



Energy for  
generations

**ESB Group Policy  
and  
Framework Safety Statement**



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## ESB Group Safety Policy

We in ESB are fully committed to protecting the Health and Safety of our colleagues, contractors, and the people we serve. Safety is a core value of our company. Our belief is that all unsafe acts and incidents are preventable and all operational processes can be designed and operated in an inherently safe manner. This belief guides our approach to safety across all of our business activities. We take pride in our safety achievements.

We promote an open and proactive Health and Safety Culture with the full involvement of all our people. This is reinforced through strong and visible leadership and by striving to achieve and maintain our safety goal of zero injuries. We are aware that safety is every individual's responsibility. Each of us has the responsibility to act immediately to prevent unsafe acts. If any task is not safe we do not do it.

We comply with, and constantly aim to exceed, all relevant legal and regulatory Health and Safety requirements. We communicate the required safety standards and behaviours in a clear and unambiguous manner, with all necessary training, systems, and procedures put in place to support and continuously audit our safety performance.

A handwritten signature in black ink, appearing to read 'Pat O'Doherty', is positioned above a horizontal line.

Pat O'Doherty  
**Chief Executive**

27<sup>th</sup> November 2014

## Introduction

ESB will take all reasonable steps to secure and maintain the health, safety and welfare of all employees, contractors, clients, partners and members of the public who may be affected by its activities. As Chief Executive my objective, and that of all management within ESB Group, is to maximise the well-being of each employee and his/her potential to contribute to the development of the company.

Safety is a core ESB Group value. Safe working is an integral part of how we plan, organise and undertake our business activities and operations. As a responsible business ESB is committed to:

- Consistently implementing our Risk Assessment policy to deliver the highest standards of safe design, construction, operation and maintenance.
- Making continuous improvement in the safety and health impact of all our activities.
- Maintaining awareness of advances in knowledge, changes in laws and the changing expectations of the public as regards safety, health and well-being and taking timely account of these developments.
- Participating appropriately in discussions with policy and regulatory authorities, trade associations and other bodies in the development of improved laws, codes of practice and public understanding.
- Complying with all health and safety, employment and equality legislation and the requirements of Energy Regulators.
- Requiring contractors engaged by ESB to comply with ESB's safety standards as part of their contract. Promoting public safety through schools, trade and representative associations and other partnerships.

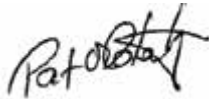
Injuries at work can result in pain, distress, disruption and, in the most serious circumstances, death. My goal and that of the company's senior management is to eliminate all injuries. Accordingly the overall Group objective is zero injuries.

Achieving this requires the full understanding by everyone in the Group of their safety responsibilities and their commitment to fostering a pro-active safety culture, based on a duty of care for oneself, one's co-workers and members of the public.

Responsibility for safety in ESB proceeds from the Board through me, as Chief Executive, to all senior management and in turn to each manager, supervisor, team leader, and member of staff. It is the responsibility of all line management to ensure that employees are trained and motivated to comply with ESB safety policy, safety statements, safety rules and procedures, safety standards and relevant laws. Line management also has a responsibility to keep itself fully informed of the impact that activities under its control have on safety policy, and to take corrective action as appropriate. Equally all employees have a responsibility to protect their own safety and that of others affected by their work, to avoid behaviours that could result in injury to others and to cooperate in implementing the safety policy, rules, standards, procedures, guidelines and codes within ESB.

## ESB Group Policy and Framework Safety Statement

The Safety Statement in this publication has general application to the ESB Group. The Statement also includes reference to specific requirements under Irish law which, where stated, are applicable within the Republic of Ireland. In this context, the Statement will be brought to the attention of all Irish based employees of the Group and a copy made available to them. It will also be communicated to contractors and to visitors on entry to ESB work sites and to contractors on entry to ESB work locations. Our activities outside the Republic of Ireland will be fully informed by this policy and statement and local legislation.



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Pat O'Doherty  
**Chief Executive**

### Revision History

Date	Rev No	Approval	Summary of Change
November 2014	11	Chief Executive/Board	Eleventh revision to reflect changes to Executive Director Team.
December 2013	10	Chief Executive/Board	Tenth revision. Changes to reflect changes to Executive Director Team.
March 2012	09	Chief Executive/ Board	Ninth Revision. Minor text amendments. Changes to reflect appointment of new Chief Executive.
August 2010	08	Chief Executive/Board	Eight Revision. Minor text amendments. Additions to reflect change in laws.
April 2009	07	Chief Executive/Board	Seventh Revision. Minor text amendments
June 2008	06	Chief Executive	Sixth Revision. Minor text amendments.
June 2007	05	Chief Executive	Fifth Revision. Comprehensive update in light of Safety, Health and Welfare at Work Act 2005
June 2006	04	Chief Executive	Fourth Revision
October 2003	03	Chief Executive	Third revision
October 2001	02	Chief Executive	Second revision
October 1998	01	Chief Executive	First revision
April 1993	00	Chief Executive	First Version of Safety Statement

### Notice

This document constitutes the complete ESB Group Safety Statement as required under the Safety, Health and Welfare at Work Act (2005), Ireland, only when read in conjunction with the relevant Business Line and Local Safety Statements.

## ESB Safety Responsibilities

Each separate business of ESB Group will provide the resources, systems and controls necessary to:

- Manage and conduct work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and any other persons at the work location.
- Exercise its general duties as an employer so as to ensure:
  - A safe place of work is designed and maintained.
  - Safe means of access and egress from any workplace under its control.
  - Safe design, construction and operation of well-maintained plant, machinery and equipment.
  - Safe systems of work.
  - Provision of the necessary safety instruction, training, information and supervision.
  - Prevention of risk to health from the use of any article or substance or exposure to noise, vibration or ionising or other radiations or any other physical agent.
  - Provision and maintenance of facilities and arrangements for the welfare of employees.
  - Provision of suitable and adequate personal protective equipment as required where hazards cannot be eliminated.
  - Preparation and revision of plans to deal with any foreseeable emergency incident or serious and imminent danger.
  - Provision of the services of competent persons to advise and assist ESB management in securing the safety, health and welfare at work of employees.
- Ensure that the nine general principles of prevention listed under Schedule 3 of the Safety, Health and Welfare at Work Act (2005) and the application of these principles in the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. 291 of 2013) are adhered to. The nine general principles of prevention are listed in Appendix 1.
- Ensure, in as far as is reasonably practicable, the safety of the general public and others who may be affected by ESB activities and operations.
- Identify the hazards associated with the activities of its businesses, assess the risks, specify the controls necessary to eliminate or minimise the risks and inform the employees about these risks and instruct them in their control.
- Meet all legal and regulatory safety obligations and standards and constantly strive to exceed them.
- Report all specified dangerous incidents and occurrences to the Health and Safety Authority
- Ensure a safe working environment which recognises the right to dignity of each staff member and which rejects all types of bullying, harassment and sexual harassment
- Ensure that the responsible managers develop complementary and comprehensive safety statements for each separate business area and subsidiary management areas as appropriate which shall:
  - Identify the particular hazards,

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- Assess the risks, including an assessment of any specific aspect of the individual undertaking the task on the scale of the risk, in particular related to gender or disability.
- Give specific consideration to the change in risks that may arise through pregnancy and related conditions addressed under the Maternity Protection Act 1994 and its revisions.
- Specify the controls necessary to eliminate or minimise the risks,
- Include, where appropriate, an Explosion Protection Document
- Detail the organisational arrangements and responsibilities for safety in those management units

and in all other respects fully comply with the statutory provisions of Section 20 of Safety, Health and Welfare at Work Act 2005.

- Ensure that relevant policies and procedures are adhered to and that appropriate training, if required, is provided to enable this to happen.
- Promote the general mental, physical health and wellbeing of staff and provide a range of readily accessible supports including an Employee Assistance Programme.
- Have safety audits carried out in all management areas in accordance with ESB Safety Audit Policy, to have remedial action taken where necessary, and to have the audit results reported as appropriate.

ESB is proactive in its approach to health matters. This approach is supported by specific policies, charters, codes of practice and guidance on such matters as: Alcoholism, AIDS, Cultural Diversity, Dignity at Work, Disability, Electrical Safety Practice, Electric and Magnetic Fields, Harassment and Bullying, Life Work Balance and Sexual Harassment.

ESB Health Services provides a full range of occupational health information and support to all of ESB, including pre-employment health screening, management-referred medical assessment, overseas travel advice and vaccinations, advice on international health alerts, asbestos surveillance, audiology testing, general health screening programmes and health promotion campaigns.

### **Employee Safety Responsibilities**

A safe work environment requires continuous commitment from all managers, staff and contractors to ensuring their own safety and that of their colleagues. Consequently, establishing and maintaining a safe and healthy working environment is not exclusively a management responsibility. All employees are required under Irish law to accept responsibility for co-operating in implementing safety policy, rules, standards, procedures, guidelines and codes.

In particular each employee has an obligation to:

- Take reasonable care to protect his or her own safety and that of their co-workers and members of the public who may be affected by their acts or omissions while at work.
- Co-operate with management to ensure compliance with legal safety obligations. Be familiar with and observe the safety rules, procedures, guidelines and codes. Be familiar with and observe other relevant policies and procedures e.g. bullying.

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- Desist from improper conduct or behaviour and avoid the use of or being under the influence of intoxicants where it is likely to result in a risk to his or her safety or in placing co-workers or members of the public in danger.
- Attend training and assessment appropriate to the work being undertaken.
- Not misuse anything provided to secure the health, safety and welfare of employees.
- Use in the designated manner prescribed protective clothing, equipment, appliances or other means for securing their health, safety and welfare while at work.
- Report to management, without delay, any hazards or defects in plant, equipment, place or system of work and any contravention of relevant statutory provisions of which they become aware and which might endanger safety.

Each employee has a responsibility to report immediately to their supervisor or manager, or the person-in-charge, any incident that has resulted in an injury being sustained to themselves, another employee or the public. Employees will assist in completing a full written report as part of the investigation of the circumstances in which the injury occurred. Each employee should also report any incident which had the potential to result in an injury to themselves or another (Near Miss). Employees should also report to their manager any underlying illness which could result in their incapacitation while at work.

### **Organisation and Arrangements for Safety**

Ultimate responsibility for Safety and Safety Policy within ESB rests with the Board. The Board has in place a Committee on Health, Safety and Environment which considers and reports on matters of policy, strategy and performance in relation to Health and Safety.

The responsibility for implementing Safety Policy is delegated by the Board to the Chief Executive. Implementation of and compliance with Safety Policy is in turn delegated to the executive management team as listed in Appendix 2, who are accountable to the Chief Executive for delivering its provisions. Compliance is facilitated through implementing a systematic approach to health, safety and welfare management.

The executive management reports regularly to the Chief Executive on the implementation of Safety Policy in their respective areas of responsibility. Functional responsibility for Group Health, Safety and Welfare including Group policy development, performance indicator proposals, performance reviews and improvement planning is vested in the Executive Director Group People and Sustainability.

Specific requirements regarding safety is included in managers' performance targets.

## **Report of Accidents, Injuries and Dangerous Occurrences**

All accidents and dangerous occurrences in Ireland, identified as notifiable in the Safety, Health and Welfare at Work (General Application) Regulations 1993 (S.I. 44 of 1993) or any Regulation amending this Instrument, must be notified to the Health and Safety Authority. All fatal accidents to ESB staff at work or to contractors or visitors on ESB premises or any fatal accident involving ESB plant, apparatus, property or activity must be reported, without delay, to the Chief Executive. All injuries to members of staff or to contractors engaged by ESB involving an absence of more than one day from work (a Lost Time Injury) must be notified to the Office of the Chief Executive within 24 hours.

All injuries must be promptly entered on the Corporate EHS System (SHIELD). All incidents, which result in injury or loss, must be reported and investigated as appropriate within each business. All reported incidents that had the potential to result in an injury (Near Miss) must be reviewed and investigated as appropriate.

## **Information**

The provision of information in a timely and appropriate manner is central to ensuring the safety and health of employees. ESB will provide information in a form, manner and, as appropriate, language that is likely to be understood by staff and contractors, and that includes:

- The hazards and risks identified by the risk assessments,
- The protective and preventive measures to be taken and each specific task to be performed at each place of work.
- The names of designated first aid attendants, fire marshals, fire fighting team members, safety representatives and Employee Assistance Programme Officers.
- The location of First Aid facilities.
- The safety performance of the business.

## **Consultation and Participation**

ESB recognises that a successful safety culture can only be achieved with management and staff working in partnership.

ESB is committed to:

- Facilitating employees in the selection of their Safety Representatives.
- Taking account of representations on matters of safety made by employees and their Safety Representatives.
- Consulting and liaising with employees, Safety Representatives, Partnership Forums and trade unions on safety at work in particular in relation to proposed measures that may substantially affect their safety, the planning and introduction of new technology, hazard identification and risk assessment, the preparation of safety statements, safety training, the designation of emergency response staff (first aid attendants, fire marshals and fire fighting teams) and the appointment of competent persons.



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- Promoting the establishment of Safety Committees in all major locations as an aid for consultation and representation.
- Having in place a Safety Committee called the Chief Executive Health and Safety Committee, to facilitate consultation with staff in matters of safety and health.
- Promoting an open and frank attitude to the disclosure of information to staff and Safety Representatives on general safety matters and on specific incident cases, so as to contribute to the health and safety of all employees.
- Providing appropriate training and facilities to Safety Representatives to enable them to undertake their duties.

### **Revision of Safety Statement**

This Safety Statement will be reviewed where there has been a significant change in relation to the matters to which it refers or where it is considered to be no longer valid and revised as appropriate. A report will be made to the Board advising of each review and requesting approval of any revisions that may be required.

### **Annual Report**

In addition to the information required by the Electricity Supply Acts, the Annual Report of the Board will contain an evaluation of how the obligations set out in the Safety Statement were fulfilled and an assessment of the safety and health performance of all ESB activities.

## Appendix 1

### Nine General Principles of Prevention

1. The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing their effect on health.
5. The adaptation of the place of work to technical progress.
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
7. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
8. The giving of priority to collective protective measures over individual protective measures.
9. The giving of appropriate training and instructions to employees.

**Source:** *Safety, Health and Welfare at Work Act (2005), Schedule 3*

**Appendix 2**

The Chief Executive will amend this appendix as changes in personnel arise.

**ESB Executive Management Team**

Chief Executive	Pat O'Doherty
Deputy Chief Executive	Jerry O'Sullivan
Group Finance Director	Donal Flynn
Executive Director, Group People and Sustainability	Pat Naughton
Managing Director, ESB Networks Ltd	Marguerite Sayers
Executive Director, Generation and Wholesale Markets	Paddy Hayes
Head of Innovation	Paul Mulvaney
Executive Director, BSC and Electric Ireland	Jim Dollard
Company Secretary	John Redmond