

Waterford Institute of Technology



Institute Safety Statement

2009-2010

Introduction

This document sets out the Institute Safety Statement for all personnel, students, visitors and contractors at Waterford Institute of Technology (hereafter referred to as WIT). It has been prepared in accordance with the Safety, Health & Welfare at Work Act, 2005 and all associated relevant legislation. In addition, this manual has been developed in compliance with the provisions set out in Deloitte & Touche's, Institute's of Technology, Best Practice Standards for Health & Safety.

The purpose of the Safety, Health and Welfare at Work Act 2005, (herein after referred to as the Act) is to ensure the safety, health and welfare of all employees in the workplace and to ensure that non-employees present in the workplace are safe. The Act applies to employees in all types of work and embraces all the activities of the Institute.

Section 20 of the Act requires the Institute to prepare a written safety statement specifying the manner in which the safety, health and welfare at work is to be secured and managed. The Institute Safety Statement is a programme for safeguarding health & safety of all individuals at the Institute, represents management's commitment to health and safety, and states how resources will be implemented in order to maintain the above. The Safety Statement is based on the principle that health & safety can be managed, since accidents and diseases are foreseeable and can usually be prevented. It is a commitment to comply with all the relevant health & safety legislation and provides a framework for continual improvement by setting targets and objectives.

Due to the diverse working activities of the Institute this Safety Statement is not a stand-alone document but is used in conjunction with departmental safety statements, Institute's rules, operating instructions and health and safety procedures. Departmental Safety Statements have been prepared to address health & safety in each department/function and focus on the unique activities of that department/function.

This safety statement will be updated as necessary in light of new legislation, structural changes, changes in systems of work etc. and will be reviewed annually.

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Waterford Institute of Technology

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 with the Safety, Health and Welfare at Work Act 2005 and associated 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.

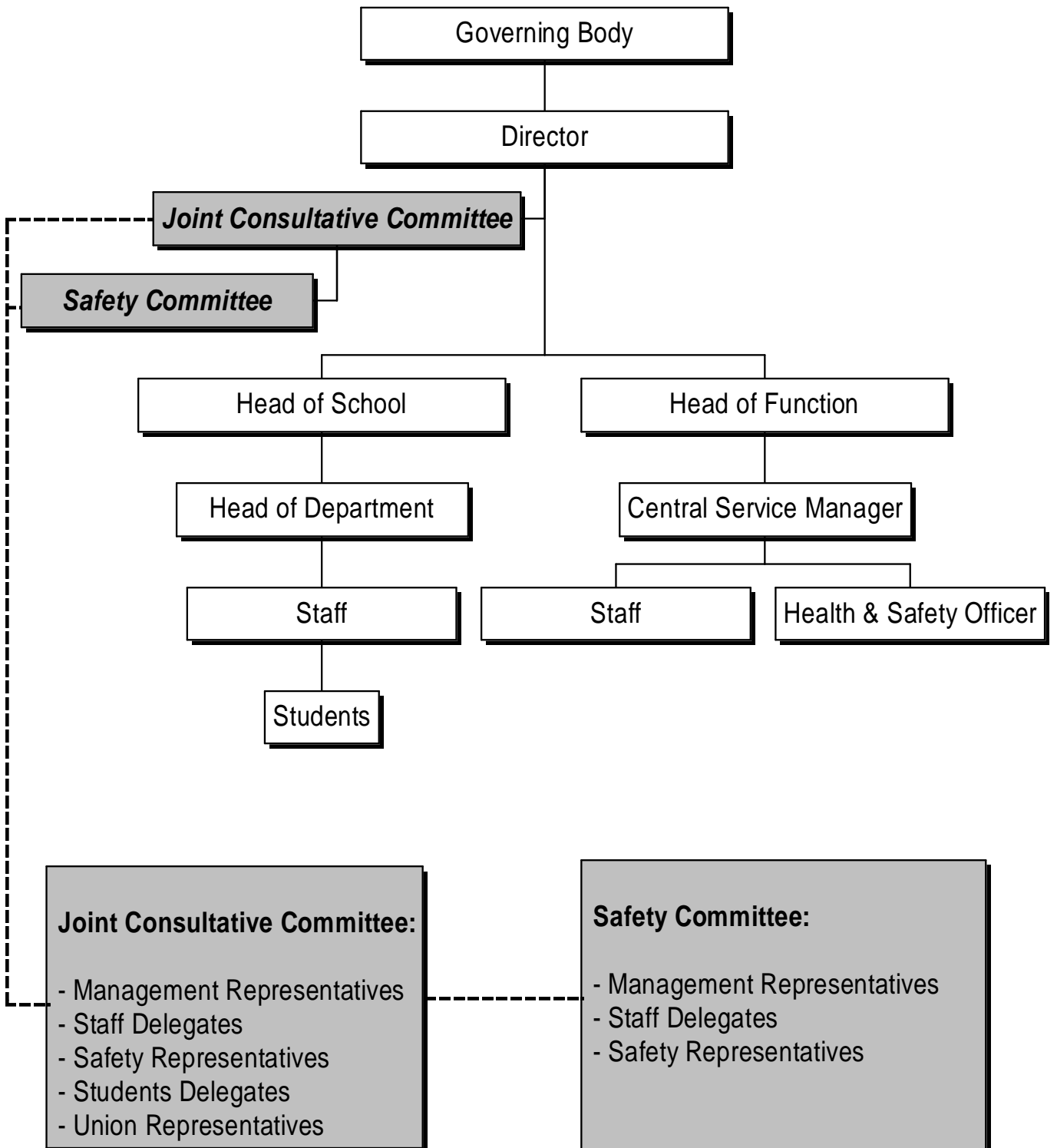


01/09/08

Professor Kieran R. Byrne
Director

Date

Safety Management Structure



Health and Safety Management

This Safety Statement sets out the broad principles, which the Institute has adopted to ensure the health and safety of its employees, students and others affected by its activities. The central thrust of health and safety management at the Institute is encapsulated in the 9 General Principles of Prevention, which are as follows:

General Principles of Prevention:

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

This approach to health and safety will be undertaken on a department-by-department basis. Departmental safety statements contain detailed hazard identification and risk assessments and form an integral part of the Institute's safety management approach.

Employer's Responsibilities

The Institute will, in so far as is reasonably practicable, ensure the safety, health and welfare at work of all employees and persons not in its employment but who may be affected by its work activities. In achieving this, the Institute recognises its express responsibilities under Section 8 of the Act which outline the employer's duties.

These duties cover:

- The management and conduct of work activities.
- Preventing improper conduct or behaviour (for example, violence, bullying or horseplay at work).
- The design, provision and maintenance of:
 - (i) Safe workplaces.
 - (ii) Safe means of access to and egress from the workplace.
 - (iii) Safe plant and machinery.
- Ensuring safety and prevention of risk from the use of any substances or articles, from noise, vibration or ionising or other radiations or any other physical agent at the place of work.
- Providing safe systems of work.
- Providing adequate welfare facilities.
- Provision of adequate instruction, training and supervision and any necessary information.
- Preparing risk assessments and safety statements.
- Take account of the general principles of prevention when implementing necessary safety, health and welfare measures.
- Provision and maintenance of suitable personal protective equipment where risks cannot be eliminated, or where such equipment is prescribed.
- The preparation and, where necessary, the revision of adequate plans and procedures to be followed and measures to be taken in the case of an emergency or the presence of serious or imminent danger.
- The reporting of accidents and dangerous occurrences to the Health & Safety Authority.
- To obtain, where necessary, the services of a competent person to assist in ensuring the safety, health and welfare of his or her employees.

Assignment of Responsibilities

Governing Body

The ultimate responsibility for the implementation of the Institute's health & safety policy and ensuring its compliance with the health and safety legislation rests with the Governing Body.

Director

The Director has overall responsibility for ensuring that:

- i) The Institute meets its statutory obligations set out in the Safety, Health & Welfare at Work Act, 2005 and associated legislation.
- ii) All managerial and supervisory staff are made aware of the Institute's health & safety policy and procedures.

Assistant Principal

In addition to the functions listed under of Heads of School/Function, the Assistant Principal shall:

- i) Chair the Joint Consultative Committee on health & safety.
- ii) Encourage and facilitate health, safety and welfare activities throughout the Institute.

Heads of School/Function

The Heads of School/Function must ensure that:

- i) The school/function has prepared a relevant safety statement in compliance with the Safety, Health and Welfare at Work Act 2005 which is reviewed at least annually.
- ii) All hazards are identified and appropriate measures are implemented to control the risks.
- iii) Regular safety inspections/audits are carried out to monitor the Schools/Functions compliance with the Act.
- iv) All accidents and near misses are reported and investigated and sent to the Health & Safety Officer.
- v) Emergency evacuation and first aid procedures are implemented and that sufficient number of trained personnel are available to assume the roles of fire wardens and first aiders.
- vi) All staff are appropriately trained to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate.
- vii) Students are adequately supervised when carrying out practical and experimental work. Undergraduate students are not permitted to work in laboratories unsupervised.
- viii) Personal protective equipment is provided, as necessary.

- ix) All contractors carrying out work in their area operate in accordance with health and safety requirements of the Institute.

Heads of Department & Central Services Managers

The Heads of Department & Central Service Managers must ensure:

- i) That the safety statement is brought to the attention of all staff and students within their department/function.
- ii) That all staff and students fully understand and observe the arrangements for safety.
- iii) That safety audits, safety inspections and regular review of the departmental safety statements are undertaken.
- iv) Departmental safety procedures are effective and appropriate to the department/function's operations.
- v) That existing staff and new staff are provided with adequate information, training and instruction of the hazards and risks associated with work in their department/function. Records of formal and informal health and safety training of staff and students must be in written form and copied to the Health & Safety Officer.
- vi) That clear formal communication channels are maintained in order that the results of ongoing risk assessments are communicated to staff and students.
- vii) Accident reports are completed for all accidents and the original copy of the report sent to the Health & Safety Officer.
- viii) Appropriate personal protective equipment is supplied, as necessary.
- ix) Fire fighting and first aid facilities are available in the department/function and there are an adequate number of trained personnel available within the department/function.
- x) Students receive safety information and training appropriate to the hazards and risks that they may be exposed to.

Human Resource Manager

In addition to the above functions listed under of Heads of Department/Central Service Managers, the Human Resources Manager will also:

- i) Investigate unusual absenteeism patterns, which may be related to occupational health problems.
- ii) Assist in the organisation of periodic safety information workshops with employees.

Estates Manager & Capital Projects Manager

In addition to the functions listed under Heads of Department/Central Service Managers, the Estates Manager and the Capital Projects Manager will also:

- i) Incorporate the appropriate terms of the Safety Statement in the general conditions of a contractor's work specifications at tender stage.
- ii) Ensure that all building and maintenance contracts are subject to receipt of satisfactory information on their safety arrangements from the contractors.
- iii) Ensure that the client provisions of the Safety Health and Welfare at Work (Construction) Regulations 2001 and associated amendments are implemented for all contracted building and maintenance work within the Institute.
- iv) Ensure that contractors are provided with adequate information, instruction and training on hazards and risks associated with their work within the Institute.
- v) Ensure that contractors comply with all health and safety requirements issued by the Institute.

Health & Safety Officer

The Health & Safety Officer acts in an advisory capacity in which he/she will advise the Institute on its statutory obligations under the health and safety legislation. In particular he/she will:

- i) Provide health and safety advice and support to Management and all schools/functions.
- ii) Co-ordinate the activities of the Joint Consultative Committee and Safety Representatives Committee.
- iii) Develop and implement the Institute's Emergency Evacuation Plan.
- iv) Record and analyse accident/near miss reports.
- v) Source and organize specific health and safety training with campus wide application (e.g. Fire Wardens, First Aid, etc.)
- vi) Update and revise the Institute Safety Statement in consultation with the Health & Safety Joint Consultative Committee.
- vii) Advise all staff on ongoing health & safety issues.
- viii) Identify and liaise with various agencies (e.g. Fire Authority, HSA).

Staff

The Act places the following statutory provisions on employees:

An employee must:

- i) Comply with requirements of the 2005 Act and all associated legislation.
- ii) Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work.

- iii) Not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person.
- iv) If reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests, by or under the supervision of a registered medical practitioner who is a competent person, as may be required by Regulations made under the 2005 Act.
- v) Co-operate with his or her employer or any other person, as necessary, to assist that person in complying with safety and health legislation as appropriate.
- vi) Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person at work or his or her safety, health and welfare.
- vii) Attend health and safety training as required and undergo as appropriate, any reasonable assessment required by the Institute.
- viii) Taking account of the training and instructions given by the Institute, correctly use any article or substance and protective clothing and equipment provided for use at work or for his or her protection.

An employee, on entering into a contract of employment, may not misrepresent himself or herself as regards the level of training that they have received.

An employee is required to report to his/her employer, or other appropriate person, as soon as they become aware of any instance:

- i) Where work is being carried on, or likely to be carried on, in a manner which may endanger his or her safety, health or welfare or that of another person.
- ii) Any defect in the place of work, the systems of work or in any article or substance likely to endanger him or her or another person.
- iii) A breach of safety and health legislation likely to endanger him or her or another person which comes to his or her attention.

All employees have a duty to refrain from improper conduct liable to harm the safety, health or welfare of persons at work. Violence, horseplay and bullying at work would come within the meaning of improper conduct. Horseplay amongst employees can result in serious consequences, particularly when working with potentially dangerous machines or hazardous substances.

An employee may not intentionally or recklessly interfere with, misuse or damage any thing provided under safety and health legislation, or provided to protect the safety, health and welfare of persons at work, or to place at risk the safety, health or welfare of persons in connection with work activities without reasonable cause.

In addition to the legal obligations listed above:

- i) All staff must read and fully understand the Institute Safety Statement and Departmental Safety Statements, safety policies and procedures.

- ii) Staff must promote safe work practices in accordance with the Institute and Departmental Safety Statements.
- iii) Ensure equipment is operated in a safe manner and good housekeeping standards are maintained.
- iv) Use personal protective equipment as necessary.
- v) Promote safe work practices.
- vi) Report any accident, dangerous occurrence, or potential safety hazard to the Head of Department/Central Service Manager and co-operate fully in any accident investigation.
- vii) Ensure all safety rules are communicated to students, contractors and visitors while working in their area of expertise.
- viii) Use equipment only if properly trained.
- ix) Must ensure that, in so far as reasonably practicably, students under their supervision receive safety information and training appropriate to the hazards and risks that they may be exposed to.

Students

Students have a legal responsibility not to endanger themselves or others by their actions. Thus full time and part time students must:

- i) Take reasonable care of their own safety and not endanger others by their acts or omissions.
- ii) Co-operate fully with all safety rules and regulations issued by the Institute.
- iii) Not interfere or misuse anything that is provided in the interest of health and safety.
- iv) Ensure equipment is operated in a safe manner and good housekeeping standards are maintained.
- v) Use personal protective equipment (PPE), as necessary. (Students are required to provide their own PPE i.e. laboratory coats, safety glasses etc.)
- vi) Use equipment only if properly trained.
- vii) Report accidents, dangerous occurrences, defective equipment or potential safety hazard to the Head of Department/Function.
- viii) Comply with requirements of the 2005 Act and all associated legislation.
- ix) Not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person.
- x) Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person or his/her safety, health and welfare.
- xi) Attend health and safety training as required and undergo as appropriate, any reasonable assessment required by the Institute.

Contractors

The following responsibilities are allocated to contractors:

- i) All contractors will be expected to comply with the Institute's Policy for Health, Safety and Welfare, and must ensure that their own Safety Statement is made available whilst work is being carried out. It is the Institute's policy that all contractors have a safety statement in accordance with the requirements of the Safety, Health and Welfare at Work Act 2005.
- ii) All work must be carried out in accordance with relevant statutory provisions and Institute's rules and regulations, taking into account the health and safety of others on-site.
- iii) Contractors involved in building work must comply fully with the Safety, Health and Welfare at Work (Construction) Regulations 2006 (S.I. No. 504 of 2006) and associated amendments.
- iv) Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with current regulations and codes of practice.
- v) All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking.
- vi) All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use, and in good condition. If it is necessary to use equipment operating from a 240 volt supply, a residual current device with a rated tripping current of 30mA and operating 30 m.secs must be used.
- vii) Any injury sustained by a contractor's employee must be reported immediately to the Institute's Health & Safety Officer.
- viii) Contractors must comply with any safety instructions given by the Institute.
- ix) The Institute must be notified of any material or substance brought onto the site which has health, fire or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- x) Contractors are not permitted to use any work equipment/tools owned by the Institute.
- xi) Contractors must not use Institute staff unless the permission of the Head of Department/ Central Service Manager is received.
- xii) The Institute reserves the right to see documentary clarification of contractors' insurance arrangements.

Visitors

All visitors to departments must identify themselves to the relevant Institute personnel in that department and must follow Institute's safety procedures.

Radiation Protection Officer

The duties of the Radiation Protection Officer are:

- i) To advise the Director on all aspects of radiation safety pertaining to the Institute.
- ii) To ensure that the conditions laid down in the licence issued by the Radiological Protection Institute are adhered to.

Consultation

Safety Representative

In accordance Section 25 of the Safety, Health and Welfare at Work Act 2005, employees are afforded the opportunity to select and appoint Safety Representatives to act on their behalf in relation to all matters pertaining to Health and Safety at Work.

The following guidelines set out the terms of reference for Safety Representatives:

- i) A safety representative, having given reasonable notice to the Institute, has the right to inspect the place of work at a frequency or on a schedule agreed between him or her and the Institute, based on the nature and extent of the hazards in the place of work.
- ii) Safety representatives have the right to immediately inspect where an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person has occurred or is present.
- iii) The safety representative may also investigate accidents and dangerous occurrences, provided this does not interfere with another person carrying out statutory duties under safety and health legislation, such as a Health & Safety Authority Inspector. Investigations may include visual examinations and speaking to people who have relevant information on the matter at hand, but physical evidence must not be disturbed before an inspector has had the opportunity to see it.
- iv) After giving reasonable notice to the Institute, the safety representative may investigate complaints relating to safety, health and welfare at work that have been made by an employee whom he or she represents.
- v) A safety representative may also:
- vi) Accompany an inspector carrying out an inspection other than the investigation of an accident or a dangerous occurrence (although this may be allowed at the discretion of the inspector).
- vii) At the discretion of the inspector, and where the employee concerned so requests, be present when an employee is being interviewed by an inspector about an accident or dangerous occurrence at a place of work.
- viii) Make representations to the employer on safety, health and welfare at the place of work.
- ix) Receive advice and information from inspectors in relation to safety, health and welfare at the place of work.

- x) Consult and liaise with other safety representatives appointed within the Institute.

The Institute is obliged to consider any representations made by the safety representative and, so far as is reasonably practicable, take any necessary and appropriate action in response.

The Institute must give reasonable time off to the safety representative, without loss of remuneration; both to acquire knowledge and train as a safety representative and to carry out the functions of a safety representative e.g. training may need to be given periodically to reflect legislative changes and the introduction of new procedures, substances or equipment etc.

Appropriate facilities will be provided for safety representatives to use i.e. the use of meeting rooms, photocopiers and communication equipment. The Institute will inform the safety representative when an inspector arrives to carry out an inspection at a place of work.

It should be noted that a safety representative does not have any duties relating to safety, health and welfare under the Act additional to those that apply to employees generally.

Health & Safety Joint Consultative Committee

The Institute has set up a Health & Safety Joint Consultative Committee comprising of management representatives and staff delegates as well as safety representatives. A full listing of the members of this committee is detailed in Appendix A.

This committee will meet at least three times a year and its brief is:

- i) To recommend to the Director appropriate action necessary to implement the Institute's Safety Statement.
- ii) To set and prioritise performance standards in order to ensure the continued improvement of health and safety in the Institute.
- iii) To advise the Director on the allocation of resources for the adequate implementation of the Institute's Health & Safety Policy.
- iv) To communicate with representative groups.
- v) To obtain feedback from these representative groups.
- vi) To prioritise and implement corrective actions.

Safety Committee

The Safety Committee is chaired by the Estates Manager and comprises of nominated representatives from the Estates Office, the Health & Safety Officer and the elected Safety Representatives. The Safety Committee will meet monthly and address day-to-day maintenance and operational issues. A full listing of the members of this committee is detailed in Appendix A.

Reporting of Accidents and Dangerous Occurrences

Accident Reporting

The Institute has a statutory duty to record all accidents and report certain types of accidents and dangerous occurrences to the Health and Safety Authority. Therefore all accidents and dangerous occurrences must be reported immediately to your Manager/Supervisor, Course Leader, the Medical Centre or the Health & Safety Officer and an accident report form completed. A witness report form must also be filled out if applicable. These completed forms should be forwarded to the Health & Safety Officer.

Accident Investigation

As soon as possible, an investigation will be carried out by a competent person and an investigation form completed. Accidents and near misses are to be investigated by your Manager/Supervisor and/or the Health & Safety Officer. It is intended that data gathered in this manner will enable the accurate identification of the true underlying causes. Annual statistical analysis will be carried out on the data generated to assist in this regard. The purpose of this exercise is to identify the causes of the accident and allow corrective action to be taken to prevent a re-occurrence.

In this manner personal factors such as inadequate training will be highlighted, or job factors such as unsafe systems of work or inadequate engineering will be identified.

All employees and students are obliged to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident.

Reporting to Health & Safety Authority (HSA):

In compliance with legislative requirements, the Institute will report an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. These reports will be sent to the H.S.A.

In the case of a dangerous occurrence, the Institute will report all dangerous occurrences as outlined in the twelfth schedule of the Safety, Health and Welfare at Work (General Application) Regulations 1993.

These official report forms will be prepared by the Health & Safety Officer. All cases of injuries and ill health affecting contractors and visitors to the Institute should be reported to the Head of Department/Central Service Manager in which they are working/visiting or to the Health & Safety Officer.

Incident Reporting

An incident may be defined as any situation, which results in personal harm or upset to an individual as a result of violent or aggressive behaviour and/or theft or vandalism of personal property.

- i) All incidents should be reported to the Estates Office immediately after the incident occurs. The Estates Manager will ensure that:
- ii) All incidents are recorded using the Incident Report Form.
- iii) That a suitably qualified person interviews the victim in private and records details of that interview on the Incident Report Form.
- iv) The victim is referred to the Medical Centre and/or Chaplain, if necessary and only if the victim wishes to be referred.
- v) The Garda Siochana are contacted, if the victim wishes, and if necessary.
- vi) The incident is followed-up with the relevant organisation to ensure that all information sent was received.

The Estates Office will cooperate with and provide any additional support that is requested from the referral organisation and ensure that all information provided by the victim is held in the strictest of confidence.

First Aid

It is the policy of the Institute that each Department appoints first aiders based upon a number of factors including numbers employed, location and relative degree of risk. The names and phone numbers of departmental first aiders are contained in each Departmental Safety Statement, as is the location of the first aid box(s). In cases of personal and/or industrial illness/accident at work, first aid will be administered by the medical centre and/or qualified first aiders in the Institute.

Transportation to Hospital

All staff/students who receive injuries or become ill while partaking in Institute activities should where practical attend the medical centres at either the Cork Rd. Campus or the College St. Campus. In the event of the medical centres being closed, individuals should attend the medical centre in Barronstrand Street. In the event that all these facilities are closed then individuals should proceed directly to the Accident & Emergency Department at Waterford Regional Hospital.

If an individual attends the Institute medical centres, they will arrange for the individual to be transported to hospital. In the event of the medical centres being closed, then the person in charge of the activity e.g. lecturer, coach, manager etc. will organise the ambulance or taxi as appropriate.

Private vehicles belonging to staff/students should not be used to transfer staff or students to hospital.

Helpful contact numbers:

Emergency Services	999 / 112
Ambulance Control	1890 499 299
Medical Centre – Main Campus	Ext: 2873 or 051-302873
Medical Centre - College St	Ext: 5671 or 051-845671
Medical Centre (Barronstrand Street)	051-852999
Waterford Regional Hospital	051-873321
WIT Health & Safety Officer	051-845517
Garda Siochana	(051) 874888

First Aid Boxes

First Aid boxes will be checked monthly to ensure that they are properly stocked in accordance with the recommended contents of first aid kits as outlined by the H.S.A.

Personal Protective Equipment (PPE)

It is the policy of the Institute to eliminate all hazards where reasonably practicable and to assess what PPE is required only when further risk reduction is not feasible. All safety equipment purchased by departments will be to approved standards.

PPE shall be provided and worn in designated areas and whilst carrying out specific tasks. Details of the tasks requiring PPE are outlined in departmental safety statements. Staff (as appropriate) will inform any person in the workplace observed not wearing protective equipment as required, of the statutory and departmental policy requirements and such persons will be instructed not to continue working until PPE is obtained and used. Visitors and Sub-Contractors working on site shall comply with the Institute's policy in respect to the wearing of personal protective equipment.

The Institute intends to regularly review this policy and up-date it as required. The review will consider the experiences to date, changes in work arrangements, new processes and the use of new chemical substances.

The Institute will replace any worn or defective protective equipment. Responsibility for ensuring that the equipment is used shall rest with the Heads of Department/Central Service Manager. The Heads of Department/Central Service Manager will be responsible for ensuring that suitable personal protective equipment is available.

Welfare Facilities

The Institute shall ensure that adequate welfare facilities are provided for staff and students:

- i) Adequate toilet facilities are provided and maintained in a good clean hygienic condition.
- ii) Adequate washing facilities (including hot water where necessary) and washing and drying materials/equipment are provided and maintained.
- iii) Arrangements for eating foodstuffs are provided on the campus.
- iv) Adequate cloakroom facilities are provided for the storage and changing of clothes.
- v) Eating and drinking are not allowed in laboratories and workshops.

Smoking Policy

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. Therefore:

Smoking is prohibited in all areas inside all buildings at the Institute

And

Individuals smoking outside entrance(s), exit(s), open windows, ventilation intake systems and covered entryways of any building must ensure that they are an adequate distance from the building such that the migration of smoke into the building is eliminated or minimised.

Training

It is the policy of the Institute that every employee receives safety training on an ongoing basis. All new personnel and new students will receive safety training as part of their induction. The on-going safety training needs of staff shall be identified by the Head of Department/Central Service Manager, Human Resource Manager and/or the Health & Safety Officer. When identifying training needs due regard shall be paid to:

- Legislative requirements
- Risk assessments
- Accident statistics

Each department/function will keep training records to include the content of the training session, duration of session, name of trainer and trainee, date and signature of trainer and trainee. Copies of these records will be forwarded to the Health & Safety Officer

In conjunction with the aim of equipping employees with the necessary skills and knowledge to perform their tasks all training programmes will be designed

to ensure that employees are able to discharge their duties without creating risks for themselves or their colleagues. Both formal and on the job training programmes at the Institute are designed so that employees become fully conscious of the need to work safely and have the necessary knowledge and skills to do so.

Induction training includes information on the Institute's attitude to safety and on the safety procedures and requirements throughout the campus. This type of training will be delivered to employees, students and contractors.

On the job training focuses particularly on hazardous aspects of each job with a view to ensuring that employees are fully acquainted with possible dangers arising from any operation such as working with machines or with potentially hazardous substances. This training is supported by a continuing effort on the part of the Heads of Department/Central Services Manager to provide information and guidance to employees with a view to eliminating any unsafe working practices, which might develop.

It is recognised that maintaining a safe working environment needs constant and continuing vigilance and it is accepted that the training and education of employees will continue to have an important role to play in this regard. Safety "campaigns" and other methods aimed at maintaining a high level of safety awareness will be instituted from time to time.

All training will be organised in conformance with S.I. 44 of 1993, Safety, Health and Welfare at Work (General Applications) Regulations 1993.

Fire Safety Programme & Emergency Plans

The purpose of the fire safety programme is to outline the commitment of the Institute to fire safety throughout each campus and establish standards based on current relevant legislation and best practice to prevent the outbreak of fire.

The objectives of the fire safety programme are to:

- i) Identify fire hazards and to assess the risks therefrom.
- ii) Identify and implement appropriate measures to reduce fire risks.
- iii) Ensure the safety of persons at the Institute in the event of fire.
- iv) To develop emergency response and evacuation procedures detailing duties and responsibilities assigned to personnel and the exact procedure to be followed in the event of an emergency.

The Fire Safety Programme incorporates arrangements for:

- i) The prevention of an outbreak of fire through the establishment of day-to-day fire prevention practices.
- ii) The instruction and training of staff.
- iii) The holding of fire and evacuation drills.
- iv) The physical maintenance of escape routes.
- v) The provision of adequate fire protection equipment and systems.

- vi) The inspection and maintenance of the fire protection equipment and systems.
- vii) The provision of assistance to the fire brigade.

Standard procedures entitled “Emergency Response and Evacuation Procedures (SP-OHS-01)” have been developed as an integral part of the fire safety programme. The purpose of these are to establish guidelines, procedures and lines of command to follow in case of an emergency situation. They are devised to protect building users, employees, students, the public and the environment. The plan is designed to provide orderly and efficient transition from normal to emergency operations, delegate emergency authority, assign emergency responsibilities and assure continuity of operations.

The objective of the plan is to ensure the Institute is evacuated in an orderly and controlled manner. It is to minimise potential injury to personnel, visitors, public, property or the environment. Emergency procedures will form part of each departmental safety statement. Fire drills, assembly points, evacuation procedures are contained in the departmental safety statements

Hazard Identification and Risk Assessment

The policy of the Institute is to identify hazards in the place of work, to assess the risk to safety and health, and to control risks as far as is practicable so that they are reduced to an acceptable level. Written risk assessments will be carried out for work practices in each department/function and will form the basis of the departmental safety statement.

Hazard inspections will be carried out once per semester. A record of the inspection should be kept by the Head of Department/Central Services Manager and copied to the Health & Safety Officer. An up to date copy should also be kept with the departmental safety statement.

Special Precautions in respect of Pregnant Employees

In accordance with the Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations 2000, when an employee informs the Institute of her pregnancy, an assessment of any risk to the safety and health of that employee, and any possible effect on the pregnancy or breast-feeding by employees will be carried out.

This risk assessment will analyse a number of factors namely:

- i) Physical Agents
- ii) Chemical Agents
- iii) Industrial Processes
- iv) Working Conditions

The appropriate action will be taken to minimise or eliminate any risks, which may arise. In the event of an area, agent or work process revealing a risk to the employee's pregnancy or breastfeeding, and it is not practicable to ensure the safety and health of that employee through protective and preventative measures, then the Institute will temporarily adjust the working conditions of the employee concerned so that exposure to such risk is avoided.

Monitoring Worker Exposure to Chemicals & Noise

The Institute will carry out industrial hygiene surveys as required to monitor worker exposure to airborne contaminants. In addition, where necessary the Institute will carry out regular noise surveys.

The results of these surveys will be held by the Health & Safety Officer, who shall make them available to the safety committee and joint consultative committee. These committees will evaluate the findings and keep employees informed of the risks, if any, resulting from exposure.

Revision of Safety Statement

The Institute will review and update the Safety Statement, as necessary to reflect legislative changes and/or changes in the Institute's work practices and communicate any such revision to staff and students.

Additional Information

Further guidance can be obtained from:

Health & Safety Officer
Waterford Institute of Technology
Cork rd. Campus
Waterford
Tel: 051-845517
Fax: 051-302486
Email: h&s@wit.ie

Appendix A – Joint Consultative Committee

Joint Consultative Committee Members

Paul Barry	- Chairperson
Cathy Pembroke	- Student Union's President
Derek Sheridan	- Safety Representative
Elaine Greenan	- Estates Manager
John Collins	- SIPTU Representative
John Gough	- Amicus Representative
John Paul Quinn	- Safety Representative
Jonathan Brazil	- Safety Representative
Larry Condon	- Safety Representative
Louis Nevin	- Institute Nurse
Mairead Bonnar	- Auxiliary Services Representative
Mary O' Doherty	- Health & Safety Officer
Noel Connolly	- Safety Representative
Paul Quirke	- Capital Projects Manager
TBC*	- Impact Representative
Tom Power	- TUI Representative

*to be confirmed

Health & Safety Committee Members

Elaine Greenan	- Chairperson
Ciaran Boyle	- Assistant Buildings Officer
Derek Sheridan	- Safety Representative
John Paul Quinn	- Safety Representative
Jonathan Brazil	- Safety Representative
Larry Condon	- Safety Representative
Mary O'Doherty	- Health & Safety Officer
Noel Connolly	- Safety Representative
Tony Whelan	- Assistant Buildings Officer