

**Waterford Institute of Technology**  
Institiúid Tecineolaíochta Phort Láirge

# Health & Safety Booklet





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## Foreword

This booklet will provide you with information and guidance on the principles of Health and Safety at Waterford Institute of Technology.

It is important that you read this booklet carefully, paying particular attention to its advice and instruction.

This booklet is applicable to all Staff, Students, Visitors and Contractors at the Institute.

*Health & Safety is  
Everyone's Responsibility*





## Health & Safety Policy

It is the policy of Waterford Institute of Technology to promote high standards of health and safety within the Institute and to ensure that the best practicable methods of compliance with Safety, Health and Welfare legislation are achieved.

In addition to our commitment to the safety of our staff and students, it is our policy to ensure the safety of visitors and members of the public and to discharge our duties to contractors and others who may be affected by our activities.

The Institute undertakes to ensure that adequate resources are provided to implement the health & safety policy. The management team will therefore ensure that:

- Adequate resources are provided to ensure that proper provision can be made for health and safety.
- Adequate numbers of suitably trained personnel are available to undertake all work activities.
- Sufficient resources are available to provide necessary information and training with respect to health and safety.

All members of the Institute are expected to demonstrate their commitment towards a safe and healthy work and study environment by complying with the Institute's health and safety policy and associated procedures.

**Prof. Kieran R. Byrne**  
*Director*



## Health & Safety Management

The principles of the management of health and safety at the Institute are summarised as follows:

1. Identification of hazards
2. Assessment of risk
3. Provision of adequate control measures
4. Provision of safety training and instruction
5. Creation of safe systems of work
6. Consultation with staff and students on health & safety matters
7. Monitoring of health & safety
8. Periodic review of the risk assessments and control measures



### Institute Safety Statement

The Institute Safety Statement is a programme for safeguarding the health & safety of all individuals at the Institute, it represents management's commitment to health & safety and states how resources will be implemented in order to maintain the above.



### Departmental Safety Statement

Departmental Safety Statements address health & safety in each department/function and focus on the unique activities of that department/function.

They specifically target hazards in a given department and set out the control measures that should be taken to reduce the risks associated with those hazards.



## Useful Contact Numbers

Health & Safety Office . . . . .	051-845517
Estates Office . . . . .	051-302847
. . . . .	051-302859
H.R. Office . . . . .	051-302050

### Medical Centres:

Main Campus . . . . .	051-302873
College Street . . . . .	051-845671
Barronstrand Street . . . . .	051-852999
Emergency Services . . . . .	999/112
Ambulance Control . . . . .	1890 499 299
Waterford Regional Hospital . . . . .	051-873321
Garda Síochána . . . . .	051-874888
Garda Confidential . . . . .	1800 666 111
Bord Gáis . . . . .	1850 20 20 20
Institute Chaplain . . . . .	051-302617
Institute Counsellor . . . . .	051-302475
. . . . .	051-302878
Student's Union . . . . .	051-378390
The Samaritans . . . . .	1850 60 90 90
Victim Support . . . . .	1850 661 771
Waterford Rape Crisis Centre . . . . .	051-873362
Freephone . . . . .	1800 29 62 96

## Fire Safety

### Action on discovering a fire:

Raise the alarm by breaking a break glass unit (red square box with glass panel). To break, use your thumb to apply pressure on the black dot in the centre panel of a break glass unit.

### On hearing the fire alarm all building users must:

- ✓ Ensure the safe shutdown of equipment/electricity/gas in use
- ✓ Evacuate the building by the nearest exit route
- ✓ Close all doors after you
- ✓ Proceed to the assembly point
  
- ✗ Do not go upstairs for any reason
- ✗ Do not go to lockers/workstations etc to collect personal belongings
- ✗ Do not use the lift
- ✗ Do not re-enter the building until the "all-clear" has been given

**Fire protection systems are provided to ensure the safety of everyone at the Institute.**

**Under no circumstances should any individual interfere or misuse any of the fire equipment, fire alarm systems, fire doors or fire extinguishers.**





## Assembly Points

Assembly points are located in each campus as follows:

### Cork Road Campus:

- No. 1: Side car park
- No. 2: Side car park
- No. 3: Rear car park
- No. 4: Rear car park
- No. 5: Rear car park
- No. 6: Rear car park
- No. 7: Front car park
- No. 8: Front car park
- No. 9: Between Library and Nurse Education Building

### College Street Campus:

- No. 1: Main car park
- No. 2: Main car park

### Applied Technology Building:

- No. 1: Main car park
- No. 2: Main car park

### Carriganore Campus:

- No. 1: Main car park
- No. 2: Main car park

## First Aid & Medical Treatment

First-aid refers to:

- Treatment in life threatening situations (e.g. heart stoppage or severe bleeding) pending medical help

or

- Treatment for minor injury (cuts, bruises etc.)

First aid facilities and qualified first aiders are available throughout the Institute. Always ensure you know where the Medical Centres are located, who the first aiders are, and where the nearest first aid equipment is located.

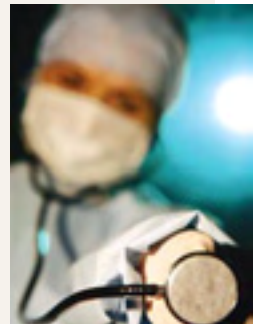
All staff/students who receive injuries or become ill while partaking in Institute activities should where practical attend the medical centres.



In the event of the medical centres being closed, individuals should proceed to the medical centre in Barronstrand Street.



If all these facilities are closed then individuals should proceed to the Accident & Emergency Department at Waterford Regional Hospital.





# Defibrillators

## What is a Defibrillator?

Defibrillators - technically known as “Automatic External Defibrillator” (AED) - are used to administer an electric shock to a person who is having a cardiac arrest. Defibrillators are designed to allow non-medical personnel to save lives.

## How does it work?

Two pads connected to the defibrillator are placed on the victim’s chest. A computer inside the defibrillator analyses the patient’s heart rhythm and determines if a shock is required to save the victim. If a shock is required, the defibrillator uses voice instructions to guide the user through saving the person’s life.

## What training is involved?

Defibrillators require specialist training and participants must have basic life support training completed prior to commencing defibrillator training.

Refresher training must take place on a 6 monthly basis.

Trained defibrillator personnel are available throughout each campus, their contact details are available at each of the defibrillator locations and on the health & safety noticeboards.

## Availability on Campus:

Defibrillators are located on each campus in the following locations:

**Main Campus:** beside telephones in Atrium

**College Street Campus:** across from Porter’s desk in Atrium area

**Carriganore:** in canteen of Research & Innovation building

**Applied Technology Building:** at Porter’s reception area

## Accident Reporting

An **Accident** is an unplanned event that results in injury, ill-health, damage to or loss of plant, materials etc.

If you have an accident, report it immediately to one of the following:

- Your Manager/Supervisor
- Your Course Leader/Supervisor
- The Health & Safety Officer
- The Medical Centre

All accidents will be recorded using the Institute's **Accident Report Form and Witness Report Form**, if applicable.

All accidents will be investigated as soon as possible after their occurrence. The purpose of the investigation is to:

- Identify the cause of the accident
- Prevent a re-occurrence
- Implement corrective actions

Accident Report Forms and Witness Report Forms are available from the Health & Safety Office.



## Housekeeping

Good housekeeping is the first and the most important (fundamental) level of preventing falls due to slips and trips.

### DO:

- ✓ Keep your workplace tidy. If you do spill anything clean it up immediately.
- ✓ Use proper routes and walkways.
- ✓ Avoid shortcuts and make full use of handrails.
- ✓ Wear appropriate footwear.
- ✓ Report damage or obstruction to the Estates Office eg; handrails, fencing, and poorly lit areas. A prompt report can prevent a fall.
- ✓ Make sure that any temporary openings in walkways are securely fenced off.

### DO NOT:

- ✗ Leave obstructions in walkways.
- ✗ Allow the leads of portable tools and lights to trail where someone may trip over them.
- ✗ Walk blind, make sure that you can see around or over anything you are carrying.



## Manual Handling

Manual Handling means more than simply lifting or carrying something. The term is used to describe activities including lifting, lowering, pushing, pulling, carrying, moving, holding or restraining an object, animal or person. It also covers activities that require the use of force or effort such as pulling an object or operating tools.

Manual handling injuries mostly affect the back, but can also cause severe problems to the limbs, muscles, tendons and the heart and because these injuries tend to take longer to heal they have a more profound effect on longer term health.

In order to protect your back, limbs etc during manual handling activities, the following **correct manual handling techniques** should be adhered to:

1. Assess the task i.e. L.I.T.E - Load, Individual, Task, Environment.
2. Ensure you have a broad stable base (foot placement is important).
3. Bend your knees.
4. Keep your back straight (though not necessarily vertical!).
5. Take a firm grip.
6. Keep your arms in line with the body.
7. Lift with your legs & keep the weight close to the centre of gravity.
8. Turn feet in the direction of movement.

Manual handling training is available from the Health & Safety Office.



# Smoking

## “Working Together For Cleaner Air”

The Institute is fully committed to establishing a healthy environment for all staff and students by introducing and maintaining a smoke-free policy.

The objective of this policy is to eliminate exposure of staff and students to environmental tobacco smoke (ETS).

ETS is the involuntary intake of smoke by a person other than the actual smoker and is a complex mixture of several thousand compounds and contains many toxic agents that are known to cause heart disease, cancer and other diseases. Since many people spend a considerable part of their adult lives at work, it is important that their work environment is as free as possible of health risks.

### Smoke Free Policy:

- Smoking is prohibited in all areas inside all buildings at the Institute  
*and*
- Smoking is prohibited in all Institute owned and/or leased vehicles

## Smoking Cessation Programmes

Guidance and information is available to staff and students who choose to stop smoking. Details of this assistance can be obtained from the:

Medical Centres: 051-302873/845671

Students Union: 051-302648/302275



## Personal Protective Equipment

Personal Protective Equipment (PPE) refers to all equipment designed to be worn or held by an employee, student, visitor or contractor for protection against hazards likely to endanger the individual's health and safety at work and includes any addition or accessory designed to meet this objective.

### DO:

- ✓ Use the protective clothing and equipment provided and for the intention that it was provided.
- ✓ Make sure it offers adequate protection for the job.
- ✓ Follow any instructions for its use.
- ✓ Take good care of it and report any defects to your supervisor.
- ✓ Make use of barrier creams where appropriate.
- ✓ Make sure you know the location of emergency equipment.
- ✓ Get advice from your manager/supervisor and ACT on it.

### DO NOT:

- ✗ Use damaged/defective or contaminated equipment.
- ✗ Return defective equipment.



## Electrical Safety

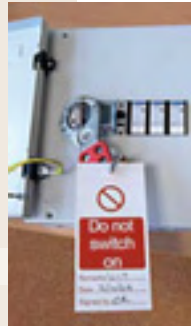
Misuse of electricity can result in fire, explosion, personal injury and even death. If for any reason there is an electrical fault, either partial or total, the Estates Office should be immediately contacted to attend to and remedy the matter.

### DO:

- ✓ Report broken, ineffective or damaged electrical equipment such as loose connections and frayed cables to the Estates Office.
- ✓ Ensure that no one can come into contact with such equipment until it is repaired.
- ✓ Ensure that there is clear access to distribution boards and similar installations in case isolation is required in an emergency.
- ✓ Assume all electrical circuits are live.
- ✓ Keep scaffolding poles, cranes, vehicles and ladders well away from overhead wires.
- ✓ Switch off at the socket before removing the plug.
- ✓ Learn what to do in case of electric shock.
- ✓ Switch off equipment when you have finished with it.

### DO NOT:

- ✗ Attempt unauthorised use, repair or maintenance.
- ✗ Interfere with a junction box. (e.g. jam wires in sockets with matchsticks or nails).
- ✗ Run power tools from lamp sockets so they cannot be earthed.
- ✗ Force a plug into the wrong fuse for the current that the equipment is carrying.
- ✗ Hang cables on nails or leave them lying around where they can get damaged or wet.
- ✗ Use equipment with the earth wire pulled out of its terminal.
- ✗ Misuse an earthing clamp on welding sets.





## Portable Ladders

When using portable ladders, the following suggestions for controlling risks should be considered:

### DO:

- ✓ Use the correct ladder for the job.
- ✓ Ensure ladders are adequately supported at the base.
- ✓ Set the ladder at a slope of 1 to 4 - ladders must be angled one out and four up.
- ✓ Ensure the ladder is at least one metre above the access level.
- ✓ Ensure the ladder is firmly secured, tied off or held firmly by another person. (The ties should be attached to the stiles of the ladder and not the rungs).
- ✓ Only one person may be on a ladder at a time, with three body limbs on the ladder at all times.
- ✓ Climb and descend facing the ladder.
- ✓ Only work on a job within easy arm's reach from the ladder.
- ✓ Wear slip resistant footwear when using ladders.
- ✓ Clean off footwear and ladder rungs before using the ladder.
- ✓ Ensure stepladders are only used in the fully open position.

### DO NOT:

- ✗ Do not use domestic ladders.
- ✗ Do not climb higher than the third rung from the top of the ladder.
- ✗ Do not use defective or damaged ladders.
- ✗ Do not carry anything in your hands when climbing or descending.
- ✗ Do not place ladders in vehicle or pedestrian traffic areas.
- ✗ Do not use metal ladders or wire reinforced ladders where electrical hazards exist.

## Working at Heights

### Roof Work

Access to the roof areas is permitted to authorised personnel only. Please contact the Estates Office regarding roof access.

### Mobile Elevated Working Platforms (MEWPs)

Individuals must have successfully completed a "Work at Heights/ MEWP Training Course" prior to working with a MEWP.

Please contact the Health & Safety Officer for details of the next course.





## Portable Tools/Equipment

### DO:

- ✓ Use the correct tool for the job.
- ✓ Use spanners that fit the nut or bolt head properly.
- ✓ Keep your hands behind the cutting edge when using cutting tools.
- ✓ Keep unsheathed knives, chisels and other sharp tools in a safe place - not in your pocket.
- ✓ Keep your tools clean and in good condition. Protect the edges of sharp tools when carried and also when stored.
- ✓ Ensure that all electrical equipment is properly grounded and subject to periodic inspection.
- ✓ Inspect cords of electrical equipment regularly.
- ✓ Wear suitable ear/eye protection when using power tools.
- ✓ Store tools, hand lamps, cables and hoses in a safe and tidy fashion.

### DO NOT:

- ✗ Lift or drag power tools by their cables.
- ✗ Allow cables to run across floors and/or access routes causing a trip hazard.
- ✗ Attempt to change or dress an abrasive wheel unless you are authorised and competent to do so.
- ✗ Force a portable grinder against the work, as dangerous flat spots on the wheel may develop.
- ✗ Take your eyes off the job - pay attention to what you are doing.
- ✗ Use equipment with the earth wire pulled out of its terminal.
- ✗ Alter, adapt or interfere with the design function of the tool.
- ✗ Return defective or contaminated equipment.



## Machinery Safety

Plant and Machinery pose serious risks in the workplace e.g. entanglement, crushing, cutting or severing, burns, electric shock etc.

### How can I protect myself?

- ✓ Prior to commencing the job assess the risk. Ensure that you are fully aware of all the hazards associated with the equipment that you are about to use.
- ✓ Be familiar with electrical, hydraulic or pneumatic power supplies to the equipment.
- ✓ Always ensure that the correct guards are fitted to the equipment e.g. fixed guards.
- ✓ Become familiar with the emergency stop buttons and check that they are operational.
- ✓ Always ensure you have adequate training for the equipment you are about to use.
- ✗ Never use any equipment that the guards have been removed from and always report any faults to your manager/supervisor.
- ✗ Never by-pass guards on equipment.

*Think Safety First!*



## Chemical Safety

Many chemical substances can be potentially harmful, however if the appropriate precautions are taken they can be used safely and without any harm to the individual.

Prior to using any chemical substance always refer to its [Material Safety Data Sheet \(MSDS\)](#) for guidance and information on the composition of the chemical, what protective clothing is required, what first aid and fire fighting measures need to be taken etc.

**MSDS** are available from your **Departmental Office,**  
**and/or Supervisor.**

### Laboratory Requirements:

All individuals handling chemicals in laboratories must:

- Wear a laboratory coat and safety glasses/goggles (minimum requirement).
- Refer to the MSDS for additional PPE requirements.

All individuals handling chemicals outside of laboratories must ensure that they adhere to the guidance of the MSDS, and that they have permission to do so.

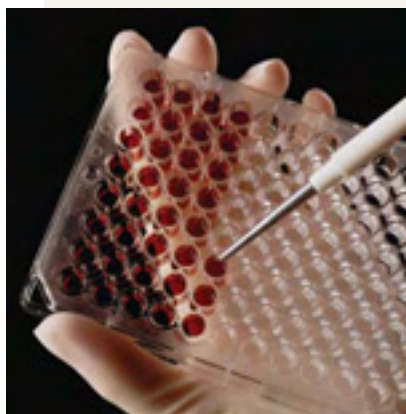




## Chemical Safety

### DO:

- ✓ Always read the label on any container. Label any container you fill with a chemical.
- ✓ Wear the recommended protective equipment when working with chemicals or breaking into pipelines/plant that has contained them.
- ✓ Make sure equipment and plant have been made safe for you to work on.
- ✓ Carry out instructions carefully when transferring chemicals from one vessel to another. The use of contaminated containers may be dangerous.
- ✓ Always use earthing leads when transferring flammable liquids.
- ✓ Use specially provided carriers for transporting bottled chemicals.
- ✓ Keep all toxic materials in clearly labelled, well sealed containers.
- ✓ If you are handling these containers read any warning labels and follow the instructions. When necessary, use any special handling devices, if provided.



### DO NOT:

- ✗ Look up if a drip from a leak hits you, move away first.
- ✗ Taste or allow unknown products to come into contact with your skin and only smell them with caution.
- ✗ Misuse any chemical or hazardous substance.



## Gas Cylinder

Special care is required in the storage and use of gas cylinders. Their contents may be at high pressure, flammable or potentially harmful.

### DO:

- ✓ Store cylinders correctly in a well-ventilated area.
- ✓ Store in an upright position & secure to prevent falling.
- ✓ Store full cylinders separate from empty cylinders.
- ✓ Clearly label and segregate full and empty cylinders.
- ✓ Check the contents of the cylinder. Don't rely totally on the colour-coding.
- ✓ Always open the cylinder valve slowly; close the cylinder valve only sufficiently enough to shut off the gas. Do not use excessive force.
- ✓ Report leaking cylinders immediately.
- ✓ Keep cylinders and valves clean.

### DO NOT:

- ✗ Drop cylinders or allow them to strike each other violently.
- ✗ Allow oil or grease to contaminate a cylinder and its fittings.
- ✗ Use cylinders as rollers or work supports.
- ✗ Keep cylinders on wet surfaces or soft earth - it will accelerate corrosion.
- ✗ Open a high-pressure hydrogen cylinder directly to the atmosphere - it may ignite.
- ✗ Mix gases in a cylinder.
- ✗ Test for leaks with a flame - always use soapy water.
- ✗ Use cylinders with leaking or damaged connections.
- ✗ Tamper with safety devices on valves or cylinders.



## Gas Leak

If you suspect a gas leak, notify the Estates Office immediately on one of the following extensions.

**Ext. No's:** 2847, 2678, 2859, 2748.

If you are unable to contact a member of staff from the Estates Office or alternatively if it is outside normal working hours, contact Bord Gais and report the suspected leak.

**Bord Gáis Emergency No.: 1850 20 20 20**



## Noise

Noise is measured in decibels  $dB(A)$ . The noise level (the loudness) is measured on a scale from a silent zero  $dB(A)$  to 140  $dB(A)$  in the noisiest situations.

Risk from noise such as noise induced hearing loss depends not only on the noise levels but also on the length of time you have been exposed to the noise. The amount of noise exposure over the whole working day is called the daily personal noise exposure ( $LEP,d$ ).

Loud noise can cause irreversible hearing damage, which accelerates the normal hearing loss that occurs as we grow older. Exposure to loud noise can also cause tinnitus, interference with communications and stress.

### How do I know if I am exposed to excessive noise?

Basically if you cannot hear clearly what someone is saying when they are 2 metres away, the level of noise is likely to be around 85  $dB(A)$ .

If you cannot hear someone clearly when you are about 1 metre away, the level is likely to be around 90  $dB(A)$  or higher.

Contact your Manager and/or the Health & Safety Officer who will carry out a noise risk assessment.



## Office Safety

Ensure your safety in the office by adhering to the following:

- ✓ Be sure the pathway is clear before you walk.
- ✓ Close drawers completely after every use.
- ✓ Avoid excessive bending, twisting, and leaning backward while seated.
- ✓ Secure electrical cords and wires away from walkways.
- ✓ Always use a step-stool/stepladder for overhead reaching, never stand on chairs.
- ✓ Clean up spills immediately.
- ✓ Report loose carpeting or damaged flooring to the Estates Office.
- ✓ Store heavy objects on lower shelves.
- ✓ Try to store materials inside cabinets, files, and lockers.
- ✗ Never obstruct aisles, corners, or passageways.
- ✗ Never obstruct fire equipment, extinguishers, exits or doors.
- ✗ Never carry anything that obscures your vision.
- ✗ Never stack material in such a way that it will fall over.





## Ergonomics

Ergonomics involves arranging the work environment to fit the needs of the person. When ergonomics is applied correctly in the work environment, visual and musculoskeletal discomfort and fatigue are reduced significantly.

### Ergonomic Hazards

Ergonomic hazards refer to workplace conditions that pose a risk of injury to the musculoskeletal system e.g. repetitive and forceful movements, vibration, temperature extremes and awkward postures that arise from improper work methods and improperly designed workstations, tools, and equipment.

All new equipment, machines, tools, work methods, procedures and stations should be assessed for ergonomic hazards prior to purchase and commencement of task.

If your working conditions require you to adopt postures which place stress/strain on your musculoskeletal system, please contact the Health and Safety Officer for an ergonomic assessment of the task/workstation.





## Pregnant & Nursing Employees

Pregnancy is regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Some hazards in the workplace may affect the health and safety of new and expectant mothers and/or their unborn child.

You should advise your Manager and/or the Human Resources Manager if you are pregnant as soon as possible. This information is passed to the Health & Safety Officer who will complete a pregnancy risk assessment to identify tasks that may present a risk to pregnant or breast feeding employees.

This assessment examines physical, chemical and biological agents, processes and working conditions which may affect the health and safety of new and expectant mothers. In addition it also assesses the exposure of breastfeeding employees to risks which could damage their health or safety for as long as they continue to breastfeed.

Following this assessment changes/controls will be introduced if necessary to reduce/eliminate any risk that may be present.

## Drugs & Alcohol

Alcohol, drug and solvent abuse contributes to a spectrum of health, behavioural and social problems thereby impairing work performance, personal safety and the living and learning environment of students, staff and the wider community.

The ethos of Waterford Institute of Technology is to promote positive learning experiences through academic excellence in a caring and supportive community where students and staff in need of assistance are given the necessary supports. The Institute is obliged to provide a safe working environment for all students and staff. Alcohol and drug issues cannot be tackled in isolation but must be seen within a broader context of lifestyle issues and Institute supports which promotes a positive approach to both.



Any employee under the influence of alcohol, drugs and/or solvents will be subject to the testing criteria outlined in current health and safety legislation.

Waterford Institute of Technology will not condone the possession, use, manufacture or supply of illegal drugs and/or substances on its premises.

## Harassment & Bullying

**Harassment** is defined as any act or conduct which is unwelcome and reasonably regarded as offensive, humiliating or intimidating by reference to the statutory grounds namely: gender, marital status, family stature, sexual orientation, religion, age, disability race or traveller community membership.


**Bullying** is a type of harassment comprising repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

The Institute is committed to providing a safe working and learning environment in which all employees and students have the opportunity to fulfil their potential with dignity.

Such an environment should be free of all forms of bullying and harassment.

The Institute's policy "Respect & Dignity at Work for Staff & Students" is available from the Human Resources Office.





## Employee Well-Being Programme (EWP)

WIT's Employee Well-Being Programme is a completely independent and confidential counselling, referral and support service which enables employees to discuss work or personal issues in confidence.

The EWP is available to all employees and their immediate family and offers both telephone and face-to-face counselling services for a range of issues such as:

- ✓ **Addiction**
- ✓ **Anxiety/Depression**
- ✓ **Eating Disorders**
- ✓ **Stress**
- ✓ **Family Difficulties**
- ✓ **Relationship Problems**
- ✓ **Personal Difficulties**
- ✓ **Health Related Issues**
- ✓ **Trauma/Shock**
- ✓ **Bereavement**
- ✓ **Work-Related Issues**
- ✓ **Domestic Issues**
- ✓ **Marital/Family Difficulties**
- ✓ **Bullying/Harassment**

If you need to talk in complete confidence contact the independent EWP counsellors by calling:

**Tel. No.: 1800 4900 390**

Telephone counsellors are available 24 hours a day, 7 days a week, to listen, support and help you.



## Safety Representatives

Safety Representatives are appointed by employees to act on their behalf with the employer on health and safety matters.

A Safety Representative may consult with, and make representations to management on safety, health and welfare matters relating to the employees in the place of work.

The intention of this consultation is to prevent accidents and ill health, to highlight problems and identify means of overcoming them.

The Institute's Safety Representatives represent employees on all campuses and hold the position for a 3-year term.

*Contact the Safety Reps by emailing:*

**[safetyrep@wit.ie](mailto:safetyrep@wit.ie)**





## Consultation Procedures

All health and safety matters should be communicated through:

- Your Manager/Supervisor.
- The Health & Safety Officer (Ext. 5517, [h&s@wit.ie](mailto:h&s@wit.ie)).
- The Safety Representatives ([safetyrep@wit.ie](mailto:safetyrep@wit.ie)).
- The Joint Consultative Committee Members (details can be obtained from the Health & Safety Officer or WIT's website).





## Personal Safety & Security

Waterford Institute of Technology and the Garda Síochána have developed **Campus Watch** in order to make WIT a safer place to study, live and work in and also to remind people to be security conscious on and off the campus. We can help prevent crime occurring by reducing the opportunity for crime.

Campus Watch can only be effective if we all co-operate together, so remember no incident is too small to report.

### Partying

- Don't accept a drink from anyone you don't trust.
- Don't share or exchange drinks.
- Don't leave your drink unattended, even when you are going to the toilet - get a person you trust to watch your drink.
- If you are engaged in a conversation where your attention might be averted, put your hand over your drink.
- Remember that drugs dissolve in **non-alcoholic drinks** as well.
- If you begin to feel drunk after only a few drinks, seek help from a trusted friend or club/pub management.
- Consider carefully whether to leave a pub, club or party with somebody you have just met.
- Be a friend by watching out for others and be aware of any changes in their behaviour.

### Personal Security

- When travelling on foot, use busy routes and well lit walkways - avoid isolated and darkened areas.
- Inform another trusted party of your intended destination, mode of transport and expected arrival time.
- Walk facing traffic so that vehicles cannot approach you from behind without you being aware of their presence.



## Personal Safety & Security (Contd.)

- Do not display obvious valuables on your person - jewellery, handbags, etc unless completely necessary.
- Carry only the amount of cash that you require - credit cards, bank pass books should be kept securely out of sight and not in hip pockets.
- If you think you are being followed, go to the nearest place where there are people, even a private house and ring the Gardaí.
- If you are assaulted, help is available to you 24 hours a day. In any case involving sexual attack, you may feel dirty, but you should NOT wash, change you clothes or clean up the immediate vicinity until you have talked to the Gardaí, you may unwittingly destroy essential evidence. Many crimes of rape and sexual attack are not reported and most rapists will continue their assaults until caught.

### Security at you Residence

- Check that your rented property is secure before you make final arrangements for accommodation.
- Ensure all doors and windows are locked when you are out and also at night when you are in.
- Always report any breakages (eg. windows) to your Landlord for immediate repair.
- Maintain personal security within the building by locking the bedroom door.
- Do not leave keys etc. hidden in the house - they will be found.

### Security of your Bicycle

- When you purchase a bicycle, you should insist on obtaining a receipt showing the name and address of the seller/trader, together with the make, model, colour and frame number of your machine.
- Retain this receipt for future reference.
- Secure your bicycle while unattended by using a Kryptonite Lock.

## Personal Safety & Security (Contd.)

- Leave your bicycle in an area which is supervised, or an area where it can be in view of passers-by. Never leave your bicycle outside overnight.
- Take a photograph of your bicycle. Ask the Gardaí and engrave on the frame your own personal identifying number.
- Look out for the information and advertisements of when the Gardaí will be on Campus to mark your bicycle during the Academic year.
- Avoid situations which will necessitate you travelling alone at night time. There is safety in numbers. If however, you must travel on your own, plan your journey to limit your exposure to risk of assault, robbery or theft, by scheduling your journey to coincide with bus and train times etc. Use a taxi if no other transport is available.

### Vehicle Security

- Do not leave valuables in your vehicle. If this is necessary, secure them out of sight in the boot.
- Do not leave personal documents - driving licences, insurances certificates etc in your vehicle.
- Consider having the registration number etched onto the windows of your vehicle and on vehicle car components.
- When parking your vehicle, take care to avoid isolated or darkened areas. Use a well-lit street or thoroughfare at night time.
- Consider fitting a good quality car alarm and/or immobiliser. A hardened steel chain and close shackle padlock fitted to the steering wheel is a visible and effective deterrent.



## Additional Information

Further information on any of the topics in this booklet may be obtained from the:

### **Health & Safety Officer**

Waterford Institute of Technology,  
Cork Road,  
Waterford.

Tel: 051 845517

Fax: 051 302711

**Email: [h&s@wit.ie](mailto:h&s@wit.ie)**

WIT's web-site: **[www.wit.ie](http://www.wit.ie)**



## I could have saved a life today...

I could have saved a life today,  
but I chose to look the other way.

It wasn't that I didn't care,  
I had the time, and I was there.  
But I didn't want to seem a fool,  
or argue over a safety rule.

I knew he'd done the job before,  
if I called it wrong, he might get sore.  
The chances didn't seem that bad,  
I've done the same, he knew I had.  
So I shook my head and walked on by,  
he knew the risks as well as I.  
He took the chance, I closed an eye,  
and with that act, I let him die.

I could have saved a life today,  
but I chose to look the other way.  
Now every time I see his wife,  
I'll know I should have saved his life.  
That guilt is something I must bear,  
but it isn't something you need to share.

If you see a risk that others take,  
that puts their health or life at stake.  
The question asked, or thing you say,  
could help them live another day.  
If you see a risk and walk away,  
then hope you never have to say,  
I could have saved a life today,  
but I chose to look the other way.









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