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|  | Document Title | Conformance to Legislative Obligations Policy | | |
| | Doc. Number | GEN-POL-016 | Doc. Owner | General Manager |
| | Author | Angela Byrne | Revision | Rev. 03 |
| | Reviewed by | Angela Byrne | Approved by | Fiona Spillane |
| | Next Review Date | 10/06/2026 | Approved Date | 10/06/2025 |

1. Policy Statement

Shorcontrol Safety's top management shall ensure that all business operations, processes, and undertakings regarding its main functions shall follow relevant applicable legislation. The company endeavour to do all that is reasonably practicable to ensure that relevant legislative obligations are known and effectively implemented.

Top management shall incorporate all applicable legislative requirements through ensuring all policies, procedures and related documents are created, implemented, and communicated with all the company employees.

2. Purpose

The purpose of this policy is to clearly state the company's position regarding conformance with all relevant legislative obligations. Shorcontrol Safety's policy emphasizes adherence to applicable legislation and assigns responsibility to top management for awareness of Irish, European, and international legislation. The policy also outlines procedures for reviewing and updating company policies to ensure compliance, aligning with the requirements of the 2012 Act and the 2024 regulations.

3. Scope

The scope of this policy applies to all processes and people within the company's operations. Shorcontrol Safety and its operations comprise of three main functions:

- Education and Training,
- Occupational Hygiene Services
- Safety Equipment Sales and Hire.

4. Definitions

| Term | Definition |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Legislation | Laws or acts that are passed by the Oireachtas (Irish Parliament) under the constitution of Ireland. There are primary and secondary legislation in Ireland, the Oireachtas does not enact secondary. |
| Code of practice | |

5. General Policy Guidelines

5.1 *General Management*

Includes but is not limited to the following applicable legislation:

- Terms of Employment (Information) Acts 1994 – 2014
- General Data Protection Regulation (GDPR) 2018
- Employment (Miscellaneous Provisions) Act 2018
- European Union (Transparent & Predictable Working Conditions) Regulations 2022
- Safety, Health & Welfare at Work Act 2005

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- Safety, Health & Welfare at Work (General Application) Regulations 2007
- Employment Equality Acts 1998 – 2015
- Protected Disclosures Act 2014
- Further Education & Training Act 2013
- Student Support Act 2011
- The Work Life Balance & Miscellaneous Provisions Act 2023
- Statutory Sick Pay Scheme

- Top management shall ensure that all business operations, processes, and undertakings regarding its main functions shall follow relevant applicable legislation.
- The company endeavour to do all that is reasonably practicable to ensure that relevant legislative obligations are known and effectively implemented.
- Top Management is responsible for being aware of what Irish, European and International legislation the company is obligated to adhere to.
- Department managers are responsible for ensuring their implementation and communication within their own respective departments and teams.
- The General Manager may employ or contract individuals to aid in other departments and the company as a whole to ensure applicable legislation is known.
- All members of management are tasked with actively monitoring any legislative introductions or amendments which Shorcontrol Safety will be affected by.
- Any member of staff, contracted individuals, stakeholders, visitors, clients, or the public at large are welcomed to bring the attention of relevant legislative requirements to the attention of Shorcontrol Safety management; the company will promptly investigate, create, amend, or cease applicable policies, procedures and processes which are found to be non-compliant with their legislative obligations.
- Upon creation and/or review of company policies, procedures and processes, a review of relevant legislation shall be conducted to ensure that they are compliant with its requirements.
- Any introduction or amendment of company policies, procedures and processes will be communicated to all effected and relevant personnel.
- Management is to ensure that all personnel in which they supervise are following all company policies, procedures, and processes, of which will have ensured that all relevant legislative obligations are also being followed and adhered to.

5.2 Education and Training

5.2.1 Health & Safety Legislation:

- **Safety, Health and Welfare at Work Act 2005 (No. 10 of 2005)**

Key Provisions Related to Training:

- Section 8 – General duties of employer to provide information, instruction, training, and supervision.
- Section 10 – Duties to provide training to employees in a form and language that is reasonably likely to be understood.
- Section 20 – Duty to prepare and implement a safety statement, which includes identification of training needs.

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- Section 21 – Duty to cooperate with the safety representative and support training relevant to their role.
- Safety, Health and Welfare at Work (General Application) Regulations 2007 – 2020 (S.I. No. 299/2007 as amended)
 - These comprehensive regulations cover many specific areas where training is legally required:
 - Part 2: Workplace and Work Equipment
 - Regulation 9 – Manual Handling of Loads
 - Requires employers to provide training on proper lifting techniques.
 - Regulation 27 – Display Screen Equipment
 - Requires training for DSE users to ensure ergonomic and safe use.
 - Regulation 30 – Personal Protective Equipment (PPE)
 - Training on proper use, maintenance, and limitations of PPE.
 - Regulation 33 – Use of Work Equipment
 - Requires training in the safe use of machinery and equipment.
 - Part 5: Control of Hazardous Substances
 - Regulation 157–161 – Chemical Agents
 - Employers must provide training on risks, safety data sheets, exposure limits, and emergency procedures.
 - Regulation 170 – Asbestos
 - Mandatory asbestos awareness training where there is potential exposure.
 - Part 6: Noise and Vibration
 - Regulations 123–132 – Noise at Work
 - Training on risks and protective measures for workers exposed to high noise levels.
 - Regulations 133–143 – Vibration
 - Training required for workers using vibrating tools or machinery.
- Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291/2013)
 - Key Requirements:
 - Regulation 25 – Training must be provided for safe execution of construction tasks.
 - Regulation 22 – CSCS (Construction Skills Certification Scheme) training is required for certain safety-critical roles.
 - Safe Pass training (mandated by SOLAS) is also required for most on-site workers.
- Safety, Health and Welfare at Work (Chemical Agents) Regulations 2021 (S.I. No. 619/2021)
 - Replaces earlier chemical regulations and mandates specific training related to the safe use and handling of chemical agents, including carcinogens and mutagens.
- Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 (S.I. No. 572/2013)
 - Training requirements include control measures, hygiene protocols, and safe handling procedures in workplaces with potential exposure to biological agents (e.g., healthcare, labs).
- Safety, Health and Welfare at Work (Confined Spaces) Regulations 2022 (S.I. No. 455/2022)
 - Employers must ensure training is provided on hazards, emergency procedures, and equipment usage specific to confined spaces.
- Employment Equality Acts 1998–2015
 - While not focused on safety per se, these acts have implications on equal access to training (e.g., for persons with disabilities or language barriers), which intersects with obligations under the Safety, Health and Welfare at Work Act 2005.

5.2.2 Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work (2021)

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- While not a regulation, this statutory Code of Practice under the Safety, Health and Welfare at Work Act mandates training and awareness for preventing workplace bullying as part of the broader duty of care.

5.2.3 Other Sector-Specific Requirements

QQI (Quality and Qualifications Ireland) Sector: Education and Training (Ireland)

Relevant Legislation & Acts:

- Qualifications and Quality Assurance (Education and Training) Act 2012
 - This is the core legislation that established QQI and outlines its powers and responsibilities. This Act mandates that education providers implement quality assurance procedures and seek validation for their programmes through Quality and Qualifications Ireland (QQI).
 - S.I. No. 427/2024: Specifies criteria for providers to demonstrate capacity and capability to implement quality assurance procedures.
- Education and Training Boards Act 2013
 - Covers ETBs, often delivering QQI-accredited courses.
- Further Education and Training Act 2013
 - Establishes SOLAS and coordinates with QQI on quality assurance.
- Codes of Practice:
 - QQI's Core Statutory Quality Assurance Guidelines
 - Sector-specific QA Guidelines (e.g., for independent/training providers, English Language Education)

PHECC (Pre-Hospital Emergency Care Council) Sector: Pre-hospital emergency care and first aid training (Ireland) Relevant Legislation:

- Statutory Instrument No. 109 of 2000 – Establishment Order of PHECC
 - Establishes PHECC and its roles.
- Health Acts (esp. Health Act 2004)
 - Broad context for PHECC's healthcare role.
- Codes of Practice:
 - PHECC Education and Training Standards
 - Clinical Practice Guidelines (CPGs)
 - Recognition of Institution (ROI) Rules

LANTRA Sector: Land-based industries, agriculture, and environmental (UK, but relevant in Ireland through training) Relevant Legislation (mostly UK-based but applicable in Irish context through training content):

- Health and Safety at Work Act 1974 (UK)
- Safety, Health and Welfare at Work Act 2005 (Ireland – used for course alignment)
- Codes of Practice for Machinery Use, Pesticide Application, Chainsaw Operation, etc.

LANTRA qualifications used in Ireland need to align with Irish HSA standards.

IOSH (Institution of Occupational Safety and Health) Sector: Health and Safety (UK-based, but with significant recognition in Ireland) Relevant Irish Legislation:

- Safety, Health and Welfare at Work Act 2005

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- Safety, Health and Welfare at Work (General Application) Regulations 2007–2020
- Construction Regulations 2013

Codes of Practice:

- HSA (Health and Safety Authority) Codes of Practice (e.g., manual handling, chemical agents, construction safety)

SOLAS (An tSeirbhís Oideachais Leanúnaigh agus Scileanna) Sector: Further education and training (Ireland) Relevant Legislation:

- Further Education and Training Act 2013
 - Establishes SOLAS, outlines its role in FET provision and funding.
- Education and Training Boards Act 2013
- Codes of Practice:
 - SOLAS QA Framework
 - Apprenticeship Code of Practice
 - National Skills Strategy (policy guidance)

5.3 Occupational Hygiene Services

5.3.1 Health & Safety Legislation:

- **Safety, Health and Welfare at Work Act 2005**
 - Section 8: General duties of the employer to manage and conduct work to ensure health and safety.
 - Section 19: Risk assessments must be carried out and kept up to date.
 - Section 20: Employers must prepare a safety statement.
- **Safety, Health and Welfare at Work (General Application) Regulations 2007**
Key parts relevant to reporting and monitoring:
 - Part 2 Chapter 1 – Risk Assessment
 - Part 2 Chapter 3 – Health Surveillance
 - Part 5 Chapter 1 – Noise
 - Part 5 Chapter 2 – Vibration
 - Schedule 3 – Record keeping, requires proper documentation of exposures and communication of findings to employees.
- **Chemical Agents Regulations 2001 (S.I. No. 619 of 2001, as amended)**
 - Implements Directive 98/24/EC.
 - Requires monitoring of hazardous substances, comparison to Occupational Exposure Limit Values (OELVs), and action if limits are exceeded.
 - Requires employers to inform employees of results and necessary preventive measures.
- **Carcinogens and Mutagens at Work Regulations (S.I. No. 291 of 2003)**
 - Requires specific procedures and documentation if carcinogenic or mutagenic agents are detected.

5.3.2 National Guidance and Codes of Practice

- HSA Code of Practice for the Chemical Agents Regulations (2021 Edition)
 - Provides official OELV tables and outlines expectations for monitoring and reporting.
 - Sets standards for the structure and content of reports.
 - Requires that records of exposure monitoring and health surveillance are retained and made available for inspection.
- HSA Guide to the Safety, Health and Welfare at Work (General Application) Regulations
 - Explains duties on noise, vibration, and chemical exposure monitoring.

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- Provides interpretation of legal terms relevant to reporting and communication of findings.

5.3.3 European and International Standards

- EN 689:2018 – Workplace Exposure – Measurement of Exposure by Inhalation
 - Establishes the strategy for measurement of exposure to chemical agents.
 - Details how sampling results should be compared with limit values.
 - Describes how results should be documented and communicated.
- EN ISO 17025 – General Requirements for the Competence of Testing and Calibration Laboratories
 - Ensures laboratories issuing test results for occupational hygiene are accredited and competent.
 - Reports from laboratories must be traceable, accurate, and formally issued.
- ACGIH Guidelines & TLVs (Threshold Limit Values)
 - Commonly used for substances without Irish or EU-specific OELVs.
 - Not legally binding but accepted as good practice.

6. Responsibilities

| Employee Title/Classification | Responsibility |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Directors, Top Management & Senior Management | To ensure the necessary resources are available within the organisation for the implementation of this policy. To ensure the contents of this policy are implemented effectively. To investigate and act upon any breaches or violations which may arise or be reported from individuals citing behaviour related to this policy. |
| Employees/ Staff/ Instructors/ Sub-contractors | To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to top/senior management for investigation and resolution. |

7. Enforcement

| Employee Title/Classification | Responsibility |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Manager | Has the discretion of determining the repercussion on the discovery of any member of staff, tutors, managers, visitors, or subcontractor's unacceptable behaviour related to this policy. Has the discretion of determining the repercussions on the discovery of a manager or assigned responsible personnel's failure to enforce or follow this policy or its procedures. |
| Managers and Heads of Departments | Has the discretion of determining the repercussions on the discovery of any subordinate or learner's unacceptable behaviour related to this policy. |

8. Related Information and Documents

| Document ID | Title |
|-------------|----------------------------------------|
| GEN-POL-001 | Code of Conduct & Ethics Policy |
| GEN-POL-003 | Equality, Diversity & Inclusion Policy |

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| GEN-POL-006 | Whistle-blower & Anti-retaliation Policy |
| GEN-POL-007 | Social media & Internet Usage Policy |
| GEN-POL-008 | Hours of Work, Absences & Holidays Policy |
| GEN-POL-010 | Data Protection & Privacy Policy |
| GEN-POL-011 | Conflict of Interest Policy |
| GEN-POL-012 | Cyber Security Policy |
| GEN-POL-013 | Anti-corruption, Anti-bribery & Anti-trust Policy |
| OHS-REG-001 | Legal Register |

9. Policy Review

This policy shall be reviewed when:

- There is a change of General Manager or QHS Manager at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. *'Related Information & Documentation'* of this document.
- As prescribed in Shorcontrol Safety's policy and procedure review schedule.
- As determined or requested by the General Manager at Shorcontrol Safety.

| Revision Date | Author with Title | Description |
|-------------------|----------------------------------|---------------------------------------------------------------------------------------------------------|
| 11/03/2021 | Adam Romans: Quality Coordinator | Initial draft & release of policy. |
| 14/08/2023 | Angela Byrne, QHSM | Amalgamation of previous policy and procedure. |
| 18/06/2024 | Angela Byrne, QHSM | Review – no changes. |
| 10/06/2025 | Angela Byrne, QHSM | Inclusion of Occupational Hygiene in section 5: Codes of practice, safety legislation and EU standards. |