

GLENGOWLA MINES

SAFETY STATEMENT

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Glengowla Mines Safety Statement



1. RECORD OF SAFETY STATEMENT REVISIONS

All changes reviewed and approved by K Geoghegan, Managing Director.

Date	Revision Details	Personnel Notified
May 2016	Major revision to Safety Statement and manual reissued	All Staff
June 2020	Safety Statement revised to include references to COVID-19	All Staff

2. GLENGOWLA MINES HEALTH, SAFETY, AND WELFARE AT WORK POLICY

Glengowla Mines acknowledge their responsibilities under the Safety, Health and Welfare at Work Act 2005 and associated legislation. We are committed to ensuring, so far as is reasonably practicable, that all activities undertaken on our site are carried out to the highest possible standards of health and safety.

Under the Act there is a requirement for all companies to produce a safety statement to safeguard the safety and health of employees while they work, and that of customers, visitors and members of the public.

Management at Glengowla Mines have identified the hazards under their control, and have assessed the risks to the safety, health and welfare at work of all persons arising from those hazards and has documented these in the form of written risk assessments.

We have carried out risk assessments of all our key operations and processes and have discussed these with our employees. The risk assessments are periodically reviewed by the Managing Director. They will also be reviewed when there has been a significant change in the matters to which they relate, or immediately following any incident; and any improvements identified for the safety, health and welfare of employees will be implemented.

In particular the spread of COVID-19 has been identified as a risk at Glengowla Mines and we have produced the *Glengowla Mines COVID-19 Response Plan* to conform with the requirements of the Irish Government's Return to Work Safely Protocol. The purpose of this Plan is to protect staff and their families, the visiting public and the Irish population. It describes the steps that Glengowla Mines and its staff shall take in order to reduce the risk of the spread of COVID-19. The Plan is attached to this safety statement as Appendix C.

Overall responsibility for Health, Safety and Welfare rests with the Managing Director who will provide you with advice and information on how to comply with this safety statement as well as consult with you, as and when required, in relation to your health, safety and welfare at work.

All employees have degrees of responsibility for carrying out the company Health, Safety and Welfare Policy and for complying with this safety statement. All employees are expected to play their part by complying with all the safety and health rules for your area. Work safely and think of others as you do your work. Know and understand the risk assessments for your work and report any safety, health and welfare problems to the Managing Director.

Signed
Keith Geoghegan
Managing Director

Dated: 21 June 2020

3. PROCEDURES, PRACTICES AND FACILITIES USED IN THE ORGANISATION OF HEALTH, SAFETY AND WELFARE MATTERS WITHIN THE COMPANY

3.1 Safety

The following safety and protective measures are in operation for the safety of employees. Where applicable all employees will be instructed in the safe use of machinery, plant and equipment and where required instruction sheets will be made available.

- All machinery, plant and equipment are fitted with adequate safeguards and their operation must be checked before operation or use. Any questions or faults relating to the use of safety guards should be addressed to the Managing Director.
- Protective clothing and equipment are supplied for the protection of employees and must be used on all occasions where it is deemed necessary, in particular for managing the risk of spread of COVID-19.
- Staff may not attend the premises or operate vehicles whilst under the influence of drugs or alcohol. Staff taking medical treatment should confirm with a medical practitioner that it is safe for them to attend work and undertake their duties. All illnesses must be reported to the Managing Director.
- Smoking is only permitted outside the building in the designated area.
- The Managing Director must be consulted on safety issues.

3.2 Risk Assessments

Risk assessments are in place for all processes in place at Glengowla Mines where hazards have been identified. Further training in this area may be necessary as the safety systems continue to evolve, for example measures to limit the spread of COVID-19. Risk assessments will be reviewed annually or upon any changes to equipment or work practices, and immediately after an incident.

3.3 Maintenance of Plant and Equipment

Plant and equipment are maintained, and records kept by the Managing Director.

3.4 Communications

Communications on Health, Safety, Welfare and Environmental matters are provided by the Managing Director and he will consult with employees on issues relating to safety, health and welfare at the workplace.

3.5 Health & Safety Reviews

In order to review and monitor the implementation of the Company's Health Safety and Welfare Policy, regular site reviews, including reviews of risk assessments, are carried out by the Managing Director.

3.6 Emergency Procedures

In the event of an emergency the Managing Director is to be contacted immediately by any member of staff. In the event of any difficulty in accessing the Managing Director, contact should be made directly with any other member of management, who will immediately assume responsibility for the emergency. For response to a suspected case of COVID-19 refer to Section 3 of the COVID-19 Response Plan.

The Managing Director, or his deputy, will contact the required emergency services.

3.7 Accident and Reporting of Dangerous Occurrences

Accidents or Dangerous Occurrences should be reported verbally to the Managing Director, who will conduct an appropriate investigation and report to the Health and Safety Authority if required.

3.8 Investigating, Reporting & Recording

Glengowla Mines have a duty to report accidents and dangerous occurrences (Reportable Incidents) that happen to their employees or persons not in their employment where the accident occurs at their place of work or a place of work where they have control. Reportable accidents are notified to the Authority on the IR1 form and Dangerous Occurrences (Reportable Incidents) are notified to the Authority on the IR3 form. Reports may be lodged on-line through the HSA website http://www.hsa.ie/eng/Topics/Business_Licensing_and_Notification_Requirements/Accident_Incident_Reporting/.

Note: There is no requirement for Glengowla Mines to notify the Health & Safety Authority if any Glengowla Mines personnel contracts COVID-19. COVID-19 is reportable by a medical practitioner who becomes aware or suspects an instance of such disease. *Refer to Section 3 of the COVID-19 Response Plan.*

3.9 Procedure for Receiving Medical Attention

In the event of a personal injury at work, the injured person should, if practicable, firstly obtain advice or treatment from a qualified First Aider (refer to Section 4.3).

If the injured person cannot be moved, then a First Aider should be summoned to attend the casualty at the scene of the accident.

If medical treatment is required and providing the injured person is in a satisfactory condition to travel, then they should be taken to a doctor or hospital accompanied by a First Aider.

Under no circumstances should the casualty be allowed to drive him/herself to the doctor or hospital.

For First Aid instructions for COVID-19 – refer to Section 8 of the COVID-19 Response Plan.

3.10 Training

Training needs are identified by the Managing Director. Training will be adapted to take account of new or changed risks, the introduction of new work equipment, change in equipment and the introduction of new technology. Training needs will be reviewed periodically by the Managing Director.

3.11 Induction

All new employees will be formally inducted into the Health, Safety and Welfare at work policy of Glengowla Mines and will be taken through the Safety Statement in detail. There will also be at least one briefing per annum on the Safety Statement and at any other time following its amendment.

All employees must undergo the COVID-19 Induction Training process prior to commencing work.

3.12 Visitor Inductions

Visitors arriving at the mine are to be advised that appropriate footwear is to be worn in the mine; preferably flat footwear with enclosed toes. The wearing of high heels is not allowed.

Hard hats are to be worn by all visitors whilst in the mine.

Children are to be accompanied by adult supervisors at all times during the mine tour.

All tourists are to be advised as follows:

- During the tour all children must be accompanied by an appropriate adult
- Hold on to handrails at all times.
- Take one step at a time and be mindful of your surroundings
- Proceed in single file
- Maintain physical distancing.

Additional precautionary measures have been implemented in relation to COVID-19; these include:

- A limit on the number of visitors allowed into the mine at any one time.
- Hard hats are for single use only, i.e. they must be thoroughly cleaned after each use.
- Mine handrails are cleaned after each tour.
- Physical distancing must be maintained at all times.

3.13 Staff Daily Routines

A Daily Routines record book is maintained and is kept in the shop. The book must be completed at the start of each working day and signed. It records that the all areas (shop, museum and mine) have been inspected and cleaned as necessary. Any defects identified, including faulty lights, are to be recorded in the book.

Additional cleaning requirements have been implemented for COVID-19, as listed in the COVID-19 Response Plan.

4. RESPONSIBILITIES

4.1 Managing Director – Keith Geoghegan

In addition to his general management responsibilities, the Managing Director's health, safety and welfare responsibilities include:

- Enforcing the requirements of the company HSWW Policy and associated procedures.
- Ensuring that all persons under his direct control know, understand and are exercising their responsibilities in relation to health and safety.
- Ensuring that adequate training and equipment are provided to maintain high standards of health and safety protection; in particular in relation to COVID-19.
- Ensuring the activities under his control are risk assessed and all resulting control measures implemented, regularly reviewed and maintained for their effectiveness.
- Ensure a full set of risk assessments are in place and all employees are aware of their existence and application.
- Ensuring that inspections are regularly carried out.
- Ensuring that relevant information, training, instruction and supervision with respect to Health, Safety and Welfare are provided to employees.
- Ensuring that all visitors, contractors and other authorised persons comply with relevant statutory provisions and company systems and procedures.
- Ensuring that all defects involving Health, Safety, and Welfare are quickly identified and any remedies progressed promptly.
- Ensuring that records of plant and machinery, servicing, maintenance and PPE issued are maintained.
- Ensuring the personal protective equipment (PPE) is in good condition and fit for purpose.
- Receiving information from employees regarding conditions in the workplace, and taking any necessary action to remedy conditions, which fall below standard.
- Ensuring that appropriate safety notices are displayed.
- Ensuring the proper provision of fire-fighting equipment and training.
- Reviewing personnel absences due to accident or an injury at work or for occupational health reasons and ensuring that any reportable incidents are reported to the HSA.
- Ensuring that there is consultation with employees in good time on all issues concerning health, safety, and welfare.
- Ensure formal inductions are held with all new employees, highlighting our safety regime and recording and filing of same.
- Set an example and encourage all employees to participate in providing a safe and environmentally friendly working environment.
- Ensure all employees are aware of First Aid Facilities, Fire Precautions, Evacuation Procedures and Emergency Procedures.
- Ensure that the safety statement is kept up to date and reviewed at least annually.
- Act as the COVID-19 Officer; responsible for ensuring COVID-19 measures are adhered to.

4.2 Employees

Employees have specific health and safety duties as defined in the Act (Sections 13–15), which can be summarised as follows:

1. Comply with the law and take reasonable care of own and others' safety.
2. Do not be under the influence of intoxicants that will endanger safety at work.
3. Co-operate with employer and others.
4. Do not engage in improper conduct.
5. Attend training relating to safety or work.
6. Make correct use of any protective clothing, equipment or other safety measures provided.
7. Report any dangerous work, safety defects or contraventions that you become aware of.
8. Do not intentionally damage or interfere with safety equipment or other safety measures or intentionally place at risk a person at work.

4.3 First Aiders

At Glengowla Mines a First Aider has been appointed and trained to carry out First Aid, when necessary. In addition to their responsibilities as employees, First Aiders specific responsibilities are:

- Keep up to date with First Aid practice and ensure First Aid Certificate remains valid.
- Treat personnel, as far as reasonably possible, for cuts, abrasions, falls and shock and make the patient comfortable.
- Where necessary, contact a doctor or the Ambulance Service.
- Record all accidents and treatment given.
- Ensure the First Aid box is replenished and adequately stocked at all times.

Further requirements in relation to COVID-19 are contained within Section 9 of the COVID-19 Response Plan.

Recommended Contents of First Aid Box

(Reference HSA *Guidelines on First Aid at Places of Work*)

	1-10 Persons	11-25 Persons
Adhesive Plasters	20	20
Sterile Eye Pads (No.16) (bandage attached)	2	2
Individually Wrapped Triangular Bandages	2	6
Safety Pins	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No.8) (10 x 8 cms)	2	2
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No.9) (13 x 9 cms)	2	6
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No.3) (28 x 17.5 cms)	2	3
Individually Wrapped Disinfectant Wipes	10	20
Paramedic Shears	1	1
Examination Gloves	5	10
Sterile Water where there is no clear running water* ¹	1x500ml	2x500ml
Pocket Face Mask	1	1
Water Based Burns Dressing Small (10x10 cms) * ²	1	1
Water Based Burns Dressing Large* ²	1	1
Crepe Bandage (7cm)	1	2

Notes:

*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 risk of cross infection. The container should be CE marked.

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

5. CONTRACTORS' POLICY

Glengowla Mines are committed to ensuring the health and safety of contractors and complying with our duties under the Safety, Health and Welfare Act 2005.

Any contractor on-site will be informed of all hazards existing on the premises that may affect their health and safety, including emergency and evacuation procedures, housekeeping rules, etc.

The following general rules must be adhered to by all contractors:

1. They must provide a safety statement and provide details of how work will be carried out when requested to do so.
2. They must check in with the Managing Director and report to him throughout.
3. They must conform to the general duties and responsibilities as that of an employee.
4. Contractors must produce a letter from their insurance company showing that appropriate Employer's Liability and Public Liability Insurance are in place.
5. Have a duty to inform Glengowla Mines and anyone else that may be affected by a process or use of materials that may endanger others.
6. They shall comply with the requirements of this Safety Statement and co-operate with management.
7. They must ensure that employees and others under their care are provided with the appropriate training, instructions, protective and necessary clothing/equipment.
8. They must report any defects in plant, equipment, place of work or systems of work without unreasonable delay.
9. Will not use Glengowla Mines equipment without permission from the Managing Director.
10. Must complete the COVID-19 Contractor Questionnaire.
11. Must sign the acknowledgement form in Appendix C when requested by the Managing Director.

6. FIRE SAFETY

6.1 Fire Safety Resources

The following resources are provided to ensure insofar as is reasonable and practicable the prevention of an outbreak of fire:

- Fire Safety Instructions are posted in prominent locations throughout the building; these include the Evacuation Procedure and How to Raise the Alarm.
- Specific Instructions and responsibilities for key members of staff.
- Fire / Emergency Training is covered with all employees with regards to fire prevention, fire-fighting equipment evacuation etc.
- Drills are carried out periodically.
- Assembly area is located and clearly signed at the front parking area.
- Maintenance is carried out by competent specialists to ensure alarms and emergency equipment operates properly in the event of an emergency
- Regular checks are carried out of the fire-fighting equipment.
- All exit routes are displayed with appropriate signage.
- Fire equipment/extinguishing equipment is provided within the premises and is maintained and serviced as required.

6.2 Fire Instruction Notice

- Activate the alarm *
- Inform staff and visitors of the location of the fire
- Leave the premises immediately using the nearest available exit
- Do not rush
- Do not re-enter the premises
- Obey the instructions of management / staff

* Where there is no alarm system, staff and visitors should be warned verbally.

6.3 Instructions for Calling the Fire Brigade

1. Dial 999 or 112
2. Tell the Operator you require – FIRE BRIGADE
3. When connected, state clearly your exact location
Fire is at Glengowla Mines, 2 miles west of Oughterard, Co. Galway
4. Nearest main road or landmark is:
Large tourists sign 300 metres from the entrance to the site.
5. Your Phone Number is:091 552021 (Landline)
Give Mobile No. 087 2529850
6. **WAIT – DO NOT ASSUME** that the call has been received until the above information has been repeated back to you by the Fire Brigade.
7. Walk to the Assembly Point in the car park (if possible, close windows & doors behind you).
8. Bring the daily attendance sheet and visitor book to conduct a roll call (if in use).
9. **DO NOT RE-ENTER THE PREMISES**, remain at assembly point until otherwise advised.

EVACUATION PROCEDURE

1. On discovery of a fire or if one is reported to you, **IMMEDIATELY raise the ALARM.**
2. Open the nearest exit in your area and direct people to **walk and not to run**, and to go to the fire assembly point located in the carpark.
3. **Fire Control** – you should only attack the fire if you know what you are doing and if you are not placing your own life in serious danger. Fire extinguishers and fire-fighting equipment are provided for this purpose.
4. Make sure that all areas (toilet, museum) are searched for stragglers. If safe to do so, close all doors and windows behind you to restrict the spread of fire.
5. Evacuate the facility immediately. Do not take anything with you.
6. Once evacuated, no person should be allowed back into the building/area under any circumstances.
7. Each supervisor/nominated responsible person should assemble staff.
8. Rescue: if anyone is discovered missing or are injured, they will need assistance to bring them to safety. You should only re-enter the area under these circumstances, if you are not placing yourself in danger.
9. Do not go homeYou must wait until you have been given permission to leave.

6.4 How to Use a Fire Extinguisher

The rule is to always position yourself with an exit or means of escape at your back before you attempt to use an extinguisher to put out a fire. In case the extinguisher malfunctions, or something unexpected happens, you need to be able to get out quickly, and you don't want to become trapped.

It's easy to remember how to use a fire extinguisher if you can remember the acronym PASS which stands for **P**ull, **A**im, **S**queeze and **S**weep.

PULL the pin.

This will allow you to discharge the extinguisher.

AIM at the base of the fire.

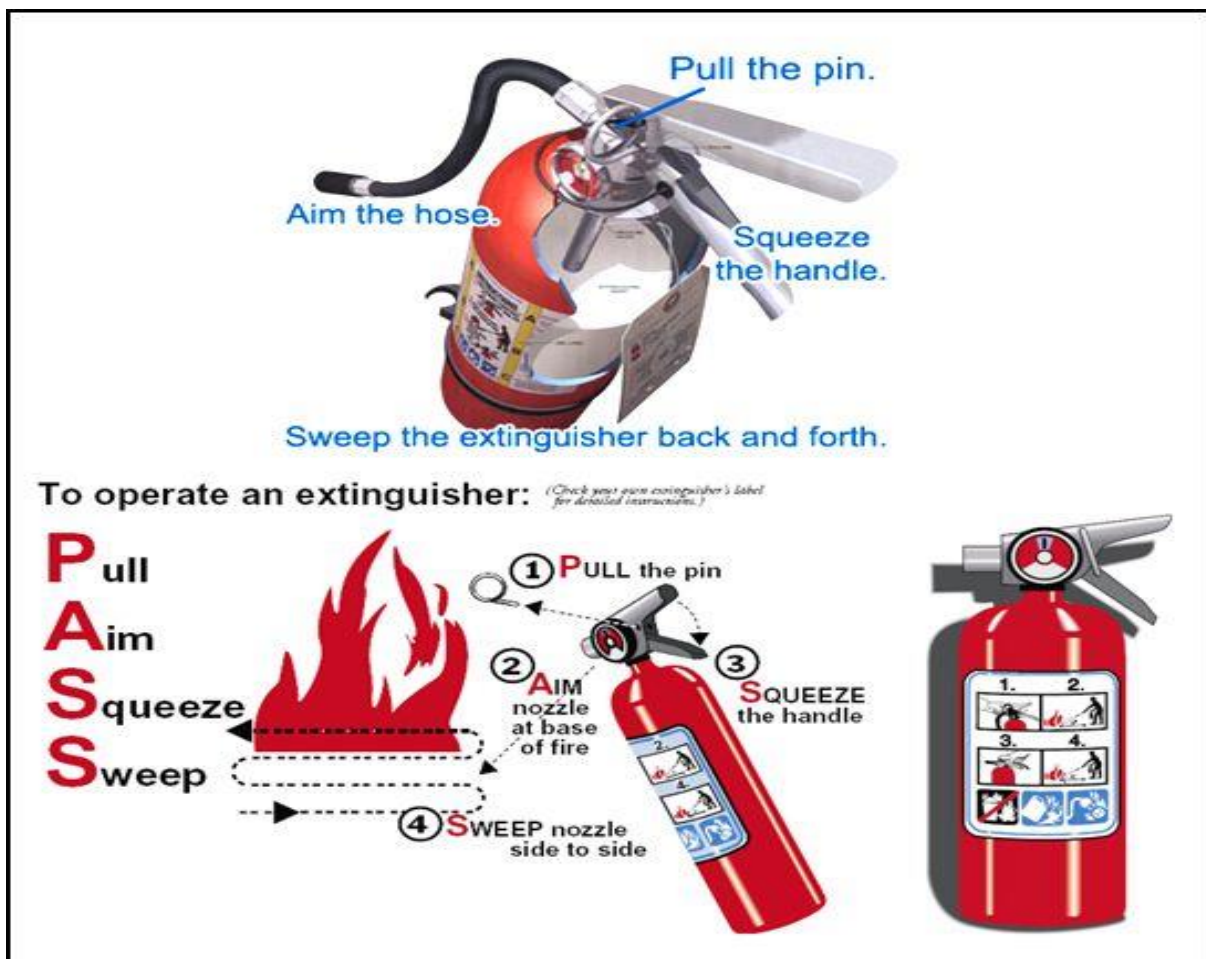
If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You need to hit the fuel.

SQUEEZE the top handle or lever.

This depresses a button that releases the pressurised extinguishing agent in the extinguisher.

SWEEP from side to side until the fire is completely out.

Start using the extinguisher from a safe distance away, and then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.



7. HAZARD CLASSIFICATION & RISK ASSESSMENT

7.1 Procedure

In Glengowla Mines the Managing Director is responsible for the design, implementation and monitoring, and review of risk assessments.

In our risk assessment we follow a 3-step process:

- Step 1 Identify the hazards – what are they?
- Step 2 Who is at risk?
What are our current controls?
What is our level of risk; High, Medium Low (see “Quantify the Risk” below)
- Step 3 What further control measures can we take to reduce the remaining risk level to as low a level as possible?

Hazard: means “*anything with the potential to cause harm*” but for our purposes this is workplace-generated (e.g. electricity, working at heights from ladders, poor housekeeping). Some hazards are more obvious than others, for example:

Obvious hazard – uneven floor surfaces, electricity, poor lighting
Less obvious – poor housekeeping, poor maintenance

For each hazard identified we specify the associated risks and list the control measures to be put in place to minimise the risks. Listed below are some of the hazard categories:

Categories of Hazard Identification	
Physical	Manual Handling (heavy, awkward or hard-to reach loads; Slipping/tripping hazards (poorly maintained or untidy floors, passageways); Poor housekeeping
Health	Unsuitable lighting levels; harmful dusts or stress.
Chemical	Working with common everyday products from cleaning agents, glues
Biological	COVID-19 (<i>refer to COVID-19 Risk Assessment</i>)
Human	Such as bullying by or violence from staff or members of the public; Vulnerable workers such as the new and/or inexperienced workers.

Further information is available in the HSA “*Guidelines on Risk Assessments and Safety Statements*”.

The options available for dealing with the identified problems are to be examined whilst taking account of the risk (i.e. the likelihood of the harm occurring).

Risk: means the likelihood that someone will be harmed by a hazard, together with the severity of the harm suffered. Risk also depends on the number of people who may be exposed to the hazard.

Quantify the Risk

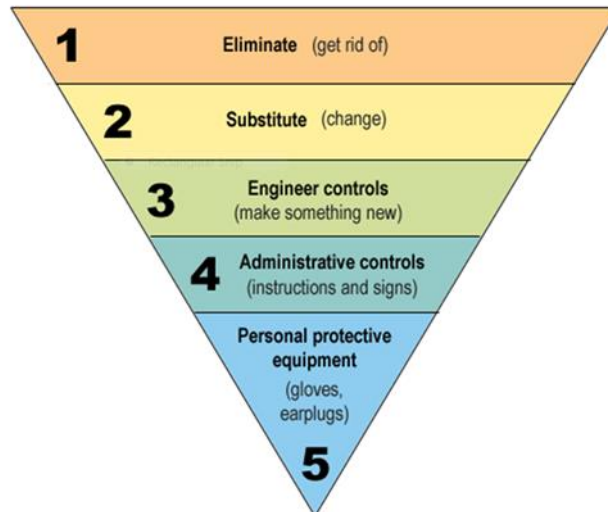
Low risk: This is where the likelihood of an accident occurring is low and the severity is low. For example, intermittent work on a computer where the workstation is well laid out is unlikely to result in any harm to the user.

Medium risk: As the level of likelihood and severity increases, a hazard may be assessed as a medium risk. For example, manual handling of heavy loads without mechanical aids. You should use control measures to reduce these hazards to low risk.

High risk: You should focus on high risk hazards first, as there is a likelihood that an accident could occur and if it does then there could be serious injuries, ill health or death. For example, vehicles reversing where members of the public are walking.

Control Measures

Within the risk assessment all hazards have control measures that aim to reduce risk or harm to others. Where practicable the company commits itself to controlling the hazards identified by using the following “Hierarchy of Control” in the following order, with Elimination before the first preferred option and so on to Personal Protective Equipment being the last option.



Glengowla Mines will ensure a hazard review is regularly carried out to monitor the extent to which the risk assessments are appropriate for the tasks, and that they are being complied with. Regular inspections of the premises and reviews of work practices are part of the overall Health, Safety and Welfare policy.

7.2 Personal Protective Equipment

Personal protective equipment (PPE) is required in circumstances in which it is not reasonably practicable to eliminate or control the hazards in the workplace. Glengowla Mines will provide and maintain protective clothing or equipment deemed necessary to ensure the safety, health and welfare of employees.

When using PPE, it is important to remember that you are obliged to use it as instructed, maintain it in a state of good repair and report any defects or other problems promptly. PPE is not the solution to a hazard and should only be used to control a hazard when all other control measures have been exhausted.

In addition to any normal day to day PPE requirements, additional PPE has been provided in relation to COVID-19, e.g. face masks and shields, gloves – refer to the COVID-19 Response Plan Section 7 for full details.

APPENDIX A – RISK ASSESSMENTS

- 1. COVID-19**
- 2. Shop and Museum**
- 3. Sheep Dog Displays and Turf Cutting**
- 4. Mine Tours and Gold Panning**

APPENDIX B

GUIDANCE ON MANUAL HANDLING & MUSCULOSKELETAL DISORDERS (MSDs)

1. MANUAL HANDLING

Hazards

Poor lifting techniques when carrying or lifting materials or carrying goods that are too heavy, awkward or in unsafe environments can increase the likelihood of an injury occurring. Other hazards include; poor posture while lifting and carrying, over-reaching or stepping over/around objects. Poor housekeeping can increase the risk of trips and falls that may prove particularly serious if the individual is handling a load.

Risks

Back injury may arise from the mishandling of loads or associated with twisting, reaching or other movements without sufficient rest or recovery time, e.g. during turf cutting. These can result in discomfort, pain, restriction of joint movement, soft tissue swelling to the hands, pain or more severe injury to the neck and lower back.

Controls

Management recognise that injuries and ill health associated with manual handling can cause much unnecessary suffering and pain. To this end Glengowla Mines is committed to a policy of reducing manual handling operations and minimising the risk of injury or ill health to an acceptable level, as far as is reasonable. Manual handling training will be provided to all staff using training materials provided by the Health and Safety Authority (see References below).

1. The layout of the working environment will, as far as reasonably practicable, take into consideration good ergonomic principles. Work tasks are assessed, and where required steps taken to modify the environment to avoid over-reaching, stretching, requirement for awkward postures or unnecessary lifting.
2. In order to assist in the prevention of injuries associated with manual handling employees are required to co-operate with management by:
 - Reporting any pre-existing relevant medical conditions, for example back problems, muscular injuries or recent operations and pregnancy. If you fail to do this you may be allocated to a task that is beyond your capability, therefore putting you at risk. Always make use of mechanical aids that have been provided to minimise lifting.
 - Limit the load to that which is suitable to you to lift. No-one is expected to lift, carry or move any load so heavy as to be likely to cause injury. Do not over-strain to lift or move something which does not feel immediately and comfortably within your capability.
 - Report to the Managing Director any problems with the size or frequency of load, the working environment or the moving/lifting equipment available.

References: Manual Handling Videos:

http://www.hsa.ie/eng/Workplace_Health/Manual_Handling/Manual_Handling_Risk_Assessment_Videos_Series_1/

Further guidance is provided in the attached Health & Safety Authority publication:

[Guidance on the Management of Manual Handling in the Workplace \(Refer to Appendix C\)](#)

2. MUSCULOSKELETAL DISORDERS (MSDs)

Hazards

Unfavourable ergonomic conditions, requirement to adopt a poor posture, and stress and repetitive motions, for example guiding visitors around the tourist attraction, turf cutting.

Risks

Injuries occur from repeated physical movements doing damage to tendons, nerves, muscles and other soft body tissues.

Controls

Glengowla Mines is committed to preventing musculoskeletal disorders. To this end the following safety measures and safety arrangements are implemented:

1. Job design, work systems and the working environment are designed as far as is reasonable taking into consideration good ergonomic principles. Every effort is made to ensure that there is sufficient variety within tasks to minimise the risk of repetitive tasks and motions.
2. Employees are informed of the requirement to avoid carrying out any tasks which force them into an unnatural, awkward posture for prolonged periods. All employees are encouraged to adopt a good working posture; avoiding slouching and twisting and over-reaching.
3. Employees are encouraged to alternate/rotate job tasks to reduce the risks associated with prolonged exposure or repetitive motions.
4. Where possible and practical, items should be brought to waste height level to be sorted rather than the floor level. Employees must avoid storing items on the floor and if required should never twist and stoop to reach these items.
5. When engaged in turf cutting, the sleán should be in good condition.
6. Employees should follow the guidelines set out below to reduce the risk of MSDs developing:
 - (a) Break up repetitious work – spread repetitious workload throughout the day;
 - (b) Relax – try not to tense-up; keep your limbs and shoulders as limp as possible. Avoid maintaining a stiff posture for prolonged periods.
 - (c) Take rest breaks – stretch all parts of the body, particularly the hands, shoulders, wrists and neck to avoid strain associated with repetitive motions and to allow for a period of rest/recovery.
 - (d) Minimise contact with hard or sharp surfaces – this is especially important at the wrists and elbows.

APPENDIX C – COVID-19 RESPONSE PLAN

APPENDIX D – Health & Safety Authority Publication

“Guidance on the Management of Manual Handling in the Workplace”

