

## CORK COUNTY LOCAL AUTHORITIES

### **PROCEDURE: Occupational Safety, Health and Welfare Requirements for Contractors, Grave Diggers, Masons , Undertakers and Funeral Directors carrying out Works in Cork County Local Authority Cemeteries<sup>1</sup>.**

**PROCEDURE NO: G008**

**DATE: 03/05/12**

**REVISION: B**

#### **Legislation and References:**

- Safety, Health & Welfare at Work Act, 2005
- Safety, Health & Welfare at Work (Construction) Regulations, 2006
- Safety, Health & Welfare at Work (General Application) Regulations, 2007
- National Association of Memorial Masons Code of Working Practice Supporting British Standard 8415 October 2006 Edition. Contact the National Association of Memorial Masons, Head Office, 1 Castle Mews, Rugby, Warwickshire CV21 2XL.
- Institute of Cemetery and Crematorium Management Code of Working Practice for Cemeteries Formulated in Conjunction with the Establishment of the Cemetery Operatives Training Scheme National Secretary , 107 Parlaunt Road, Langley , Slough, Berks, SL3 8BE.
- Health and Safety Authority a Guide to Safety in Excavations , ISBN 1-84496-017-X , [www.hsa.ie](http://www.hsa.ie)
- Controlling the Risks of Infection at Work from Human Remains, Health and Safety Executive. This document is available web only at: [www.hse.gov.uk/pubns/web01.pdf](http://www.hse.gov.uk/pubns/web01.pdf) . © *Crown copyright* This publication may be freely reproduced, except for advertising, endorsement or commercial purposes. First published 06/05. Please acknowledge the source as HSE. Published by the Health and Safety Executive 06/05 .
- The Exhumation Handbook by Peter Mitchell, ISBN-13:9780953425006 ISBN:0953425002 Publisher: The Institute of Burial and Cremation Administration
- Guide for Burial Ground Managers Department for Constitutional Affairs November 2005. copies of this guide, and alternative format versions, may be requested from: Brian Webb, Coroners Division, DCA, tel 020 7035 5532. Produced by DCA (November 2005) DCA 62/05 © Crown Copyright
- Cork County Council Guidelines for Exhumations (unsigned undated) (see appendix 5 attached)
- Guidelines for the Management of Deceased Individuals Draft 2007 produced by the Health Protection Surveillance Centre. The document is still in the process of being finalised. The final document will be published electronically on the [www.hpsc.ie](http://www.hpsc.ie) website. Tel no +353 1 8765336 Fax no +353 1 856 1318

#### **General Information :**

- This Policy is effective from the 18<sup>th</sup> June 2012.
- Cork County Local Authorities will implement a system to subsidise certain training costs of a select number of qualified grave diggers i.e. grave diggers who dig 3 or less graves per annum.

<sup>1</sup> *The term cemetery is used in this document to indicate any cemetery, burial ground or graveyard under the control or in the ownership of Cork County Local Authorities”.*

- Cork County Local Authorities will not provide equipment or storage facilities to any third party, to any private gravedigger or to Council employees who operate as grave diggers in a private capacity and will remove any equipment provided heretofore.
- Cork County Local Authorities will instruct Council employees that they must not supervise any works associated with grave digging.

### **Insurance Recommendation :**

Please note that I.P.B. and Cork County Local Authorities strongly recommend that Undertakers and Grave Diggers have the following level of insurance:-

- Public Liability – €2.6 million

### **PROCEDURE:**

The purpose of this document is to ensure in so far as is reasonably practicable the Health & Safety of those involved in works in cemeteries owned or in the control of Cork County Local Authorities.

All work places are subject to Safety, Health and Welfare at Work legislation. If risk assessment requires/ allows deviation from this procedure such deviations should be documented.

Part 1 : Normal Interments

Part 2 : Exhumations

Part 3 : Masonry works, cleaning and maintenance of graves

## **Part 1 Normal Interments**

### **WARNING**

**GRAVE DIGGING IS A DANGEROUS ACTIVITY AND SHOULD NOT BE UNDERTAKEN BY UNAPPROVED PERSONS. .  
FOR DETAILS OF APPROVED GRAVE DIGGERS PLEASE CONTACT CORK COUNTY LOCAL AUTHORITIES OR LOG ON TO WWW.CORKCOCO.IE.  
TAKE NOTICE THAT CORK COUNTY LOCAL AUTHORITIES ACCEPTS NO LIABILITY FOR ANY INJURIES CAUSED BY GRAVE DIGGING ACTIVITIES INCLUDING THOSE ENGAGED IN VOLUNTARY GRAVE DIGGING.**

Having reviewed the Code of Safe Working Practice for Cemeteries developed by the Institute of Cemetery and Crematorium Management, the following is guidance on the requirements for those involved in normal interments in Cork County Local Authority cemeteries:

**Note: It is Cork County Local Authorities recommendation that graves should be machine dug in all cases except exceptional circumstances.**

**The lists within the procedure are non-exhaustive and the site specific risk assessment may**

**highlight further control measures or that some items listed may not be required.**

### **Training : Approved Grave Diggers<sup>2</sup>**

Mandatory Training:

- Manual Handling
- Safe Pass
- Trench Support/Grave Digging

Other Training:

- As identified by the Site Specific Risk Assessment.

### **Equipment & PPE & Resources**

As identified by the site specific risk assessment.

### **Procedures**

1. Familiarity with and knowledge of the Graveyard/ Cemetery should be considered when Undertakers are selecting an Approved Grave Digger on the premise that familiarity and knowledge of the Grave Yard can result in a safer operation.
2. Lone working is discouraged but may take place if the site specific risk assessment deems it to be acceptable. Lone working is prohibited if the excavation requires hand digging or if it is necessary for any person to enter the excavation.
3. Each employer must have a current safety statement and generic method statement signed by the employer and/or the Approved Grave Digger.
4. Ladders to be inspected regularly and may be documented on GA3 form. (see appendix 2 attached)
5. Hydraulic shoring must be inspected weekly to ensure rams are in good condition. Shoring timber and struts should be inspected prior to use for any sign of deterioration. Acro struts should be regularly lubricated. Only the proper pin must be used. Lowering webbing and putlogs must be inspected prior to each burial to ensure that no deterioration has occurred. Form GA3 may be used.
6. Any faulty equipment must be repaired/replaced before further use. All equipment is to be well maintained. All statutory inspections to be completed and documented.
7. All work places are subject to Safety, Health and Welfare at Work legislation. If risk assessment requires/ allows deviation from this procedure such deviations should be documented and available for inspection.
8. All graves to be excavated should be located and identified by the Undertaker after consultation

---

<sup>2</sup> Grave diggers who have been assessed by Cork County Local Authorities and have satisfied prescribed Health and Safety standards associated with grave digging and have been placed on the Council's pre-approved list of grave diggers.

with the Local Authority and the bereaved family. It is strongly advisable for the Undertaker to retain and instruct an Approved Grave Digger to carry out the excavation in accordance with this procedure.

9. A Site Specific written risk assessment must be completed before each excavation using a Safe System of Work Plan (SSWP-working in Graveyards and Cemeteries see attached) or other system of site specific risk assessment. A copy of the completed site specific risk assessment must be available on site. An AF3 form (see attached) to be completed before any person enters the excavation.
10. All equipment required to complete each grave must be available nearby before digging commences.
11. An exclusion zone must be set up before digging operations commence.
12. Any nearby/adjacent memorials which pose a hazard to the Approved Grave Digger must be assessed and attended to in accordance with the outcome of the risk assessment.
13. All kerbing and head stones on neighbouring plots must be protected from scratching, chipping or other damage.
14. Walk boards should be placed before digging commences and not removed until after back-filling is complete.
15. Each excavation must be pegged out; the grave spaces for the burial of persons shall be 2.5m (8.202 FT) by 1.22m wide (4 ft) approx. excluding beam dimension.  
NOTE: **Width of excavation** required is calculated by adding the width of coffin to be interred, the thickness of the shoring to be used on either side of the excavation plus sufficient clearance to allow free passage of the coffin<sup>3</sup>.
16. A soil box should be erected to contain the excavated material. This structure must be securely erected so that pressure from the soil inside does not cause it to collapse. A bridging frame to be placed under soil box to protect kerbing stones. Weight of soil box to be equally distributed over kerb stones.
17. The soil box to be situated a safe distance from the edge of the excavation. If the risk assessment identified poor ground conditions, an increased distance should be applied.
18. Excess soil not required for back-filling should be removed from the site and placed in the designated area where available.
19. The amount of shoring equipment required should be assessed according to the required depth of excavations, soil type and weather conditions and the depth of the shoring timbers/hydraulic units. When assessing the amount and type of shoring required to support a grave, consideration must be given to:
  - a) Type of ground:
    - Cohesive ground
    - Non-cohesive ground

---

<sup>3</sup> Approx. size of coffins: standard coffins are 22" (0.5588 meters) at shoulder & 6ft 3" (1.905 meters) in length. Medium size is 26" (0.6604 meters) at shoulders & 7ft (2.133 meters) in length, caskets are larger and heavier.

- Stratified ground
- Over-filled ground – imported soil in order to create depth in which new burials may take place.
- b) Depth of excavation:
  - Shoring to remain in place until after the interment.

- 20.** All shoring and method of installation to comply with relevant procedures and training. Shoring to remain in place until after the coffin is in place unless the site specific risk assessment deems it not to be necessary.
- 21.** Hard hats must be worn when working in the excavation or near mini-digger.
- 22.** All graves must be dug centrally within the respective grave. Graves that are not dug centrally within the grave space will increase the risk of collapse as the internal wall of un-dug soil on one side will be of reduced thickness.
- 23.** Care must be taken when using a pick when shoring is in position so as to prevent striking and dislodging timber struts, screws, jacks or acro struts.
- 24.** When hand-digging, shoring must be incorporated as digging proceeds. It is advised that shoring should be incorporated as soon as a depth equal to the depth of shoring equipment panel/timber is reached.
- 25.** When excavating deep graves by hand, a point may be reached where the Approved Grave Digger cannot throw the soil out of the grave without risk of stones and/or debris falling back. Lifting equipment such as a winch and a bucket should be used or suitable alternative if required as determined by risk assessment.
- 26.** Graves to be dug by machine and only in exceptional circumstances should hand digging be undertaken. Only authorised trained persons should be permitted to operate grave digging machine.
- 27.** If dumper truck is used, driver must ensure that it is not over-laden and stop blocks are used. Driver to ensure safe driving practice are followed. Safety belts worn. Driver should have the relevant CSCS card.
- 28.** Graves are not to be opened for an excessive amount of time before the interment. Any grave that is left unattended for whatever reason must be completely secured in such a manner as to prevent any person falling into the grave. Some manufacturers of mechanical shoring equipment provide a lockable cover to ensure complete security.
- 29.** A ladder must remain in place whenever an operative is working in a grave in order to maintain an emergency exit.
- 30.** All finished graves must be prepared using imitation grass matting before interment. The matting will be laid out neatly on staging, leaving no folds or gaps which may cause a trip hazard. Open graves must be supervised at all times by the Approved Grave Digger.
- 31.** Walk boards/staging must be laid along the length of the grave and supported at each end and

must be capable of carrying the weight of the pall bearers and coffin.

- 32.** Prior to interment Approved Grave Digger to check area for trip hazards, ensure safe access for funeral party. Walk boards must be checked for stability.
- 33.** Approved Grave Digger must be in attendance for the interment.
- 34.** Two putlogs to be placed across the grave onto which the coffin may be placed prior to the committal. Distance between putlogs should be no less than 1.07 metres.
- 35.** Two lowering webbings are to be placed to the outside of the putlogs. Care must be taken to ensure that sufficient webbing is in place on either side of the grave to ensure that each pall bearer can lower the coffin to the bottom of the grave. Contingency to be put in place if space does not allow for this.
- 36.** Back-filling should commence immediately after all mourners have left the cemetery and be completed fully on the same working day. Walk boards to be left in place during the whole of the backfilling procedure so as to prevent persons walking on any unprotected grave edges. All materials to be removed to designated area or if no designated area to be removed from the cemetery.
- 37.** All official cemetery signage must be complied with. All relevant bye laws must be complied with. The council shall accept no liability for any persons failing to comply with regulations.
- 38.** All accidents and near misses must be reported in writing, giving full details of accident, the causes and the proposed future corrective measures to Cork County Local Authorities Safety Section, the Undertaker and Local Council Office in writing. Reports must be submitted in a timely fashion i.e. no later than 5 working days after the incident. All accidents requiring reporting to the H.S.A. to be forwarded to the H.S.A. by the Approved Grave Digger and a copy provided to Cork County Local Authorities Safety Section, Undertaker and Local Council Office.
- 39.** Three breaches of Safety Legislation may result in the Approved Grave Digger being removed from the approved list of Grave Diggers. Serious statutory breaches may result in immediate removal from the approved list.

**Contact Details:**

Section	Address	Phone No
Cork County Council Safety Section	Library Building, County Hall, Cork	(021) 4285770
Southern Division	Cemetery Section Floor 5 County Hall Cork	(021) 4285126
Northern Division: Graves / Headstones.	Cork County Council Area Engineers Office <a href="#">Millstreet</a> Co. Cork	(029) 70026
Northern Division: Applications Approved Grave Diggers.	Ancillary Services Section Cork County Council Annabella , Mallow. Co. Cork	(022) 30474
Western Division	Cemetery Section Cork County Council The Courthouse Skibbereen Co. Cork	(028) 212 99

**PART 2 EXHUMATIONS**

**The procedure to be followed hereunder assumes that a licence for exhumation has already been applied for and obtained from Cork County Local Authorities. Conditions attached to the exhumation licence must be fully complied with.**

**The procedure is non-exhaustive and the site specific risk assessment and/or specific exhumation licence conditions may highlight other required control measures than those listed hereunder.**

**This procedure should be adhered to in addition to the general procedures in relation to grave digging (see Part 1).**

1. The Undertaker who is to carry out the exhumation procedure is required to give at least 10 days notice, to the Environmental Health Officer (EHO), Cork County Council, Waterworks Building, Environment Directorate, Inniscarra, Co. Cork, Tel: 021-4532776, Fax: 021-4532777 to arrange a mutually convenient date and time of the exhumation.
2. The exhumation procedure shall be supervised by an EHO to ensure the safety of public health

and decency. Excavation of the burial plot shall be commenced only in the presence of the EHO. The exhumation should take place as early in the morning as possible to ensure privacy and suitable screening shall be available and placed around the existing grave to protect same from public view.

3. Any issues of concern to the EHO should be acted upon in accordance with Cork County Local Authorities Procedure: SITE VISITS, SITE INSPECTIONS AND CONTRACTOR CONTROL (See appendix 4 Attached) . The exhumation must be carried out in a manner which is in compliance with Health and Safety legislation and Cork County Local Authority requirements.
4. The Undertaker who is to carry out the exhumation should ensure access to hand washing facilities and first aid facilities are also recommended.
5. The Undertaker carrying out the exhumation must be in possession of an exhumation licence.
6. The Undertaker must ensure that the conditions attached to the exhumation licence are complied with.
7. The Undertaker must ensure that Occupational Safety Health and Welfare legislation is complied with.
8. The Undertaker must only use approved Grave Diggers for the exhumation.
9. The Undertaker must carry out a risk assessment for the exhumation. Note: special regard to be given to welfare facilities due to the nature of the work.

**During the Exhumation, those involved should have regard to the following biological hazards:-**

Agent/disease	Means of transmission	Survivability	Notes for guidance
Bacillus anthracis/anthrax	Breathing in aerosols, direct contact with broken skin, and by hand to mouth contact	Probably indefinitely in the spore form	Anthrax spores may be found in the exhumed body, and also in items such as pillows and linings stuffed with horsehair. Anything stuffed with animal hair should be bagged and disposed of as clinical waste.
Variola major virus/smallpox	Inhalation and contact	Can survive for long periods of time in dry scabs (13 years has been documented). However, in normal environmental conditions, the	The virus that caused smallpox has been eliminated from the world population and the last cases that occurred in this country were mainly in the 1930s, however, there were sporadic cases after that date but none after the 1970s. Intact virus



		virus is very unlikely to survive for more than 48 hours	was found in a body exhumed at Spatfields in 1985; this body was more than 100 years old. But the virus could not be grown, so was not considered to be infective.
Clostridium tetani/tetanus	Skin-penetrating injury	Commonly found in soil	Employees should be immunised against tetanus. You should ensure that this remains current.
Leptospira icterohaemorrhagiae/ Weils disease	Contact with broken skin	Found in association with rats	Agent is excreted in infected rat urine, so soil/water present on site may be contaminated.

- 10.** When exhuming from a soil burial, most of the soil will be used to refill the excavation; the soil that was removed immediately above and around the coffin should be replaced first. Where there are mass exhumations, there may be large quantities of coffin waste, which should be securely bagged and sent to landfill. Almost all mass exhumations will be from old burial grounds, so the infection risk is low and landfill disposal is usually appropriate. However, you should check with the Environment Section as to the exact classification and disposal of waste associated with such activities.
- 11.** If soil from exhumation becomes contaminated with body fluids or the results of body decomposition, disinfectant will have little effect because the soil would soak up the disinfectant making it ineffective. The risks from using disinfectants outweigh any minor benefits. Refilling the excavation site with the soil and other waste, without disinfection, is the safer approach.
- 12.** Once exhumed, all remains including fragments of the existing coffin must be transferred to a hermetically sealed large outer coffin of sufficient dimensions to properly enclose the exhumed coffin. The lid of the exhumed coffin shall be sealed and screwed/nailed in place. A name plate indicating the name and date of death of the deceased shall be attached to the exterior lid of the new coffin.
- 13.** All accidents and near misses must be reported in writing, giving full details of accident, the causes and the proposed future corrective measures to Cork County Council Safety Section, the Undertaker and local Council Office in writing. Reports must be submitted in a timely fashion i.e. no later than 5 working days after the incident. All accidents requiring reporting to the H.S.A. to be forwarded to the H.S.A. by the Approved Grave Digger and a copy provided to Cork County Council Safety Section, Undertaker and local Council Office.
- 14.** Three breaches of Safety Legislation may result in the Approved Grave Digger being removed from the approved list of Grave Diggers. Serious statutory breaches may result in immediate removal from the approved list.

**Contact Details:**

<b>Section</b>	<b>Address</b>	<b>Phone No</b>
Cork County Council Safety Section	Library Building, County Hall, Cork	(021) 4285770
Southern Division	Cemetery Section Floor 5 County Hall Cork	(021) 4285126
Northern Division: Graves / Headstones.	Cork County Council Area Engineers Office <a href="#">Millstreet</a> Co. Cork	(029) 70026
Northern Division: Applications Approved Grave Diggers.	Ancillary Services Section Cork County Council Annabella , Mallow. Co. Cork	(022) 30474
Western Division	Cemetery Section Cork County Council The Courthouse Skibbereen Co. Cork	(028) 212 99

**Part 3 Masonry Works, Cleaning and  
General Maintenance of Masonry and Graves**

**The procedure to be followed hereunder assumes that a permit for the erection of a headstone has already been applied for and obtained from Cork County Local Authorities where such works are being undertaken. Conditions attached to the headstone permit must be fully complied with.**

**Procedures:**

1. The Mason carrying out the works must be in possession of a permit.

2. The Mason must ensure that the conditions attached to the permit are complied with.
3. The Mason must ensure that Occupational Safety Health and Welfare legislation is complied with.
4. The Mason must carry out a risk assessment for the works.
5. The Area Engineer must be contacted and agreement reached with him/her as to when work can commence in relation to the erection of headstone in accordance with permit.
6. The mason must ensure that the row and plot number must be discreetly but clearly displayed on either the headstone or surrounding kerbing to ensure easy identification of the burial plot.
7. Kerbing must have no pillar features at corners, keeping kerbing flat avoids trip hazards and provides better supports for soil boxes, walk boards, etc.
8. All kerbing and head stones on neighbouring plots must be protected from scratching, chipping or other damage.
9. Any material damage to property and / or persons in the cemetery arising from the masonry works is the responsibility of the mason.
10. All unused material/waste must be removed from the cemetery by the Mason.
11. All official cemetery signage must be complied with. All relevant bye laws must be complied with. The council shall accept no liability for any persons failing to comply with regulations.
12. All accidents and near misses must be reported in writing, giving full details of accident, the causes and the proposed future corrective measures to Cork County Council Safety Section, the Undertaker and local Council Office in writing. Reports must be submitted in a timely fashion i.e. no later than 5 working days after the incident. All accidents requiring reporting to the H.S.A. to be forwarded to the H.S.A. by the Mason and a copy provided to Cork County Council Safety Section, Undertaker and local Council Office.

**Contact Details:**

Section	Address	Phone No
Cork County Council Safety Section	Library Building, County Hall, Cork	(021) 4285770
Southern Division	Cemetery Section Floor 5 County Hall Cork	(021) 4285126
Northern Division: Graves / Headstones.	Cork County Council Area Engineers Office <a href="#">Millstreet</a> Co. Cork	(029) 70026

Northern Division: Applications Approved Grave Diggers.	Ancillary Services Section Cork County Council Annabella , Mallow. Co. Cork	(022) 30474
Western Division	Cemetery Section Cork County Council The Courthouse Skibbereen Co. Cork	(028) 212 99
<b>REASON FOR REVISION:</b>		
Version B rewording following further consideration and Consultation including obtaining legal opinion and HSA advice.		
<b>Prepared by:</b>	<b>Cemeteries Steering Group</b>	<b>Date: 03/05/12</b>
<b>Checked by:</b>	<b>Cemeteries Steering Group</b>	<b>Date: 03/05/12</b>
<b>Approved by:</b>	<b>Safety Management &amp; Monitoring Sub-Committee</b>	<b>Date: 17/05/12</b>
<b>Approved by:</b>	<b>Management Team</b>	<b>Date: 22/05/12</b>

Appendix 1

Copy of Safe System of Work Plan (SSWP) Working in Graveyards and Cemeteries.



# SAFE SYSTEM OF WORK PLAN (SSWP) WORKING IN GRAVEYARDS AND CEMETERIES

Plan No.

PART 1

Job Details	Resources Required	Emergency Details
Employer Name: _____ Supervisor/Lead Person: _____ Number of Workers: _____ Specific Location: _____ Description of Works: _____  Start Date: _____	Worker Skills: _____  Plant/Equipment: _____  Hazardous Materials: _____	Contact Names & Tel No. 1. _____ 2. _____ 3. _____ First Aider: _____ Location of First Aid Box: _____
NOTE: A new SSWP must be completed when the task or the environment changes.		<b>WORK PERMITS REQUIRED</b> Hot <input type="checkbox"/> Electricity <input type="checkbox"/> Excavation <input type="checkbox"/> Confined Space <input type="checkbox"/> Other <input type="checkbox"/> Method Statement Yes <input type="checkbox"/> No <input type="checkbox"/>

Before Works Starts the following **MUST** be in place Tick the  circle when confirmed

Supervisor	Safe Pass	Warning Con.	CSGS	Communication/Isolation	WC & Washing	Canteen	Drying/Changing	Drinking Water	First Aid	PPE

SELECT HAZARD OR ACTIVITY **SELECT CONTROL** Arrangements for implementing all the selected controls below must be in place before the work described starts  
 to identify controls required;  when control is in place.

PART 2

SELECT HAZARD OR ACTIVITY	TICK RISK	SELECT CONTROL									
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H									Other	Other
	M								Other	Other	Other
	H										
	M						Other	Other	Other	Other	Other
	H										
	M						Other	Other	Other	Other	Other
	H									Other	Other
	M								Other	Other	Other
	H									Other	Other
	M								Other	Other	Other
	H									Other	Other
	M								Other	Other	Other

© Copyright The Health and Safety Authority - January 2011

**PART 2**

HAZARD OR ACTIVITY	RISK	CONTROL	☑ to identify controls required; ☉ circle when control is in place.																	
	H		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	M	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PART 3**

Hazards, activities and controls on this SSWP identified by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Competent person identified to ensure implementation of the required controls at the appropriate time is: \_\_\_\_\_

I have been made aware of the hazards & controls for this activity. Signed by Team: \_\_\_\_\_

**NOTE:** This list of Hazards and Controls is not exhaustive and is in no particular order.

**IF IT'S NOT SAFE DON'T DO IT AND INFORM SITE MANAGEMENT**

© Copyright The Health and Safety Authority – January 2011

**Appendix 2.**

## **GA3 - Report of Results of Inspections of: Work Equipment for Work at a Height**

### **NOTES**

This form may be used to assist in compliance with the Safety Health and Welfare at Work (General Application) Regulations 2007 Regulation 119 – Inspection of Work Equipment in relation to scaffolds, guard-rails, toe-boards, barriers or similar means of protection, fixed and mobile working platforms, nets, airbags or other collective safeguards for arresting falls, personal fall protection systems, work positioning systems, rope access and positioning techniques, fall arrest systems, work restraint systems and ladders. This is not an approved or statutory form. Reports of Inspection may be produced in other formats. This form does not substitute for reports of thorough examination of lifting equipment that may be required under other statutory provisions (see GA1 and GA2).

### **Safety, Health and Welfare at Work (General Application) Regulations, 2007 - Part 4 - Regulation 119**

**119.** (1) An employer shall ensure that, as regards work equipment to which Regulations 101 to 114 apply— (a) where the safety of the work equipment depends on how it is installed or assembled, it is not used after installation or assembly in any position unless it has been inspected in that position, (b) without prejudice to paragraphs (a) and (c), work equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected— (i) at suitable intervals, and (ii) where exceptional circumstances have occurred that are liable to jeopardise the safety of the work equipment, as soon as practicable following these exceptional circumstances, and (c) without prejudice to paragraph (a), a working platform— (i) used for construction work, and (ii) from which an employee could fall 2 m or more, is not used in any position unless it has been inspected in that position within the previous 7 days or, in the case of a mobile working platform, inspected on the site, within the previous 7 days. (2) A person carrying out an inspection of work equipment to which paragraph (1)(c) applies shall— (a) promptly prepare a report containing the particulars as set out in Schedule 5, and (b) within 24 hours of completing the inspection, provide the report, or a copy thereof, to the person on whose behalf the inspection was carried out. (3) An employer receiving a report under paragraph (2) shall keep the report or a copy of the report— (a) at the site where the inspection was carried out until the construction work is completed, and (b) thereafter, at an office of the employer. (4) An employer shall ensure that— (a) no work equipment under the employer's control is used in another place of work unless it is accompanied by evidence that the last inspection required to be carried out under this Regulation has been carried out, and (b) the result of an inspection under this Regulation is recorded and kept available for inspection by an inspector for 5 years from the date of inspection.

# GA3 - Report of Results of Inspections of: Work Equipment for Work at a Height

\* Must specify details of any matters identified that could give rise to a risk to the safety or health of any employee.



Name of person (or company) for whom the inspection was carried out:

Address where inspection was carried out (site or other workplace):

Location & Description of Equipment & any Identification Numbers / Marks	Date and Time of Inspection	Results of Inspection* including defects & locations	Details of any corrective actions taken	Details of any further action necessary	Name and position of person making inspection	Signature of person who made inspection



## Appendix 3

### AF 3 Thorough Examination of: (a) Excavations, Shafts, Earthworks, Underground Works or Tunnels; (b) Cofferdams or Caissons

## NOTES:

**General:** 1. This form contains the report of the results of any examination of excavations, shafts, earthworks, underground works, tunnels, cofferdams or caissons. 2. The report must be signed by the person carrying out the examination and shall be made on the day of such examination. 3. The report shall be kept on site while work is being carried out otherwise it shall be kept at an office of the contractor for whom the inspection was carried out. Where it is likely that work will not exceed 30 working days in duration, the report may also be kept off-site as indicated above. 4. Regulation 3(4) provides that where under these Regulations records, reports, certificates or other documents are required to be made and kept, it is sufficient compliance with the requirement if the person concerned: (a) enters the record, report, certificate or other document in an approved form in a computer, and; (b) duly authenticates it as soon as is practicable afterwards. **Inspection:** 5. Excavations, shafts, earthworks, underground works, or tunnels; every part of any excavation, shaft, earthwork, underground works or tunnel where persons are at work must be inspected by a competent person at least once in every day during which persons are at work therein, and the face of every tunnel, the working end of every trench more than 2 metres deep and the base and crown of every shaft must be inspected by a competent person at the commencement of every shift. 6. Cofferdams or caissons in which persons are at work the cofferdam or caisson must be inspected by a competent person at least once every day during which persons are working in the cofferdam or caisson. **Thorough Examination:** 7. A thorough examination must be carried out: (a) of every part of it within the immediately preceding 7 days. (b) of those parts of it and in particular any shoring or other support, in the region of a blast after explosives have been used in or near the excavation, shaft, earthwork, underground work or tunnel in a manner likely to have affected the strength or stability of that shoring or other support of any part of it. In case explosives have been used in or near the cofferdam or caisson in a manner likely to have affected the strength or stability of the cofferdam or caisson or any part thereof, since the use of the explosives, and; (c) of those parts of it in the region of any shoring or other support of any part of it that has been substantially damaged and in the region of any unexpected fall of rock or earth or other material. In the case of cofferdam or caisson, where the cofferdam or caisson has been substantially damaged. 8. A thorough examination does not have to be carried out: (a) to any excavation, shaft or earthwork where, having regard to the nature and slope of the sides of the excavation, shaft or earthwork and other circumstances, a fall or dislodgement of earth or other material which - (i) would bury or trap a person, or; (ii) would strike a person from a height of more than 1.25 metres is not likely to occur, or; (b) in relation to persons carrying out inspections or examinations required by this Regulation or engaged in shoring or other work for the purpose of making a place safe or construction, placing, repairing or alteration of a cofferdam or caisson, if appropriate precautions are taken, so far as is reasonably practicable, to ensure their safety and health. Published by the Health & Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1



Appendix 4

<b>CORK COUNTY LOCAL AUTHORITIES</b>		
<b>PROCEDURE: SITE VISITS, SITE INSPECTIONS AND CONTRACTOR CONTROL</b>		
<b>PROCEDURE NO: C002</b>	<b>DATE: 21/12/09</b>	<b>REVISION: B</b>
<p><b>LEGISLATION:</b></p> <ul style="list-style-type: none"> <li>▪ Safety, Health &amp; Welfare at Work Act, 2005</li> <li>▪ Safety, Health &amp; Welfare at Work (Construction) Regulations, 2006</li> <li>▪ Safety, Health &amp; Welfare at Work (General Application) Regulations, 2007</li> </ul>		
<p>Cork County Local Authorities recognise that it has both a legal and moral duty to ensure compliance with all safety, health and welfare legislation and to act on any unsafe work equipment, unsafe work practices or procedures that become apparent. All Cork County Local Authority employees shall comply with all safety, health and welfare legislation.</p> <p>All contractors and sub-contractors working on our sites and facilities shall also comply with all safety, health and welfare legislation.</p> <p><b>All Council employees are duty bound by this procedure to report on and act upon, any breaches of which they become aware, by contractors or sub-contractors, of safety, health and welfare legislation and procedures.</b></p> <p>On discovering a breach of safety legislation or procedures, the following action must be taken:-</p> <ol style="list-style-type: none"> <li>1. If there is a risk of serious or imminent danger:-               <ol style="list-style-type: none"> <li>a. Stop the works immediately.</li> <li>b. Bring the breach/problem to the attention of those in immediate danger and those carrying out the work.</li> <li>c. Notify the works supervisor immediately.</li> <li>d. Notify the Project Supervisor Construction Stage as soon as possible.</li> <li>e. Document where the breach took place, what danger was present and to whom and when you reported it.</li> </ol> </li> <li>2. If there is a breach and in your opinion it does not constitute serious or imminent danger:               <ol style="list-style-type: none"> <li>a. Contact the Supervisor as soon as possible with the relevant details and document these details also.</li> <li>b. If you cannot contact the Supervisor, you should then contact the Project Supervisor Construction Stage.</li> </ol> </li> </ol> <p>Basically, everyone is expected to take a common sense approach, and if during the course of your work, you observe a potential risk/danger, then you are obliged both legally and morally to act upon it.</p> <p><b>This procedure does not relieve the contractor, sub-contractors, Project Supervisor Design Process or Project Supervisor Construction Stage of their safety, health and welfare duties, obligations and liabilities.</b></p>		
<p><b>REASON FOR REVISION:</b></p> <ul style="list-style-type: none"> <li>▪ New Format</li> <li>▪ Annual Review</li> </ul>		
<p><b>Prepared by:</b>  <b>Checked by:</b>  <b>Approved by:</b></p>	<p><b>Eddie Ronayne</b>  <b>Safety Management Sub-Committee</b>  <b>Management Team</b></p>	<p><b>Date: 21/12/09</b>  <b>Date: 2007</b>  <b>Date: 2007</b></p>

X 4

C O R K C O U N T Y C O U N C I L

GUIDELINES FOR EXHUMATIONS

////////////////////

RESTRICTIONS

A licence for the exhumation must be obtained from ~~the Minister for the Environment~~ local authority

Conditions of licence must be fulfilled. Exhumations must be carried out with due care and decency and in such a manner as not to endanger public health.

It must be carried out under the supervision of an Environmental Health Officer of Cork County Council.

REQUISITES

A large outer coffin of sufficient dimensions to properly enclose the coffin to be exhumed. The outer coffin should be lined with metal or other suitable material and sealed so as to prevent liquid leaking there from.

Approximately two pints of formaldehyde or other suitable deodorant for use during the process of exhumation. Protective gloves, muslin or other suitable type face masks should be available for the workers. Water, soap and towels for hand washing should be provided. An adequate supply of disinfectant for use during and after the exhumation should be available.

Three broad boards for underneath and the side of the coffin if collapse of it is likely.

PROCEDURE

Ascertain beforehand the history of the burial and type of coffin to be exhumed. Coffins sheeted lengthwise or with chipboard are more prone to break apart.

Workers should wear protective gloves and those with cuts, hacks or abrasions on their hands should not be allowed to work in connection with the exhumation. Wounds received during the exhumation should receive immediate attention.

The exhumation should be carried out early in the morning - as near to daybreak as possible.

