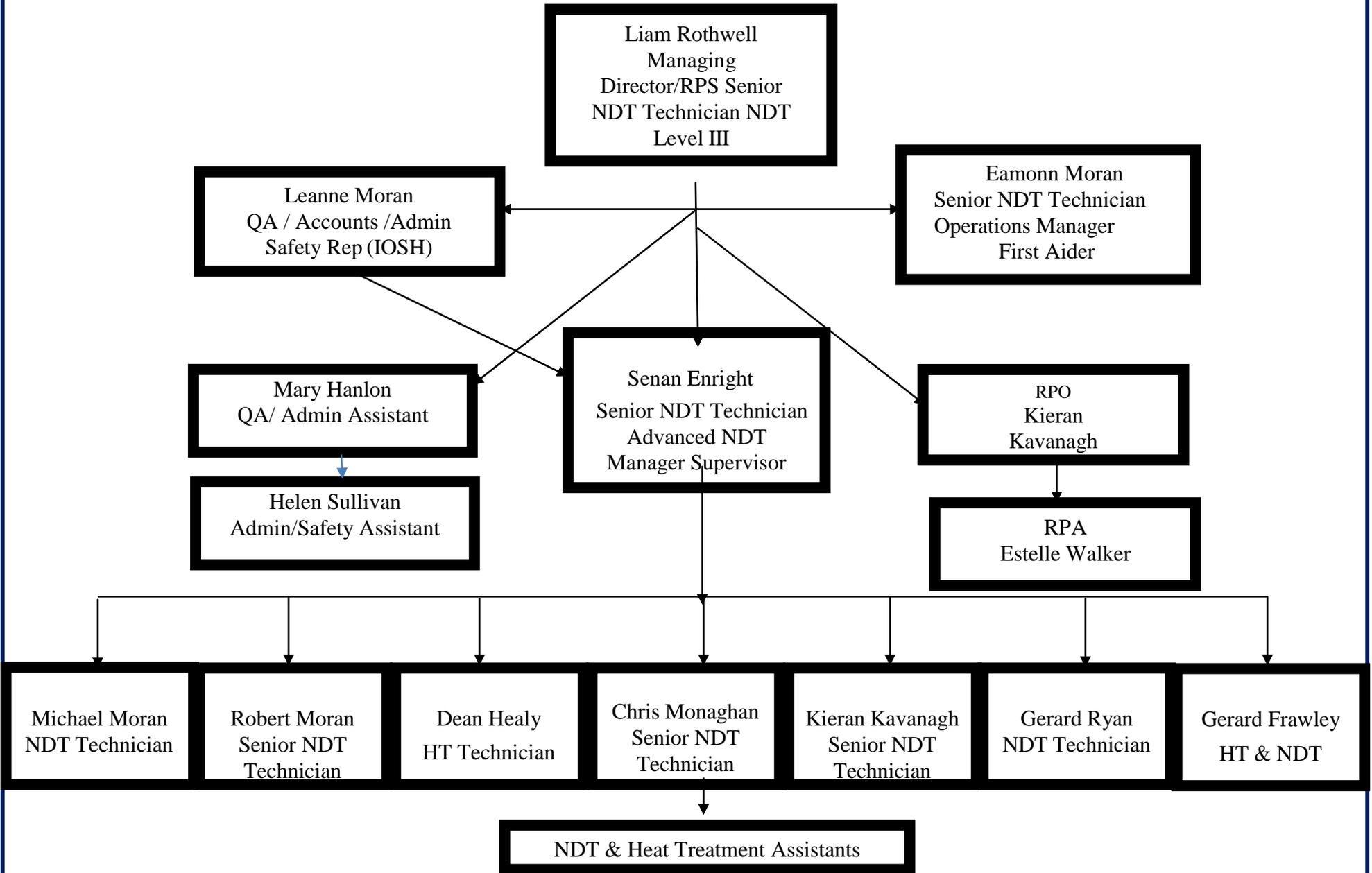
These provisions will be reviewed each year and adjusted appropriately



Mr. Liam Rothwell
Managing Director

15.10.18

WELDING INSPECTION SERVICES LIMITED – ORGANISATIONAL CHART



WORK ACTIVITIES OF W.I.S

The following is a list of the work activities undertaken by welding Inspection services limited.

1. X - ray and gamma-ray radiographic examination,
2. Ultrasonic flaw detection.
3. Ultrasonic corrosion surveying
4. Magnetic particle flaw detection.
5. Liquid penetrant flaw detection.
6. Fibre-optic examinations.
7. Coatings inspections
8. Vacuum box leak testing
9. Welding inspection
10. Weld procedure qualifications
11. Welder approval certification
12. Visual inspections
13. MFL Tank Floor Scanning
14. Phased Array Ultrasonic Inspection
15. Eddy Current Inspection
16. Corrosion Surveying
17. Holiday Detection
18. Time of Flight Diffraction
19. IRIS Inspection – Internal Rotational Inspection Scan
20. ACFM – Alternating Current Field Measurement
21. Heat Treatment – Pre-Heat (PH) & Post Weld Heat Treatment(PWHT)

Assignment of Responsibilities

Duties of the Employer – Welding Inspection Services

Section 8 of the act requires every employer to ensure, as far as is reasonably practicable, the safety, health and welfare at work of all his or her employees. The general duties set out in section 8 are:

- The management and conduct of work activities
- Preventing improper conduct or behaviour (e.g. bullying, violence, horseplay)
- The design, provision and maintenance of (1) safe workplaces (2) safe means of access and egress (3) safe plant and machinery
- Ensure safety and prevention of risk from the use of any substance or articles, from noise, vibration or ionising or any other physical agent at the place of work.
- Provide safe systems of work
- Providing adequate welfare facilities
- Provision of adequate instruction, training and supervision and any necessary information
- Preparing risk assessments and safety statements as required by section 19 and 20 that take account of the general principles of prevention in schedule 3
- Provision and maintenance of suitable PPE where risk cannot be eliminated (having regard to the general principles of prevention) or where such equipment is prescribed.
- The preparation and where necessary, the revision of adequate plans and procedures to be followed and measures to be taken in the case of an emergency or the presence of serious or imminent danger
- To report accident and dangerous occurrences to the Authority as may be required in regulations under the act.
- Obtain, where necessary the services of a competent person to assist in ensuring the safety health and welfare of his or her employees

Duties of all employees of W.I.S

Section 13 of the Act is intended to protect the employee, fellow employees, and any other persons affected by the employee's actions. It provides for a range of duties on employees. An employee must:

- Comply with safety and health legislation, both in the 2005 act and elsewhere.
- Take reasonable care to protect his/her own safety health and welfare at work and that of any other person who may be affected by his/her acts or omissions at work
- Not be under the influence of alcohol or drugs
- If reasonably required by the employer, submit to any appropriate, reasonable and proportionate tests, by or under supervision of a registered medical practitioner
- Co-operate with his/her employer or any other person, as necessary to assist that person in complying with safety and health legislation as appropriate.
- No engage in improper conduct or other behaviour such as violence, bullying or horseplay which could endanger another person at work or his/her safety health and welfare.
- Where safety and health training related to a particular task is required by the employer or legislation, attend and undergo any reasonable assessment required by the employer.
- Correctly use any article, substance and protective clothing and equipment provided for use at work

An employee is required to report to the employer, or other appropriate person, as soon as they become aware:

- Of any defect in the place of work, the systems of work, or in any article or substance likely to endanger him or her or any other person.
- A breach of safety and health legislation likely to endanger him or another person which comes to their attention
- Where work is carried on in a manner which is likely to endanger his/her health safety and welfare or that of another person.

Self-Employed Persons / Contractors

When working for Welding Inspection Services Ltd., self-employed persons shall:

Before commencing work, read this Company's Safety Statement, sign for it and commit to comply with the provisions stated therein.

When requested, submit their safety statement to this company for approval.

When requested, submit their insurance documents to this company for approval.

Self-employed persons must conform to the duties and responsibilities of employers as stated in law.

Self-employed persons have a duty to bring to the attention of the company and anyone else who may be affected, the consequences of the use of any process or materials which may endanger health and safety, which they introduce to places of work under this company's control.

Self-employed persons shall co-operate with this company's supervision and management in providing a safe place of work, safe systems of work, safe plant and machinery and in the use of personal protective equipment and clothing.

Must ensure that they are fully equipped with personal protective equipment and that they wear the said equipment where and when necessary.

Must confine themselves to those areas of the port assigned to them and must refrain from going into areas where they are not authorised to be.

Must commit to attend any safety induction course and safety related training courses organised by this company when they are requested to do so.

Must respond to their duty to report to our supervision, any defect found in plant and equipment, place of work or system of work which they may discover or realise, and to do so without unreasonable delay.

Must obtain the consent of this company before they engage other persons to work on our workplaces.

Self-employed persons must ensure that they are fully aware of their obligations as placed upon them by law with regard to health, safety and welfare.

Duties and Responsibilities of Personnel, Pertaining to Radiation Safety.

Radiographers: radiographers will be responsible, under the direction of the radiological protection officer, for the following:

- (a) Ensuring that they are fully aware of possible hazards associated with the use of radioactive materials and familiar with the fundamentals of radiation protection, the provisions of the radioisotope licence, and the company's "safe operating and emergency procedures manual", a copy of which is supplied to them by the company.
- (b) The safe handling and operation of all radiographic equipment and devices entrusted to their care.
- (c) Ensuring that the items outlined in section (e) below are available prior to removing the equipment from storage and commencing radiographic operations.
- (d) The reporting of any accident or incident, minor or otherwise, any irregularity in their daily dosimeter readings, or any equipment damage or malfunction, to the radiological protection officer.
- (e) Having in their possession at all times during the handling of radioactive equipment, a calibrated survey meter, a t.l.d. monitor, a copy of the emergency procedure and all of the required emergency equipment.
- (f)) the recording of their dosimeter readings.
- (g)) the activities of their assistant on the job-site.

Radiographic assistants will be responsible for complying with the requirements of paragraphs b, d, e, and f of this section. A radiographic assistant will not handle or operate a radiographic source, or x-ray equipment unless under the direct supervision of a certified radiographer

Personal Protective Equipment

As per the General Application Regulations 2007

PPE is supplied to all employees as a last resort of protecting the employee against injury. PPE is renewed annually to all employees. PPE is defined as equipment which is intended to be worn by a person at work and which protect him/her against one or more risks to his/her health or safety.

W.I.S issue the following items to all employees on an annual basis or as required:

Jacket
Overalls
Safety Boots
Safety Glasses
Radiation Safety Equipment
Personal Radiation Dosimeters
(Instados Badges)
Personal bleeper sv with direct read out
Radiation survey meters (monitors)

All employees are obliged under the Safety Health and welfare at work Act 2005 to:

1. Wear any PPE as instructed
2. Maintain it
3. Report any defects/problems with PPE to your supervisor

Pregnant Employees

All Female staff employed by W.I.S should inform Human Resources as soon as they become aware that they are pregnant and provide written confirmation from a doctor if requested. When the W.I.S receives notification that an employee is pregnant a risk assessment will be carried out to ensure the safety of the staff member. W.I.S will ensure at all times we are complying with the Safety Health and Welfare at Work (General Application) Regulations 2007. These regulations cover women who are pregnant, have recently given birth and women who are breastfeeding.

It will be duty of W.I.S to:

Assess any risk to the Safety or Health of employees, and any possible effect on the pregnancy resulting from any activities at W.I.S. If any risks are identified then we must take action to remove, reduce or control the risk. If the risk cannot be removed, we will:

- Temporarily adjust her working conditions and/or hours of work
- offer her suitable alternative work (at the same rate of pay) if available

If either of the two are not feasible we will remove her from work on paid leave for as long as necessary to protect her health and safety and that of her child.

Manual Handling

W.I.S Limited will comply with Manual Handling Regulations of the General Application Regulations 2007 (Chapter 4 of Part 2). Manual handling activities include carrying and moving loads, as well as pushing, pulling, lifting up and putting down. Where manual handling of loads, involves a risk of injury to the back, neck etc. we will take measures to avoid the need for manual handling.

To comply with the above regulations we will:

- a) Take appropriate organisational measures, or use the appropriate means, in particular mechanical equipment, to avoid the need for the manual handling of loads by the employer's employees,
- (b) Where the need for the manual handling cannot be avoided, take appropriate organisational measures, use appropriate means or provide the employees with such means in order to reduce the risk involved in the manual handling of such loads
- (c) Wherever the need for manual handling of loads by the employees cannot be avoided, organise workstations in such a way as to make such handling as safe and healthy as possible
- (d) Ensure that particularly sensitive groups of employees are protected against any dangers associated with Manual Handling e.g. Pregnant Employees
- (e) Ensure all employees complete a Manual Handling Training Course every three years.
- (f) Give employees involved in Manual Handling as much information as possible regarding the load e.g. The weight of each load, the centre of gravity of the heaviest side when packing etc.
- (g) Ensure any task given to an employee is within his/her capability.
- (h) Offer medical surveillance in relation to Manual Handling to those involved.

Employees

If you have doubts or concerns about your ability to lift a load, do not lift it

Visual Display Equipment:

The Display Screen Equipment Regulations apply to employees who are habitual users of display screens.

- The Safety, Health and Welfare at Work, (General Application) Regulations 2007, Chapter 5 of Part 2 outline the requirements that must be adhered to in relation to Display Screen Equipment. Welding inspection services will comply to these requirements.
- We shall purchase and provide appropriate equipment (hardware) and processing systems (software) and a working environment suitable for display screen work
- Each workstation will be risk assessed and appropriate steps taken to reduce risks to employees.
- Offices will be maintained at a comfortable temperature and humidity and the lighting arranged to avoid screen glare.
- We will provide information, instruction and training to employees in relation to the risks associated with VDU work and how these risks are minimised.
- Users of VDU equipment should have activities arranged so as to provide regular breaks from screen/keyboard work (5 mins in every hour)
- W.I.S will offer eye and eyesight tests to employees:
 - Prior to commencing work,
 - At regular intervals thereafter,
 - Or as required.
- All employees are requested to report to their supervisor or manager in the event of any problem with their display screen work, defects in environment or equipment, or personal health status which could affect their ability to work safely and in comfort

Noise

As per the Safety Health and Welfare at Work (General Application) Regulations 2007

Exposure to Noise in our Environment can cause a number of Physiological & Psychological responses.

It shall be the Company policy to carry out a risk assessment where there is a risk of exposure to dangerous noise levels. A competent and specialist noise monitoring company will be employed to carry out a risk assessment if there is a suspicion of dangerous noise levels. Welding Inspection Services Ltd. requires all employees to wear the hearing protection provided where noise levels do not fall below Action Level Number 1.

It shall be Company policy to appraise all employees working in Ear Protection Areas of the risk to hearing caused by excessive noise levels. Where employees are liable to be exposed to noise at work above a lower exposure action value.

The Exposure limit values and exposure action values in respect of the daily noise exposure levels and peak sound pressure are:

1. Exposure Limit Values -

Lex, 8h = 87 dB (A) and Ppeak = 140 dB(C) in relation to 20 uPa.,

2. Upper Exposure Action Values –

Lex, 8h = 85 dB (A) and Ppeak = 137dB(C) in relation to 20 uPa.,

3. Lower Exposure Action Values –

Lex, 8h = 80 dB (A) and Ppeak = 135dB(C) in relation to 20 UPa.,

First Aid Arrangements at W.I.S

It is the duty of W.I.S under the Safety, Health and Welfare at Work Act (General Application) Regulations S.I.No.299 of 2007 to provide First aid facilities in all working locations. These are in the form of:

- An adequate number of first aid boxes at all locations.
- Arrangements for the provision of first aid supplies are in place.
- Adequate certified occupational first aiders are in place. On completion of the training course, individual responsibility will be given to each first aider for the condition and replenishment of stocks in assigned first aid boxes.
- Regular first aid drills with simulated casualties will be conducted each year.
- First aid arrangements will be reviewed each year and any improvements deemed necessary will be implemented.
- Emergency contact lists will be located at all working locations throughout the organisation.

W.I.S First Aiders

Liam Rothwell

Eamonn Moran

Senan Enright

Anthony Russell

Duties of First Aiders

While ensuring their own safety at all times first aiders should:

- Respond promptly to all calls for first aid assistance in their area.
- As far as reasonably practical render assistance for which they are trained to prevent the condition of the casualty from deteriorating
- Take charge of the casualty until recovery is achieved or medical aid has taken over care of the casualty i.e. doctor, paramedics
- Ensure and accident / incident report is completed with department Supervisor / Manager.
- Ensure First Aid boxes are checked periodically.
- Attend refresher training when requested.

Welfare Facilities

Statutory regulations covering welfare facilities are clearly stated in:

1. Safety, health and welfare at work act, 2005.
2. Safety, health and welfare at work (general applications) regulations 1993 amended 2007

Welfare Facilities provided at W.I.S include

- Canteen to suitably accommodate all employees.
- Suitable facilities for boiling water
- Washing facilities are provided with hot and cold running water, and clean dry towels.
- Adequate number of toilets and washbasins with hot and cold running water, soap and drying facilities.
- The provision of Ballygowan drinking water
- All canteens, washrooms, toilets etc. will be maintained in a clean and hygienic condition by cleaning staff on a weekly basis.

Emergency Procedures

Fire

On Discovering a Fire:

1. Operate the nearest fire alarm (break glass unit) and dial 999
2. Give the precise location of the fire.
3. Do not attempt to tackle the fire unless you have been trained to do so.
4. If you have been trained, attack the fire if possible using the appliances provided, but without taking risks.
5. Proceed to the assembly point.

On Hearing a Fire Alarm:

1. Proceed to your assembly point.
2. Close the doors behind you as you leave and if possible close windows too.
3. If you are a wheelchair user or have mobility difficulties which prevent you from using the stairs make your way to the nearest refuge area.
4. Use the telephone to let the Control room know where you are; wait in the refuge area for further instructions.

In the Event of a Fire

1. Remain Calm.
2. Leave quietly without stopping to collect your belongings, without rushing and without attempting to pass others.
3. Lifts must NOT be used.
4. If there is not a designated Fire Warden for your particular floor or work area, on arriving at the assembly report to the Senior Fire Warden and let them know which floor or work area you have come from and whether or not it has been cleared.
5. Remain at the designated Assembly point until you receive further instructions.
6. DO NOT re-enter the building until you are told it is safe to do so by a Fire Warden.

Emergency Procedures

Chemical Agents

Under the Chemical Agents Regulations 2001 all employers must provide a safe working environment for all employees. These regulations place duties on the employers and employees.

At W.I.S there is a step by step approach to identifying all possible means of exposure or danger to employees.

Determine which hazardous substances are present and assess the risk to our employees.

Prevention and control of exposure to these hazardous substances

Protection and Prevention measures

Arrangements are in place to deal with accidents involving hazardous substances

Informing and training employees

Steps to take if someone has come in contact with hazardous Chemicals

1. Immediately contact the relevant emergency telephone no.
2. Check MSDS sheet for instructions on how to treat patient.
3. Contact the nearest First Aider to attend if required.
4. Provide any help necessary as requested in the accident investigation.
5. If the injured person is absent from work due to the accident for more than 3 consecutive working days then an IR 1. form is to be sent to the Health & Safety Authority
6. Employees are reminded that any hazardous substances used at work should be treated with respect.

Please see register of all chemicals along with Material Safety Data Sheets which is available to all employees for their safety and the safety of others. Register can be viewed on site.

Emergency Equipment Available for Use at W.I.S

The required quantity of each of the following emergency items will be available in the radiographic laboratory at all times.

Emergency source container

An emergency source container of a vertical 8"o cylindrically shaped block of lead shielding with a 2" 0 hole through the centre, filled with lead to a height of 2" at the bottom. The container is fitted with carrying handles and a lid with a lead filled projection to close the top of the 2"central opening. It is designed to accommodate a section of front tube containing a source. The emergency container will be adequate to contain safely a 50 curie iridium 192 source with a maximum surface radiation dose of 1 millisieverts per hour. In the event of an emergency, the section of cut head tube or the pigtail is dropped into the 2" hole in the centre of the container with the aid of the long handled tongs and the cover replaced. After use the container will be checked for safe emission before placing it in the storage vault.

Long Handled Tongs

The long handled tongs consists of a gripping device suitable for gripping the outlet cable or the source pigtail, with a long handle. When using the long-handled tongs on an open source, the operator should extend his arms in order to obtain the maximum distance from the source and complete the operation in the shortest time possible.

Long Handled Cable Cutters

The long handled cable cutters consists of an extended cable cutters suitable for cutting the source outlet cable in the event of the source becoming jammed inside it. Before using this, extreme care must be taken to locate the source accurately within the outlet tube. (Refer to paragraph 4.). As the possibility of contamination exists if the cut is made too close to or at the source capsule.

Lead tunnel

The lead tunnel consists of a half cylindrically shaped lead housing within which an outlet tube can be moved freely. This is designed for readily locating and re-shielding by placing the leaden tunnel over the head cable, close to the camera outlet connection. Place a survey meter at a position 20 metres away and perpendicular to the centre point of the outlet tube. Retract the outlet tube through the tunnel by gently pulling the wind out cable and camera backwards (remotely). Meanwhile a second operator will observe the survey meter reading. When the radiation level declines abruptly, then the source capsule is entering the lead tunnel. The source is then reshielded to a safe work Working limit and further steps can be taken to reshield it within an emergency container. If it is possible to free the jammed source. Then the outlet tube can be cut at the front extremity and six inches from the rear extremity of the tunnel, without any danger of damaging the source capsule.

Radiation Warning Signs

These are rectangular or triangular in shape with the internationally known Trefoil Radiation symbol in black on a yellow background.

Training

All employees of this company will receive training in matters pertaining to health and safety, which will relate to the tasks and activities they are expected to carry out, records of training will be held on file.

Such training will consist of the following subjects:

- Legal Duties of the Employees.
- Safe Manual Handling.
- Fire Safety.
- Correct Use of PPE
- Confined Space Entry
- Permit to Work Systems
- Occupational First Aid

Additional specialised training will be given as required for tasks such as

Basic Radiation Safety (minimum Requirement)
MEWP Training

All training conducted and completed will be certified and must be signed for by the trainees.

Where deemed necessary due to changing circumstances and/or new legislation, additional training will be given to all personnel as the need for it is identified.

Certified personnel will be subject to reassessment periodically in line with best practices.

Hazard Reporting Procedures.

It is recognised that the identification and control of hazards is a vital and essential element in any safety programme. All employees are actively encouraged to report all hazards encountered promptly, so that corrective action may be taken before injury occurs.

The following system for hazard control will be implemented at all places of work.

- A hazard recording logbook will be prominently displayed at all places of work.
- Its location and function will be made known to all employees by the supervisor/radiological protection officer.
- Whenever a hazard is recognised the employee will enter it in the log book, showing the date, time, description of hazard, and signature. He must also report the hazard to the supervisor verbally
- The supervisor will review the hazard with the employee, and if he/she agrees with the hazard entry, he/she will take the necessary steps to remove the risk.
- The control measures taken to remove the risk will be noted alongside the hazard entry in the log book.
- Both the employee and the supervisor will then sign the hazard off.
- If the supervisor does not agree with that the entry constitutes a hazard, he will discuss his reasoning with the employee.
- If the employee does not agree with the supervisor's decision on the matter, then the manager will become involved and endeavour to resolve the problem at this level.
- If this fails to resolve the matter, then advice will be sought from a competent safety advisor.

Accident / Incident Reporting

An accident can be defined as “an unintended happening or mishap. It is an unplanned event that results in personal injury or property damage”.

An incident is similar to an accident except that it does not necessarily result in injury or damage (NB. No matter how trivial all incidents should still be reported).

At W.I.S all accidents, incidents or ‘near misses’ must be reported (and form completed) when they occur. Forms must be completed with a Supervisor or Manager. Once the accident/incident form is completed it must be given to the Safety Officer for follow up. All details of the accident, time, the person involved, job being completed, etc. must be filled in on the form.

This applies to injuries received by visitors, sub-contractors, self –employed persons, members of the public, etc., as well as to Company employees.

Accident / Incident reported forms are available to all employees from the W.I.S office.

Steps involved in reporting/investigating an accident:

- Report accident immediately to a designated person (Liam Rothwell)
- Investigate the accident
- Identify the causes
- Report the findings
- Develop a plan for corrective action
- Implement the plan

The Safety Officer will keep a record of all accidents/ incidents for at least ten years.

Accidents that must be reported to the H.S.A for investigation include:

Employees - Accidents, where a person is injured at a place of work and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident.

Self-employed / Contractor - Such accidents are reportable if the person was injured while driving or riding in the vehicle in the course of work, and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident.

Members of the public - Accidents related to a place of work or a work activity where a person requires treatment from a medical practitioner are reportable.

The Health and Safety Authority should be notified immediately of all workplace accidents resulting in death



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Accident/Incident Report Form

Date of incident: _____ Time: _____ AM/PM

Name of injured person: _____

Address: _____

Phone Number(s): _____

Date of birth: _____ Male _____ Female _____

Who was injured person?(circle one) Employee Contractor

Type of injury: _____

Details of incident: _____

Injury requires physician/hospital visit? Yes ___ No ___

Name of physician/hospital: _____

Address: _____

Physician/hospital phone number: _____

Signature of injured party _____ Date: _____

*No medical attention was desired and/or required.

Signature of injured party _____ Date: _____

Return this form to Safety Coordinator (Liam Rothwell) within 24 hours of incident.

General safety rules.

Each employee of welding inspection services limited has responsibility for his own safety and that of others who may be affected by his/her actions at work. The following are basic safety rules which must be known and obeyed by all employees.

- Identify and understand the particular hazards associated with the job, the workplace and the materials and equipment being used.
- If in doubt check with your supervisor.
- Read, understand and comply with all manufacturers instructions which are supplied with the material.
- Never use unsafe or faulty tools, plant or equipment. Report all defects to your supervisor immediately.
- Always wear the necessary safety equipment suitable to the job.
- Never engage in horse-play at work.
- Observe and obey all safety signs.
- Do not consume alcohol before or during work activities.
- Keep access ways clear.
- Never leave openings or obstructions unguarded.
- Never remove or displace barriers or machine guards.
- Operate a clean as you "go system of work", avoiding housekeeping hazards.
- Keep all welfare facilities clean and tidy.
- Know location of first aid facilities, fire extinguishers and emergency telephones.
- Do not wear loose clothing, short sleeves outside, rings or long hair when operating machinery.
- If in doubt about any safety item do ask your supervisor.

**Duty of care to non-employees who may
Be affected by our work.**

The company recognises its duty to persons being non-employees as specified in the **health safety and welfare at work act 2005**. These duties will be fulfilled by using the following procedure:

All persons who could be adversely affected by our work Activity will be informed of:

- The nature of the work.
- The risks arising from the work (possible exposure to doses of ionising radiation which are in excess of the statutory permissible maximum dose.)
- Details of control measures in place to prevent such an Exposure.

They will be notified of the location and timing of the activities which could give rise to such exposures.

The work area will be cordoned off to a distance sufficient to encompass an area at the extremes of which, the dose rate will be below the statutory maximum level.
This will be confirmed by use of radiation survey meters.

Radiation signs bearing the radiation trefoil symbol will be hung at intervals not exceeding 4 meters on the cordon Rope. No point of the boundary will be without warning signs.

If the customer's process operation would be disrupted by the cordoning off of the area, then the radiography will be carried out at any other time to suit the customer.

The radioisotope or irradiating apparatus will never be left unattended while exposed.

A flashing amber lamp will operate at close proximity to the source during each exposure. This warning lamp will function automatically upon detection of radiation.

General Arrangements

Smoking Policy

Welding Inspection Services Ltd. is fully committed to establishing a healthy environment for all staff and students by introducing and maintaining a smoke free policy. The objective of this policy is to eliminate exposure of staff and students to Environmental Tobacco Smoke.

Smoking is prohibited in all areas of W.I.S and any area where we carry out operations.

W.I.S will take appropriate managerial action at all levels to ensure that this smoke-free policy is implemented in a fair and consistent manner at all times and reserves the right to impose penalties on any individual who is found contravening its smoke free policy.

Employees who wish to smoke may do so outdoors in areas where smoking outdoors either during official breaks or while working outdoors, or while travelling in their own vehicles where this does not pose a risk to safe driving

General Arrangements

Drugs & Alcohol Policy

Welding Inspection Services Ltd. accepts fully its obligations to provide employees with a safe workplace and as part of this obligation, to ensure that all employees are capable of performing the work which they are asked to do. The company therefore expects all employees to be free from the influence of alcohol, drugs or substances of abuse while on work or on call.

The company considers the following to be a breach of its policy:

- The consumption of alcohol, drugs or substances of abuse while at work or on-call
- Reporting for work under the influence of alcohol, drugs or substances of abuse
- Using or being in possession of controlled substances while on company premises or on company business

However, we do not prohibit employees from consuming alcohol at social or business functions that we sponsor where alcohol is served, or while entertaining customers or prospective customers. However, at these functions, employees may not consume alcohol to the point of intoxication or to the point where they endanger their own safety or the safety of others nor may they consume alcohol if they are going to drive.

General Arrangements

Environmental Policy

The company recognises the duty of care for waste management established under the environmental legislation

The company is committed to improving their environmental performance through the introduction of new initiatives, such as energy conservation and waste minimisation.

The company realise the need to establish an environmental culture through the formulation and implementation of an environmental policy.

The environmental policy, endorsed by the managing director, is a declaration of the company commitment to improve the quality of the environment.

The environmental policy is not viewed in isolation, but as an integral part of the company business policies.

The objectives of the environment policy are:

- Meet, and where possible exceed, the requirements of all applicable legislation and regulations.
- Incorporate environmental factors into business decisions.
- Establish a method to assess the environmental impact of a product.
- Conserve energy and other natural resources.
- Minimise the use of raw materials and reduce waste through better waste management.
- Provide staff with environmental awareness training.
- Publish the environmental policy and consult with clients, contractors and employees.

General Arrangements

Bullying Policy

Bullying can be defined as "repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work."

Welding Inspection Services is committed to providing all of our employees, and those who work with our organisation and within our workplace, with a work environment that is free from Bullying / Harassment / Sexual Harassment.

All employees working for W.I.S have the right to be treated with dignity and respect.

All complaints of bullying at work will be treated fairly.

Any person or person alleged to have bullied will be afforded natural justice and treated with fairness, sensitivity and respect the need for confidentiality with all parties concerned

Any complaint of bullying which is found, following investigation, to be vexatious will be dealt with through the disciplinary procedure.

Any employee whom makes a complaint will not be victimized.

Management of W.I.S will strive to prevent bullying at work.

The below named can be approached at any time, all complaints will be taken seriously and followed through to resolution.



Mr. Liam Rothwell
Managing Director

15.10.18

Health and medical surveillance

All employees of Welding Inspection Services Limited who carry out radiographic duties are classified as category "A" workers (i.e. They are likely to receive an effective dose of ionising radiation in excess of 15 millisieverts per annum), and are subject to routine medical surveillance appropriate to the work being undertaken. This will entail a pre-employment medical examination for all new employees, and a routine medical examination for all employees at a frequency not exceeding 36 months. WISL will notify persons that they have been designated as Category 'A' workers.

All Category 'A' workers will be subjected to an annual medical surveillance, and the results will be maintained in the employee's health record.

WISL must notify the Approved Dosimetry Service that the individual is a category 'A' worker. Their radiation dose records will be retained until the individual reaches the age of 75 or for at least 50 years.

If any worker has received, or is suspected to have received, an effective dose in excess of 20 millisieverts, that person will immediately undergo a special medical examination.

It is the responsibility of the radiological protection officer (RPO) To ensure that these provisions are adhered to and to maintain full records of all medical exams and incidents.

The Doctor will be provided with the Dosimetry results and sickness records for the individual on request.

The Doctor will designate the worker as fit, subject to certain conditions, or unfit to work with ionising radiation and record the information in a health record.

The special medical examination will depend on the circumstances and the extent of the overdose, and will be decided by the examining doctor.

The appointed doctor carrying out medical examinations on W.I.S Ltd. Personnel is Doctor Eileen Cassidy, The Brandons, Foynes, Co. Limerick. Blood analysis tests are carried out and results of blood tests are attached to the health register.

Duties of all Radiographers

- All personnel will be supplied with a pocket dosimeter & TLD. The TLD will be worn for a 4 week period before replacement. These items will be worn at all times during radiographic work. Each individual must log results from the dosimeter on the job sheet. This will be checked by the RPO.
- If a TLD is lost, the RPO must notify the HSE Approved Dosimetry Service, so that a replacement can be issued and an estimation of dose must be calculated.
- Any dose exceeding 100µSv per day or 0.5mSv per month will be investigated by the RPO.
- If there is any reason to suspect that any person has received an over-exposure, the procedures detailed in the contingency plans must be followed.

Safe Operating Procedures

Working at Height

Work at height is work in any place, including a place at, above or below ground level, where a person could be injured if they fell from that place. Access and egress to a place of work can also be work at height

The legislation which covers working at heights is General Regulations 2007 (SI 299 of 2007)

At W.I.S we manage working at height by:

- Avoiding work at height where reasonably practicable
- Using work equipment to prevent accidents where working at height cannot be avoided
- Carry out a Risk Assessment prior to working at height
- Control any risks that may be present
- Ensuring any place where working at height is required is assessed for safety
- Ensure there is an appropriate weather condition before working at height
- Planning, organising, and supervising any work at height.
- Ensuring anyone working at height is instructed and trained to do so
- Inspect work at height equipment on a regular basis and note any defects

Employee training is the key element to working at height safely. All of our employees will be trained and certified to work at height. W.I.S employees should be aware of the safe systems of work when working at height.

Confined Space Entry

Confined Space can refer to any place, including any vessel, tank container, pit, bund, chamber or any other similar place where there is a risk of death or serious injury from hazardous substances or dangerous conditions.

- When any W.I.S. employee is working in a confined space the confined spaces regulations 2001 will apply:
- No employee will enter a confined space unless it is absolutely necessary
- If entry into a confined space is unavoidable, always follow a safe system of work.
- Always put in place adequate emergency arrangements before the work starts.
- Only trained and competent people may carry out confined space work.
- Ensure a permit to work is filled out by anyone necessary.
- All mechanical and electrical equipment must be isolated and a check made to ensure isolation is effective.
- Ensure the entrance is big enough for the worker and his/her equipment.
- Increase the number of openings in the confined space to improve ventilation where possible.
- Only low voltage equipment will be used.
- A breathing apparatus will be used when the air inside the confined space is not fit for breathing
- There will always be a door person present when staff are working in a confined space.

Safe use of Abrasive Wheels, Angle Grinders and Disc Cutters at W.I.S

Only persons trained to the standard required by the SAFETY IN INDUSTRY (ABRASIVE WHEELS) REGULATIONS, 1982 and issued with a certificate of competence are allowed to mount an abrasive wheel on a disc cutter or grinder.

- Before using an abrasive wheel ensure it is mounted on the correct spindle.
- Ensure the correct disc for the application.
- Check the wheel very thoroughly for wear, cracks or any other damage before use.
- Ensure that the machine guard is fitted properly in position
- Always wear protective gloves, goggles, hearing protection and a dust mask suitable for the nature of the dust being generated.
- Always use the correct tool when changing wheels or discs
- Ensure sparks are controlled so that they will not cause fires.
- Have a fire extinguisher to hand if working near flammable materials
- Regularly inspect the equipment and note any defects

N.B. – For works at AAL, special guards are required on all Grinders for additional safety. Only grinders which are on the AAL Register may be used on site.

Magnetic Particle Inspection

- All personnel must have either of the following qualifications to carry out MPI testing:
 1. ASNT Level II Cert
 2. PCN Level II Cert
- Area must be well ventilated for using Contrast Aid Paint

The following PPE must be worn for MPI Testing

- Safety Glasses
- Safety Boots
- Hard Hat
- Safety Gloves
- Overalls

- Ensure the area to be inspected has been cleaned mechanically or chemically.
- Ensure area is well lit (500 Lux).
- Spray the area to be inspected with the white contrast paint.
- Spray the area with black ink.
- Apply magnet across the weld.
- Follow with a second coat of black ink.
- View the weld as the current is flowing in the magnet. (Permanent magnet may be also used)
- Record indications as detected with photographs.
- All results will be detailed in the final report.
- See procedure no. WIS-MPI-001 – GENERAL MAGNETIC PARTICLE

Safety Precautions for Using Contrast Aid Paint & Black Ink

Harmful if inhaled

Keep in a cool, well ventilated place away from direct sun light.

Do not breathe the vapour or spray

Avoid Contact with Skin or Eyes

Do not apply the spray on hot surfaces, smoke or weld.

Always wear suitable PPE

The material and its container must be disposed of in a safe way

Dye Penetrant Inspection

- All personnel must have either of the following qualifications to carry out DPI testing:
 1. ASNT Level II Cert
 2. PCN Level II Cert
- Area must be well ventilated for using Liquid Penetrant, developer and Cleaner

The following PPE must be worn for DPI Testing

- Safety Glasses
- Safety Boots
- Hard Hat
- Safety Gloves
- Overalls

- Ensure the area to be inspected has been cleaned mechanically or chemically.
- Ensure area is well lit (500 Lux).
- Spray the area to be inspected with the Dye Penetrant and leave for 10 -15 mins.
- Apply cleaner to clean cloth and remove excess penetrant on inspected surface.
- Spray developer on the area and leave for 10 - 15 mins.
- Area can now be viewed for any defects.
- Record indications as detected with photographs.
- All results will be detailed in the final report.
- See procedure No's. WIS-DPI-001 – SOLVENT REMOVABLE DPI
WIS-DPI-002 – WATER WASHABLE DPI

Safety Precautions for Using Contrast Aid Paint & Black Ink

Harmful if inhaled

Keep in a cool, well ventilated place away from direct sun light.

Do not breathe the vapour or spray

Avoid Contact with Skin or Eyes

Do not apply the spray on hot surfaces, smoke or weld.

Always wear suitable PPE

The material and its container must be disposed of in a safe way

Radiography - General

- All personnel must have basic Radiography Safety and Radiography in one of the following:
 1. ASNT Level II Cert
 2. PCN Level II Cert

The following PPE must be worn for Radiography Testing RT

- Personal Radiation Dosimeters
- Personal alarming dosimeter with direct read out.
- Radiation survey meters (monitors).
- Safety Glasses/Goggles (Whichever is appropriate).
- Safety Boots
- Hard Hat
- Overalls
- Permit must be received from Site Safety Officer to carry out Radiography on site. Ensure all correct information is given regarding equipment and strength of source (Ci)
- Once authorisation is received begin roping off the area to ensure that the radiation survey meter does not exceed $2.5\mu\text{Sv/hr}$ outside of roped area

The following equipment must be used when performing radiography on any site

- Gamma Alarm
- Survey Meter
- Rope with warning pennants attached
- Tech Ops Equipment (Radiation Source)
- Wind out
- Front Tube
- Collimator

- Set up first shot, and technician must walk the area to ensure there is no unauthorised personnel within the roped off area.
- Once area has been checked radiography may commence.
- Cordoned area must be surveyed during & after each exposure.
- Once radiography has been completed, all equipment must be disconnected before rope can come down.
- Return signed permit to site Safety Officer to ensure radiography has been completed to his/her satisfaction.
- Radiation survey meter must be turned on during all works in Designated Radiation compound & on site works. Specific radiation survey meter located in the radiation compound.
- All licenced items are services annually by HTSL Limited UK.
- See procedure no. WIS-RT-004 – X & GAMMA GENERAL RADIOGRAPHY

Radiography - Rusal Aughinish Specific – Site Radiography (other than workshop)

- All Radiographers must have basic Radiation Safety and Radiography in one of either ASNT Level II or PCN Level II.
- Assistant Radiographers/Barrier control must have basic radiation safety training.
- The following PPE must be used for Radiography Testing RT on site. Personal Radiation Dosimeters, Personal alarming dosimeter with direct read out, Radiation survey meters (monitors), Safety Glasses/Goggles (Whichever is appropriate), Safety Boots, Hard Hat, Long sleeves/Overalls.
- Initially, the AAL RPO and SPF must be emailed a Notification of intent to carry out radiography on site in as timely a manner as possible. This will come from WIS office. This includes site work out of normal working hours.
- On arrival at work location, the Radiographer must go to the control room & notify the CRO of the Radiography location. He then sets up the radiation cordon to ensure that the radiation survey meter does not exceed $2.5\mu\text{Sv/hr}$ outside of the cordoned area. A test exposure is made and radiation levels checked all around the cordon and at work levels above and below the site of radiography. The cordon is extended where necessary to ensure readings of less than $2.5\mu\text{Sv/hr}$. He must then return to the CRO and leave the Site Radiography Notification with him, with 1st section complete.
- The following equipment must be used when performing radiography on site: Gamma Alarm, Survey Meter, Rope with warning pennants attached, QSA Sentinel Equipment (Radiation Source), Wind out, Front Tube & Collimator
- Set up first shot, and technicians & assistants must walk the area to ensure there is no unauthorised personnel within the roped off area.
- Once area has been checked radiography may commence.
- Cordoned area must be surveyed during & after each exposure.
- Once radiography has been completed, all equipment must be disconnected before rope can come down.
- Once radiography is complete the Radiographer must return to the CRO, inform he is finished and both the CRO & Radiographer need to sign off on the 2nd section of the Site Radiography Notification. The white page needs to be left with the CRO.
- All licenced items are serviced annually in line with our EPA Licence.
- Aughinish Alumina Limited's SWM 7104 is attached for further information.
- All EPA/ORP rules still apply to site works at AAL.

Radiography - Rusal Aughinish Specific – Radiography in designated compound

- All Radiographers must have basic Radiation Safety and Radiography in one of the following:
ASNT Level II Cert
PCN Level II Cert
- Assistant Radiographers must have basic radiation safety training.
- The following PPE must be used for Radiography Testing RT on site.
Personal Radiation Dosimeters, Personal alarming dosimeter with direct read out, Radiation survey meters (monitors), Safety Glasses, Safety Boots, Long sleeves/Overalls.
- There is a fixed hard barrier on the perimeter of the designated radiation compound. The barrier must be checked periodically to insure that the readings do not exceed $2.5\mu\text{Sv/hr}$ outside of the barrier/fence. Prior to the commencement of radiography the red flashing lights at the main gate must be switched on to show all that radiography is about to take place or is taking place. The front main gate will be closed & bolted and Red flashing beacons will be on. The smaller side gate will need be bolted and a chain and radiation sign across it internally during radiography, this is to prevent unclassified workers from entering when Radiography is in progress.
- Once radiography is in progress all access to the compound must be closed off to all persons other than classified workers. The following equipment must be used when performing radiography in the compound:
Survey Meter, QSA Sentinel Equipment (Radiation Source), Wind out, Front Tube & Collimator
- Once radiography has been completed, all equipment must be disconnected before gates can be opened and access to the compound allowed to all.
- All licenced items are services annually by HTSLLimited UK in line with our EPA Licence.
- Aughinish Alumina Limited's SWM 7104 is attached for further information.
- All EPA/ORP rules still apply to RT work in the compound at AAL.

	<p style="text-align: center;">Aughinish Alumina Ltd.</p> <p style="text-align: center;">Standard Work Method</p>	<p style="text-align: center;">Title: Control of Contract Radiography</p>
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1.0 OBJECTIVE:

To confirm that the controls used during Radiographic Surveys carried out on site and in the Radiographic Compound by the Welding Inspection Contractor meet specified requirements and ensure the safety of people working on site.

2.0 RESPONSIBILITY:

Who	What
Radiographic Inspection Contractor	<ul style="list-style-type: none"> • is responsible for conducting all surveys in a safe manner in accordance with procedures specified in his/her Radiation Safety Procedures manual, • the conditions specified in the Environmental Protection Agency/Office of Radiological Protection (EPA/ORP) Licence • and as set out in the contract of employment with AAL. • He/She shall ensure that the all persons on the Aughinish site, including the contractors own personnel, are not exposed to radiation doses above the specified limit. • The contractor has necessary controls in place during radiographic work and for the maintenance of all equipment as specified in the Radiation Safety Procedures Manual. • Informs by email, the RPO and SPF of planned on-site radiography in advance. • Informs CRO of location of radiography before entering the area. • Fills out a work permit for site radiography and has countersigned by area CRO.
AAL Radiation Protection Officer (RPO)	<ul style="list-style-type: none"> • is responsible for ensuring that the above requirements for the Welding Inspection Contractor are met • carries out a programme of regular audits, with follow up actions to address issues arising

Prepared by: B Loughlin R McLean Date: 7-May-03	<table border="1" style="width: 100%;"> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">Signature</th> <th style="width: 33%;">Date</th> </tr> <tr> <td>Safety Coordinator</td> <td></td> <td></td> </tr> <tr> <td>L6 Coordinator</td> <td></td> <td></td> </tr> </table>	Name	Signature	Date	Safety Coordinator			L6 Coordinator			Reference No. SWM 7104	Issue 1
Name	Signature	Date										
Safety Coordinator												
L6 Coordinator												
Revised 21/06/18 <i>Jason Clohessy</i>		Page 41 of 68	Revision 4									

	<p style="text-align: center;">Aughinish Alumina Ltd.</p> <p style="text-align: center;">Standard Work Method</p>	<p>Title: Control of Contract Radiography</p>
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3.0 REFERENCES

- 3.1 Audit check sheet for Radiographic compound.
- 3.2 Audit check sheet for site radiography
- 3.3 Contractors Radiation Safety Manual

4.0 DETAIL:

- *Planned inspections of the Welding Inspection Contractor will be carried out four times per year, three of on-site radiography and one of the radiographic compound (exposure bay).*
- Audit team members to include RPO (Laboratory Facilitator) and or deputy RPO (Laboratory Technologist), a member of Safety Dept and a representative from the NDE / Project Engineering team.
- Audit forms to be used are:
 - **Audit Check Sheet for Radiographic Compound**, for exposures within the contractors compound and;
 - **Audit Check Sheet for Site Radiography**, for exposures within the plant area.
- An Action List will be generated by the Audit Group to address any deficiencies arising from the audit and recording actions as they are completed

5.0 RECORDS:

A hard copy of the Audits and subsequent remedial actions will be retained by the RPO.

Prepared by: B Loughlin R McLean Date: 7-May-03	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Name</td> <td style="width: 33%;">Signature</td> <td style="width: 33%;">Date</td> </tr> <tr> <td>Safety Coordinator</td> <td></td> <td></td> </tr> <tr> <td>L6 Coordinator</td> <td></td> <td></td> </tr> </table>	Name	Signature	Date	Safety Coordinator			L6 Coordinator			Reference No. SWM 7104	Issue 1
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Revised 21/06/18 <i>Jason Clohessy</i>		Page 42 of 68	Revision 4									

Date: _____

Audit Team

Location

Check Sheet for Audit of on Site Radiography

1. Work Permit

Yes	No

CRO informed
Comments _____

2. Cordon

Rope off is complete (include access from above and below)
Sufficient radiation pennants
Flashing amber light close to source location.
Dose rate at cordon; Maximum <2.5 uSv

Comments _____

3. Radiographers

Two radiographers on the job.
Source always attended, area patrolled

Comments _____

4. Radiographer Personal Safety Equipment

Survey meter - in calibration
T.L.D. badge
Pocket Radiation Alarm - In calibration

Comments _____

Ultrasonic's

- All personnel must have either of the following qualifications to carry out UT testing:
 1. ASNT Level II Cert
 2. PCN Level II Cert

The following PPE must be worn for UT Testing

- Safety Gloves
- Overalls

- Ensure the area to be inspected has been cleaned mechanically or chemically.
- Ensure area is well lit (500 Lux).
- Record indications.
- All results will be detailed in the final report.
- See procedure No's. WIS-UT-001 – GENERAL ULTRASONIC TESTING

Safety Precautions for carrying out UT testing

Avoid Contact with couplant to Skin or Eyes

Always wear suitable PPE – disposable gloves.

Dispose of all waste correctly

Radioisotope Storage

Source storage: all radioactive materials, when not in use, will be contained within an approved locked container which will be stored within a locked, seem-isolated, windowless mass concrete or steel structure. The storage facility will be clearly marked at all times by means of appropriate "radioactive material" signs, of a size that is clearly visible. These signs will also bear the name and telephone number of the radiological protection officer so that a 24 hour service will be maintained in case of an emergency. The radiation level around the perimeter of the storage facility will not exceed 2.5 microsieverts per hour at any time.

When camera is returned to the storage facility, a calibrated survey meter will be used to ensure that the radiation level is not in excess of the above dose at the perimeter of the structure. Periodic checks will also be carried out to ensure that this level is not exceeded.

In the event of a reading in excess of 2.5 microsieverts per hour being recorded, the following remedial action will be taken:

- *Erect a boundary at the 2.5 microsieverts/hour level, within which only classified personnel can enter.*
- *Using a survey meter, in good working order and with a current certificate of calibration, the source of leakage should be located.*
- *Once the source of leakage is located and the cause determined, the source will be reshielded within its own container, if necessary, ensuring at all times that exposure to personnel is kept to a minimum.*

In the event of a forcible entry or theft, the local Gardai and R.P.I.I. will be notified as soon as possible. It is the responsibility of the radiological protection officer to ensure compliance with all the afore-mentioned regulations.

The storage facility will be used only for the storage of sealed radioactive sources.

Handling and use of radiographic cameras, sources, and associated controls and safety equipment

Radiographic camera

All radiographic cameras will be the cable operated type and will comply with the following requirements:

1. Be approved by the R.P.I.I for the source strength contained within.
2. Be protected with fire resistant material.
3. Be provided with a locking device which prevents movement of the source when in the locked position.
4. Be conspicuously marked with permanent radiation warning signs.
5. Be so designed that at no time will it be necessary for the operator to be exposed to a radiation field in excess of 100 microsieverts per hour, excluding extremities, while handling the camera.
6. Be clearly marked by means of tags bearing
7. The source type and strength of manufacture.
8. The camera type, serial number, and maximum source activity for a given isotope.
9. The owners and radiological protection officers' name and telephone numbers, and that of an alternative, in case of emergency.

Removal of cameras from storage.

Before a radiographic camera is removed from storage, the radiographer will have in his possession, a survey meter, a T.L.D. monitor and a pocket dosimeter.

Authorisation is required from the radiological protection officer before removing a camera from the source storage area.

The radiographer will check the following:

- a) The radiation emission at the surface of the projector must not exceed 2mSv/hr or 100 μ Sv/hr at 1m. If so, an alternative camera will be used and the abnormality reported to the radiological protection officer.
- b) That the camera locks and safetyplugs are in position and functioning properly.
- c) The pigtail connector and the visible end of the pigtail wire for any signs of wear or damage.
- d) The winding mechanism, paying particular attention to the connector. Check that the clearance in the gap is in order. This can be checked by means of a clearance gauge. Check the first '6' of the inner cable for signs of wear or damage. Also check the cranking mechanism and outer cables for signs of damage.

- e) Check the head (front) tube for kinks which could restrict the source movement and cause it to jam.
- f) If everything on the above checklist is order, the equipment may be removed from storage. If not, the radiological protection officer should be notified and alternative equipment used.
- g) Log removal and return of the camera from the store in the log book.

Camera Operation

Cameras will not be operated on any location unless:

1. The emergency equipment is available.
2. The job location is marked in the camera log book.
3. The operation is supervised by an approved radiographer.
4. All personnel involved in the operation are monitored fully in accordance with section three.
5. A consignment of rope and radiation warning signs are available to demarcate the boundaries of the work area.

Procedure:

- Select the appropriate source strength.
- Place the camera in a secure position at the job site.
- Connect the outlet tube and wind-out cables to the camera and attach the collimator to the outlet tube end.
- Position the outlet tube end in the focal position on the item being radiographed.
- Evacuate the area surrounding the source for a distance of 35 meters.
- Erect a cordon at that point encompassing the area.
- Expose the source and fully monitor the area at the cordon.
- The dose rate at the rope must not exceed 2.5 microSieverts per hour.
- Radiography may commence when the radiographer has visually confirmed that the controlled area has been vacated.
- For the Gamma Source, sound the klaxon for 10 seconds prior to exposing the source and activate the flashing warning light when the source has been exposed.
- The flashing warning signal should be turned off when the exposure has ended and the source is made safe.
- Expose the source and fully monitor the area at the cordon, the dose rate should be 2.5 μ Sv/hr at maximum.
- During the first exposure the dose rates at the barriers must be measured. If they exceed 2.5 μ Sv/hr, the barriers must be relocated.

It is the responsibility of the radiographer in charge to ensure that neither classified nor unclassified personnel will be permitted to enter within this zone while radiography is in progress. i.e. process or maintenance operators will not be allowed to linger near the boundaries of this zone.

In the event that the zoning seriously affects the client's operation of the plant, then the radiography will be interrupted or performed only at specific times to suit his operations. Radiographers will ensure that at all times that a collimated beam of radiation is directed toward the ground or upwards when working in occupied sites.

After each exposure using Gamma Sources, a check should be carried out with a dose-rate meter to ensure that the source is fully retracted into its shielded container.

The source projector must be returned to the WIS premises for secure storage at the end of each working day.

Use of X-Ray equipment, and safety equipment

X-Ray Equipment.

All X-Ray equipment will be electronically operated type using a control panel, and will comply with the following requirements:

1. Be approved by the R.P.I.I and serviced annually.
2. Be stored in a safe location.
3. Be conspicuously marked with permanent radiation warning signs.
4. Be so designed & used that at no time will it be necessary for the operator to be exposed to a radiation field in excess of 100 micro Sieverts per hour.
5. Be clearly marked by means of tags.
6. Be used safely, with radiation direction preferential to safe working.

Procedure:

- Place the X-Ray unit in a secure position at the job site.
- Connect X-Ray unit to power supply and warm up unit.
- Position the focal spot position on the item being radiographed.
- Evacuate the area surrounding the X-Ray unit at 20 meters initially.
- Erect a cordon at that point encompassing the area.
- Activate the X-ray unit and fully monitor the area at the cordon.
- The dose rate at the rope must not exceed 2.5 microSieverts per hour.
- Radiography may commence when the radiographer has visually confirmed that the controlled area has been vacated.
- During the first exposure the dose rates at the barriers must be measured. If they exceed 2.5 μ Sv/hr, the barriers must be relocated.
- TLD's & EPD's must be worn by any technician carrying out X Radiography.

Removal of X-Ray unit's storage.

Before an X-Ray unit is removed from storage, the radiographer will have in his possession, a survey meter, a T.L.D. monitor and an electronic pocket dosimeter (EPD). Authorisation is required from the radiological protection officer before removing an X-Ray Unit from the source storage area.

Packaging and Transportation of Radioactive Sources

The purpose of this section is to outline the company procedures for packaging and transportation of radioactive sources and the maintenance of records of same.

It is the responsibility of the RPO to ensure that shipments are packaged and transported in accordance with the relevant road/air regulations.

Transport of Radiography sources by road.

- The source projector should be placed in the transportation case (Peli) and then into the vehicle.
- Only WIS staff may travel in the vehicle and they must have a monitor.
- Appropriate Class 7 placards should be placed on the side & rear of the vehicle.
- An orange plate should be displayed on the front & rear of the vehicle.
- The source container should have two category labels attached to it (one on each side), the appropriate category can be determined in table 1 below. Category is determined by taking two measurements, one on the surface and one from 1m from the source projector. Category labels should be completed with the TI, radionuclide present and the activity.
- A consignor's certificate should be present.
- ADR "Instructions in writing" to be carried.
- The source projector must be logged out and in of the source store.

Where a source is being returned to HTSL an IATA dangerous goods note will be required and an EU transfrontier shipment of sealed sources form must be completed by the RPO. Copies of these forms, duly completed, will be maintained on file at all times.

DESIGNATION OF CONTROLLED AREAS:

FIXED CONTROLLED AREAS

The following areas are designated as Controlled Areas:-

- (i) The entire NDT enclosure, bounded by the walls and entrance door
- (ii) The entire roof area

Entry to the above Controlled Areas is prohibited except:-

- (i) As classified workers, radiographers can enter the NDT enclosure when the exposure has terminated.

Transport Index (dose-rate in mR/hr or μ Sv/hr at 1m \div 10)	Maximum Dose-Rate on Surface of Source Projector		Category
0 (<0.5 μ Sv/hr at 1m)	mR/hr	μSv/hr	WHITE I
	Not more than 0.5	Not more than 5	
Greater than 0 but less than 1	Greater than .5 but less than 50	Greater than 5 but less than 500	YELLOW II
Greater than 1 but less than 10	Greater than 50 but less than 200	Greater than 500 but less than 2000	YELLOW III

- (ii) Non-classified persons such as maintenance engineers may enter either Controlled Area under the appropriate system of work below:-

Persons who have not been designated as classified workers may enter the NDT enclosure providing that either

- (i) The person is accompanied by a classified radiographer at all times

or

(ii) The key to the x-ray panel has been removed and the source projectors have been locked away. All keys must be in the custody of the RPO.

NDT ENCLOSURE - RADIOGRAPHY USING 880 SOURCE PROJECTORS

(1) The equipment should not be used without a collimator fitted. The collimator chosen should minimise the beam size to that required for the work piece under investigation.

(2) Radiography will only proceed when -

- (i) a fully operational emergency kit is available
- (ii) an operational and calibrated dose-rate meter is available
- (iii) the operator has visually confirmed that no one is in the enclosure
- (iv) the doors and gates have been locked
- (v) the warning lights and gate interlocks operate

Prior to exposing the source, the klaxon should be sounded for 10 seconds. When the source is exposed the flashing warning light should activate.

(3) After each exposure, a check should be carried out with the dose-rate meter to ensure that the source has fully retracted into its shielded container.

(4) Upon completion of work, the source should be returned to the storage container in the enclosure.

Purpose and use of radiation monitoring devices in radiography

Radiation survey meters

- All radiographic employees will be instructed in the purpose, use and maintenance of radiation survey meters.
- A radiation survey meter will be provided and will be used at all times during the removal from storage, transportation, use and return to storage of all devices containing radioactive materials.

- All survey meters will be checked prior to use to ensure that they are currently calibrated and that the battery level is satisfactory. Each meter will bear a sticker indicating the calibration date and the date when next calibration is due.

DUTIES OF RADIATION PROTECTION OFFICER

- (i) To ensure that all radiographers are provided with copies of this safety statement, that they have read and understood them.
- (ii) To carry out the periodic safety checks detailed and record the results.
- (iii) To arrange for annual calibration of radiation monitors (and any repairs as necessary), to instruct persons using them as to their method of use and to ensure that they are used when necessary. To file all calibration certificates.
- (iv) To arrange for the immediate repair of any defective interlock or warning signal.
- (v) To prevent the unauthorised use of the enclosure by securing the control panel key.
- (vi) To prevent the unauthorised use of either of the source projectors by securing the source store keys.
- (vii) To be responsible for a rigorous accounting procedure to ensure that the whereabouts of the source projectors is known at all times.
- (viii) To implement the Contingency Plans when required.
- (ix) To ensure that TLD dosimeters are worn by classified workers at all times. To carry out an investigation where any dose received exceeds 100uSv/day or 500uSv in a month.
- (x) To estimate on behalf of the employer, the dose received by a classified worker where a dosimeter has been lost, destroyed or damaged and notify the Approved Dosimetry Service in writing of the estimate.
- (xi) To consult with the RPA on any matter of radiation safety or situation in which the RPS is uncertain of the correct action to take.

MONTHLY CHECKS BY RPO:

NDT Enclosure

The following checks should be performed at intervals not exceeding 4 weeks, more frequently where practicable, and entered in the log book which is kept in the RPO's office:-

- Check the operation of the emergency stop button in the enclosure
- Expose a source in the NDT enclosure following normal operating procedures
- (iii) Check that the audible alarm and warning lights operate
- (iv) Open the gate to the enclosure - Check that the audible alarm activates in the enclosure
- (vi) Energise the x-ray set and check the panel and exterior warning lights
- (vii) Check the radiation dose rates and signage around the controlled area boundary, both outside and in the control room with the source exposed and record the readings

Other monthly checks:

- Logbook for movement of sources in and out of storage
- DG consignment notes raised for transport
- Monthly check of the projectors
- Dosimetry results and personal alarming dosimeter results
- Annual medicals required (copy of dosimeter results and sickness results to be provided for medical)
- Radiation monitors – condition, battery, and calibration date

Quarterly Maintenance checks for Sentinel 880:

Carry out the quarterly checks as detailed in the Sentinel 880 manual and record the results.

These include:

- Remote Controls
- Source Guide Tubes
- Exposure device – radiation survey, tags, labels, end plates, outlet port, locking mechanism and plunger, use of No-go gauge.

For the No-go Gauge.

- (i) Check the Male ball and Male ball shank diameters
- (ii) Check the Male-Female connectors and the Female slot width.
- (iii) All positions are NO GO and connectors must not pass through the gauge.

DO NOT USE FORCE

- (iv) Any connectors that fail this test must be replaced immediately.

Purpose and use of radiation monitoring devices in radiography

Personal monitoring devices

(a) All radiographic personnel will be trained in the purpose, use and maintenance of personal monitoring devices.

(b) All radiographic personnel will be supplied with a pocket dosimeter and t.l.d., which will be worn for a four week period before replacement. These items will be worn at all times during working hours. A dosimeter reading record sheet will be issued to each employee with their t.l.d. every four weeks. Each employee will keep a record of their dosimeter readings throughout the period and return the record form together with their t.l.d. to the radiological protection officer at the end of each four week period.

(c) In the event of high reading (0.5 millisievert or more) being recorded in one day, the wearer will bring this to the attention of the radiological protection officer, who will investigate the cause, e.g. Defective or damaged equipment, or unsafe operating, and take corrective action immediately.

Radiation survey meters

- All radiographic employees will be instructed in the purpose, use and maintenance of radiation survey meters.
- A radiation survey meter will be provided and will be used at all times during the removal from storage, transportation, use and return to storage of all devices containing radioactive materials.
- All survey meters will be checked prior to use to ensure that they are currently calibrated and that the battery level is satisfactory. Each meter will bear a sticker indicating the calibration date and the date when next calibration is due.

Radiation monitoring

The radiological protection officer will be responsible for ensuring that:

- All radiographic personnel are properly monitored.
- Dosimeter reading records are maintained.
- T.L.D. monitoring records are maintained.
- All radiation monitoring devices are in good working order.
- A spare survey meter is always readily available.
- The calibration certificates are available for each survey meter.
- These will include the calibration procedure and allowable tolerances.
- All survey meters bear a calibration sticker and are currently calibrated.
- All survey meters are calibrated annually or less if found to be defective.
- All EPD's (Electronic Pocket Dosimeters) are calibrated annually or after repair.

Note: calibration of radiation monitoring devices for W.I.S is carried out by the R.P.I.I. board in Dublin or by the manufacturers/suppliers in the UK

Risk Assessment Form

Company: Welding Inspection Services Ltd.

Date of Assessment: 15.10.17

Area / Operation: Office Based Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completion Date	Risk Rating
Slips / Trips / Falls	Staff and visitors may be injured if they trip over objects or slip	General Good Housekeeping No Trailing Cables Office cleaned every day. Well lit.	No further action necessary				LOW
Electrical Items	Staff could get shocks or burns from faulty electrical equipment	Staff must report any defective equipment to management and staff are instructed to keep clear of any faulty equipment All defects will be repaired.	No further action necessary				LOW
Fire	If trapped staff may suffer fatal injuries from smoke or burns	Fire Drill and evacuation system in place. Emergency Exit. No Smoking Policy Maintained No smoking signs in office Designated Smoking Areas Good House Keeping	Muster Point to be allocated outside new office's	Liam Rothwell	31.05.12		MED
Visual Display Units	Staff suffering RSI, headaches, Etc.	Adjustable equipment at all workstations. Breaks away from VDU are allowed Adequate lighting	Eye Tests to be offered to all employees who use VDU equipment Ensure staff take breaks away from VDU	Liam Rothwell	30.04.10		LOW
Manual Handling – paper, office equipment etc.	Staff risk injuries or back pain from handling heavy objects.	Staff instructed not to lift any heavy boxes. All staff	No further action necessary				LOW
Radiation		No Radiation sources are stored in the office. All sources are stored in exposure compound	No further action necessary				LOW

Assessed by: Liam Rothwell

Risk Assessment Form

Company: Welding Inspection Services Ltd.

Date of Assessment: 15.10.18

Area / Operation: Exposure compound Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completion Date	Risk Rating
Slips / Trips / Falls	Staff may be injured if they trip over objects or slip	General Good Housekeeping No Trailing Cables. Compound to be well lit.	No further action necessary				LOW
Electrical Items	Staff could get shocks or burns from faulty electrical equipment	Staff must report any defective equipment to management and staff are instructed to keep clear of any faulty equipment All defects will be repaired.	No further action necessary				LOW
Fire	If trapped staff may suffer fatal injuries from smoke or burns	Fire Drill and evacuation system in place. Emergency Exit. No Smoking Policy Maintained No smoking signs in office Designated Smoking Areas Good House Keeping	Muster Point to be allocated outside new office's	Liam Rothwell	31.05.12		LOW
Manual Handling. Lifting of samples for RT.	Staff risk injuries or back pain from handling heavy objects.	Staff instructed not to lift any heavy boxes. Use crane as supplied when necessary. All classified RT workers	No further action necessary				LOW
Radiation	Staff and other contractors	BRS Training at a minimum. Regular staff safety meetings	No further action necessary				MEDIUM

Assessed by: Liam Rothwell

Risk Assessment Form

Company: Welding Inspection Services Ltd.

Date of Assessment: 15.10.18

Area / Operation: Working at Heights

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completion Date	Risk Rating
Person Falling Falling Objects striking others	Management & Staff	Suitable signs and barriers will be positioned to warn of working at heights operations. All employees have MEWP Certs for working at height. Provide suitable and sufficient work equipment to prevent falls where they cannot avoid working at height Ensure that equipment used by employees is checked and assessed for suitability. Training & Instruction will be provided on PPE No unauthorised employees are permitted to enter the working at heights area.					LOW

Assessed by: Liam Rothwell

Risk Assessment Form

Company: Welding Inspection Services Ltd.

Date of Assessment: 15.10.18

Area / Operation: Chemicals / Hazardous Substances

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completion Date	Risk Rating
Inhalations Absorption Spills Fire	Technicians or people working in the surrounding areas may be harmed by Burns or inhalation of Contrast Aid Paint or dye penetrant cleaner.	Only trained and competent people are allowed to handle the chemicals. MSDS sheets will be kept on file for all chemicals used at W.I.S Identification and labelling of all chemicals will be clear and correct Supervisor or Manager will effectively train all staff in the use of the chemicals. Appropriate PPE must be worn at all times when using chemicals. All chemicals are stored correctly.	No further action necessary.				LOW

Assessed by: Liam Rothwell

Risk Assessment Form

Company: Welding Inspection Services Ltd.

Date of Assessment: 15.10.18

Area / Operation: Working in a confined space

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completion Date	Risk Rating
Poisoning from Toxic Gases Asphyxiation Explosion Fire Excessive Heat Drowning	Person entering the confined space	Confined space entry will be the last resort. Ensure adequate ventilation is present. Permit to work will be completed. Mechanical and electrical equipment will be isolated. Safe Use of Work Equipment. Only trained personnel must enter the confined space. Necessary PPE must be worn. Breathing apparatus or airlines will be provided where necessary. Permit to work must be completed. Emergency evacuation procedure will be in place prior to beginning any work. Door person must monitor activities at all times and communicate with the entrants.	No further action necessary	Liam Rothwell			MED

Assessed by: Liam Rothwell

Risk Assessment Form

Company: Welding Inspection Services Ltd.
Area / Operation: Radiography X & Gamma

Date of Assessment: 15.10.18

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completion Date	Risk Rating
Slips / Trips / Falls	Staff and visitors may be injured if they trip over objects or slip on spillages	General Good Housekeeping No Trailing Cables Office cleaned every day. Well lit.	No further action necessary				LOW
Radiation	Staff and other contractors	BRS Training at a minimum. Regular staff safety meetings	No further action necessary				MEDIUM
Radiation	Staff, others and general public	Proper signage & Patrolling of barriers. For off site radiography, a minimum of 2 persons required.					
Radiation	Staff, others and general public	All Category 'A' workers must wear a TLD & EPD. This applies to all workers who will enter a cordon.					
Radiation	Staff, others and general public	A calibrated Survey meter must be used to determine the cordon area and to monitor it while radiation is present.					

Assessed by: Liam Rothwell

Risk Assessment Form

Company: Welding Inspection Services Ltd.

Date of Assessment: 15.10.18

Area / Operation: Magnetic Particle Inspection

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completion Date	Risk Rating
Fumes	Technician & persons in the vicinity	Technicians advised to use consumables in well ventilated areas	No further action necessary				Low
Electrical	Technician	Ensure all electrical equipment is well maintained. Use only 110 volt	No further action necessary				Low

Assessed by: Liam Rothwell

Risk Assessment Form

Company: Welding Inspection Services Ltd.
Area / Operation: Dye Penetrant Inspection

Date of Assessment: 15.10.18

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completion Date	Risk Rating
Fumes	Technician & persons in the vicinity	Technicians advised to use consumables in well ventilated areas	No further action necessary				low

Assessed by: Liam Rothwell

Risk Assessment Form

Company: Welding Inspection Services Ltd.

Date of Assessment: 15.10.18

Area / Operation: Ultrasonics

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completion Date	Risk Rating
Couplant	Technician & others	Ensure all couplant is removed where persons can walk & use disposable gloves when using couplant	No further action necessary				Low

Assessed by: Liam Rothwell

Risk Assessment Form

Company: Welding Inspection Services Ltd.

Date of Assessment: 15.10.18

Area / Operation: Heat Treatment Services

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completion Date	Risk Rating
Slips / Trips / Falls	Staff and others may be injured if they trip over objects or slip	General Good Housekeeping No Trailing Cables Areas well lit.	No further action necessary				LOW
Electrical Items	Staff could get shocks or burns from faulty electrical equipment	Staff must report any defective equipment to management and staff are instructed to keep clear of any faulty equipment All Equipment PAT Tested	No further action necessary				LOW
Fire	If trapped staff may suffer fatal injuries from smoke or burns	Fire Drill and evacuation system in place. Emergency Exit. No Smoking Policy Maintained Other than designated Smoking Areas Good House Keeping	Muster Point to be agreed as per local inductions				MED
Manual Handling	Staff risk injuries or back pain from handling heavy objects.	Staff instructed not to lift any heavy boxes. All staff must have Manual Handling training	No further action necessary				LOW
Arc Eye	Employees & Others	When using the TAU (Thermocouple Application Unit). Look away from flash or wear appropriate eye protection	No further action necessary				LOW
Dermatitis	Employees	Wear gloves when handling insulation.	No further action necessary				LOW
Eye & Lung Irritation	Employees	Wear appropriate eye protection & Masks when handling insulation.	No further action necessary				LOW

Assessed by: Liam Rothwell

Risk Assessment Form

Company: Welding Inspection Services Ltd.

Date of Assessment: 15.10.18

Area / Operation: Trackside Works for Irish Rail

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completion Date	Risk Rating
Slips / Trips / Falls	Staff and others may be injured if they trip over objects or slip	General Good Housekeeping No Trailing Cables Areas well lit.	No further action necessary				LOW
Moving Trains	Staff	All staff employed in this field must have successfully completed the Irish Rail Medical	No further action necessary				LOW
Moving Trains	Staff	All staff employed in this field must have successfully completed the Irish Rail PTS training course.	No further action necessary				MED
Manual Handling	Staff risk injuries or back pain from handling heavy objects.	Staff instructed not to lift any heavy boxes. All staff must have Manual Handling training	No further action necessary				LOW
General Safety	Staff	Local inductions at the various stations may be required in advance of working trackside.	No further action necessary				LOW
Staff working trackside, must be observant at all times in relation to carrying their duties in relation to the contract.							

Assessed by: Liam Rothwell

Review of Safety Statement

This safety statement needs to be relevant at all times. Implementing this safety statement will be an integral part of everyday operations.

This Safety Statement will be revised annually or whenever there are changes, or when risk assessments are carried out and improvements made that have an impact on safety and health. Such changes may include changes in work processes, organisational structure, equipment or substances used, technical knowledge, and legislation or standards. Changes in the workforce may also have an impact, e.g. altering the number of workers on a particular process, replacing more experienced workers with trainees or as a result of experience gained through training.

However, it is not necessary to amend the safety statement for every trivial change, or for each new job, but if a new job introduces significant new hazards, you need to assess the risks assessments and implement the necessary prevention measures.

Safety Statement Acknowledgement Form

I confirm that I have received and read the Welding Inspection Services Safety Statement, which outlines the policies and procedures of the organisation, as well as my responsibilities as an employee.

I have familiarised myself with the contents of the handbook and by my signature below, I acknowledge, understand, accept and agree to comply with the information contained in this Safety Statement.

Liam Rothwell		30-11-2017
Senan Enright		30-11-2017
Eamonn Moran		30-11-2017
Robert Moran		30-11-2017
Chris Monaghan		30-11-2017
Kieran Kavanagh		30-11-2017
Leeanne Moran		30-11-2017
Michael Moran	Mike Moran.	30-11-2017
Gerard Ryan		30-11-2017
Mary Hanlon		30-11-2017
Declan Lane		30-11-2017
Anthony Russell	Anthony Russell.	30-11-2017