



DIT HEALTH AND SAFETY OFFICE

POLICY TITLE:	Policy on Health and Safety Training for Staff
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1. Scope

This policy applies to all staff members (including management) of DIT whether whole-time, pro-rata part-time, hourly paid part-time, permanent or temporary, academic or non-academic.

2. Introduction

Health and Safety training is a legal requirement specified by the *Safety, Health and Welfare at Work Act, 2005* and associated Regulations (*Ref: Appendix 1*). ***It is a legal requirement for all employees to participate in appropriate Health and Safety training and assessment as is required by the Institute.***

Training also serves to develop and improve safety awareness and attitudes that are essential for effective safety management. It is the policy of DIT to provide appropriate Health and Safety training to all staff members.

The on-going Health and Safety training needs of staff members will be identified through training needs analysis carried out by Heads of Department/Function in association with the Health and Safety Office and the Staff Training and Development Office. Compliance with this Policy will be monitored through PMDS (Performance Management & Development System).

Health and Safety training will be provided to staff members taking into account their duties and their area of work. Training requirements will be based on the hazard identification and the risk assessment process (*Ref: Appendix 2*) as outlined in the DIT Parent Health & Safety Statement. Training will also be provided following the introduction of new technologies, legislation or any changes/developments in work processes.

3. Responsibilities

In accordance with Health and Safety legislation (*Ref: Appendix 1*), all employers and employees have individual duties and responsibilities with regard to Health and Safety training. Overall responsibilities are outlined in the DIT Parent Safety Statement (www.dit.ie/safework). Specific responsibilities within DIT in relation to Health and Safety training are as follows:

3.1 President of the Institute

The President has overall responsibility to the Governing Body for the implementation of the policy on Health and Safety training in the Institute. This responsibility is in turn delegated to all managers, who will be facilitated by the Staff Training and Development Officer in the discharge of their responsibilities in this regard.

3.2 Directors and Deans of the Institute

All Directors have responsibility to implement this policy in their own areas and ensure that it is communicated effectively to all management and staff and adhered to by all members of staff.

Directors also have responsibility to:

- Prepare and implement an Annual Health and Safety Training Plan for their areas of responsibility. They will present this plan to the DIT Health and Safety Committee for approval.
- Present an Annual Health and Safety Training Report to the DIT Health and Safety Committee that demonstrates compliance with this Policy and includes an evaluation of the effectiveness of the Training Plan.

3.3 Heads of Function (Management and Supervisors)

Heads of Function have responsibility to implement this Policy in their own areas of responsibility by:

- Completing a Health & Safety Training Needs Analysis for all staff members.
- Ensuring, through PMDS, that all staff members participate in required Health and Safety training so that they are adequately trained to carry out their duties in a safe manner, taking into particular account areas where specialist training may be required.

- Identifying staff members working in high risk areas (such as laboratories, workshops and kitchens and other areas identified by risk assessment) and ensuring that they do not commence work/time-tabled duties until the appropriate specialist Health and Safety training has been undertaken.
- Identifying pre-employment training requirements for new staff members and internal transfers.
- Providing Health and Safety information to new staff members on their first day of duty as required under the Staff Induction Policy.

3.4 All Staff Members

All staff members have responsibility to undertake and co-operate with training provided by DIT, to ensure compliance with Health and Safety legislation and this Policy.

Staff members are also responsible for ensuring that any certificate issued to them following completion of training is carefully retained and made available on request to their line manager or any appropriate manager.

Where a staff member considers their training or skill level for any task inadequate they should liaise with their Manager/Supervisor, who will ensure that the necessary training and development is provided to enable the staff member achieve the appropriate level of competence.

3.5 Staff Training & Development Office and Health & Safety Office

The Staff Training & Development Office, in conjunction with the Health & Safety Office, has responsibility to organise Health and Safety training courses and to maintain accurate training records in accordance with the Human Resources Records Retention Schedule.

4. Training Arrangements

The annual training programme for Health and Safety courses is prepared by the Staff Training and Development Office in conjunction with the Health and Safety Office. The courses/workshops are developed to ensure that appropriate content is incorporated and that particular attention to DIT Health and Safety policies and procedures is an integral component. Specialised Health and Safety training will be provided as required and as deemed necessary through further risk or training needs assessments. Priority will be given to high risk activities/areas in the allocation of resources and scheduling of training courses. In accordance with the Staff Development Policy, where specialist Health and Safety training is required that is a specific local need and not a DIT wide need, the cost must be met through local budgets.

The Staff Training & Development Office and the Health & Safety Office will regularly review the training requirements of the Institute and source training responses that are deemed to be the most suitable to meet those requirements.

Common sense arrangements should be made to provide cover for staff attending training courses. In exceptional circumstances, it may be possible to arrange for substitution subject to the agreement of the Line Manager.

The Staff Training and Development Office will keep training records and will provide refresher training when necessary. Training arrangements will be reviewed, monitored and updated as required.

Details of all Health and Safety training courses organised by the Staff Training and Development Office are listed in the Staff Training and Development Programme of Courses and on the Staff Intranet.

5. Health and Safety Training Requirements

The requirements for staff members to participate in Health and Safety training are outlined below. Where Risk Assessments (*Ref: Appendix 2*) determine a need outside the specified timeframes, staff must comply with the needs so determined.

5.1 Health and Safety Induction Training for new staff

All new staff members must participate in Health and Safety induction on commencement of employment.

They must either attend the Induction Training Programme which incorporates a module on Health and Safety or take the online Health & Safety Induction eLearning programme. Please refer to the procedure for online Health & Safety eLearning Training Programmes at Appendix 4.

5.2 Emergency Response Training (incorporating Fire Safety)

At least once every two years all staff members must participate in Emergency Response Training (ERT).

All whole-time and pro-rata part-time staff members must attend the half day Emergency Response Training Course (ERT) as soon as possible after commencement of employment.

All hourly paid part-time staff members must meet this requirement by taking the online Emergency Response eLearning training programme.

All staff members must also take refresher training every 2 years by taking the online Emergency Response eLearning Training Programme.

NOTE: In the case of whole-time and pro-rata staff, only those who have previously attended and completed the half day Emergency Response Training Course (ERT) may take the online version for refresher training.

Please refer to the procedure for online Health & Safety eLearning Training Programmes at Appendix 4.

5.3 Manual Handling Training

At least once every three years all staff members must participate in relevant Manual Handling Training*.

All whole-time and pro-rata part-time staff members with manual handling related duties must attend the half day Manual Handling Training Course.

Regardless of job category and work duties, all other staff members must take the online Manual Handling eLearning training programme and online risk assessment. The online risk assessment may determine the need for the staff member to receive further training by attending the practical training course. It is the responsibility of the staff member to attend the practical course if advised. Please refer to the procedure for online Health & Safety eLearning Training Programmes at Appendix 4.

**The requirement for all staff members to participate in manual handling training is based on the risk assessment process and the following:*

- *Due to the wide definition of manual handling in the Safety, Health and Welfare at Work (General Application) Regulations 2007 (Ref: Appendices 2 & 3) it is likely that almost every occupational setting involves some type of manual handling.*
- *The Regulations set no specific requirements in relation to minimum or maximum weights or loads.*
- *Schedule 3 of the Regulations outlines individual risk factors which states that “an employee may be at risk where he or she does not have adequate or appropriate knowledge or training”.*
- *The annual statistics published by the Health & Safety Authority consistently highlight a large incidence of all workplace injuries due to manual handling activity.*

5.4 Management Training

At least once every three years all staff members in management and supervisory positions (i.e. all those who have staff reporting to them) must participate in training programmes covering legal responsibilities, and also attend legal updates on a regular basis.

5.5 Specialised Training for specific job categories

Where specialist Health and Safety training needs have been identified for specific activities or areas, staff members must participate in training and/ or assessment when required.

5.6 Training for Lone Workers, Service Providers/Contractors & Visitors

Specific Health and Safety training is required for lone workers (*Ref: Appendices 2 & 3*), Service Providers/contractors and visitors. The initiator (i.e. the staff member/manager responsible) in each case must ensure that appropriate level of training takes place at the frequency as dictated in the relevant policy (i.e. Lone Working Policy or other relevant Policy).

5.7 Emergency First-Aid Training (One Day)

At least once every two years staff members who work or supervise in kitchens, laboratories, workshops and other areas identified through risk assessments (*Ref: Appendix 2*), must participate in the one day Emergency First-Aid training course.

5.8 Occupational First-Aid (Three Day) & Refresher Occupational First-Aid (One Day)

Occupational First-Aid Courses will be run on a regular basis to ensure that there are a sufficient number of certified and designated Occupational First-Aiders on all sites as determined by Risk Assessments (*Ref: Appendices 1 & 2*). All certified Occupational First-Aiders must complete a refresher course every two years.

Details of certified and designated Occupational First Aiders are published on the web sites of the Health & Safety and Staff Training & Development offices.

5.9 Training for Health & Safety Committees/Campus Safety Teams and designated Safety Representatives

Appropriate training will be provided to members of Health & Safety Committees, Campus Safety Teams and Statutory Safety Representatives.

The Health & Safety Office and the Staff Training & Development Office in consultation with the Internal Auditor will facilitate appropriate audit procedures to be carried out on a regular basis so as to ensure continued statutory compliance by the Institute. The Health & Safety Office and the Staff Training & Development Office will carry out periodic reviews of this policy and will take into account changes in legislation, Codes of Practice, matters raised and any changes in work process, procedures etc. The services of the Health & Safety Office and the Staff Training & Development Office are available to management and staff to facilitate compliance with this Policy.

6. Queries

Contact: Staff Training & Development Office
Tel: 01 402 7870
E-Mail: staff.training@dit.ie

The owner of this HR Policy is the Staff Training & Development Manager

Human Resources Department, November 2011
Approved by DIT Health & Safety Committee November 2011
Policy Number HRPO76
Last Updated November 2011
To be reviewed 2014 or earlier if need arises

RELATED POLICIES

Staff Development Policy
Policy on charges for failure to attend Training Courses

Appendix 1:
Legal References

Appendix 2:
DIT Policies & Procedures

Appendix 3:
Glossary of Definitions

Appendix 4:
Procedure for online Health & Safety
eLearning Programmes

Appendix 5:
Procedure for Health & Safety
Training Courses

Appendix 1: Legal References

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

- ***Part 2, Chapter 1, Section 10 (1-6): Instruction, Training & Supervision of Employees***
 - Duty of every employer to provide instruction, training and supervision to his/her employees in relation to their safety, health and welfare at work.

- ***Part 2: Chapter 2, Section 13 (1-2): General Duties of Employees***

An employee, shall:

 - attend training, and as appropriate, undergo assessment, as may reasonably required by his/her employer, or as may be prescribed relating to safety, health and welfare at work, or relating to the work carried out by the employee.

2.0 Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)

- ***Part 2, Chapter 4 – Manual Handling of Loads***

Regulation 69: Duties of Employer

 - Where the need for the manual handling of loads by employees cannot be avoided, an employer shall take appropriate organisational measures, use appropriate means, or provide employees with such means in order to reduce the risk involved in the manual handling of such loads, having regard to the risk factors specified in Schedule 3.

 - ***Part 7, Chapter 2 – First-Aid***

Regulation 165: Provisions for First-Aid

(1) An employer shall:

 - designate at each place of work under the employer's control the number of occupational first-aiders as is necessary to give first-aid at the place of work concerned.
 - ensure that the number of occupational first-aiders and their training is adequate.
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Appendix 2: DIT Policies & Procedures

The following Health and Safety policies and procedures are included in the appendices of the DIT Parent Safety Health & Statement and are also available on the website www.dit.ie/safework

- Risk Assessment Procedure
 - Policy & Procedure for Lone & Out-of-Hours Working
 - First-Aid Policy
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Appendix 3: Glossary of Definitions

1.0 Manual Handling

Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007), Chapter 4, Regulation 68:

“Manual handling of loads” means any transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying or moving a load, which by reasons of its characteristics or of unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees.

2.0 Lone Working

In the DIT Policy & Procedure for Lone and Out-of Hours Working, lone working is defined as:

“Any work undertaken outside 8.00am – 10.00pm Monday to Friday, and any work undertaken on Saturdays, Sundays & Bank Holidays in portered buildings and in other buildings where there is lone occupancy”.

Appendix 4: **Procedure for online Health & Safety** **eLearning Training Programmes**

1.0 Introduction

An online learning and assessment system (O-LAS) has been implemented to facilitate Health and Safety eLearning programmes, and improve compliance with Health and Safety training requirements. The Health & Safety Officer is the master administrator of the system.

It is the responsibility of Line Managers/Heads of Function, having regard to the Health and Safety training requirements specified in this Health & Safety Training Policy, to determine which staff members are eligible to take online training through the eLearning Health & Safety Training Programme. They must then notify the local Occupational Health Officer of the names, e-mail addresses and departments of the relevant staff members and request that they be registered for the online training. The requester (i.e. the Line Manager/Head of Function) is also required to notify the staff members that they will be enrolled on the course and will receive an e-mail from O-LAS with details.

In order to avail of online eLearning programmes, staff members must have a valid email address and access to the internet.

This document is designed to inform all staff members at Dublin Institute of Technology of the procedure to be followed when requesting and completing eLearning programmes in Health and Safety.

2.0 Procedure

- All queries relating to online Health and Safety eLearning programmes should be directed to the Health & Safety Office or the local Occupational Health Officer.
- On receipt of the relevant contact details of a staff member or group of staff members requiring training by eLearning, the Health & Safety Office will register and enrol each staff member on the appropriate eLearning programme.
- The O-LAS will then automatically send an initial enrolment email to each individual staff member to inform them that they have been enrolled on an online Health and Safety eLearning training programme. The email will also provide a link to the course and instructions on how to log in.
- From the date of enrolment staff members will have approximately a three week period to fully complete the eLearning programme.
- Over this period the O-LAS will automatically send reminder emails to the staff member if they have not yet completed the programme.
- Each eLearning programme is divided into sections. Staff members do not have to complete the entire programme in one sitting. If a staff member does not complete the programme in one sitting, the next time they login they can simply complete any remaining sections.
- At the end of each eLearning programme, participants are required to complete a short test section comprising multiple choice questions.
- On completion of all elements of the eLearning programme participants can print a certificate of completion which also gives the test score.

- The O-LAS system will keep a record of all training completed and incomplete, and can generate reports on same.
 - In addition to the online component some eLearning programmes may also require a follow up practical training session. It is the responsibility of the staff member to attend the practical course if advised. If staff members do not complete all elements of the eLearning programme (including, where required a follow up practical session) within the specified timeframe, their training record on the O-LAS will be marked as incomplete, and they will need to re-apply through their Line Manager/Head of Function to the Health & Safety Office for registration on the eLearning programme.
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Appendix 5: **Procedure for Health and Safety Training Courses**

1.0 Introduction

This document is designed to inform all staff members at Dublin Institute of Technology of the procedure to be followed when requesting/booking and attending Health and Safety training courses. For Heads of Function/Managers/Supervisors requesting training courses for groups of staff members, the procedure outlined below must be followed.

Please note: Individual staff members wishing to book a place on a course or to request a course, must apply through the online training application form on the DIT staff intranet or by directly contacting a member of the Staff Training & Development Office by email or telephone.

2.0 Procedure

- Line Managers/Heads of Function requesting Health and Safety training courses should contact the Staff Training & Development Office.
- A minimum of one months notice must be given when requesting training courses.
- Before any training courses can be scheduled preferred dates/times and a list of names of staff members requiring training must be provided by email to the Staff Training & Development Office.
- Depending on room availability and the numbers of staff requiring training, training courses will take place in the Staff Training Centre at DIT 14 Upper Mount St.
- To ensure efficient use of resources, a minimum of five staff members is required in order to run a course.
- There is also a maximum number of staff members that can be accommodated at any one training course. This number will vary depending on the type of training course being held.
- Should Line Managers/Heads of Function wish to cancel training courses that have been scheduled, at least two weeks notice must be given to the Staff Training & Development Office. In cases where there is inadequate notice of cancellation of a course, or where staff members fail to attend scheduled courses, a fee will be charged directly to the College/Function/School/Department budget.
- Where in-house trainers are not available or where other circumstances require it, external consultants will be employed to provide the training where possible.

3.0 Participation of Staff Members at Health & Safety Training Courses:

- Punctuality is essential. Staff members who are more than 15 minutes late for a training course will not be admitted and deemed as a 'no show', and are advised to make their own arrangements to re-attend at a later date.
- Where staff members fail to attend training courses for which they have been allocated places, a fee will be charged directly to the College/Function/School/Department budget.
- All staff members are expected to maintain courteous and professional behaviour at training courses, and, in accordance with the Dignity at Work Policy, to treat trainers and other course attendees with dignity and respect.

- Participation in all elements of each Health and Safety training course, including practical exercises and theory/practical assessments, is necessary to complete the course.
 - Certificates of attendance are issued at the end of each training course to those who have completed all elements and the training records of those staff members will be updated to record their compliance.
 - Staff members with disabilities wishing to attend a training course are requested to notify the Staff Training & Development Office in advance so that all measures can be taken to accommodate them.
 - English is the language through which training is delivered; therefore participants must have a good command of the English language. If a staff member wishes to bring an interpreter they may do so but prior notice must be given to Staff Training & Development Office.
 - For Health and Safety reasons, pregnant staff members or those with known physical injuries/health problems should consult with the course trainer before taking part in any practical elements of a training course. Depending on the individual circumstances, the course trainer may advise the staff member not to participate in certain practical elements of the course. Any information disclosed by the staff member to the course trainer will be treated in the strictest of confidence. Where possible, alternative arrangements will be put in place during the training course. However, it may be necessary for the staff member to complete the practical element of the training course at a later date.
 - If a staff member cannot participate in the practical elements of a training course, or if a staff member has specific Health and Safety concerns about their work environment or systems of work, the staff member should contact their local Occupational Health Officer to arrange a follow-up appointment.
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