# SAFETY POLICY AND SAFETY STATEMENT

INSTITUTE OF TECHNOLOGY TRALEE

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# TABLE OF CONTENTS


DECLARATION OF INTENT ..... 4
1.0 INTRODUCTION ..... 5
2.0 SAFETY STATEMENT AND GENERAL POLICY ..... 6
2.1 SAFETY STATEMENT ..... 6
2.2 GENERAL POLICY ..... 7
3.0 SAFETY STRUCTURES ..... 8
3.1 INTRODUCTION TO ITTRALEE SAFETY STRUCTURES ..... 8
3.2 ROLES AND RESPONSIBILITIES OF THE GOVERNING BODY ..... 8
3.3 ROLES AND RESPONSIBILITIES OF THE EXECUTIVE TEAM ..... 8
3.4 ROLES AND RESPONSIBILITIES OF THE GENERAL MANAGEMENT TEAM ..... 9
3.5 SAFETY GROUPS ..... 9
3.6 ROLE OF THE SAFETY COORDINATOR ..... 10
3.7 ROLE OF THE SAFETY OFFICER ..... 10
4.0 RESPONSIBILITIES OF EMPLOYEES ..... 11
4.1 FOREWARD ..... 11
4.2 GENERAL RESPONSIBILITIES OF ALL EMPLOYEES ..... 11
4.3 RESPONSIBILITIES OF SPECIFIC EMPLOYEES ..... 13
4.3.1 MANAGEMENT PERSONNEL (HEADS OF SCHOOL, HEADS OF DEPARTMENT AND CENTRAL SERVICES MANAGERS ..... 13
4.3.2 ESTATES MANAGER: DONAL HUNT (EXTN 1667) ..... 14
4.3.3 HUMAN RESOURCES MANAGER: SIOBHAN GARVEY (EXTN: 5630) ..... 15
4.3.4 LECTURING STAFF ..... 15
4.3.5 TECHNICIANS AND RELATED TECHNICAL STAFF ..... 16
4.3.6 ADMINISTRATIVE / LIBRARY STAFF ..... 16
4.3.7 PREGNANT EMPLOYEES ..... 17
5.0 RESOURCES & WELFARE ..... 18
5.1 RESOURCES ..... 18
5.2 WELFARE ..... 19
6.0 CONSULTATION & TRAINING ..... 20
6.1 CONSULTATION ..... 20
6.2 SAFETY REPRESENTATIVES ..... 21
6.3 TRAINING & INDUCTION ..... 21
7.0 ACCIDENTS AND EMERGENCIES ..... 23
7.1 RECORDING, REPORTING & INVESTIGATION ..... 23
7.2 ACCIDENTS, DANGEROUS OCCURRENCES OR NEAR MISS INCIDENTS PROCEDURE ..... 23
7.3 PROCEDURE IN CASE OF SERIOUS INJURY OR COLLAPSE ..... 23
7.4 FIRE / EXPOSION / EVACUATION ..... 24
7.5 FIRE FIGHTING EQUIPMENT ..... 24
7.6 FIRE / EMERGENCY EQUIPMENT & EXIT ROUTES ..... 24
7.8 LOCATION OF FIRST AID BOXES ..... 25
7.9 Procedure in the event of a First Aid incident: ..... 26
8.0 CONTRACTORS ..... 28
8.1 CONTRACTOR SAFETY MANAGEMENT ..... 28
8.2 METHOD STATEMENT (WHERE NECESSARY) ..... 28
8.3 PREPARATION PRIOR TO COMMENCING WORK ..... 28



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8.4 PROJECT WORKS ..... 28
9.0 HAZARD IDENTIFICATION & RISK ASSESSMENT ..... 29
10.0 FURTHER HEALTH & SAFETY CONSIDERATIONS ..... 30
10.1 HYGIENE FACILITIES ..... 30
10.2 SMOKING ..... 30
10.3 SPILLAGES ..... 30
10.4 HOUSEKEEPING ..... 30
10.5 PERSONAL PROTECTIVE EQUIPMENT (PPE) ..... 30
11.0 PURCHASING ..... 32
12.0 INSTITUTE DEPARTMENTS ..... 33
13.0 CIRCULATION LIST ..... 35
14.0 EMERGENCY SERVICES CONTACT NUMBERS ..... 35
Appendices ..... 36
Appendix 1 Safety Management Structure Organisation Chart ..... 36
Appendix 2 General Management Structure Organisation Chart ..... 36


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# SAFETY STATEMENT
# DECLARATION OF INTENT

To each employee, visitor, contractor and student of the Institute of Technology Tralee:

The President and the Governing Body of the Institute of Technology Tralee (hereafter called the Institute) acknowledge their responsibilities under the Safety, Health and Welfare at Work Act, 2005 and associated Regulations.

The Institute is committed to ensuring, so far as is reasonably practicable, the safety, health and welfare of all employees, students and visitors through the provision of safe and healthy place of work, safe plant and machinery and safe systems of work in accordance with the Act and Regulations.

The Institute recognises that safety and health at work must be managed in order to prevent accidents and ill-health. The allocation of duties for safety matters and particular arrangements and resources for managing safety at the Institute are set out in this Safety Statement.

It is the policy of the Institute to consult all employees on matters of health and safety including this Safety Statement. All employees have the responsibility to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

The Institute will review this Safety Statement on an annual basis in light of developments, feedback and experiences at the Institute.

Signed_____ Date_____

Dr. Oliver Murphy
President
Institute of Technology Tralee

This Safety Policy has Governing Body approval and support.


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# 1.0 INTRODUCTION

The *Safety, Health and Welfare at Work Act, 2005*, which applies to all persons at work, both employers, employees & the self-employed, requires all employers to produce a Safety Statement and bring the requirements set out in such a Safety Statement to the attention of all employees and others present at the Institute who may be exposed to risks to their health and safety. This document sets out the health and safety policy of the Institute and identifies the hazards which are present and the measures and procedures which are in place to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, students and others present at the Institute.

This document sets out the Safety Policy of our Institute and specifies the means provided to achieve this policy. Our objective is to provide a safe and healthy work environment, in so far as is reasonably practicable, for all our employees, students and others who may be affected by our activities and operations.

Your support and co-operation is vital in achieving this important objective.

Please note **every** employee has a legal duty under the *Safety, Health and Welfare at Work Act, 2005*, to take reasonable care for the Health, Safety and Welfare of themselves and of other persons who may be affected by their acts or omissions at work. It is also each employee's specific duty to report to your manager, supervisor or safety representatives any defects or deficiencies in the Institute's equipment or systems of work, which might endanger safety, health and welfare.

This Safety Statement will be reviewed by the management team on an annual basis or when significant changes occur in order to improve awareness of safety issues and reduce accidents and avoidable ill health at ITT.

I invite you to read this document and should you have any comments or ideas, please bring them to the attention of your manager. It is important that you understand your role and the overall arrangements for Health and Safety in the Institute. Specific information and training on those parts of the Safety Statement which are of particular relevance to you is also available and it is your duty to comply with all relevant procedures. If you feel that you require any further training in any matter affecting your health and safety and that of others, please advise your manager, supervisor or safety representative. Staff members are welcome to discuss any ideas they may have to improve Safety with their Safety Representative or manager (see Safety Organisation chart). If you think a Safety issue is not properly addressed, please bring it to the attention of your manager or safety representative.

The Institute takes health and safety very seriously and breaches of health & safety regulations by employees may be treated as matters for disciplinary action, depending on the seriousness of the breach.

Safety awareness not only the physical environment and the Institute has a wide range of supports for the non-physical environment. Further details on Health & Safety (including Equality Policy/Employee Well Being Programme/Health & Safety etc) are available on the staff intranet: http://infoweb.staff.ittralee.ie/healthandsafety & http://infoweb.staff.ittralee.ie/hr


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# 2.0 SAFETY STATEMENT AND GENERAL POLICY

## 2.1 SAFETY STATEMENT

### WHAT IS THE SAFETY STATEMENT?

The Safety Statement is the written document of ITT**,** detailing how Safety, Health and Welfare at Work, along with all related matters, are managed and how the health and safety of all persons, employees, students and other third parties, attending the Institute is to be protected.

### WHO SHOULD READ THE SAFETY STATEMENT?

Each staff member should familiarise her/himself with the Safety Statement and its contents. The Safety Statement and certain procedures, such as emergency and evacuation measures, are also available to employees on the ITT intranet at: http://infoweb.staff.ittralee.ie/healthandsafety/healthandsafety.html

### STUDENTS, VISITORS, CONTRACTORS AND OTHERS WHO VISIT OR ARE INVITED TO THE PREMISES.

Any person visiting or attending the Institute for any reason is welcome to read the Safety Statement.

### UPDATES AND AMENDMENTS:

In the event of any changes at the Institute affecting how activities are undertaken or the plant and equipment used, or at any other time where it is considered appropriate, these changes will be recorded in this Safety Statement.

### NEW LEGISLATION & STANDARDS:

The **Institute Of Technology Tralee** will, in so far as is reasonably practicable, strive to the highest possible standards of occupational Health and Safety. The ITT will conform to the requirements of Irish and European Legislation, associated Standards and guidelines as it pertains to occupational Health & Safety.

### REVIEW OF THIS SAFETY STATEMENT

The Governing Body Board of the ITT will review the Safety Statement on an annual basis or where major changes occur. Appropriate changes must be made where deemed necessary and staff contribution is welcome.


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## 2.2 GENERAL POLICY

The management of Health & Safety within ITT is a prime responsibility of management. The Institute will strive to implement best practice in occupational Health & Safety and to ensure compliance with Safety *Health and Welfare at Work Act 2005*.

The Safety and Health of all employees, students and visitors is a prime objective of the organisation.

In particular, the Institute will:

1. Provide a management structure that will value the health and safety of all personnel, led by example and examine/respond to all reasonable health and safety concerns.
2. Provide and maintain safe and healthy working conditions, in accordance with statutory requirements and the highest standards of safety, health and welfare.
3. Provide training and instruction to enable employees to perform their work safely, effectively and without risk to health.
4. Make available all necessary safety devices, protective equipment, information, training and supervision.
5. Maintain a constant and continuing interest in health and safety matters pertinent to the Institute activities.
6. Review the Institute Safety Management System on a regular basis or at any other time when issues arise which suggest that a review is required.
7. Provide a Health and Safety consultation process involving Management and a Health & Safety committee.
8. Ensure through its purchasing procedures that equipment purchased complies with appropriate safety standards.
9. Ensure that the activities of contractors engaged in works at ITT comply with safety legislation.


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# 3.0 SAFETY STRUCTURES

## 3.1 INTRODUCTION TO ITTRALEE SAFETY STRUCTURES

The ITT is a third level institute of education based in Tralee with two individual campuses, North Campus & South Campus.

The management of risks and the reduction/elimination of accidental loss of limb or life and ill health is central to the creation of an effective organisation for managing health and safety. This means the development of a positive safety culture where each employee and student sees Health and Safety as an inherent part of his/her work and activities within this Institute.

The management structure of the Institute is shown in the organisational chart in Appendix 1

In order to provide effective management of safety within the Institute, the Institute has adopted a safety management structure as indicated in the chart in Appendix 2. As part of this structure, members of the Executive and Management have particular safety roles as outlined in this and other sections.

The Institute has designated a member of the Executive to act as Safety Co-Ordinator (currently the Vice President Corporate Affairs, Eamon Moynihan) and a number of staff safety representatives are in place. A Health & Safety Committee has responsibility for advising and monitoring Health & Safety Issues.

In relation to emergency evacuation, the management team are designated as Chief Fire Wardens with lecturers designated as Fire Wardens in relation to the evacuation of students. The role of fire warden is to guide and direct people to the nearest exits in a calm efficient way.

A number of staff have received First Aid Training and are designated First Aiders. The Institute has a nurse and a doctor service on a contract basis.

## 3.2 ROLES AND RESPONSIBILITIES OF THE GOVERNING BODY

- Review and endorse the safety statement as prepared by the Executive Team.
- Review and endorse the Safety Management System Action Plan as prepared by the Executive Team
- Receive and review updates from the Executive Team on progress in implementation of the Safety Management System Action Plan.
- Ensure sufficient resources are made available to achieve and implement the Safety Management System Action Plan.

Time will be allocated at Governing Body meetings as required to fulfil these functions.

## 3.3 ROLES AND RESPONSIBILITIES OF THE EXECUTIVE TEAM

- Ensure the preparation and annual review of the Institute's safety statement.
- Prepare on an annual basis a Safety Management System Action Plan.
- Ensure that the Safety Management System Action Plan gives priority to areas of greatest risk.
- Identify on an ongoing basis the resources required for the implementation of the Safety Management System Action Plan.

- Ensure that progress in the implementation of the annual Safety Management Plan is regularly tracked.
- Ensure adequate systems and resources are in place for identifying hazards and assessing risks at the Institute.
- Ensure the necessary organisational structures exist to ensure that safety and health is properly managed.
- Keep up to date on all matters in relation to safety and health and in particular changes in legislation
- Ensure that health and safety audits are undertaken to monitor all aspects of ITT health and safety policy implementation.
- Identify safety management targets and objectives at the Institute on an annual basis.
- Review on a biannual basis activity reports received from the Safety Groups
- Ensure that adequate systems are in place for consulting with employees including the selection of safety representatives and a safety committee.
- Review all accidents/incidents that occur to employees and students at the institute and ensure thorough investigation and resolution of any safety issues identified.
- Provide updates to the Governing Body indicating progress in implementing the Safety Management System Action Plan and on achieving agreed goals and objectives.
- Ensure that health and safety management is a priority for the Executive Team.

Time will be allocated at Executive Team meetings as required to fulfil these functions. The Safety Co-ordinator will prepare reports and act as the link to the Governing Body for health and safety issues.

## 3.4 ROLES AND RESPONSIBILITIES OF THE GENERAL MANAGEMENT TEAM

- Ensure that the Safety Groups have been established and are operational in areas identified in the Safety Group Strategy Document.
- Facilitate the working of the Safety Groups in relation to time and resources required to fulfil their role.
- Ensure that staff are consulted in relation to the health and safety impacts of any changes in process or practices at departmental level.
- Demonstrate active involvement in the management of safety and health at departmental level.
- Facilitate the provision of safety training as identified by the Safety Groups (make people available etc.)
- Provide a report on a regular basis to the Executive Team indicating progress being made by the Safety Groups in implementing their areas of responsibility.

Time will be allocated at General Management Team meetings as required to fulfil these functions. The Safety Officer (currently John Daly within the Estates Office) will report on health and safety issues as required.

## 3.5 SAFETY GROUPS

Safety Groups are involved in the active safety management and continuous improvement of safety in their own areas. Safety groups will be assisted in their activities by the ITT Safety Officer and External Safety Consultants. Safety Groups will be actively involved in the following activities;

- Execution of Risk Assessments
- Closeout of Corrective Actions

- Development of Safe Working Procedures
- Training of staff and students in Safe Working Procedures
- Monitoring of safety and health corrective actions

## 3.6 ROLE OF THE SAFETY COORDINATOR

**The Safety Co-ordinator is: Mr. John Fox**

The Safety Co-ordinator is responsible for updating the Safety Statement. This updating will be based on staff feedback, changes in systems of work and/or changes in machinery and equipment and, where necessary, following advices from external consultants.

The responsibility to update the Safety Statement on a regular basis or as often as may be necessary, does not take from the Health & Safety responsibilities of management to ensure effective safety management on a daily basis.

**The Safety Co-ordinator is responsible for ensuring that:**

1. Appropriate and adequate training in occupational health & safety in conjunction with the Human Resources Manager is implemented and available to all levels of staff.
2. The Human Resources Manager is advised of relevant accident reports.
3. Disciplinary procedures as per agreed procedures or in the absence of procedures, natural justice exist to deal with any deliberate or wilful breaches of safety rules and regulations and these are brought to the employees' attention.
4. All accidents and dangerous occurrences are reported and are fully investigated and where appropriate, remedial measures are put in place.
5. Management are advised of relevant matters relating to the Health & Safety.
6. The Health and Safety Authority is notified regarding reportable accidents.
7. The Institute Safety Statement is reviewed on a regular basis and at any other time as appropriate.
8. Risk assessments are carried out for all areas and activities at ITT

## 3.7 ROLE OF THE SAFETY OFFICER

The key role of the Institute Safety Officer is to develop, maintain and promote a positive Health and Safety culture throughout the Institute. Responsibilities include

- Updating the Institute Health and Safety Statement, Emergency Evacuation Plans and associated documentation required as part of the Safety Statement to meet with Health and Safety legislation.
- Liaising with various statutory agencies including the Health and Safety Authority and the Fire Service to ensure that recommended policies and procedures are put in place to provide continued effectiveness of overall health and safety policy and practice.
- Establishing and supporting matters on Health and Safety via the Health and Safety committee and advising relevant staff on ongoing Health and Safety issues.
- Assisting management and staff in the identification of hazards and the evaluation of risk to facilitate elimination / minimisation of risk throughout the Institute.

- Liaising with the Institute's insurers on hazard audits, analysing audits and reviewing safe work practices and plant maintenance procedures on a routine basis.
- Investigating and recording accidents, incidents, occupational diseases, near-misses and health and safety issues that arise in the Institute.
- Liaising with Human Resources Department with regard to staff safety training requirements.
- Assisting and facilitating the establishment and working of Safety Groups in each area of the Institute
- Providing feedback to the executive team and safety committee on Safety Group activities, audits, risk assessments and implementation of safety procedures.

# 4.0 RESPONSIBILITIES OF EMPLOYEES

## 4.1 FOREWARD

The Registrar, Vice President Corporate Affairs, Head of Development, Heads of School, Heads of Departments, Central Services Managers and Institute Librarian share with the President, the responsibility to provide support to attain high operating safety standards within their respective areas of control.

Management have day-to-day responsibilities to give full consideration to the Health & Safety of all employees, students, contractors and visitors to ensure full compliance with the Institute Safety Statement. This responsibility where appropriate is also expected of lecturing and support staff, where the students are in their domain. This Safety Statement should be communicated by personal example, by sincere concern and by providing the relevant safety training to all staff requiring such training.

## 4.2 GENERAL RESPONSIBILITIES OF ALL EMPLOYEES

All employees are expected to co-operate fully with all provisions made by the Institute for ensuring the Safety, Health and Welfare of employees.

All employees have specific statutory responsibilities under the *Safety, Health and Welfare at Work Act, 2005.* This legislation is outlined as follows:

1. It shall be the duty of every employee while at work to:

   - take reasonable care of his/her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions while at work.
   - co-operate with the Institute and any other person to such an extent to enable the Institute or the other person to comply with any legal duties imposed upon them.
   - use correctly any suitable appliance, protective clothing, convenience, equipment or other means or thing provided by the Institute (whether for his/her use alone or for use by him/her in common with others) for securing his or her safety, health or welfare while at work
   - undergo such training and instruction as the Institute may reasonably require and comply with all procedures for safe systems of work as required
   - report to his/her immediate supervisor, without unreasonable delay, any defects in the building, equipment, place of work or system of work, which might endanger safety, health or welfare of which he/she becomes aware.
   - report all accidents, however minor, and any dangerous occurrences, including near misses to his/her supervisor.
   - not to attend at work under the influence of an intoxicant such that the health and safety of themselves or others might be adversely affected

In addition, all employees and students should:

- Familiarise themselves with this Safety Statement and Health & Safety procedures in their area.
- Demonstrate, through personal behaviour, that only the highest standards of health and safety are acceptable.
- Ensure that all processes and activities under their control are completed safely.
- Immediately report any defects to equipment or personal protective equipment.
- Not operate equipment if aware of any defect in equipment .
- Ensure that all activities are well planned so that they may be carried out in a safe manner.
- Maintain safe working conditions and practices and immediately report on unsafe conditions or practices to their manager.
- Inform their manager if contractors working in their area are not adopting a safe system of work, or where they feel the safety of employees or students are endangered by the activities of these contractors and if appropriate, request that the contractor cease working.
- Attend relevant Health & Safety information and training sessions provided by the Institute.
- Immediately report all accidents, however minor, dangerous occurrences, unsafe conditions and unsafe acts to the relevant manager.
- Complete any necessary accident forms and without delay, submit a detailed report to the Safety Co-ordinator, to enable further investigation to be carried out, if required.
- Adhere to all safe systems of work, comply with and take notice of hazard warning signs and safety signs, which indicate dangerous machinery, substances or procedures.
- Not undertake any activity unless appropriate training has been received.
- Ensure that good housekeeping standards are maintained, that access routes, fire exit routes and all fire points are kept clear at all times.
- Consider and support, when appropriate, any representations on health and safety matters from students and advise their manager of any such representations.
- Meet when required with the Heads of School/Heads of Department, Safety Co-ordinator, Safety Representative and/or Safety Committee and:
- Co-operate in the review Safety progress in elimination or reduction of risks and achieving good practice.
- Co-operate in the review & progress on accident/dangerous occurrences and any Safety Inspections
- Co-operate in the discussion and prioritisation of their personal and departmental safety training.
- Co-operate in the discussion of welfare Facilities and Health concerns.

2. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities.

3. Where personal protective equipment is provided the employee:
   - Should make full and proper use of the equipment
   - Use it in accordance with the information, instruction and training provided by the employer.


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- Take all reasonable steps to ensure that the equipment is safely returned to storage after its use
- Report any defects to personal protective equipment..

## 4.3 RESPONSIBILITIES OF SPECIFIC EMPLOYEES

### 4.3.1 MANAGEMENT PERSONNEL (HEADS OF SCHOOL, HEADS OF DEPARTMENT AND CENTRAL SERVICES MANAGERS

Management personnel will, in so far as is reasonably practicable:

1. Make adequate resources (time, finances and personnel) available to comply with the Safety Statement
2. Take a direct interest in Health and Safety and support employees and students in complying with the safety statement.
3. Ensure that through its recruitment process that competent staff and appropriate materials are available to meet the requirements of safety Legislation, Standards, Codes of Practice and Guidelines
4. Appraise the effectiveness of safety management within the Institute by meeting with the Safety Co-ordinator on a regular basis.
5. Periodically review their responsibilities and those of other employees with regard to the effectiveness of safety management
6. Ensure that responsibility for health and safety is properly assigned and accepted at all levels.
7. Ensure that adequate procedures are in place for consultation with employees in accordance with the *Safety, Health and Welfare at Work Act. 2005*
9. Ensure that safety training, if required, is made available to staff and carried out on a regular basis
10. Ensure that students receive competent advice, instruction, training and/or supervision, as appropriate, when operating machines, using chemicals or engaging in other activities which present particular hazards, etc by the appropriate lecturer.
11. Ensure that adequate and workable disciplinary procedures exist to deal with wilful breaches of safety rules and regulations.
12. Ensure that staff and students understand that Health & Safety information is available as a right
13. Ensure that all processes and activities can be and are undertaken safely and without risk to Health and Safety.
14. Ensure that the Institute Safety Statement and other safety rules and guidance are adequately communicated and are implemented and observed at all times.
15. Establish a positive safety culture within their area, and liaise with the Safety Co Ordinator and Safety Officer in this regard where necessary.
16. Ensure that the Institute Safety Standards are established through the formulation of planned maintenance and safety inspection programmes.
17. Ensure activities are planned so that they may be carried out in a safe manner.

18. Ensure that all staff under their control receive appropriate training in occupational health and safety and are trained in the safe methods of working, appropriate to their tasks in line with the standard operating procedures (SOPs).
19. Ensure Health and Safety awareness is included in orientation training and that students are aware of their responsibilities as laid out in the Safety Statement and the student handbook.
20. Ensure all accidents and dangerous occurrences are fully investigated (within 72 hours) and an accident/incident report form is completed.
21. Ensure that the lecturing staff and support staff under their control maintain safe working conditions and practices.
22. Ensure regular safety tours of departments are undertaken.

### 4.3.2 ESTATES MANAGER: DONAL HUNT (EXTN 1667)

The Estates Manager is directly responsible for maintaining services to all Institute buildings and accommodation including all fire fighting and fire prevention equipment. In addition, the Estates Manager is responsible for ensuring that employees under his control and other contractors are made aware of and fully comply with the Institute's Health and Safety policy and the organisation and arrangements for ensuring that health and safety is effectively managed in all repair and maintenance activities that are undertaken at the Institute. The Estates Manager will liaise with the members of the executive as appropriate and is a member of the Health & Safety Committee.

The Estates Manager is responsible for ensuring that:

1. All engineering work necessary for safety and good health is carried out promptly.
2. All personnel under the estate department's control are competent to carry out their work and are fully aware of all hazards to themselves and others.
3. All relevant parties are kept informed regarding new projects in order that safe working practices may be established and maintained.
4. All statutory examinations and inspections of infrastructural equipment as set out in the appropriate Statutory Legislation are carried out and records maintained.
5. Institute Health & Safety objectives are met through planned maintenance and regular safety inspections.
6. Critical equipment & facilities under Estates Control are tested on a regular basis or subject to planned inspection programme.
7. Safe systems of work are incorporated into the activities of all facilities personnel /facilities contractors and that adequate pro-active arrangements are put in place at the outset for securing the safety of persons likely to be affected by the work activities of various facilities contractors. This to include a method statement for any building work deemed hazardous.
8. All third party contractors brought in by the Estates Office on campus to carry out works whose work may have safety implications provide a copy of their Safety Statement, together with their method statement for all activities to be undertaken. If equipment is to be made available to such contractors by the Institute, appropriate instruction and training must be provided.
9. All contractual arrangements with third party contractors must include a provision entitling the Institute to terminate their engagement forthwith for breach of any health and safety legislation or any specific requirements of the Institute.

10. New buildings and rental buildings are checked to ensure that they meet safety requirements prior to occupation.

### 4.3.3 HUMAN RESOURCES MANAGER: SIOBHAN GARVEY (EXTN: 5630)

The Human Resource Manager, in conjunction with the Executive is responsible for co-ordinating all staff training requests as determined in the first instance by their line manager, the Executive or where advised by the Safety Committee.

**The Human Resources Manager will:**

1. Ensure that all staff employed by ITT are advised of their Health & Safety responsibilities.

2. Ensure that requested safety training in safety is carried out, including management and that we review user feedback.

3. Review with Safety Co-ordinator the level of completed training and plan future training.

4. Ensure that records of all safety training are kept, detailing the exact nature of the training given to each employee. Employees should be asked to sign attendance sheets at the end of training sessions.

5. Inform the Safety Co-ordinator of any occupational illness trends, which may arise in particular areas/activities of the Institute.

**6.** Advise Executive on Health & Safety training issues where so necessary.

### 4.3.4 LECTURING STAFF

Lecturing staff and support staff will ensure that students under their immediate control adhere to the Institute's Health & Safety requirements. The success of the Safety Statement and the effective management of safety requires the support of all Lecturing and support staff.

The establishment and maintenance of a Healthy and Safe environment is dependent not only on Management's commitment to its responsibilities but also on the commitment of each lecturer, who is responsible for the following safe methods of work.

**Each Lecturer will:**

- Ensure that students operating and adjusting machines and equipment under their control receive correct instruction and wear the correct protective clothing.
- In workshops, ensure that all dangerous moving machinery parts are adequately guarded to relevant legislation and standards. Specific training on the requirements of these standards is available to all Lecturers.
- Ensure that all students under their supervision receive adequate instructions appropriate for the tasks assigned.
- Provide effective supervision for students undergoing training.
- Ensure that all materials and substances used in the area under their control are properly labelled and safely stored and/or are disposed of in accordance with the Material Safety Data Sheets.
- Ensuring that relevant work procedures for the safe execution of the work are available.

- Ensure that all new chemicals, equipment, machinery etc are fully assessed in conjunction with the Head of School/Head of Department with respect to the safety and ill health potential prior to purchase/use in the Institute.
- Ensure through their manager that updated Safety Data Sheets are available for all hazardous chemicals and preparations.

### 4.3.5 TECHNICIANS AND RELATED TECHNICAL STAFF

The success of the Safety Statement and the effective management of health and safety at the Institute requires the support of all technical staff.

The establishment and maintenance of a healthy and safe environment is dependent not only on Management's commitment to its responsibilities but also on the commitment of each technician, who is responsible for the following safe methods of work.

**Each Technician will:**

- Report on unsafe conditions or practices to their manager.
- In workshops, ensure that all dangerous moving machinery parts are adequately guarded to relevant Legislation and Standards*
- Ensure that all materials and substances used in the area under their control are properly labelled and safely stored and dispensed before use and after.
- Review Safety Standards in their Departments or areas on a regular basis and advise manager of any safety concerns.
- Ensuring that all documented work procedures are available, and detail the safety procedures necessary for the safe execution of the work.
- Ensure that all new chemicals, equipment, machinery are fully assessed in conjunction with their manager with respect to the safety and ill health potential prior to purchase/use in the Institute.
- Ensure that updated Safety Data Sheets are available for all hazardous chemicals and preparations.

* Installed Machinery (with or without CE mark) is operated and maintained to comply in accordance with the manufacturer's instructions or relevant risk assessment(s).

### 4.3.6 ADMINISTRATIVE / LIBRARY STAFF

The success of the Safety Statement and the effective management of health and safety at the Institute requires the support of all administrative/library staff.

The establishment and maintenance of a healthy and safe environment is dependent not only on Management's commitment to its responsibilities but also on the commitment of each staff member, who is responsible for the following safe methods of work.

**Each Admin/Library Staff Member will:**

- Review Safety Standards in their Departments or areas on a regular basis and advise their manager of any safety concerns.

### 4.3.7 PREGNANT EMPLOYEES

It is the Employer's responsibility to inform staff of their responsibilities and of staff duties.
As soon as the person becomes aware that

- She is pregnant
- Or up to 14 weeks following the birth or
- 26 weeks following the birth if she is breast feeding,
- The employee must inform the Human Resources Department. The Human Resources Department will advise the employee's manager. The employee's manager will ensure, by carrying out an assessment of the employee's work and procedures, that neither she nor the unborn child, or the breast-fed child are at risk from work.

- Further details available on http://infoweb.staff.ittralee.ie/hr

If required, and where the Institute cannot offer alternative work to the employee, then she is entitled to be granted safety and health leave. The Institute must pay for the first 3 weeks of this safety leave. The employee may then apply to Social Welfare (non D1 category) for ongoing payments. The Institute fully accepts that a pregnant employee's health status should not be put at risk by their work duties.


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# 5.0 RESOURCES & WELFARE

## 5.1 RESOURCES

ITT shall dedicate the resources necessary to ensure in so far as is reasonably practicable, the Safety, Health and Welfare of employees.

The following resources will be dedicated:

- Management with the assistance of consultants where deemed necessary, will develop appropriate Health & Safety programmes, risk assessments, safety procedures, safe systems of work, inspections, maintenance and training activities for the Institute.
- The Safety Co-ordinator will meet and/or advise managers of safety issues of concern or requiring action
- ITT will provide new students at the Institute with an orientation course, which includes safety awareness. This shall also be incorporated in the student 'Rights & Responsibilities' book.

ITT commits to providing at all times the resources necessary, in so far as is reasonably practicable, for the safety, health and welfare of its employees, students and the general public on the Institute land and premises, including:

- Time for consultations, reports, investigations, audits and meetings where Safety, Health and Welfare are concerned.
- Supporting those who have responsibility for employee Safety, Health and Welfare to carry out their functions.
- Finance to ensure, in so far is reasonably practicable, the Safety, Health and Welfare of employees. The aim shall be to provide adequate staff training and for the improvement or upgrading of present provisions, or starting of new provisions for securing the Safety, Health and Welfare of our employees.
- Ensuring that Health & Safety is taken into account at the planning stage of all new work, where this new work may have effects on employee Health & Safety.


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## 5.2 WELFARE

Various welfare facilities are provided by ITT and these welfare facilities are controlled as follows:

- The provision of adequate personal protective equipment.
  *Responsible person is the staff member's manager.*

- The provision and maintenance of safety showers and eye baths in School of Science.
  *Responsible person is the Head of Department of Biological and Pharmaceutical Sciences,*

- The provision of canteen facilities in the Institute.
  *Responsible person is the Vice President Corporate Affairs.*

- Provision and Maintenance of toilets& changing rooms.
  *Responsible person is the Estates Manager.*

- The provision of a medical room for students and First Aid boxes and the filling of same.
  *Responsible person is the Estates Manager.*

- The provision of certified First Aiders for the Institute.
  *Responsible person is the Human Resources Manager.*

- The provision of pre-employment medical and G.P. referrals.
  *Responsible person is the Human Resources Manager.*

- Liaison with insurance companies
  *Responsible person is Secretary/ Financial Controller.*

- Notification of reportable accidents/incidents to the Health and Safety Authority.
  *Responsible person is the Safety Co-ordinator*

- The provision of student facilities, i.e. sports/ clubs & societies
  *Responsible person is the Institute Registrar.*

- Provision of Employee Well Being Programme
  *Responsible person is the Human Resources Manager.*

# 6.0 CONSULTATION & TRAINING

## 6.1 CONSULTATION

### The Safety Committee

The Safety Committee is a forum for facilitating consultation with employees and the student body at ITT on health and safety matters. The functions of the Safety Committee are as follows:

- Participate in safety management initiatives at the Institute and in the formulation of the annual Safety Management System Action Plan.
- Participate in the annual review of the Institute's safety statement.
- Raise employee health and safety concerns with management in a formal manner
- Act as a forum for communication of health and safety concerns from management to employees
- Act as a support forum for safety representatives from across different departments
- Review any accidents/incidents and near misses that occur at the Institute
- Review and comment on the implementation of the Safety Management System Action Plan and participate in the process of prioritising action items.
- Review progress on risk assessments
- Participate in the preparation of employee training needs at the Institute.

The Safety Committee is formed based on the format outlined in the Safety, Health and Welfare at Work Act 2005 (4th Schedule) and will meet regularly to fulfil the functions outlined above.

***Safety Committee Members***

| | |
|---|---|
| • John Fox | Safety Co-ordinator |
| • Donal Hunt | Estates Manager |
| • John Daly | Safety Advisor |
| • Mary McCoy | Students Representative |
| • Liam McCarthy | BIT Building |
| • Denis O' Mahony | Engineering |
| • Trina Lyons | Science |
| • Derarca Halligan | Student Services |
| • Julie Lenihan | Administration |

The current Safety Committee and their contact details are set out on the intranet:
http://infoweb.staff.ittralee.ie/healthandsafety/contacts

Approved Health & Safety minutes will be made available on the staff intranet:
http://infoweb.staff.ittralee.ie/healthandsafety/minutes

Employees will be given access to relevant information that pertains to the Safety, Health and Welfare of employees, subject to the exclusion of:

- Information relating to an individual,
- Information pertaining to the Institute taking or defending a legal action
- Information, which may not be disclosed without contravening a legal prohibition.

## 6.2 SAFETY REPRESENTATIVES

The Safety Committee described in 6.1. above includes Safety Representatives from across the Institute.

Safety Representatives are available to meet at any time during normal working hours with staff.

Elections for the role of safety representative will be held every three years (or at such other time as employees require) but safety representatives, if they so wish, may resign at any time.

The Institute accepts the 'Guidelines on Safety Consultation and Safety Representatives' prepared by the Health and Safety Authority as a reasonable approach for the operation of safety consultation, and adopts the framework given in this document as the means ensuring effective consultation and representation at the Institute.

Safety Representatives will be given the opportunity to present health & safety issues to the Safety Committee. Issues brought to a safety representative should in the first instance be discussed with the manager responsible for that area who will initiate corrective action. Should this not occur, the matter should be brought to the member of the executive in charge of that area. Failing satisfaction, the matter will be brought to the attention of the Health & Safety committee.

Safety Representatives will be given access to any information in the possession of Management that pertains to the safety, health and welfare of employees, subject to the exclusion of information relating to an individual, or information pertaining to ITT taking or defending a legal action, or information, which may not be disclosed without contravening a legal prohibition.

Safety Representatives will be given the opportunity to receive appropriate ongoing training and to receive paid time off for the purposes of undergoing such training. In this respect, he/she will undertake a Safety Representative course and will be given an option of undertaking further training, if necessary,

Safety Representatives will be immediately informed when an Inspector of the Health and Safety Authority visits the Institute and will be facilitated in every possible way with the discharge of his/her duties under the Safety, Health and Welfare at Work Act, 2005. The Safety Representatives will not suffer any disadvantage through the discharge of their duties.

## 6.3 TRAINING & INDUCTION

In relation to the training of employees, ITT will comply with the duties placed upon it by the *Safety, Health and Welfare at Work Act, 2005.*

It is recognised that ongoing safety training is needed to maintain a high standard of service. Safety training (First Aider, Manual Handling etc) will be made available to all staff and specific training will be organised where a need or requirement has been determined in risk assessments and training needs analysis.

All new employees will receive an executive summary of the Safety Statement highlighting the key safety issues. Induction safety awareness will highlight the practical issues requiring attention to include good housekeeping practices, general safety and their responsibilities, to ensure that employees are able to undertake their activities safely and competently. The ITT will ensure that their employees are made aware of the hazards present at their place of work and the safety precautions necessary. The primary purpose of instruction and training is to create a culture to think and act in terms of doing the work safely.

Where it is deemed necessary, employees will be given further training or retraining as required and this will also be recorded, and progress monitored.

- Staff will receive, where required and on the advice of their management supervisor, induction training and instruction on commencement of employment to ensure that they fully understand the hazards of their respective work process and the safety precautions and emergency procedures required, as applicable to their position.

- Training will be given as necessary to all responsible persons and other staff to ensure that they have adequate knowledge and the necessary skills to manage their areas safely and without risk to health.

- In each instance, the names of competent trainers, the method of training, the frequency and record of all staff training will be organised and arranged by the Human Resources Manager.

Time off with pay will be allowed for all employees to undertake approved training required to enable them to undertake their work activities competently and safely. Employees must attend all training which the Institute reasonably requires them to undertake.


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# 7.0 ACCIDENTS AND EMERGENCIES

## 7.1 RECORDING, REPORTING & INVESTIGATION

The Institute is required to record and investigate all accidents, incidents and dangerous occurrences. The benefit of this will be to reduce or maybe even eliminate the risk of such occurrences happening again.

A completed Accident/Incident Report Form is available on the intranet: http://infoweb.staff.ittralee.ie/healthandsafety/accidentreportform.PDF This form must be fully completed when an accident/incident takes place in the Institute and returned to the Safety Co-ordinator.

Where a fatality occurs, this must be reported to the Health & Safety Authority immediately and the location of the accident closed off and left undisturbed.

The site of the accident or incident must be preserved until the Accident Report has been written. This should be carried out as soon as possible after the accident. This is the responsibility of the immediate manager or supervisor. Its purpose is to help identify the cause with the aim of preventing a recurrence as well as keeping Institute records.

Where necessary, photographs of the accident scene should be taken as soon as possible. These will provide vital information later when the area has been disturbed.

## 7.2 ACCIDENTS, DANGEROUS OCCURRENCES OR NEAR MISS INCIDENTS PROCEDURE

- Evacuate people from the area and reduce risk where possible.
- Preserve the area of the incident immediately until the investigation is completed.
- The staff member must notify their manager immediately.
- An investigation by the manager must take place into the cause of the occurrence to identify the factors involved.
- In this way, the problems may be identified and remedied before any further risk is taken.
- An Accident/Incident report form should be completed by the manager and returned to the Safety Co-ordinator.

Where damage to property has occurred, no employee or student should enter the area until this has been rectified, investigations have been completed and the property or equipment have been repaired or replaced and/or otherwise made safe.

## 7.3 PROCEDURE IN CASE OF SERIOUS INJURY OR COLLAPSE

When an accident occurs, ensure that the place is made safe before touching the injured person or the machinery involved. Always isolate electricity when electrical shock is suspected.

Do not move the casualty unless they are in immediate danger of further injury or they can move themselves. If the injury cannot be treated on site, call emergency services immediately (112 or 999). When calling the ambulance, use a mobile phone if possible. This allows you to speak to the operator when you are with the injured person and they can give you advice, ask questions and help you as much

as possible until the ambulance arrives. The information you pass on to the operator will be passed onto the ambulance crew and help them when they arrive at the scene.

If the injured person can be transported, then s/he may be taken to a Doctor or the local Hospital.
If a chemical agent is involved in the injury, always take the relevant Material Safety Data Sheet or container and label, with the injured person, as this can be very helpful in treating the injury. When the Emergency Services arrive or when you arrive at a Hospital, you must give a clear and exact account of what has happened to the medical personnel receiving the injured person.

***Never place yourself in danger whilst trying to help someone else, especially if you are unsure of what you are doing***.

## 7.4 FIRE / EXPOSION / EVACUATION

The Institute of Technology Tralee has developed a comprehensive Emergency Procedures package to cover both North & South Campus. This can be found at the following link
http://infoweb.staff.ittralee.ie/healthandsafety/ITTevacuationplan.pdf

## 7.5 FIRE FIGHTING EQUIPMENT

All Fire Fighting equipment is reviewed annually or as otherwise required.

## 7.6 FIRE / EMERGENCY EQUIPMENT & EXIT ROUTES

- Must always be kept clear and accessible.
- Marked areas must not be obstructed at any time.
- Never use Fire Equipment for other uses besides Fire Fighting.

**NEVER** smoke in the vicinity of gas cylinders, petrol or other flammable substances.

**NEVER** direct water at any electrical installation, machinery or wiring.

## 7.7 FIRST AID KITS

First Aid kits are provided by the Institute throughout the Institute by the Estates Office, as set out on the following list. If you become aware that first aid materials are not available, the Estates Office should be advised, either directly or by your manager or supervisor.

A number of employees have also been trained as first aiders and are able to carry out some simple first aid in the event of an accident or minor injury.

A list of first aiders is posted at building entrances and at emergency telephones throughout the Institute.

## 7.8 LOCATION OF FIRST AID BOXES

**SOUTH CAMPUS:**

| Box No | Location | Room No | Ext Phone |
|---|---|---|---|
| 1 | Reception | | 0 |
| 2 | Motor Eng Store | Workshop | 4167 |
| 6 | Mech Eng | Workshop | 4161 |
| 7 | B129 Sc Lab | B129 | 5698 |
| 8 | Library | Library Reception | 4101 |
| 9 | Students Union | SU Office | 4138 |
| 10 | Plant room 3 | Blue Stairs | n/a |
| 11 | RFID Laboratory | C126 | 4147 |
| 12 | C129 Carpentry | C129 | 4160 |
| 14 | Finance Office | C117 | 5602 |
| 16 | Engineering Sec Office | Eng Corridor | 4142 |
| 18 | B218 (Store) | B218 | 5698 |
| 18A | Science Sec Office | Secretary Office | 4128 |
| 19 | Chemistry Lab | B215 | 5698 |
| 20 | Micro Lab | B213 | 5698 |
| 21 | Biology Lab | B211 | n/a |
| 22 | B207 General Sc | B207 | n/a |
| 23 | B208 Research | B208 | n/a |
| 24 | B205 Physics | B205 | 4127 |
| 25 | Admin Office | Admissions | 5638 |
| 26 | Maintenance Office | Maintenance | 4184 |
| 27 | Gymnasium | Gymnasium E Block | N/A |
| 28 | Human Resources | Personnel | 5661 |
| 29 | Agri Eng | Workshop | 4149 |
| 30 | MCCF Laboratory | | N/A |


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**NORTH CAMPUS**

| Box No | Location | Room No | Phone |
|---|---|---|---|
| 1 | T Block Offices | T227 | 1655 |
| 3 | Security | | 1676 |
| 4 | Electrical Store | | n/a |
| 5 | Library | Back Office | 1683 |
| 6 | Computer Help Desk | J124 | 1699 |
| 7 | HCT Office | J200 | 1665 |
| 8 | HCT Staff Office | J214 | n/a |
| 9 | HCT Kitchen J118 | J118 | n/a |
| 10 | HCT Kitchen J120 | J120 | n/a |
| 11 | HCT Kitchen J122 | J122 | n/a |
| 12 | HCT Kitchen J112 | J112 | n/a |
| 13 | HCT Kitchen J114 | J114 | n/a |
| 14 | HCT Kitchen J116 | J116 | n/a |
| 15 | HCT Stores | | n/a |
| 16 | HCT Bar/Restaurant | | n/a |
| 17 | Sports Field | | n/a |
| 18 | Solás Building | Reception | n/a |
| 19 | Students Union Office | R109 | n/a |
| 20 | Q Block Offices | Q108 | n/a |

## 7.9 Procedure in the event of a First Aid incident:

Procedure in the event of an incident:

1. Call one of the Institute first-aiders on the list above - The Security First Aiders are contactable by mobile.

If in doubt about the seriousness of an incident or after college hours contact Emergency Services (112 or 999) immediately or college Security North Campus on Ext 1676 or 086 8177924 or Security South Campus on Ext 4181 (South) or 086 8177295 or Red Phone No. 3106

2. The first-aider will assess the situation and decide whether to:

(i) Treat the person
(ii) Refer the person to the Institutes Health Centre
South Campus Room A119 Ext 1679
North Campus Room Q116 Ext 1679

(iii) Call the Institute Nurse on Extension 1679 or Mobile 087 8275982 or Red Phone 3105 or Oakpark Medical Medical Centre on 066 7126255

(iv) Call Emergency Services on 112 or 999
Call an ambulance directly on Red Phone 3100
Call Tralee General Hospital on Red Phone 3102

DEFIBRILATOR LOCATIONS
- North Campus Security


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- South Campus Security
- North Campus Pitches (Referees Hut)
- South Campus Gym (E Block)

# 8.0 CONTRACTORS

## 8.1 CONTRACTOR SAFETY MANAGEMENT

Every contractor or subcontractor to the Institute must comply with the requirements of applicable health and safety legislation as well as any requirements and regulations specified by the Institute. The *Safety, Health & Welfare at Work Act 2005* and the *Safety, Health and Welfare at Work (Construction) Regulations 2013* govern all contractors to the Institute and they are required to comply at all times with the Act and any subsidiary regulations.

Contractors must provide the Institute with a copy of the first page of their Safety Statement together (where required) with a method statement for works to be undertaken prior to commencing any works. The Contractor may be required by the Institute to make changes to their method statement.

The contractor shall be responsible for the area in which they are working in. Trailing leads and cables shall be brought from overhead whenever possible. Contractors should erect barriers around their work area to minimise the risk of injury.

## 8.2 METHOD STATEMENT (WHERE NECESSARY)

All works undertaken by a contractor must be carried out in accordance with the method statement and otherwise in accordance with the terms of the contract entered into with the Institute. If and where applicable, safe working conditions must be agreed upon prior to commencement of work. All work carried out must be to standards required by legislation.

All contractors must comply at all times with the Institute's standards of housekeeping. Passageways must always be kept clear at all times. Waste must not be allowed build up and must be regularly collected and removed from site.

## 8.3 PREPARATION PRIOR TO COMMENCING WORK

Managers will advise contractors of relevant safety requirements, prior to commencement of work. An outline of the Contractor's plan of work and intended safe working practices may be required, where necessary.

## 8.4 PROJECT WORKS

The Estates Department is involved in works on its campuses which comes under the definition of "construction work" in the Safety, Health and Welfare at Work (Construction) Regulations 2013. A detailed procedure has been developed which describes the method by which ITT and personnel acting on behalf of ITT ensure compliance with the requirements of the design and management sections of the Regulations. The procedure deals with Client, Project Supervisor Design Process (PSDP), Project Supervisor Construction Stage (PSCS), Designer and Contractor duties and the competence assessment and appointment of duty holders.


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## 9.0 HAZARD IDENTIFICATION & RISK ASSESSMENT

Risk assessments form the basis of this Safety Statement. Risk assessments for each area and activity in which the Institute is involved can be found on the Health And Safety Intranet page under the Safety Group Tab. The Risk Assessments are used for the purposes of identifying measures to be put in place to seek to reduce the possibility of accidents or ill health occurring. Every effort has been made to identify the existing hazards and recommend possible solutions.

Safety Group team members are involved in carrying out risk assessments in their own areas with the assistance of the ITT Safety Officer and external safety consultants as required. The fundamentals of the ITT risk assessment procedure including examples of hazards and the ITT risk assessment procedure are captured in a training presentation "ITT Risk Assessment Fundamentals Training Module" available on the Health and Safety Intranet page.

**The Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard.**

**HAZARD:** Is taken to mean **"anything that has the potential to cause harm**

**RISK:** Is **"there a chance, great or small, that someone will be harmed by the hazard".**

**SEVERITY:** Is the possible outcome of an accident / incident, e.g. broken leg, explosion likely to be minor or serous?

**LIKELIHOOD:** What **is** the possibility of the accident / incident occurring?

In the Risk Assessment SEVERITY and LIKELIHOOD have been graded as follows:-

| **SEVERITY** | | **LIKELIHOOD** | |
|---|---|---|---|
| **Major** | **3** | **High** | **3** |
| **Serious** | **2** | **Medium** | **2** |
| **Slight** | **1** | **Low** | **1** |

The **Risk Factor** is the multiple of **Severity** and **Likelihood. RISK** is then graded as follows:-

| GRADE OF RISK | VALUE | RISK | CHARACTERISTICS |
|---|---|---|---|
| **High Risk** | **7 – 9** | **"H"** | Possibility of a single fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss. |
| **Medium Risk** | **4 – 6** | **"M"** | Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable. |
| **Low Risk** | **1 - 3** | **"L"** | The possibility of injury or material loss is unlikely and likely injury minor, although conceivable. |

Control measures which have been identified and actions for improvement are detailed in the individual risk assessments . The control measures and improvement actions are intended to either eliminate the risk or reduce the assessed risk to an acceptable level.


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# 10.0 FURTHER HEALTH & SAFETY CONSIDERATIONS

## 10.1 HYGIENE FACILITIES

Employees and students are encouraged to wash hands regularly, particularly before eating.
Wash hand basins, towels, toilet facilities, running water are provided.

## 10.2 SMOKING

No smoking is allowed within any Institute building or in the immediate vicinity of building entrances/exits. Staff/ students found smoking in these areas will face a fine. The Estates Manager is responsible for ensuring the 'no smoking' policy operates within the Institute. The no-smoking policy extends to the use of electronic cigarettes.

## 10.3 SPILLAGES

Spillages of any form of liquid must be cleaned up immediately. If this is not possible the area of the spill must be cordoned off and made inaccessible for anybody else until it can be cleaned.
If there is a chemical spill and/or there is any risk of the chemical igniting, the area must be evacuated immediately and the ITT Emergency Evacuation Plan for that are brought into operation.

## 10.4 HOUSEKEEPING

The Institute aims to ensure that the work environment is kept as tidy as possible so that any risks to employees, students or the public, through poor housekeeping, is kept to a minimum.
This can only be achieved through co-operation amongst all staff.
This is the same with housekeeping and tidiness of the Institute's facilities. A clearly defined procedure must be in place for the collection and disposing of rubbish and waste materials from the Institute on a regular basis.

All staff have a responsibility to keep their work place as tidy and clean as possible.
Staff must not place their own health and safety or that of their fellow employees and students at risk through untidiness or allowing build-up of clutter or waste.
Any employee who finds or sees anything out of place or untidy should either find its proper place or report this to the Head of Department.

## 10.5 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Institute undertakes to provide the PPE for its employee's safety. Following a Hazard / Risk assessment, Personal Protective Equipment (PPE) is available for use when the risk cannot be reduced by other means. If an issue arises regarding PPE, the Safety Co Ordinator can be contacted. Employees and students must use personal protective equipment when provided and in accordance with instructions.

Each employee who is issued with personal protective equipment is responsible for its use and safe storage and must immediately report loss or damage to those in charge.

It is unacceptable and against Safety Policy to condone non-use of the equipment by effectively turning a 'blind eye' to the non-user: the regulations and standards must be enforced for the health and safety of the individual.

Any individual who refuses to wear the equipment should be advised as to the reasons why the equipment must be used. If the individual persists in refusing to use the equipment, they should be advised that the Institute regards this as a matter of gross misconduct. If the individual continues to refuse to use the equipment, disciplinary procedure will be invoked.

**Types of P.P.E. necessary:**

- Gloves
- Goggles, safety Glasses and facemasks were appropriate, such as laboratory work, experiments, class preparation & various workshop activities.
- Protective clothing

**RESPONSIBILITIES:**

**The Institute:**

1. It is the responsibility of the Institute to provide adequate Personal Protective Equipment where no other method of risk reduction is reasonably practicable.
2. ITT intend to supply PPE to adequate standards, sizes and amounts as it is required by *the Safety, Health and Welfare at Work (General Application) Regulations 2007.*
3. ITT intends to ensure that all PPE, which requires maintenance, is maintained to an adequate standard so as not to create a risk to the safety, health or welfare of the user.
4. ITT intends to make provisions for ensuring that where PPE is provided that it is used.

**Employees and Students:**

1. Where employees/students have been provided with Personal Protective Equipment for protection of their safety and health, they are required to wear it. The only exception to this is where a medical condition stipulates against its use. However, this should be notified to the manager / lecturer to decide whether the employee / student can proceed without the PPE.
2. Any defects in equipment should be reported to the management supervisor and a replacement obtained.

## 11.0 PURCHASING

ITT recognises that an opportunity to control workplace hazards arising from substandard equipment, materials, and services exists at the time of purchasing and prior to these goods and services being delivered on-site. Therefore the Institute will ensure so far as is reasonably practicable the purchase of goods and services that comply with Irish Safety standards and European Norms (EN) for the supply of materials, equipment and machinery.

**ITT will:**

1. Purchase equipment, materials and services against set specifications. These specifications will be included and referred to by the purchasing officer or originator of order in the purchase order to include specifically:

– Product safety information.
– Material safety data sheets (where necessary)
– Manufacturers operating and maintenance instructions.
– Safety design features of Machinery/Equipment.
– CE Mark.
– Declaration of conformity.

2. Ensure that all purchasing personnel are aware of the safety implications of the purchase and that this is communicated clearly to the supplier.

3. Prepare and hold a list of approved or suitable suppliers and procedures for regularly checking that all suppliers are still suitable.

4. As part of its overall programme of reducing Safety and Health loss exposures:
   - Prepare a list of high-risk items and purchasing specifications developed on a 'worst first' basis.
   - Implement a review system through the Head of School of Science of all chemical prior to purchasing.

The Estates Manager must be informed of impending Purchases of Capital items of machinery or equipment requiring provision of space, power, gas, drainage, water supply, compressed air, special lighting, or other services, **before** the purchase is made. This will allow the Estates Manager the opportunity to consider the implications the purchase may have on the existing services in the area concerned. This will avoid situations where requests for installations occur when the item has already been delivered, or where the necessary services are not readily available ensure when purchasing equipment that due allowance is made to incorporate training (where deemed necessary) as an integral part of machine purchase.

Ensure all tools and equipment will conform to CE, CEN, IEC, ANSI or BS standards. The equipment must be checked before use and if found to be damaged or faulty, do not use and replace as soon as possible

Ensure for each piece of machinery or equipment purchased that:

A planned inspection programmes will be specified in accordance with the manufacturer's recommendations stating the inspection frequency, person responsible, methods of inspection,

conditions to look for, records to be kept and only specifically trained personnel are authorised to operate and adjust machines/equipment.

All dangerous moving parts of machinery/equipment are adequately guarded to *IS/EN 292 parts 1 and 2* and other relevant standards and European Machinery Directives 2006/42/EC.

Machinery risk assessments are carried out in accordance with EN 14121-1 where appropriate that all equipment purchased bears the CE mark.

All processes are designed to minimise the risk to staff and students from exposure to physical, chemical, fire/explosion and ergonomic hazards.

All equipment under their control is properly maintained and safe to use.

**Donation of free equipment:** ITT will only consider such goods where it has an immediate use for same and that these free goods are of merchantable quality and safe to use. The potential costs of disposal will also be taken into account.

**Chemicals & Solvents:** The manager responsible will ensure when approving/purchasing such chemicals etc that they are safe for the use intended and that they have the necessary Safety Data Sheets.

**Electrical Equipment**
The Institute shall seek to ensure that all electrical equipment is inspected & PAT (portable appliance tester) as required, in so far as is reasonably practicable.

## 12.0 INSTITUTE DEPARTMENTS

Refer also to departmental organogram in appendix 2 [Update Required]

**Departmental Breakdown:**

**DEPARTMENT OF BIOLOGICAL AND PHARMACEUTICAL SCIENCES**

- Chemistry Laboratory
- Microbiology Laboratory
- General Biology Laboratory
- General Science Laboratory
- Chemical Store Area (Internal)
- Research Laboratory
- Chemical Store (External)

**DEPARTMENT OF TECHNOLOGY, ENGINEERING AND MATHEMATICS**

- Motor Engineering Diesel Room
- Motor and Agricultural Workshop/Store
- Agricultural Machinery Storage Area
- Agricultural Hall
- Mechanical Engineering Workshop
- Mechanical Engineering Store
- Motor Engineering Workshop Store

- Civil Engineering Test Lab
- Carpentry and Joinery Workshop
- Materials Test Room
- Production Engineering Laboratory
- Electronics Laboratories

**Department of Nursing and Health Care Sciences**

- Clinical Studies Building (Solas)

**Department of Health and Leisure Studies**

- Gymnasium and Shape Centre (E Block)
- Outdoor Education Locations
- ITT Sports Campus (Opening 2018)

**DEPARTMENT OF HOTEL, CATERING AND TOURISM**

- Hotel, Catering & Tourism Kitchen/Teaching Areas
- Store Room

**DEPARTMENT OF COMPUTING**

- All computer laboratories

**DEPARTMENT OF CREATIVE MEDIA AND INFORMATION TECHNOLOGY**

- All media laboratories

**STUDENT SERVICES / REGISTRAR**

- Admissions Offices
- Library

**ESTATES DEPARTMENT**

- External Areas, Car parks, Main Access/Egress Routes, Grounds and Security
- Reception Areas/Hallways
- Classrooms/Lecture Halls
- General Offices
- Facilities, Utilities, Contractors
- Staff Rooms
- Staff Welfare Facilities, Toilets.
- Student Common Room/Offices
- Student Dining Hall
- Student Welfare Facilities, Toilets, Meeting Rooms


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## 13.0 CIRCULATION LIST

| | NAME: | TITLE: |
|---|---|---|
| 1. | Dr. Oliver Murphy | President |
| 2. | Mr. John Fox | Vice President Corporate Affairs<br>Health & Safety Co-ordinator |
| 3. | Dr. Michael Hall | Vice President of Academic Affairs and Registrar |
| 4. | Mr. Seamus O'Shea | Head of School of Health and Social Sciences |
| 5. | Dr. Joseph Walsh | Head of School of Science, Technology, Engineering and Mathematics |
| 6. | Mr. Tony Donovan | Head of School of Business, Computing and Humanities |
| 7. | Ms. Bríd McElligot | Vice President, Research and Development |
| 8. | Mr. Donal Hunt | Estates Manager |
| 9. | Ms. Siobhan Garvey | Human Resources Manager |
| 10 | Health & Safety Committee Members | Reference Section 6.1 |

## 14.0 EMERGENCY SERVICES CONTACT NUMBERS

| SERVICE | TEL. NO |
|---|---|
| Fire Brigade for North Campus | 112 |
| Fire Brigade for South Campus | 112 |
| Emergency Services | 112 |
| Garda Siochána | 7122022 |
| Tralee General Hospital | 7126222 |
| ITT Nurse | 087 8275982 |
| Oakpark Medical Centre | 066 7126255 |
| ITT Health Centre | extn 1679 |


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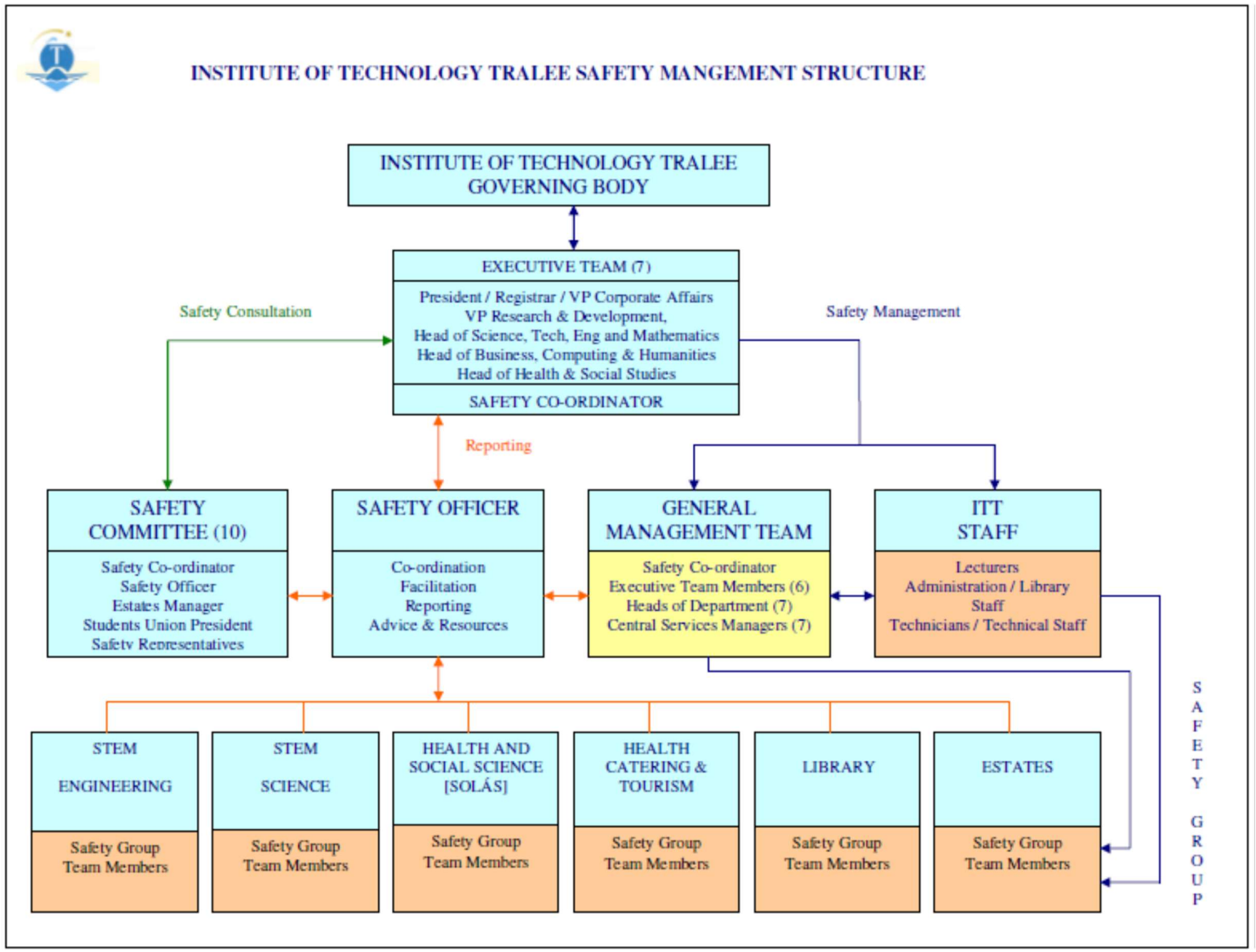
# Appendices

## Appendix 1 Safety Management Structure Organisation Chart

## Appendix 2 General Management Structure Organisation Chart





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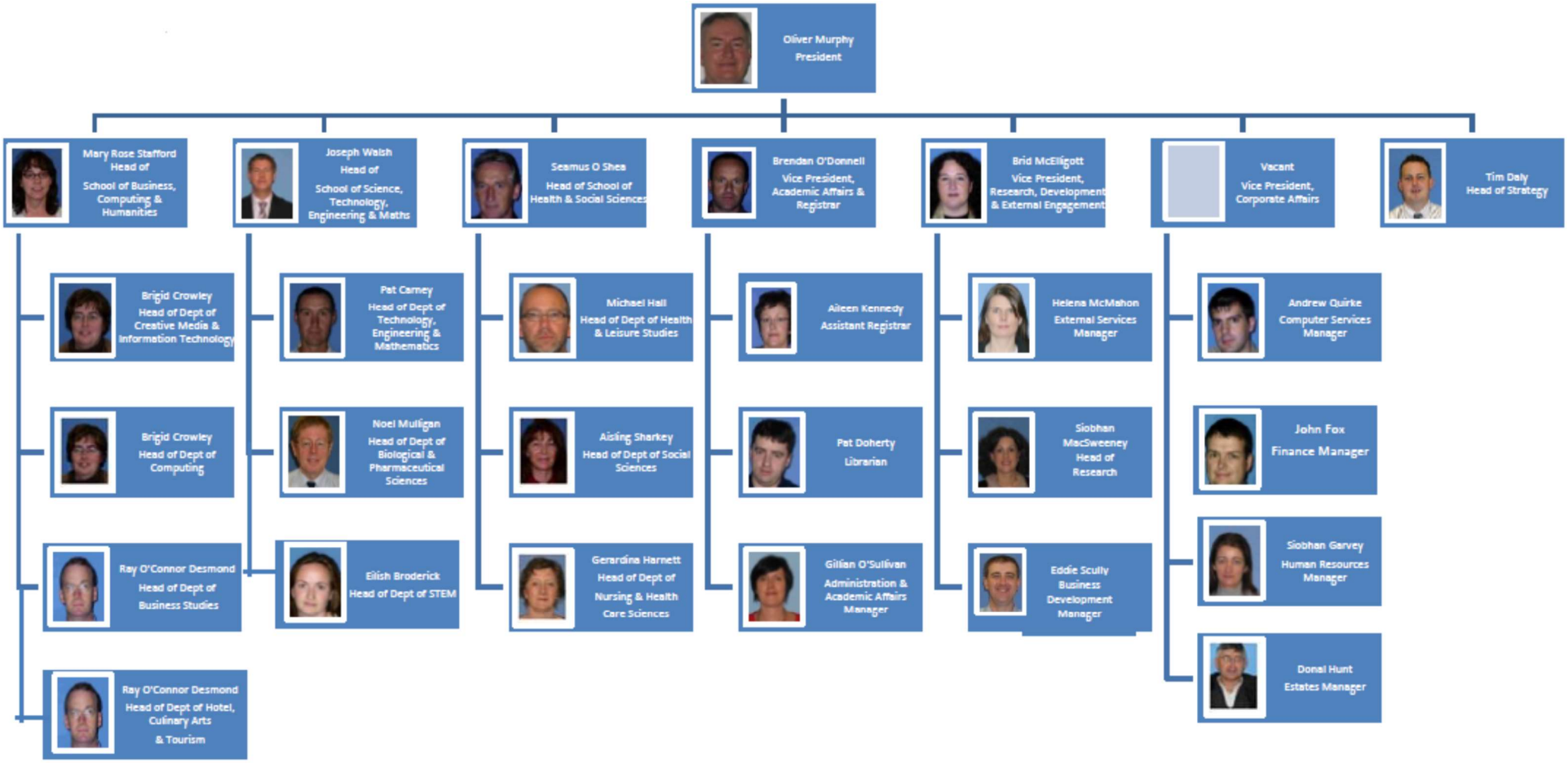



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