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| Document Title: Safe System of Work and Risk Assessment | |
| Document Reference: RA04 | Version No: 02 |
| Task: Working on Roof using Safety Harness | |

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| Site/Location: | All Locations | | |
| Assessed By: | Julius Zenevicius (QSHE Manager) | | |
| Manager | All Company Management Site Operatives Contractors | Date | September 2023 |

Safe System of Work

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| 1 | Task: Using of safety harness to work on roof areas |
| 2 | List of any Hazards as identified by risk assessment: <ul style="list-style-type: none"> • Faulty Equipment • Manual Handling • Fall from heights • |
| 3 | List of Special Equipment, Procedures or Competence Required to Perform the Task: General Competence <ul style="list-style-type: none"> • Site Induction • Competence awareness • Safety Harness Awareness • Work at Height • Asbestos Awareness Equipment Required <ul style="list-style-type: none"> • Safe access to roof (client provided) • Safety harness • Lanyard |
| 4 | Protective Equipment required (tick as appropriate): <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center; width: 30%;">  Gloves (EN374/388) <input checked="" type="checkbox"/> </div> <div style="text-align: center; width: 30%;">  Safety Harness <input checked="" type="checkbox"/> </div> <div style="text-align: center; width: 30%;">  Glasses/Goggles (EN166) <input type="checkbox"/> </div> <div style="text-align: center; width: 30%;">  Safety Footwear (EN355) <input type="checkbox"/> </div> <div style="text-align: center; width: 30%;">  <small>Ear protection must be worn</small> Ear Protection (SNR30) <input type="checkbox"/> </div> <div style="text-align: center; width: 30%;">  Hi-Visibility Clothing (EN471) <input checked="" type="checkbox"/> </div> </div> |
| 5 | Step by Step Safe Working Method to Follow: PLEASE MAKE SURE A REASONABLE AMOUNT OF TIME IS SPENT BEFORE STARTING EACH SHIFT TO CONSIDER ALL THE HEALTH, SAFETY AND ENVIRONMENTAL ASPECTS OF THE WORK TO BE CARRIED OUT. IF IN ANY DOUBT PLEASE ASK THE MANAGER RESPONSIBLE. |

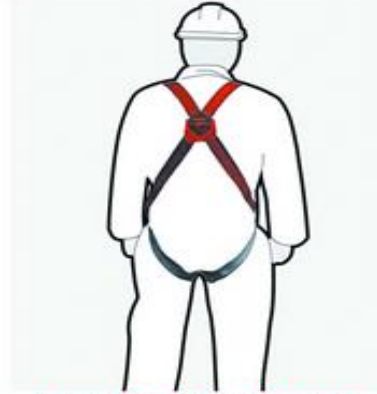
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| 6 | <p>General</p> <p>MONITORING AND REVIEW</p> <p>The QSHE Department will carry out regular safety audits and inspections of site and supervision of documentation, methods and procedures.</p> <p>Specific attention is given by all management to compliance with legal requirements.</p> <p>The site management responsibilities are:</p> <ul style="list-style-type: none"> • Compliance to site rules. • The implementation of the Health & Safety plan. • All risk assessment requirements. • Initial site briefing procedures for all operatives, contractors and subcontractors prior to any involved in site operations. <p>The QSHE Department is responsible for all accident/incident investigation reporting procedures based on detailed information provided by site management, operatives, material evidence and any external source involved.</p> <p>Performance appraisal and feedback may require change. Immediate emergency action is the responsibility of Site Foremen.</p> <p>Non-urgent procedure/operating sequence matters are to be discussed with appropriate management.</p> <p>Health & Safety changes are to be reviewed at meetings attended by the Planning Supervisor, Site Manager and Health & Safety Officer (plus Sub-Contractor representation if appropriate).</p> <p>Findings and changes must be directed / notified in writing and available for all as a notice.</p> <p><u>Roof Area</u></p> <ul style="list-style-type: none"> • Client roof area will be evaluated and roof conditions access before access granted to operators deemed roof is safe to operate on. • All equipment and materials will be carried out and set up with best practise recommendations and manufacturers recommendations • Access equipment will be inspected and required documents to be recorded prior for using it. • Any defects or faults identified to be informed to line manager and no works to be taken until approved by management • Cordon off the area from the moving vehicles and pedestrians • Materials will be stored safely away from access routes. • All materials unloaded using mechanical aids with sufficient safe working loads if required. • Manual Handling techniques used for carrying ladders and other work equipment <p><u>Safety Harness</u></p> <ul style="list-style-type: none"> • A harness will be brought and prepared for the works. • Visual inspections will be carried out to ensure harness and lanyards are fit for the duty and do not present any risks of damage further. • Webbing: Check for signs of damage such as bobbling/strained or badly pulled webbing, cracks, cuts or fraying as well as loose stitching or fading which may indicate the fibre structure has been compromised. • Buckles: Make sure all rivets are tight and buckles aren't bent, chipped or have sharp edges protruding and that all stitching is intact. • D-Rings: Check for any signs of distortion, fatigue or rust and make sure the ring pivots freely. • Plastic Loops: Check for broken, cracked or damaged loops. • Straps and rope: Carefully check straps for signs of fraying or broken fibres. Inspect clips on straps and check for loose stitching. • Label: Make sure the label includes the serial number, manufacturing and inspection dates. |
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Hold the harness by the rear D-ring and shake it to allow the straps to fall into place



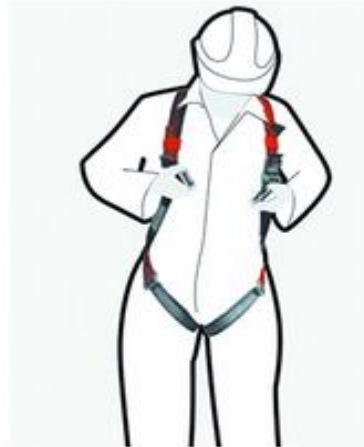
Place your arms through the shoulder straps, ensuring the webbing remains untwisted



Ensure the D-ring is in the middle of the back between the shoulder blades. Adjust shoulder straps so the sub pelvic strap sits under the buttocks



Pull each thigh strap through the legs and fasten the buckles. Adjust the tension or release the slack as necessary



Connect the chest strap and adjust so that the shoulder straps are centered on each shoulder and tighten



Once all straps are buckled, tighten them so that the harness fits comfortably and does not pinch or restrict movement

- Once safety harness are safely placed on, an operatives will access the roof area
- Safety harness is subject to safety inspections every 6 months by competent person
- Where safe, an operative will connect safety harness lanyard to anchor point provided by the client or determined by site manager .



- As instructed by Client, Operators will work in designated areas only , one at the time in sections .
- Area will be cordoned off to prevent trespassers or any vehicles from flying debris or other waste particles

- Only trained operators to perform the tasks
- When all works are completed, areas will be swept, and all debris removed before finishing the task

Emergency Procedures

Should an emergency arise during the work covered by this document, the alarm should be raised (verbal) and the Operatives exit the working area by predefined safe routes and attend muster point before notifying the management team.

Vehicle breakdowns

Should the vehicle breakdown the driver should engage his hazard warning lights and telephone the office to report the breakdown. The driver should only exit his cab to inspect the vehicle if it is safe to do so.

First Aid Procedures

All vehicles are issued with a First Aid kit. If first aid is required, it is the responsibility of the Operative to call the office and notify the management about his injury.

Management Requirements

Company management team maintains responsibility for all aspects of Health, Safety & Welfare associated with the works. Direct supervision of the working party will be provided by the charge-hand/supervisor

Waste Management

All work site wastes will be removed from site, segregated and disposed of in the appropriate manner. The work site is to be maintained in a tidy state, with moveable items removed or suitably secured at night. Upon completion of works all surplus materials, plant equipment and tools are to be removed from the working area. On some occasions client will be responsible for remaining waste that will be left on their premises

Environmental Issues

Plant engines are not to be left running idle, resulting in unnecessary noise and resulting in the release of contaminants to the air. If you unsure what on waste segregation and disposal requirements and business procedures, on that, please speak to your manager or QSHE Consultant.



Working on Roof and Wearing a Safety Harness

Risk Assessment

Who is at risk?

- Employees
 Visitors
 Contractors

| Hazard identified and nature of possible harm | Control Measures | Severity | Probability | Risk Rating | Action Required (If none, insert words 'Maintain and Monitor Controls') | Time scale | Action taken (sign and date) |
|---|--|----------|-------------|-------------|---|------------|------------------------------|
| Manual handling | <ul style="list-style-type: none"> Guideline weights for lifting and lowering, which assumes that the handling is taking place in reasonable working conditions with a load that is easily grasped with both hands by a reasonably fit, well-trained individual. These are set out in the System of Work, which is to be retained for all task assessments. Weights to be lifted may need to be reduced below these values if there are environmental or other factors that could have an adverse effect on the activity, or if it involved twisting or bending. Where possible, manual handling tasks should be minimised by using lifting aids such as trolleys and similar devices. Detailed manual handling Risk Assessments are available and completed for main activities. Most of waste bucket are weighted approximately 12-14kg | 3 | 1 | 3 | Maintain and Monitor Controls | - | - |
| Fall From Height | <ul style="list-style-type: none"> Fall arrest provided which has been inspected by competent contractor on regular basis Only trained personnel to conduct task. Ladders will be visually checked and cleaned before any commencement of any tasks. Safety harness and clips are being used to prevent from falls from heights. | 5 | 1 | 5 | Maintain and Monitor Controls | - | - |



Working on Roof and Wearing a Safety Harness

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| <p>Exposure to Asbestos Fibres, Bird Excreta, Pigeon Guano, or stagnant water.</p> | <ul style="list-style-type: none"> • Delivery & Control Managers and Gutter cleaners must be Asbestos Awareness trained using a UKATA accredited course or similar. • Areas of asbestos to worked around carefully and in an organised manner. • The Company Policy on working with Bird Excreta, Pigeon Guano or stagnant water must be included for Induction training and signed off by each employee / manager • PPE to be worn included in the box of provisions allocated to each van / person. Lost or damaged | 3 | 1 | 3 | Maintain and Monitor Controls | - | - |
| <p>Unsafe anchorage, unsafe or inappropriate fall protection systems.</p> | <ul style="list-style-type: none"> • Fall protection systems are designed, specified and installed by registered professionals and regularly inspected according to schedule. • When any device be it a single point anchor, horizontal safety line system or fall arrest apparatus which has arrested a fall it must be taken out of service. • The advice of the manufacturer of the device / system must be sought and remedial measures as specified undertaken before re-commissioning of the system. | 5 | 1 | 5 | Maintain and Monitor Controls | - | - |
| <p>Lack of awareness of fall hazards in workplace.</p> | <ul style="list-style-type: none"> • Users are properly trained and assessed for their competency. • Competent persons train workers at risk of falls with regard to types of fall hazards, risk reduction, limitations of fall arrest/fall restraint equipment, dangers of hanging in a harness and emergency rescue planning. | 5 | 1 | 5 | Maintain and Monitor Controls | - | - |
| <p>Failure to observe good practice in the use of fall arrest/fall restraint equipment, or misuse of such equipment</p> | <ul style="list-style-type: none"> • Competent persons train workers in selection, inspection and correct use of fall arrest/fall restraint equipment. • A qualified person must supervise the setting up of work and equipment. • A full body harness is always required when using fall protection equipment. | 5 | 1 | 5 | Maintain and Monitor Controls | - | - |
| <p>Pre-existing medical conditions made worse by fall in harness.</p> | <ul style="list-style-type: none"> • Workers to self-declare any health issues or concerns before working at height. | 5 | 1 | 5 | Maintain and Monitor Controls | - | - |



Working on Roof and Wearing a Safety Harness

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| Use of Fall Arrest Blocks by workers weighing more than 100kg (15st 10lb). | <ul style="list-style-type: none"> The manufacturer is to be consulted for specific data about anticipated arrest forces and deployment lengths. Priority will be for other employees to be more fit and suitable for the role and task | 5 | 1 | 5 | Maintain and Monitor Controls | - | - |
| Body strain, discomfort. | <ul style="list-style-type: none"> Make sure harnesses fit workers properly and are comfortable; shoulder and back pads can reduce harness pressure. A properly fitting harness spreads the stopping force over thighs, pelvis, chest and shoulders. Full body cross-chest harnesses are more comfortable for men and can reduce bruising when falls are halted. | 5 | 1 | 5 | Maintain and Monitor Controls | - | - |
| Fall arrest/fall restraint equipment failure. | <ul style="list-style-type: none"> Follow manufacturer's instructions with regard to inspection, care and storage. Inspect prior to every use and at specified intervals, at least yearly and more often for frequently used equipment and equipment used in arduous conditions. Even a slight defect can have a very serious impact upon performance, with potentially fatal consequences. | 5 | 1 | 5 | Maintain and Monitor Controls | - | - |
| Combined use of incompatible safety equipment. | <ul style="list-style-type: none"> Training to include ensuring that workers are aware of one component of equipment adversely affecting the safety of another. For example using an energy absorbing lanyard to extend an inertia reel will adversely affect the inertia reel's performance and will likely cause it to fail completely. | 5 | 1 | 5 | Maintain and Monitor Controls | - | - |
| Use of inappropriate equipment. E.g. using a restraint system for fall arrest. | <ul style="list-style-type: none"> Training to cover selection as well as correct usage of equipment All operators will be fit and selected for this task by site manager No other untrained persons will be allowed to carry out this task | 5 | 1 | 5 | Maintain and Monitor Controls | - | - |
| Access to roof | <ul style="list-style-type: none"> Roof access is controlled by the client No access to other trades if not required Permit to work on roof areas will be issued by the contractor Roof area will be inspected prior any works to ensure its safe | 3 | 1 | 3 | Maintain and Monitor Controls | - | - |



Working on Roof and Wearing a Safety Harness

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| Fragile roof/skylights | <ul style="list-style-type: none"> Fragile roof / skylights are either covered, signed as hazardous or have physical barriers around them. In some instances access to the location is restricted to those using fall restraint / arrest equipment. | 5 | 1 | 5 | Maintain and Monitor Controls | - | - |
| No or limited edge protection | <ul style="list-style-type: none"> Edge protections will provided and installed by the client Edge barrier or similar control measures will be placed before access is granted Safety harness will be worn at all the times when there is a risk of fall from heights near by edge areas | 5 | 1 | 5 | Maintain and Monitor Controls | - | - |
| Roof anchors / man-safe systems | <ul style="list-style-type: none"> A temp man safe system will be provided to ensure that safety harness lanyard is safe and securely clipped to prevent from fall Man safe or anchor system will be checked to ensure safely and compliance prior any works begun Checks will be completed by both parties | 5 | 1 | 5 | Maintain and Monitor Controls | - | - |
| Adverse weather | <ul style="list-style-type: none"> Operators will be issued with worm clothing to prevent from any outdoor and cold weather Regular breaks is available Site has welfare facilities to be liaised with the client | 3 | 1 | 3 | Maintain and Monitor Controls | - | - |
| Falling objects | <ul style="list-style-type: none"> Where working at the edge, all tools and equipment will be tethered to the surface or operator Operator is instructed to ensure that are no loose and light weight debris or materials lying around All tools and equipment's re kept ant minimum to prevent from blow off from roof areas by the wind | 5 | 1 | 5 | Maintain and Monitor Controls | - | - |

Annual Review



Working on Roof and Wearing a Safety Harness

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| Roll-Out | Manager's Signature: Julius Zenevicius | Date: September 2022 |
| Refresher Year 1 | Manager's Signature: Dovile Balionyte | Date: September 2023 |
| Refresher Year 2 | Manager's Signature: | Date: |



Working on Roof and Wearing a Safety Harness

Risk Assessment Guidance – 5 x 5 Matrixes and How to Score Each Hazard

| SEVERITY (CONSEQUENCE) CATEGORIES | | |
|-----------------------------------|---|--|
| Major | 5 | Causing death to one or more people. Loss or damage is such that it could cause serious business disruption (e.g. major fire, explosion or structural damage). |
| High | 4 | Causing permanent disability (e.g. loss of limb, sight or hearing). |
| Medium | 3 | Causing temporary disability (e.g. fractures). |
| Low | 2 | Causing significant injuries (e.g. sprains, bruises, lacerations. Loss or damage to fixtures and fittings). |
| Minor | 1 | Causing minor injuries (e.g. cuts, scratches). No lost time likely other than for first aid treatment. Loss or damage in the form of superficial damage to interior decorations for example. |

| PROBABILITY (LIKELIHOOD) CATEGORIES | | |
|-------------------------------------|----------|---|
| Almost Certain | 5 | Absence of any management controls. If conditions remain unchanged there is almost a 100% certainty that an accident will happen (e.g. broken rung on a ladder, live exposed electrical conductor, and untrained personnel). |
| High | 4 | Serious failures in management controls. The effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor (e.g. ladder not secured properly, oil spilled on floor, poorly trained personnel). |
| Medium | 3 | Insufficient or substandard controls in place. Loss is unlikely during normal operation; however, it may occur in emergencies or non-routine conditions (e.g. keys left in fork lift trucks; obstructed gangways; refresher training required). |
| Low | 2 | The situation is generally well managed – however occasional lapses could occur. This also applies to situations where people are required to behave safely in order to protect themselves but are well trained. |
| Improbable | 1 | Loss, accident or illness could only occur under freak conditions. The situation is well managed and all reasonable precautions have been taken. Ideally, this should be the normal state of the workplace. |

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| Probability | Almost Certain | 5 | 10 | 15 | 20 | 25 | HIGH – UNACCEPTABLE Stop the activity. Consult Manager. |
| | High | 4 | 8 | 12 | 16 | 20 | |
| | Medium | 3 | 6 | 9 | 12 | 15 | MEDIUM – ADEQUATE Look to improve at next review. |
| | Low | 2 | 4 | 6 | 8 | 10 | |
| | Improbable | 1 | 2 | 3 | 4 | 5 | LOW – SATISFACTORY No further action. Maintain controls. |
| | | Minor | Low | Medium | High | Major | |
| | Consequence | | | | | | |