

# IRISH FEDERATION OF PIKE ANGLING CLUBS

## Safety Policy & Procedures

**Date of Issue:** 17 September 2025

**Approved by:** Chairperson, IFPAC



## **TABLE OF CONTENTS**

### **Section 1: Safety Policy**

Responsibilities:

- 1.1 Chairperson
- 1.2 Secretary
- 1.3 Committee Members
- 1.4 Club Members & Volunteers
- 1.5 Membership Anglers
- 1.6 Contractors & Subcontractors

### **Section 2: Implementation and Operation**

- 2.1 Promoting a Safe Club Environment
- 2.2 Monitoring & Revision
- 2.3 Safety Consultation
- 2.4 First Aid
- 2.5 Accident Reporting
- 2.6 Fire Safety
- 2.7 Smoking
- 2.8 Housekeeping
- 2.9 Bullying & Harassment
- 2.10 Construction Projects
- 2.11 Working with Children

### **Section 3: Hazard Identification & Control Measures**

- 3.1 Risk Assessment – Introduction
- 3.2 Hazard Identification – Policy
- 3.3 Six Steps to Risk Assessment
- 3.4 Risk Assessment Records
- 3.6 Recording & Reviewing
- 3.7 On-the-Spot Judgement

### **Appendices**

- Appendix 1: First Aid Information
- Appendix 2: Smoking Policy
- Appendix 3: Accident/Incident Report Form
- Appendix 4: Accident Report Witness Statement
- Appendix 5: Cleaning
- Appendix 6: Code of Conduct for Children/Young People & Vulnerable Adults
- Appendix 7: Safety Guidelines

## SECTION 1: SAFETY POLICY

The Irish Federation of Pike Angling Clubs (IFPAC) is committed to maintaining the highest standards of health and safety across all its activities. Our goal is to reduce risks, protect members, volunteers, contractors, and the public, and ensure compliance with the **Safety, Health and Welfare at Work Act 2005** and associated legislation.

The health and wellbeing of every participant is our top priority. Training, supervision, and safe levels of participation will be provided according to age, ability, and role.

Our Commitments:

We will, so far as is reasonably practicable:

- Provide safe premises, facilities, equipment, and access.
- Put in place safe systems of work.
- Maintain welfare facilities.
- Provide appropriate information, instruction, training, and supervision.
- Identify hazards and apply preventative measures.
- Record and report accidents and incidents.
- Obtain competent advice on health and safety when required.
- Prevent improper conduct or behaviour, including bullying and harassment.

This Safety Statement will be reviewed regularly and updated in line with experience, accidents, or new legal requirements. Members are encouraged to suggest improvements.

Signed:

Chairperson

Irish Federation of Pike Angling Clubs

Date: 01.01.2025

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### Responsibilities

#### 1.1 Chairperson

- Holds overall responsibility for safety, health, and welfare.
- Ensures compliance with legal requirements and safety precautions.
- Provides necessary resources (training, equipment, finance, time).
- Reviews the Safety Statement regularly.
- Manages contractors on site and addresses safety issues.
- Sets a personal example.

## **1.2 Secretary**

- Ensures members and workers have the training and supervision needed for safe work.
- Keeps records of incidents and risk assessments.
- Provides members with protective and flotation equipment.
- Makes sure all incidents, including near misses, are reported.
- Ensures facilities are secure and equipment/machinery is locked when not in use.
- Confirms third-party contractors have insurance and comply with legislation.
- Provides and maintains a fully stocked first aid kit.
- Ensures waste is managed properly.

## **1.3 Committee Members**

- Read and understand the Safety Statement.
- Review accidents, near misses, and training needs.
- Monitor activities and eliminate unsafe practices.
- Ensure protective equipment is provided and used.
- Authorise specialist training where required.

## **1.4 Club Members & Volunteers**

- Follow the Safety Statement at all times.
- Take no action that endangers themselves, others, or the environment.
- Know the locations of fire extinguishers and exits.
- Report hazards, unsafe practices, defective equipment, or breaches of legislation.
- Must not interfere with or misuse safety equipment.

## **1.5 Membership Anglers**

- Report any accident or damage immediately.
- Cooperate with accident investigations.
- Do not use or repair equipment without proper training.
- Avoid lifting loads likely to cause injury.
- Act responsibly and avoid horseplay.
- Respect landowners, livestock, crops, and fences.
- Always close gates, avoid littering, and never light fires.
- Park vehicles responsibly and avoid obstruction.
- Take extra care near water, avoiding unsafe banks or barriers.

## **1.6 Contractors & Subcontractors**

- Provide their own Safety Statement and attend a club safety briefing before work begins.

- Ensure equipment is safe, certified, and compliant with regulations.
- Use protective equipment and safe systems of work.
- Comply with legal requirements for scaffolding, excavations, electricity, and hazardous materials.
- Report all incidents immediately to IFPAC.
- Respect the club's right to verify insurance arrangements.

## **SECTION 2: IMPLEMENTATION AND OPERATION**

### **2.1 Promoting a Safe Club Environment**

The Committee will actively promote safety by:

- Overseeing the Health and Safety Policy.
- Raising awareness through posters, meetings, angling cards, pre-competition briefings, and online channels.
- Giving regular safety instructions, especially to under-age members.
- Using external expertise for fire safety equipment and first aid training.
- Recording and investigating accidents to prevent recurrence.
- Assessing hazards as high, medium, or low and responding accordingly.

Hazards and risks must be reported to the Club Committee as soon as they are noticed. The Committee will assess them as high, medium, or low and take appropriate action. This is a key part of our Safety Policy, and audits should confirm that all accidents, injuries, hazards, and boat safety issues have been properly reported and recorded.

### **2.2 Monitoring & Revision**

The Chairperson ensures that:

- Accidents and investigations are reviewed.
- Resources are provided to correct hazards.
- The Safety Statement is reviewed when significant changes occur.
- Members comply with their duty to report defects and unsafe practices without delay.

### **2.3 Safety Consultation**

The Club values cooperation and consultation under Section 26 of the Safety, Health and Welfare at Work Act 2005. Members' feedback and concerns are considered, and arrangements are reviewed regularly to ensure effectiveness.

### **2.4 First Aid**

The Club aims to have a trained first aider at competitions, though this may not always be possible due to voluntary resourcing. To manage first aid:

- All members are encouraged to train in first aid, and courses will be supported.
- A stocked first aid kit is maintained at the Angling Hut or with coaches and must be available at competitions and community events.

- Kits are checked regularly.
- Disposable gloves must be worn when treating open wounds.
- No medicines are to be stored or given.
- Accident report forms must be completed after any treatment, and confidential records kept securely.
- The security cabin may be used for private treatment if needed.

The Club deems its overall risk as “low,” but all members must cooperate with requests related to first aid.

## **2.5 Accident Reporting**

All accidents connected with Club activities — on premises, at competitions, or during patrols — must be reported immediately to management. This includes incidents involving anglers, visitors, young people, or contractors.

- Accident and witness reports must be completed immediately by the senior official present.
- Photographic evidence is encouraged.
- Maintenance records and routine documentation must be kept, as they may provide essential evidence.

## **2.6 Fire Safety**

All fire extinguishers, alarms, and emergency lighting (where applicable) will be serviced and tested by competent persons as required by law. Fire drills will be carried out periodically, and results recorded.

- In case of fire, raise the alarm, prevent access to the area, and evacuate.
- Only trained persons should attempt to fight small fires with provided equipment, and only if it is safe to do so.
- Never let fire come between you and the exit.
- Fire assembly points will be designated at each premises.
- Escape routes and exits must remain clear at all times.
- When the Club is unoccupied, entrances must be secured.

## **2.7 Smoking**

In line with legislation, smoking is strictly prohibited indoors. Smoking is only permitted outside, and all cigarette ends or flames must be fully extinguished and safely disposed of.

## **2.8 Housekeeping**

All members must help keep the Clubhouse, storage facilities, and other areas tidy. Heaters and radiators must not be left plugged in when unattended.

## 2.9 Bullying and Harassment

The Club is committed to an environment free from bullying and harassment. This includes compliance with the **Code of Practice on the Prevention and Resolution of Bullying at Work (HSA, 2007)**.

- Bullying, harassment, or sexual harassment will not be tolerated.
- Complaints will be taken seriously, and disciplinary action (up to expulsion) may follow proven cases.

## 2.10 Construction Projects

When commissioning construction work, the Club complies with the **Safety, Health and Welfare at Work (Construction) Regulations 2013**.

- Project Supervisors for the Design Process and Construction Stage will be appointed (usually the consulting engineer or contractor).
- Inland Fisheries Ireland may be consulted, especially where environmental impacts are likely.
- The HSA will be notified of projects lasting over 30 days or exceeding 500 person-days.
- If direct labour is used, the Club may assume supervisor roles only where competent.

## 2.11 Working with Children

The Club recognises its special responsibility to protect children in its care. We comply with the **Code of Ethics & Good Practice for Children's Sport in Ireland**.

- All adults working with children must complete Garda vetting and child welfare training.
- Parents are encouraged to participate in events.
- Children must be supervised at all times.
- Members must avoid being alone with children, transporting them alone, or bringing them home without prior consent.
- Rough play, inappropriate language, or touching is prohibited.
- Parental consent is required for photographs or medical treatment.
- Personal care tasks for young or disabled children must only be undertaken with parental consent and with sensitivity.

Personal care for children should only be given with parental consent, or in an emergency with parents informed quickly. Such help must be discreet, and prior consent is required for any medication or hospital treatment.

Children are expected to respect others and act responsibly.



## SECTION 3: HAZARD IDENTIFICATION & CONTROL MEASURES

### 3.1 Risk Assessment – Introduction

In line with Section 19 of the Safety, Health and Welfare at Work Act 2005, the Club completes risk assessments for relevant activities and makes them available to those involved. Assessments are reviewed when there is significant change, after incidents, when new processes/equipment are introduced, or when new legal guidance applies; they are then amended as required. Persons conducting assessments should have regard to Schedule 3 of the Act.

### 3.2 Hazard Identification – Policy

The Club identifies hazards arising from its activities and assesses the risk to health and safety, then eliminates or controls those risks so far as is reasonably practicable. A hazard is anything with potential to cause harm; risk is the likelihood and severity of that harm in actual use. Control measures aim to reduce risks to an acceptable level and follow recognised good practice.

### 3.3 Six Steps to Risk Assessment

#### Step 1: List Tasks

Identify all activities carried out by the Club, who does them, and where they take place. Include equipment and substances used (e.g. chemicals, tools, boats). A walk-through of the clubhouse, riverbank, or lake area helps ensure nothing is overlooked.

#### Step 2: Identify Risks

For each task, ask: *What are the hazards? Who might be harmed and how?*

Check by observing activities, consulting members/landowners, reviewing accident records, or reading safety instructions and data sheets.

#### Step 3: Estimate the Risk

Consider:

- **Likelihood** (Low = unlikely, Medium = possible, High = likely)
- **Consequence** (Low = first aid only, Medium = medical treatment, High = serious injury or death)

#### Step 4: Evaluate the Risk

Combine likelihood and consequence to rate the risk as **High (H)**, **Medium (M)**, or **Low (L)**.

- H = fatality/serious injury probable → stop until controlled.
- M = injury possible → controls required soon.

- L = minor injury unlikely → keep controls in place.

### Step 5: Record Findings

Note: assessor name, date, task/location, hazards identified, risk level, existing controls, further actions, and review date.

### Step 6: Review Regularly

Update assessments if work, equipment, people, or information changes. Even low risks should be checked annually to ensure they remain low.

## Tips for Good Risk Assessment

- Use accurate information and seek expert help when needed.
- Involve those doing the task — they know the work best.
- Ensure assessments are site-specific; adapt examples from other clubs.
- Allow members to make quick “on-the-spot” assessments for unexpected situations, or stop work until risks are reassessed.

## 3.4 Risk Assessment Records

### General Club Operations

Hazard	Risk (L/M/H)	Key Controls
Access & egress (blocked routes, poor lighting)	M	Keep corridors/doors/exits clear; fire doors closed (not locked); never block emergency access.
Accident reporting	L	Use Club procedure/forms; include corrective actions; keep records.
First aid arrangements	L	Stocked kits at Hut/events; gloves; no medicines; record all treatments; use privacy space if needed.
Slips, trips & falls	L	Tidy leads; clean spills promptly; keep areas lit; return tools; remove cuttings/waste after tasks.
Manual handling	L	Avoid where possible; assess unavoidable lifts; reduce loads; use trolleys/hand trucks; team-lift ramps.
Welfare & toilets	L	Cleaning routine; keep

		high standards; fix leaks/spills promptly; no smoking in toilets.
Pest control	L	Report sightings; engage external service if required.
Chemicals & fuels (incl. herbicides, petrol/diesel)	H	Inventory and MSDS; PPE; segregate/store/label correctly; minimise quantities; keep public away; approved disposal.

#### Water-Related Activities

Hazard	Risk (L/M/H)	Key Controls
Proximity to water (drowning)	M	Wear PFD/lifejacket (min. 150N); daylight work; buddy system; rescue buoys/boat; checks that no one is missing; no running near banks; alarm plan.
Use of boats	M	Lifejackets always; suitable vessel; pre-departure weather checks; comms on board; lookout; extinguisher; distress signals; kill-cord; never use boat as work platform.
Refuelling boats	M	Ventilated refuelling area; labelled containers; one container at a time; no smoking/flames; chemical-resistant gloves; spill control.
Wading	M	Inspect waders/grip; use a wading stick to check water depth and stability of the riverbed; personal flotation device (PFD) worn at all times when fishing from boats, float tubes, or near deep water from the shore;

		assess currents/obstacles; wading staff; shuffle feet; monitor weather/levels; confirm controlled releases.
Fishing from height (quays, cliffs)	H	Avoid where possible; only on stable edges with barriers; PFD available and users trained; regular edge/equipment checks; supervise planned activity.

### Land, Weather & People

Hazard	Risk (L/M/H)	Key Controls
Traversing land/livestock/dogs	M	Plan route; use gates/crossings; assume electric fences live; keep near fence line; beware bulls/rams and animals with young; identify dog aggression signs; maintain exit route.
Outdoor conditions (cold/heat/lightning)	M	Weather clothing/layers; warm-ups; shade/water; sun protection and sunglasses; never use alcohol to 'warm up'; avoid smoking for circulation.
Biological hazards (plants, stings)	M	Avoid contact where possible; PPE; hygiene; cover cuts; inform colleagues of allergies; carry prescribed treatment if needed.
Zoonoses (e.g., Weil's disease)	M	Treat waters as potentially contaminated; cover cuts; wash/shower after; antibacterial wipes; seek medical advice promptly if symptomatic; carry info card.
Polluted/urban	M	Do not rummage beds;

waterways (needles)		thick-soled footwear; encourage bleeding (do not suck), wash, cover, seek medical advice; report to Club; avoid obviously polluted waters; notify authorities.
Encountering poachers/hostile people	M	Do not work alone where hostility likely; seek Gardaí/colleague support; remain professional; keep escape route; avoid escalation; self-defence only if required.

#### Equipment, Machinery & Work at Height

Hazard	Risk (L/M/H)	Key Controls
Machinery (general)	M	Follow manufacturer instructions; guards; competent operators (CSCS where applicable); annual maintenance; emergency isolation; safe storage; keys removed; housekeeping; one person per tractor.
Mechanical lifting (cranes/telehandlers/winches)	M	Certified gear with valid inspections; never exceed SWL; protect slings; trained slinger/banksman; avoid snatch loads; never carry people with loads.
Portable tools	L	Use as designed; pre-use checks; competent maintenance; grounding; PPE including eye/foot protection; avoid loose clothing/jewellery.
Scaffolding	M	Erect/modify by competent persons; inspections first use/7-day/after

		changes; brief load limits; report defects; away from overhead lines; PPE and fall-arrest as required; restrict access below.
Ladders	M	Use only if suitable vs. scaffold; good condition; 75° angle; secure top/bottom; one person at a time; extend 1 m above landing; both hands free; PFD near water.
Electricity	M	RECI checks; RCD/ELCB tests; only qualified electricians work on installations; assume live until proven safe; isolate before rescue; no improvised plugs/sockets.
Fire	M	No indoor smoking; monitor equipment when on; monthly visual checks/annual servicing of extinguishers; control combustibles; keep escapes clear; brief fire actions.
Maintenance of river banks (fencing/armouring/tree work)	M	Safe Pass/CSCS; PPE (hi-vis, boots, waders, gloves, hearing/eye/respiratory, hard hat); PFD near water; manual-handling controls; signage; method statements and inspections for task-specific risks.

#### Contractors & Construction

Hazard	Risk (L/M/H)	Key Controls
Construction generally	M	Appoint PSDP/PSCS as required; secure perimeters; method statements to protect members/public (esp.

		young persons); comply with Construction Regs 2013; notify HSA where thresholds apply.
Contractor safety	M	Safety briefing before work; provide Safety Statements/Method Statements; certified plant; PPE; comply with Club instructions; confirm insurance; manage deliveries; locate services before excavations.

### 3.6 Recording & Reviewing

Each assessment should record: assessor, date, activity/location, persons at risk, hazards, existing controls, residual risk (L/M/H), additional actions with owners/dates, and review date. Review annually or after changes or incidents; even low risks are checked to ensure they remain low.

### 3.7 On-the-Spot Judgement

If unexpected conditions arise (e.g., sudden weather rise, machinery fault), make a brief dynamic risk assessment and either apply immediate controls or stop work and seek Committee guidance for a revised assessment.

## APPENDIX 1: FIRST AID INFORMATION

### First Aid

The table below gives a broad indication of the type of first aid equipment and supplies which should be provided, be conveniently located and kept up to date as outlined in the H.S.A. Guide to Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 2 of Part 7 First Aid.

**Table 1 Recommended Contents of First Aid Box**

<b>Materials</b>	<b>Travel Kit</b>	<b>1-10 Person s</b>	<b>11-25 person s</b>	<b>26-50 person s ***</b>
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (Bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3)(28 x 17.5 cms)	1	2	3	4
Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of Examination Gloves	10	10	20	40
Sterile water where there is no clear running water ** 1	2x20ml s	1x500 mls	2x500 mls	2x500 mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10 x 10 cms) ** 2	1	1	1	1
Water Based Burns Dressing Large *** 3	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

\* **Note 1:** Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked.

\*\* **Note 2:** Where mains tap water is not readily available for cooling burnt area.

\*\*\* **Note 3:** Where more than 50 persons are employed, pro rata provision should be made.



### Table 2 Details of First-aid Treatment

[illegible]

## **APPENDIX 2:        SMOKING POLICY**

Smoking in the workplace is prohibited by enclosed workplace smoking ban under the Public Health (Tobacco) (Amendment) Act, 2003 and the Tobacco Smoking (Prohibition) Regulations, 2004, which came into force on the 29th March 2004.

In compliance with legislation, IFPAC operates a strict No Smoking policy, which applies to all, members, personnel, visitors and contractors. Smoking is permitted outdoors but all naked flames and cigarette ends must be carefully extinguished and suitably disposed.

### APPENDIX 3: ACCIDENT/INCIDENT REPORT FORM

*This form must be completed in the event of any accident*

**Name of Injured Person:** \_\_\_\_\_  
\_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Occupation:** \_\_\_\_\_  
\_\_\_\_\_

**Is the Injured Party a Club Member:** Yes / No

**Date and time of accident/incident:** \_\_\_\_\_  
\_\_\_\_\_

**Description of Accident/Incident and Injuries, if any sustained:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witnesses, if any** \_\_\_\_\_

Was incident reported at time it occurred? YES ☐ NO ☐

If Yes, to whom? Name: \_\_\_\_\_ Position: \_\_\_\_\_  
\_\_\_\_\_

Was medical attention given by: First aider ☐ Doctor ☐ Hospital  
☐ None

Details (including name of first-aid): \_\_\_\_\_

Was accident investigated? YES ☐ NO ☐

If yes, by whom? \_\_\_\_\_

Immediate and root cause of accident \_\_\_\_\_  
\_\_\_\_\_

Is there any corrective action that needs to be taken? \_\_\_\_\_  
\_\_\_\_\_

Details of any corrective action taken \_\_\_\_\_

Does Safety Statement need to be amended? \_\_\_\_\_

Does the accident/incident need to be reported to the Health & Safety Authority?

YES ☐      NO ☐      If yes, date report sent and by whom \_\_\_\_\_

**Signed:** \_\_\_\_\_      **Date:** \_\_\_\_\_

## APPENDIX 4: ACCIDENT REPORT WITNESS STATEMENT

**Name of injured person:** \_\_\_\_\_

**Date and time of accident:** \_\_\_\_\_

**Name of person making statement:** \_\_\_\_\_

**Statement:**

[illegible]

**Signed:** \_\_\_\_\_

Date:

Name Block Capitals

## APPENDIX 5: CLEANING

Please make every effort to keep these floors in good condition. These floors were cleaned as follows:

[illegible]

**APPENDIX 6: CODE OF CONDUCT FOR CHILDREN/ YOUNG PEOPLE & VULNERABLE ADULTS**

I, \_\_\_\_\_ undertake to

- Play/ Fish fairly and have fun
- Abide by the rules set down by IFPAC.
- Respect officials and accept their decisions
- Respect opponents and always shake hands at the end of a angling competition
- Refrain from the use of bad language and inappropriate gestures
- Refrain from fishing equipment abuse
- Never use unfair or bullying tactics to gain advantage
- Never use bullying tactics to isolate another angler
- Never pass on gossip about another young angler or adult
- Never make false allegations about another angler or adult
- Never keep secrets about anyone who has caused you harm
- Win with grace and lose with dignity

I have read IFPAC Code of Conduct above and agree to abide by it.

Signature of Angler \_\_\_\_\_

Print Name \_\_\_\_\_

Signature of Parent/ Guardian\* \_\_\_\_\_

Print Name \_\_\_\_\_

## **APPENDIX 7: SAFETY GUIDELINES**

### **Buildings**

- Check all buildings and structures regularly for stability.
- Ensure gates and doors are secure.
- Make fragile roof panels (e.g. Perspex) safe to prevent falls.

### **Construction Work**

- All operatives must hold a Safe Pass card.
- For projects beyond routine maintenance, appoint competent Project Supervisors for Design (PSDP) and Construction (PSCS) as required by law.
- Notify the HSA of PSDP appointment (Form AF1) and project start (Form AF2) if works exceed 30 days or 500 hours.

### **Asbestos**

- Check asbestos materials for damage.
- Do not walk on or repair asbestos roofing.
- Removal must only be carried out by licensed contractors in line with Asbestos Regulations 2006, with HSA notification where required.

### **Work Equipment**

All equipment must:

- Meet safety standards (CE, EN, IS/BS).
- Be suitable for the task and used by trained, competent people.
- Be maintained and inspected as required.
- Be repaired or replaced if defective.
- Not be altered or misused.
- Be used with appropriate PPE where needed.

### **Work at Heights**

- No work at height without a risk assessment.
- Work must be planned, supervised, and safe, with emergency/rescue procedures in place.
- Ladders may only be used for short, low-risk tasks and must be stable, secure, and allow safe handholds.



## Working Near Water

- Working near water carries drowning risks; conditions can change quickly.
- Prevent entry into water where possible; ensure flotation and quick rescue if needed (standby rescue boat recommended).
- Train and instruct members in safe systems of work.
- Consider risks of polluted water and diseases such as Weil's disease; take hygiene precautions.

## Electricity

- Only qualified electricians may carry out electrical work.
- All sockets must be protected by circuit breakers.
- Consult ESB if overhead lines create risks on club grounds.

## Personal Protective Equipment (PPE)

- Provide helmets, flotation devices, eye/ear/hand protection and other PPE as needed.

## Scaffolding

- Scaffolding must be erected and certified only by an approved scaffolder.

## Machinery

- Only trained and authorised persons may operate machinery.
- Guards must always be in place.
- Defective machinery must be reported immediately and not used until repaired.
- No mobile phone use while operating machinery.
- Grass-cutters, chainsaws, tractors, and heavy plant must never be left unattended or near water overnight.