



SAFETY STATEMENT

For

Finance & Resources

&

Office of the Secretary to the Governing Body

2014



Version	Date	Name
1.0	30.04.2014	Mr. P. Flynn

Table of Contents	
FINANCE & RESOURCES EMERGENCY CONTACT DETAILS	3
INTRODUCTION	5
SAFETY RESPONSIBILITIES	6
DISCIPLINARY ACTION	9
HEALTH AND SAFETY CONSULTATION	9
PROVISION OF INFORMATION	10
RESOURCES	10
SAFE SYSTEMS OF WORK	10
PROCUREMENT CONTROL	10
INSPECTION PROCEDURES	11
TRAINING	11
EMERGENCY PLANNING AND RESPONSE	12
FIRST-AID	15
INCIDENT REPORTING AND INVESTIGATION	15
HAZARD REPORTING	15
MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS	15
PERSONAL PROTECTIVE EQUIPMENT (PPE)	15
ERGONOMICS	16
WELFARE PROVISIONS	16
SENSITIVE WORK GROUPS	17
LONE, OUT OF HOURS ACCESS	17
WORK PLACEMENT	17
TRIPS/TRAVEL	18
STAFF WITH DISABILITIES	18
HEALTH SURVEILLANCE	18

WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL	18
DIGNITY AT WORK ANTI BULLYING AND HARASSMENT POLICY	18
STRESS	18
AUDIT, REVIEW AND COMMUNICATION	19
DOCUMENT CONTROL	19
HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES	19
APPENDICES	

FINANCE & RESOURCES CONTACT DETAILS

Role	Name	Location	Email	Telephone Number
Director of Finance & Resources	Paul Flynn	143 Lower Rathmines Road	Paul.Flynn@dit.ie	01 402 3357
Finance Officer	Colm Whelan	143 Lower Rathmines Road	Colm.Whelehan@dit.ie	01 402 3306
Executive Assistant	Veronica O'Connell	143 Lower Rathmines Road	Veronica.OConnell@dit.ie	01 402 3354
Office of Institute Secretary	Brian Forbes	143 Lower Rathmines Road	Brian.Forbes@dit.ie	01 402 3444
Buildings Officer	Paul Mc Dunphy	143 Lower Rathmines Road	paul.mcdunphy@dit.ie	01 402 3362
Nominees to HR and Finance Health and Safety Team	Paul Mc Dunphy	143 Lower Rathmines Road	paul.mcdunphy@dit.ie	01 402 3362
Local First-Aiders	See safety website for list DIT first-aiders			

Please see Finance & Resources [Contacts](#) for a full Listing

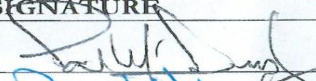

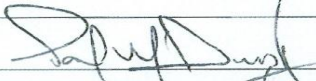

EMERGENCY CONTACT NUMBERS

Emergency Services	112/999 (You may need to dial "0" for an outside line)
Hospital	St. James's, James's Street, Dublin 8 (01) 410 3000/416 2774/416 2775
Dublin City Council	(01) 222 22 22
Garda Síochána	196 Rathgar Road, Rathmines, Dublin 6 (01) 6666700
Bord Gáis 24 hour emergency line	1850 20 50 50
ESB 24 hour emergency line	1850 372 999
Health and Safety Authority	1890 289 389
Samaritans	1850 60 90 90
Environmental Protection Agency	1890 33 55 99

CAMPUS CONTACT DETAILS

Porters Desk/ Reception	Porter on Duty	01 402 3349 (Reception)
Incident Controller	Porter on Duty	01 402 3339 (Porter)
Building Service Supervisor	Ciaran Stone	01 402 7666/087 6675 703
Buildings Manager	Colm Gillen	01 402 4646/ 087 2888294
Occupational Health Officer	Yvonne McArdle	01 402 4603/087 9809 135
Health and Safety Officer	Edel Niland	01 402 4192/086 3891 080
Chaplain	Sr. Mary Flanagan (Co-ordinator Chaplaincy Service)	01 402 3050/087 6417 309
Employee Assistance Programme (EAP)	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours / 7 days a week / 365 days a year)
Porters Desk	Porter On Duty	01 402 3349 (Reception)

LIST OF PERSONS IDENTIFIED AS BEING RESPONSIBLE FOR HEALTH AND SAFETY TASKS

TASKS	RESPONSIBLE PERSON	SIGNATURE
Coordinating and ensuring records are maintained for training and provision of Personal Protective Equipment	Paul Mc Dunphy	
Ensuring Safety Statement, risk assessments are carried out, updated and communicated	Paul Flynn	
Ensuring the upkeep of first-aid box and ordering first-aid supplies from Occupational Health Officer	Not applicable	
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	Paul McDunphy	
Updating the statutory registers and Safety Data Sheets	Not applicable	
Ensuring adequate personnel designated as evacuation marshals and first-aiders	Paul Flynn	

INTRODUCTION

Dublin Institute of Technology (DIT) is required under the provisions of the *Safety, Health and Welfare at Work Act 2005*, to have and bring to the attention of all employees, a statement of its policy, organisation and arrangements with respect to health, safety and welfare at work. The Act also embraces all of the activities at DIT and staff, students, visitors, contractors/service providers.

The fundamental aim of the *Safety, Health and Welfare at Work Act* is the prevention of accidents and illnesses at the place of work. Safety consultation procedures and the preparation of a Safety Statement and written risk assessment are the key provisions of the Act.

This Safety Statement has been prepared in compliance with the Act and provides details of the specific hazards relevant to Finance and Resources and the controls that have been implemented to adequately safeguard the activities.

This Safety Statement should be read in conjunction with the DIT Framework Safety Statement which is available on the [health and safety website](#).

This document applies to all staff, students, visitors, contractors/service providers and campus users. It will be updated as necessary in the light of new legislation, staff feedback, changes and practical experience. In addition it will be reviewed annually.

See separate Building Office Safety Statement and risk assessment click link [here](#)

SAFETY POLICY & OBJECTIVE FOR FINANCE & RESOURCES

Finance and Resources **will ensure that:**

- Work activities are managed and conducted in a manner that ensures the safety, health and welfare of our employees, students, visitors and contractors/service providers
- Our Safety Statement is maintained and updated and written risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually
- Identified protective and preventative measures are implemented and maintained
- Improper conduct likely to put an employee, student, visitor or contractor/service provider's safety and health at risk is prevented
- A safe place of work is provided that is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment are provided
- Safe systems of work are provided
- Risks to health from article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated suitable protective clothing and equipment are provided
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel who can advise and assist in securing the safety, health and welfare of employees are employed when required

Signed: 
Paul Flynn, Director of Finance & Resources

Date: 15/5/14

SCOPE OF SAFETY STATEMENT

The scope of our operations incorporates the following functions:

- Finance Function
- The Office of the Secretary for the Institute
- The Finance Advisor's function in each of the Colleges
- Buildings function. (see separate Buildings safety statement)

HISTORY OF LOCATION

Finance staff offices and operations are principally located at 143-149 Lower Rathmines Road, Dublin 6 and in the accounts function of each College. The Institute Secretary is based at 143-149 Lower Rathmines Road. The Buildings function is located throughout the Institute's sites.

SAFETY RESPONSIBILITIES

In accordance with the DIT Framework Safety Statement, the Director of Finance & Resources, as part of his management function, is responsible for ensuring, so far as is reasonably practicable, the health and safety of persons working, studying or visiting their area of responsibility. In particular he is responsible for the following:

1. To ensure a Safety Statement relevant to operations is prepared which complies with Section 20 of the Safety, Health and Welfare at Work Act
2. To ensure that the Safety Statement is reviewed at least annually and that the DIT Senior Leadership Team (SLT) Health and Safety Sub-committee is notified that the review has been completed and is provided with any updated document which may result from such a review
3. To ensure that all hazards are identified and risks controlled
4. To ensure that regular safety inspections/audits are carried out to monitor compliance with the Safety Statement and legal requirements and to ensure appropriate follow-up action is taken
5. To investigate all accidents to staff/students/visitors in their area of responsibility and to complete the Incident Report Form as appropriate
6. To ensure that local emergency plans and first-aid procedures are implemented and that sufficient fire Marshals/first-aid personnel are available.
7. To ensure that staff are appropriately trained to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate
8. To ensure that all contractors/service providers carrying out work in the area operate under the Buildings Office Permit to Work system

All Institute Staff

All employees/staff have a duty to take responsibility for their own safety, health & welfare and for that of visitors and any other person who may be affected by their acts or omissions while at work.

Statutory Requirement

Chapter 2, Sections 13 & 14 of the Safety Health and Welfare at Work Act 2005 places a number of obligations on employees whilst at work as outlined in this section:

13.—(1) An employee shall, while at work—

- (a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
 - (b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
 - (c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,
 - (d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,
 - (e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,
 - (f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or 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,
 - (g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,
 - (h) report to his or her employer or to any other appropriate person, as soon as practicable—
 - (i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
 - (ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
 - (iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.
- (2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under *subsection (1)(f)*.

14.—A person shall not intentionally, recklessly or without reasonable cause—

- (a) interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or
- (b) place at risk the safety, health or welfare of persons in connection with work activities

In addition, staff have the following responsibilities:

- To participate in and put into practice all training provided by DIT, to ensure compliance with safety, health & welfare legislation
- To co-operate with those responsible for health and safety
- To familiarise themselves with the contents of the Health and Safety Statement, safety policies and procedures and Codes of Practice
- To assist in the preparation and updating of Finance & Resources Safety Statement
- To assist and co-operate with periodic safety inspections/audit
- To assist in the completion of standard hazard identification control sheets and co-operate with the reporting and investigation of incidents
- To ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times
- To promote safe work practices
- To ensure that all safety rules are communicated to students, contractors and visitors, other campus users

- To use equipment only if authorised and trained
- To ensure that any safety measures associated with new equipment/machinery is brought to the attention of the Director of Finance & Resources, implemented, documented in the Health and Safety Statement and communicated effectively
- To report to the Director of Finance & Resources any person abusing facilities or equipment
- To select and appoint a Safety Representative
- To notify the Health & Safety Officer of any perceived shortcomings in the safety arrangements

Contractors/Service Providers

The following responsibilities are allocated to contractors/service providers:

- All contractors/service providers will be expected to comply with the Institute's Policy for safety health and welfare and must ensure that their own Safety Statement is made available whilst work is being carried out. It is the Institutes policy that all contractor/service providers have a Safety Statement in accordance with the *Safety, Health and Welfare at Work Act 2005*
- All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site. The contractor/service provider must have adequate insurance cover
- Contractors/service providers must not commence with any work on the premises or project site until the Contractor Safety Guidelines and other relevant safety procedures are read, understood and accepted (available from Buildings Office). They must complete the e-learning programme for contractors/service providers
- Contractors/service providers will take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with DIT employees as necessary
- Contractors/service providers must supply at tender stage a Safety Statement, relevant method statements, copies of their public and employers liability insurance and complete the Contractors Compliance Form CCF1 before a contract is awarded
- They will liaise with the local Building Maintenance Manager and obtain work permits as required
- Scaffolding and other access equipment used by contractor's/service provider's employees must be erected and maintained in accordance with current legislation and Codes of Practice
- All plant and equipment brought onto the site by contractors/service providers must be safe and in good working order, fitted with any necessary guards and safety devices and have all necessary certificates available for inspection
- All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. No power tools or electrical equipment of greater than 110 volts should be used outdoors. If it is necessary to use equipment operating from a 220-volt supply, a residual current device with a rated tripping current of 30mA and operation of 30m sec must be used
- Any injury sustained by a contractor's/service provider's employee must be reported immediately to the local Building Maintenance Manager
- Contractors/service providers must comply with any safety instructions given by DIT
- DIT may carry out safety inspections. Contractors/service providers informed of any hazards or defects identified during these inspections will be expected to take immediate action
- DIT 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

- Contractors/service providers will be accountable for the maintenance of good housekeeping practices at all times within their respective areas of work
- Contractors/service providers are not allowed to use equipment owned by the Institute unless written permission is received from the relevant Buildings Manager and a competent person passes it as being safe

Visitors (a person other than an employee or contractor/service provider)

- Visitors may not be aware of the potential hazards associated with DIT and also may lack familiarity with the Institute's premises/facilities and are therefore a potential risk to themselves and others. All visitors must identify themselves to the relevant DIT personnel and follow all DIT's safety procedures and policies
- Visitors must not enter any area where they do not have the authority to do so. Hazardous areas will be restricted
- They must not interfere with any of the Institutes property, equipment, materials or substances unless they have permission to do so from the person in charge
- They must not remain on the premises any longer than necessary and should return PPE on leaving
- In the event of an evacuation, they will be led to the Assembly Point by their DIT host
- A safety booklet and wallet card is available at Front desk/Reception area and on request
- The DIT Framework Safety Statement is available on the safety website www.dit.ie/safework
- DIT has a [Child Protection Policy](#) available on the DIT website

DISCIPLINARY ACTION

Any member of staff who contravenes or fails to manage to work in accordance with current safety health and welfare legislation, the DIT Framework Safety Statement and codes of practice may be subject to the Institute's disciplinary procedures. The Buildings Officer will address any contraventions by contractors/service providers.

HEALTH AND SAFETY CONSULTATION

Employers are obliged under *The Safety, Health and Welfare at Work Act 2005*, to consult with and take account of any representations made by employees regarding health, safety and welfare. The Director of Finance & Resources ensures that health and safety is an agenda item at all meetings and ensures that working groups are appointed to deal with certain health and safety items if required.

A nominee from Finance & Resources, Paul Mc Dunphy sits on the Health and Safety Team for HR and Finance & Resources. This team meets periodically throughout the year every two months.

Consultation takes place when there is a change, update or modification to a particular work process, when new machines or processes are introduced or when new substances or materials are introduced.

HR and Finance & Resources Health and Safety Team has selected and appointed Safety Representatives. Details of current Safety Representatives may be found on the health and safety website (www.dit.ie/safework)

PROVISION OF INFORMATION

Staff and others are made aware of safety matters by the following means:

- Agenda item at Finance & Resources meeting
- Desktop Emergency Response Flip charts
- Health & Safety notice boards
- Health & Safety Newsletters
- Toolbox talks
- Health & Safety Induction
- Health & Safety Training courses
- Signage:
 - Safety notice points
 - Emergency first-aid procedure signs
 - Emergency floor plans
 - Assembly point maps
 - Fire actions notices
- Emergency Response posters
- Safety booklets
- Safety wallet cards
- Website www.dit.ie/safework
- Posters
- Inductions are prepared and delivered by Occupational Health Officers where requested

HEALTH AND SAFETY RESOURCES

Finance & Resources codes all budgetary spend on activities/spend pertaining to safety, health and welfare. Considerable resources are expended by Finance & Resources in securing the health, safety and welfare of employees in terms of personnel, time, materials, equipment and the purchase of goods and services.

Where additional equipment, training etc. is required whether as a result of ongoing risk assessment or legislative change, resources will be allocated on a prioritised basis to meet the identified requirements.

The health and safety website hosts a reference library of videos, texts, literature and other publications on health and safety matters.

SAFE SYSTEMS OF WORK

It is the policy of DIT to ensure that employees are not asked to perform tasks outside their competence and capacity. Safe systems of work have been designed with this objective in mind. As some work activities give rise to risks which can only be controlled by adherence to proper procedures, employees are issued with written safe working procedures which should be adhered to at all times.

Management shall keep a watching brief on safety matters and where necessary adjust or alter systems of work to make them as safe as is reasonably practicable.

PROCUREMENT CONTROL

The purchasing of equipment, plant and substances is subject to the provisions of the *Safety, Health and Welfare at Work Act 2005* and associated regulations, thus all equipment, plant or substances will

undergo risk assessment prior to acceptance into the Institute. Finance & Resources follows all the guidelines as per the Framework Safety Statement and ensures that a risk assessment is carried out before any equipment/machinery or contractor/service provider is engaged by Finance & Resources.

INSPECTION PROCEDURES

All locations of work will be periodically inspected by a representative from the Health & Safety Office accompanied by local management and the Safety Representative. The Director of Finance & Resources will ensure non-conformances identified are rectified and a log maintained.

Where in the opinion of the Health & Safety Officer or other competent officer, there is a risk of serious injury and immediate risk to individuals, he/she will have the authority to advise that the activity is stopped until adequate steps have been taken to eliminate risk or if possible reduced to an acceptable level. Where the risk cannot be reduced to an acceptable level and finance is not available, the Director of Finance & Resources shall ensure the activity is ceased.

In accordance with statutory requirements, certain examinations, testing and inspections are carried out on specific items. A list of those items, the frequency of inspection and the testing body is presented below:

Item	Location	Test Frequency	Test Company Details
<i>PCs</i>	<i>All offices</i>	<i>As required</i>	<i>DIT, IS</i>
<i>Printers</i>	<i>All offices</i>	<i>As required</i>	<i>DIT, IS</i>

TRAINING

Health and Safety training is a legal requirement specified by the Safety, Health and Welfare at Work Act, 2005. It is also Institute Policy that all employees attend such health and safety training and assessment. Please see Health and [Safety Training Policy for Staff](#).

Each employee will be made aware of emergency action plans and arrangements pertinent to their workplace as per section 11 of the 2005 Act at induction by completing the online Emergency Response Training (ERT) programme.

Training required for Finance & Resources includes:

Mandatory Training:

- Health and Safety Induction
- Emergency Response Training (ERT)
- Manual Handling
- Legal Update for Managers

Specialist Training:

- Emergency First-aid (1 day)
- Occupational First-aid (3 day)
- Evacuation Marshal

EMERGENCY PLANNING AND RESPONSE

SERIOUS INCIDENT/EMERGENCY

- Dial 112/999 (You may need to dial “0” for an outside line)
- Contact DIT Health & Safety Officer - 086 3891080

REQUIRES FIRST-AID

- Seek local first-aider – see contacts page
- Injured unwell staff:

Occupational Health Officer:

Orlaith Waters 087 9809131

If serious/after 5pm/in doubt, go directly to local A & E/local GP

REQUIRES FURTHER ATTENTION

- Staff members should attend their local GP
Students should attend the Student Health Centre
- Structural safety matters - should be referred to the local Buildings Maintenance Manager
- Operational safety matters – should be documented on a Hazard Report Form and sent to the Health & Safety Office (www.dit.ie/safework)

FIRE & EVACUATION **FINANCE & RESOURCES STAFF**

INSTRUCTIONS ON DISCOVERING A FIRE (all staff, visitors, contractors/service providers, etc.)

- Activate the nearest fire alarm point
- Leave the building using the nearest exit route
- Disperse from the building and move away to place of safety
- Do not use the lift
- Do not re-enter the building until the “all clear” has been given

INSTRUCTIONS ON HEARING THE EVACUATION ALARM OR OTHER WARNING (all staff, students, visitors, contractors/service providers, first-aiders etc.)

Objectives:

To outline actions to be taken by Finance & Resources staff in the event of an alarm activation

Duties:

On hearing an alarm activation or other warning:



- Instruct staff to leave offices, meeting rooms, canteen, sanitary facilities and common areas
- All visitors should be escorted to safety by the person they are visiting
- Anyone in common areas or moving between areas, should immediately join the lines of people exiting
- Shut down equipment if safe to do so and time permits
- Close windows and doors to confine smoke/fire
- “Sweep search” the area (offices, meeting rooms, canteen, sanitary facilities and common areas), evacuate the building* immediately by the nearest available exit. Marshals should then leave immediately via the nearest escape route
- If required, assist any individuals to evacuate the area
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear
- Do not delay or stop to collect personal belongings
- Do not use the lift
- If heavy smoke present, try to find another exit or crouch low to the floor
- All doors should be closed (not locked) by the last person in the line
- Report to your Assembly Point - **Rathmines Square Front and Rear**
- All evacuation marshals/sweepers, Building Maintenance personnel, Director of Finance & Resources, first-aiders should assemble at the assembly point to check in, reporting to the Incident Controller details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services.
- Confirm to the Incident Controller that the area has been cleared and report details of any casualties or people needing assistance with evacuation to the Incident Controller
- Do not return to the building until instructed to do so by the Incident Controller

* Separate personal emergency egress plans (PEEP) have been prepared for people with disabilities

YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:

- Escape routes
- Fire alarm call points
- Fire extinguishers and blankets
- Fire assembly points

The Assembly points for DIT, Rathmines

Rathmines Square: Front	Rathmines Square: Rear
	

Evacuation Marshals:

- Paul Carroll
- Paul Mc Dunphy
- Jim Behan
- Colm Whelan
- Jacinta Cahill

Finance & Resources will ensure that sufficient marshals are appointed on an ongoing basis to provide an effective service. All staff of Finance & Resources will act as evacuation marshals in accordance with local evacuation procedures in their respective areas.

Your Incident Controller is: **Porter on Duty**

General Rule of Thumb – all staff should act as “sweepers” in the event of an emergency, checking offices, meeting rooms, canteen, sanitary facilities and common areas as they exit to ensure that as they exit everywhere has been cleared.

YOU SHOULD NOT PUT YOURSELF IN DANGER AT ANY TIME

FIRST-AID

- An emergency first-aid kit and automatic external defibrillator (AED) is available at the front desk/reception area.
- A list of Institute Staff who have completed training in first-aid/AED is available on the [health and safety website](#)

See website for list of local first-aiders – [click here](#)

First-aid kits are located at: the front desk/ reception area

Please report any used items to the designated person in charge who is responsible for monitoring the contents and ensuring their replacement.

Further Treatment / Incident Report Forms

- Incident Report forms are available from the Front desk. When completed and signed it should be sent to the DIT Health & Safety Officer
- An Occupational Health Officer (Orlaith Waters) is available at 087 9809131 weekdays 9:00am – 5:00 pm to deal with the occupational health, safety and welfare needs of all staff and to provide a backup first-aid service

INCIDENT REPORTING AND INVESTIGATION

The Institute has a statutory duty to record all incidents and report certain types of incidents and dangerous occurrences to the Health and Safety Authority (HSA). Therefore all incidents resulting in personal injury, damage to property, dangerous occurrences or near miss e.g. must be reported immediately to your Manager/Supervisor.

The incident report form must be forwarded to the Health & Safety Officer within 24 hours of the incident occurring or as soon as possible. Incident report forms are available at the front desk/reception area.

HAZARD REPORTING

DIT recognises the part that its staff/ visitors and contractors/service providers have to play in the reporting of hazards in the workplace. There is a report form to formally identify and report hazards. If the hazard is a structural issue, it should be reported immediately to the local Building Maintenance Manager and if it is an operational safety issue, it should be reported to local management using the Institute's Hazard Report Form available on the [health and safety website](#).

MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS

All work undertaken by outside contractors/service providers on behalf of Finance & Resources must be carried out under a Buildings Office Permit to Work. (See the Building Office Safety Statement available on the safety website for further detail).

PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is the policy of DIT to eliminate all hazards where reasonably practicable. DIT will assess what PPE appropriate to the task/work environment is required only as a last resort when further risk reduction is not feasible.

No specific PPE is required for the staff in Finance & Resources.

ERGONOMICS

All new equipment and machines, tools, work methods, work procedures and work stations should be assessed for ergonomic hazards prior to being brought into use. The Health & Safety Officer should be informed of the risk assessment process and will advise of competent people to assist with the risk assessment.

Staff should consider ergonomic standards when designing new workstations and layout of new offices.

It is the responsibility of the Director of Finance & Resources and all Managers to ensure that all information on ergonomic controls is communicated to employees via circulars, team briefings or other means. He should also ensure that all problems identified are addressed and brought to the attention of the Health & Safety Officer.

WELFARE PROVISIONS

In accordance with legislation, Dublin Institute of Technology is committed to providing welfare facilities which are available to all staff which include the following:

- ✓ Adequate and suitable sanitary and washing and drying facilities with hot and cold running water maintained in a clean and hygienic condition
 - ✓ Adequate number of lavatories and washbasins with hot and cold running water
 - ✓ An adequate supply of potable drinking water at suitable points conveniently accessible to all employees, tested by the Buildings Office
 - ✓ Suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position
 - ✓ Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities. Staff room/ canteen located on the ground floor DIT Rathmines
 - ✓ Easily accessible rest rooms/areas with seats with backs
 - ✓ Adequate provision for drying wet or damp work clothes
 - ✓ Adequate ventilation, temperature and lighting
 - ✓ Fire detection and fire fighting equipment
 - ✓ Emergency routes and exits
 - ✓ Pedestrian and traffic management systems
 - ✓ Clean and well maintained interior walls, floors and traffic routes
 - ✓ Rest facilities for pregnant ladies or breastfeeding mothers - a room made available where possible, contact the Health and Safety Office
-
- Everyone is obliged to care for these facilities and must not misuse them. All welfare provisions should be maintained in a clean safe condition
 - Arrangements for regular cleaning of premises and removal of waste should be made by the local Building Maintenance Manager
 - Drinking water is available to all staff via water dispensers in DIT Rathmines

SENSITIVE WORK GROUPS

Protection of Children and Young Persons

In cases where children must be present on Institute premises and therefore affected by our acts/omissions, sufficient notification must be given to the Health & Safety Office by the DIT host representative, of the situation, so that an appropriate risk assessment may be carried out. When on

DIT property, the parents/guardians/host representative charged with responsibility for bringing the child onsite, must be responsible for that child and ensure that at all times they are supervised and protected from activities, processes, equipment, machinery, agents etc.

Please ensure that all staff are familiar with the **DIT Child Protection Policy**.

Pregnant Post-Natal and Breastfeeding Employees/Students

The *Safety, Health and Welfare at Work (General Application) Regulations 2007*, places a duty on employers to assess the risks to determine any possible effects on new/expectant mothers resulting from any activity at the place of work.

- Each risk assessment will identify hazards in the workplace that could pose a health and safety risk to new and expectant mothers
- Where the assessment reveals a risk, then preventive or protective measures will be taken.
- Pregnant employees should advise the Health & Safety Office of their condition as soon as they are aware they are pregnant so that a confidential pregnancy risk assessment may be carried out
- On returning to work/college any new mothers who are breastfeeding and require facilities should contact the Health & Safety Office

LONE/ OUT OF HOURS ACCESS

Lone out of hours access does not apply to Finance & Resources.

WORK PLACEMENT

Occasionally a secondary school student/ intern completes a work placements with the Finance & Resources Office. For example a student would come in once a week for 6 weeks. Such interns will be made aware of the Finance & Resources Safety Statement. They will be instructed on the emergency response required for the area they are placed in.

TRIPS/TRAVEL

Trips do not apply to Finance & Resources.

STAFF WITH DISABILITIES

Specific risk assessments will be completed to ensure that the health and safety needs of staff and students with permanent/temporary disabilities are taken into account. Preventative and proactive measures will be put in place following the risk assessment if specific hazards are identified. Personal emergency egress plans (PEEPs) will also be prepared if required. The Disability Liaison Officer will provide specialist and competent advice and liaise with the Health & Safety Officer, Occupational Health Officers, College Manager and Building Maintenance Manager. The onus is on visitors with a disability to notify staff at the front desk, who will assist in evacuation if required.

Please ensure all staff are familiar with the procedure and are referred to relevant services where necessary.

HEALTH SURVEILLANCE

Risk assessments will determine if health surveillance is required. Health Surveillance is made available to all staff appropriate to the health and safety risks present and facilitated by the Health &

Safety Office. In certain circumstances, staff may be referred to our external Occupational Health Physician for a health assessment in relation to their work to ensure that we can put in place any additional corrective action if required.

Eye tests are available for regular visual display unit users at the National Optometry Centre. Please familiarise yourself with the eye test policy which is available on the [health and safety website](#).

WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL

An employee/student must ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare or that of any other person. Contraventions will be dealt with as per DIT disciplinary procedures.

DIGNITY AT WORK ANTI BULLYING & HARASSMENT POLICY AND PROCEDURES

The Institute's Dignity at Work Anti Bullying & Harassment Policy and Procedures deals with complaints against members of staff in the workplace which also includes work associated events such as meetings, conferences and work related social events, whether on the premises or off site. Bullying or harassment of staff/students will not be tolerated. Please ensure that all staff are familiar with the relevant [policy/procedure](#).

STRESS

The risk assessment will identify any areas where stress is a hazard and controls will be implemented to eliminate this hazard. The HR department should be consulted immediately if an issue regarding stress is highlighted. An Employee Assistance Programme (EAP) is available to all staff. Students should liaise with their tutors in relation to issues regarding stress.

AUDIT, REVIEW AND COMMUNICATION

Finance & Resources ensures that periodic health and safety audits are completed and a review of all Safety Statements and documentation takes place. This will be approved by DIT SLT Health and Safety Sub-Committee. All changes will be communicated to all staff, visitors and contractors/service providers. The most recent revision of all Safety Statements will be available on the DIT safety website and from the Finance & Resources Managers and the Executive Assistant.

DOCUMENT CONTROL

This document is a controlled document and as such any updates, review and distribution will be in accordance with DIT's standards for such documents. Only controlled copies will be updated when required.

The Director of Finance & Resources will issue new documents after appropriate consultation and agreement with relevant parties.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES

It is the policy of the Institute to identify hazards in the workplace, assess the risk to safety and health and control these risks as far as is reasonably practicable.

The Framework Safety Statement outlines the generic hazards, which have been identified and the control measures that are in place.

It is incumbent on those responsible for managing their areas of work, at all levels, not merely to observe the arrangements described in the Framework Safety Statement, but to assess their applicability within their area of authority and where necessary to refine and extend them to deal with particular local situations. The management of the Dublin Institute of Technology is committed to ongoing identification of hazards, assessment of the appropriate risks and the introduction of controls to deal with them. Management at all levels have a responsibility to apply this principle within their area of authority.

Staff are encouraged to become involved and participate in safety, health & welfare issues. In particular, they are encouraged to identify any potential hazards, which may exist, and to ensure that a risk assessment is carried out.

Ongoing hazard inspections will be carried out periodically to ensure that the information is updated, controls are adequate and where necessary the risks are reassessed.

A “**hazard**” is taken to mean “any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of staff, students, visitors, contractors/service providers in DIT”. Hazards may be classified as:

- Physical
- Chemical
- Biological
- Operational
- Human Factors

“**Risk**” is a measure of the probability of the event occurring and the severity and extent of the injury, ill health or damage it may cause if it did occur.

Risks may be classified as:

- High
- Medium
- Low

High	Occurrence is probable, and could cause a fatality, serious injury or serious ill health to an individual or group of people.
Medium	Occurrence is possible and could cause injury or ill health to an individual or a small group of people.
Low	Occurrence is possible but unlikely, only minor injury would be caused and would probably be limited to a single individual.

The classification of hazards should be used to develop the priority of control measures, remedial actions, and the allocation of resources. As a general rule, the control measures will seek to eliminate any risk classified as high and reduce the potential of risks classified as medium or low.

Risk control measures are a combination of:

Elimination	Where the risk is removed
Substitution	Where the risk is exchanged for one of lesser classification
Isolation	Where the risk is contained (e.g. Enclosures, guards etc.)

Engineering	Where common systems are used to protect all exposed to risk (e.g. Fire alarms, ventilation systems etc.)
Personal Protection	Whereby the above means, the risk cannot be reasonably be reduced further, but an unacceptable level of risk remains, the team members are individually protected from the risk.
Procedure	Where procedural controls are used. This will include procedures such as Standard Operating Procedures and training and the provision of information may apply to any and all of the above control measures.

Risk Assessments for Finance & Resources

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
001	Fire Emergency Response & Evacuation Who is harmed: <ul style="list-style-type: none"> • Staff members • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Staff unfamiliar with evacuation procedure • Lack of evacuation drills • Improper storage of materials • Smoking in undesignated areas • Faulty electrics • Inadequate emergency equipment • Misuse of equipment 	<ul style="list-style-type: none"> • Staff trained in Emergency Response Training (ERT) • Sufficient firefighting equipment available break glass units, extinguishers, fire blanket) • Firefighting equipment and detection systems maintained and tested • Fire and evacuation signage in place • Emergency and first-aid procedures posted • Good housekeeping standards maintained • Waste removed regularly • Evacuation procedure practiced each semester • Assembly point known to occupants • Several means of escape present and known to 	<ul style="list-style-type: none"> • Maintain current controls • Ensure compliance with ERT and evacuation procedure • Ensure clear access to firefighting equipment • Ensure escape routes and emergency exits are kept clear and unobstructed 	With current controls: L With Actions applied: L	DIT Buildings Office, Director of Finance & Resources, Managers and all staff All staff	On going

			<p>occupants</p> <ul style="list-style-type: none"> • Occupants escort visitors out • Emergency exits are clearly marked and free from obstructions • Emergency lighting in place • Staff members act as evacuation marshals • No smoking policy in place • Scheduled maintenance of buildings services (heating, electricity, ventilation etc.) • Hot work permit system in place • Compliance with building regulations • Site specific Emergency Manual available on the website www.dit.ie/safework 	<ul style="list-style-type: none"> • Ensure staff participation in the role of evacuation marshal 		<p>Director of Finance & Resources, Managers and all staff</p>	
--	--	--	---	--	--	---	--

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
002	Manual Handling <ul style="list-style-type: none"> Office supplies/ documents/ equipment 	<ul style="list-style-type: none"> Manual Handling-related injuries, e.g. back injury Slips, trips, falls 	<ul style="list-style-type: none"> All staff compliant with and adhere to mandatory manual handling training – staff implement safe manual handling principles covered in training Manual handling risk assessments available to all staff, contact local Occupational Health Officer Good housekeeping maintained Suitable environment Implement team lifting were required with assistance from colleague(s) Contact Buildings Office for assistance if required Adequate lighting maintained Report issues and health concerns to line manager Items not stored above shoulder height Passenger lift available in DIT Rathmines Ensure shelving is safe and fit for use – visual check carried out 	<ul style="list-style-type: none"> Maintain current controls Refresher training to be carried out where necessary 	With current controls: L With Actions applied: L	Director of Finance & Resources, Manager and all staff All staff	On going As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
003	Work Equipment, Machinery & Tools	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
004	Portable Appliances & Handheld Equipment	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
004	Noise	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
005	Structural: Floors Walls Ceilings Doors Fixtures and fittings Who is harmed: <ul style="list-style-type: none"> • Staff members • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Personal Injury • Slips, Trips and Falls • Collapse • Trapping 	<ul style="list-style-type: none"> • Building and associated fixtures and fittings appear to be stable and structurally sound • Defects and hazards are reported to the Building Maintenance Manager or through online hazard reporting • Windows and doors opening / closing safely • Vision panel in place 	<ul style="list-style-type: none"> • Maintain current controls • Contact DIT Buildings Office if problems arise • Ensure where vision panels on fitted on doors they are not obstructed • Maintenance and inspection programme to be implemented 	With current controls: L With Actions applied: L	DIT Buildings Office, Director of Finance & Resources, Manager and all staff All staff DIT Building Office	On going As necessary On going April 2014

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
006	Slips, Trips & Falls <ul style="list-style-type: none"> Flooring type: Carpet Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Slips, trips and falls Uneven surfaces Wet floor conditions Raised obstacles 	<ul style="list-style-type: none"> Buildings Office to ensure upkeep and ensure floors are maintained All routes kept clear and unobstructed SOP for cleaning – floors generally cleaned early morning when most personnel are off site Use of warning signage where appropriate Report hazards Good cable management maintained Changes in floor levels identified and marked Door mats provided at entrance (main entrance) SOP for slippages (see Noonan risk assessments on safety web site) Safety foot wear worn by cleaning staff Hand-rail on steps/stairs Stair nosing fitted with anti slip finish Adequate lighting Good housekeeping maintained 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	DIT Buildings Office and all staff	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
007	Access and Egress <ul style="list-style-type: none"> Opening Times: Opening times are on the DIT website Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Security threats Threats from public Violence / Assault Unwanted visitors 	<ul style="list-style-type: none"> Front desk/reception is manned at all times Sign in key system in place Security camera in common areas Suspicious activity reported to Buildings Office/ reception Rooms locked when not in use Students have DIT I.D. card Vision panels on doors Restricted access (fob access) into the building at reception area 	<ul style="list-style-type: none"> Maintain current controls Do not allow suspect individuals access – inform person on the Front desk Ensure vision panels on doors are not obstructed 	With current controls: L With Actions applied: L	DIT Buildings Office and all Building Occupants	On going
						All Building Occupants	On going
						All staff	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
008	Office Equipment: <ul style="list-style-type: none"> Desktop PCs Photocopiers, Printers, Shredders, Guillotines, Filing, Cabinets, Laptops Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Changing toner etc.: chemical contact Clearing jams: burns Not wearing gloves Not turning off electrical supply Incorrect disposal Personal injury Lack of information / training 	<ul style="list-style-type: none"> Toner / print cartridges changed by IS staff members – (gloves to be worn when changing cartridges and hands washed after use) Power turned off before clearing jams (from standard printer) Scheduled maintenance on IS equipment Correct disposal of waste cartridges (as per manufacturer's directions) Manufacturer's instructions followed for use Printers supported and maintained by service provider PCs supported and maintained by DIT Information Services Ensure no loose or dangling clothing/personal effects when operating equipment with moving/rotating parts Do not overload electrical sockets Filing cabinets fitted with ant-tilt mechanism Label defective equipment and report to line manager Avoid using laptops for long periods of time, do not use as a replacement to desk based computers 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	All staff	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
009	Ergonomics Who is harmed: <ul style="list-style-type: none"> • Staff members • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • MSD's • Upper limb disorders • Poor posture • Back problems • Fatigue 	<ul style="list-style-type: none"> • Online eLearning programme available • Workstation risk assessments and information and training available from the Health & Safety Office on request • Contact DIT Health and Safety Office if risk assessments are required • Eye tests available for staff at the DIT National Optometry Centre (NOC) • Adjustable chairs • Window blinds in place • Adequate space • Adequate storage • Good housekeeping maintained • Good cable management • Adequate building services (heating, lighting ventilation) • Follow manufacturer's instructions for use of equipment 	<ul style="list-style-type: none"> • Maintain current controls • Contact DIT Health and Safety Office for assessment of individual workstations • Contact NOC for eye test 	With current controls: L With Actions applied: L	All staff All staff All staff	On going As necessary As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
010	Mechanical Lifting Systems	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
011	Transport <ul style="list-style-type: none"> Vehicles/ deliveries/ car park Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors Young persons Pregnant Postgraduates People with disabilities 	<ul style="list-style-type: none"> Injury to person/ struck by vehicle Poor access and egress 	<ul style="list-style-type: none"> Deliveries coordinated with suppliers Deliveries are brought to the back car park or directly to the reception area at the front of the building Safe parking – delivery vehicles and staff cars park in designated parking area in the car park (yellow box) Obey Speed limit Designated area for loading and unloading goods Report defects to line manager Adequate lighting provided Hi Vis clothing available for Buildings staff 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	DIT Buildings Office and all staff	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
012	Hot Surfaces / Liquids / Solids <ul style="list-style-type: none"> Catering appliances in staff room/ canteen: Kettle/ Toaster/ Microwave/ Burco boiler Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Contact burns Scalds Spillage 	<ul style="list-style-type: none"> Warning signage – hot surface Heat shielding of hot surfaces Equipment well maintained Use of lids/covers to prevent spillages Procedure for dealing with spillages (see Noonan risk assessments) It is DIT Policy that use of domestic appliances by students or staff in classrooms and offices is prohibited 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	All staff	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
013	Pressure Systems	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
014	Radiation	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
015	Vibration	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
016	<p>Services: Heating</p> <p>Source of heating: Oil/ gas central heating</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Environment too hot or cold • Electrical hazards • Misuse of portable heaters • Leaks • Fire • Burns • Carbon monoxide poisoning 	<ul style="list-style-type: none"> • Room users can adjust heating levels • Heating in working order • Electrics appear to be up to standard/or not • Cables neatly positioned • Contact DIT Buildings Office if problems or defects arise • Service and maintenance by competent person • Combustible material kept away from heat source • Heat source kept clear and free from obstruction • Environmental monitoring from the Health & Safety Office on request • Adequate ventilation • Fire detection systems in place 	<ul style="list-style-type: none"> • Maintain current controls • Contact DIT Buildings Office if problems or defects arise 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>DIT Buildings Office and all staff</p> <p>All staff</p>	<p>On going</p> <p>As necessary</p>

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
017	Lighting	<ul style="list-style-type: none"> Inadequate lighting Glare Slips, trips , falls 	<ul style="list-style-type: none"> Lights turn on automatically – detect persons presence Adequate lighting level for nature of work Report defects to line manager Environmental monitoring from the Health & Safety Office on request Service and maintenance by competent person 	<ul style="list-style-type: none"> Maintain current controls Contact DIT Buildings Office if problems or defects arise 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>All staff</p> <p>All staff</p>	<p>On going</p> <p>As necessary</p>
	Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 						

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
018	Ventilation and temperature	<ul style="list-style-type: none"> Environment too hot or cold Inadequate ventilation Falls from heights from windows 	<ul style="list-style-type: none"> Openable windows available for intake of fresh air Blinds in place and in working order Suitable equipment/devices available for the opening and closing of high level windows Report defects to line manager Service and maintenance of ventilation system by competent person Office temperature of at least 17.5 degrees (after one hour of work) Environmental monitoring from the Health & Safety Office on request Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions 	<ul style="list-style-type: none"> Maintain current controls Contact DIT Buildings Office if problems or defects arise 	With current controls: L With Actions applied: L	DIT Buildings Office and all staff All staff	On going As necessary
	<ul style="list-style-type: none"> Sash windows, and windows that open in or out present Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 						

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
019	Electricity	<ul style="list-style-type: none"> • Electric shock • Electrocution • Ignition source • Fire • Explosion • Death • Electrical arcing • Damaged electrical equipment • Use of faulty equipment • Contact with live parts • Unmarked distribution boards • Inadequate electrical installations 	<ul style="list-style-type: none"> • Sufficient numbers of electrical sockets • Electric leads not trailing or worn • Competent person to carry out repairs / works • All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician • All works servicing and testing is carried out as per regulations by a competent qualified electrician • Shut down when not in use and end of day • Contact DIT Buildings Office if problems arise • Adequate protection for circuit boards, distribution boards etc. • Report defects to line manager, take equipment out of use 	<ul style="list-style-type: none"> • Maintain current control • Contact DIT Buildings Office if problems arise • Do not overload sockets • Keep use of adaptors and extension leads to a minimum • PAT testing of portable electrical appliances subject to wear 	<p>With current controls: M</p> <p>With Actions applied: L</p>	DIT Buildings Office, Director of Finance & Resources, Managers and all staff	On going
						All staff	As necessary
						Director of Finance & Resources, and Managers	

			<ul style="list-style-type: none"> • Good housekeeping maintained • Suitable fire extinguishers provided • Switch off equipment before cleaning or making adjustments • Enclosures/covers are in place to prevent contact with live electrical equipment/parts • Damaged extension leads are repaired or removed from use • Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations • Work on live electrical equipment is avoided where reasonably practicable • Electrical equipment and fittings are suitable for the work environment • Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person 	and tear				
--	--	--	---	----------	--	--	--	--

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
020	Asbestos	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
021	Confined Spaces	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
022	Lasers	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
023	Construction / Maintenance Work Example: <ul style="list-style-type: none"> Noonan Cleaners Building contractors Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Unfamiliar with DIT buildings and safety procedures Injury to contractors, staff, students, members of the public 	<ul style="list-style-type: none"> Buildings Office control all contractors Permit to work system for hot works, work at height, confined spaces Front desk/reception is manned at all times by a receptionist Sign-in required Warning signage erected for works (if required) Compliance with DIT code of practice for contractors eLearning programme in place DIT Contractor safety badge worn Risk assessment and method statements completed and submitted to the Buildings Office Good housekeeping maintained Areas of works cordoned off if required 	<ul style="list-style-type: none"> Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>Director of Finance & Resources, in conjunction with DIT Buildings Office</p>	<p>Ongoing</p>

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
024	Work Activities / Processes <ul style="list-style-type: none"> Office/ desk based work, cash handling, accounts, payroll , dealing with queries Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Verbal abuse / threats Violence / physical assault Stress 	<ul style="list-style-type: none"> Vision panels fitted on doors Front desk/ reception of manned by porter/ receptionist CCTV in common areas Rooms l/ offices locked when not in use One-to-one appointments/meetings with staff/ students/ visitors held during normal office hours 9.00-5.00 Staff are training in their area of work Money is held in a safe Cash handling is avoided where possible –transfer etc. dealt directly with a bank 	<ul style="list-style-type: none"> Maintain current controls SOP required for handling, storage and transport of cash/ cheques 	With current controls: L With Actions applied: L	Director of Finance & Resources, and all staff Director of Finance & Resources	On going April 2014

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
025	Housekeeping Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Slips, trips and falls • Increased fire load • Falling objects • Collisions 	<ul style="list-style-type: none"> • Fire load kept to a minimum • All escape routes and emergency exits kept clear and unobstructed • Wet floor signs where required • Spillages cleaned immediately • Adequate lighting • Adequate waste disposal • Refuse and recycling bins are provided in offices and meeting room – emptied on a daily bases 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Director of Finance & Resources, and all staff	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
026	Cleaning <ul style="list-style-type: none"> Cleaning contractor Noonan – daily/ week cleaning schedule Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Lack of cleanliness or hygiene Manual handling injury Exposure to hazardous substances Spillages: slips, trips and falls Lack of/inappropriate PPE 	<ul style="list-style-type: none"> Daily cleaning schedule PPE for cleaning staff Proper labeling of cleaning agents Information and training for cleaning staff Signage (e.g. wet floor signs) available and used Proper storage of cleaning equipment and cleaning substances Use of appropriate cleaning equipment Report defects and hazards Manual handling training DIT Buildings Office remove bins and waste as required SOPs in place see Noonan risk assessment 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Cleaning staff and supervisors (Noonan), and all DIT staff	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
027	Waste Disposal & Removal Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Waste accumulation • Fire • Sharps injuries • Exposure to bodily fluids • Manual handling injury • Exposure to hazardous substances • Spillages: slips, trips and falls • Lack of/inappropriate PPE 	<ul style="list-style-type: none"> • General waste and recycling bins present throughout DIT buildings • Dispose of waste appropriately in bins provided • Segregate waste as appropriate • Waste removed on a regular basis by cleaning contractors • Keep waste away from sources of ignition e.g. heaters, electrical appliances • PPE worn by cleaning staff • See Noonan risk assessments • Report hazards to line manager • Staff empty personal bins/ office bin for removal by Buildings Office/ contractor cleaners 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	All Cleaning contractors and supervisor (Noonan), and all DIT staff	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
028	Signage and Documentation Who is harmed: <ul style="list-style-type: none"> • Staff members • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of knowledge regarding safety procedures 	The following signage is in place throughout all DIT buildings: <ul style="list-style-type: none"> • Emergency Exit • Emergency First-aid Procedure • Evacuation plan • Fire Action Notice Point • Safety Notice point • No Smoking • Emergency contact numbers • Refuge point 	<ul style="list-style-type: none"> • Observe signage • Maintain current controls 	With current controls: L With Actions applied: L	All staff DIT Buildings Office	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
029	Incidents Hazard Reporting First-aid Who is harmed: <ul style="list-style-type: none"> • Staff members • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of first-aid supplies • Lack of trained first-aiders • Lack of knowledge of procedure in the event of an incident • No reporting of incident(s) • No reporting of hazards 	<ul style="list-style-type: none"> • First-aid kit available at the Front desk • Incident report book available • All incidents to be reported immediately and an incident report form completed • Additional supplies available from Health & Safety Office on request • List of trained first-aiders posted www.dit.ie/safework • Emergency first-aid procedure posted • AED available • Individuals trained in first-aid and the use of the AED • Online hazard reporting facility available 	<ul style="list-style-type: none"> • Maintain current controls • Ensure adequate number of staff trained in first-aid 	With current controls: L With Actions applied L	All staff Director of Finance & Resources and Managers	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
030	Working at Height	<ul style="list-style-type: none"> Falls from height Falling objects Falls through fragile roofs Slips, trips and falls Manual handling injuries Inclement weather 	<ul style="list-style-type: none"> Avoid working at heights if possible Following manufacturers instruction when using the step ladder in archiving room Stools available, and in good condition and suitable for use Report defects to line manager Staff attend mandatory Manual handling training (refresh every 3 years) 	<ul style="list-style-type: none"> Maintain current controls Contact DIT Buildings Office for assistance if required 	With current controls: L With Actions applied L	All staff All staff	On going As necessary
	Access to goods stored at a height – archiving room Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 						

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
031	Lone Out of Hours Access	N/A	N/A	N/A	N/A	N/A	N/A

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
032	Trips/ Travel	N/A	N/A	N/A	N/A	N/A	N/A

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
033	Work Placement <ul style="list-style-type: none"> Secondary school student/ intern occasionally complete work placements with the Finance & Resources Office. E.g. a student would come in once a week for 6 weeks and shadow an employee (office based work) Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Injuries Accidents and incidents Lack of familiarity with work environment and work practices 	<ul style="list-style-type: none"> Specific risk assessment carried out and control measures implemented Pre-placement induction safety talks available from the Health & Safety Office on request DIT work placement mentor appointed DIT guidance notes on work placements available from the Health & Safety Office Report all incidents and accidents to DIT (on incident report form) Training (i.e. inductions and emergency procedures) and supervision of students by DIT mentor Student supervised on work placement by mentor Students following evacuation procedure in work placement locations DIT Child Protection Policy in place – staff to adhere to the Policy 	<ul style="list-style-type: none"> Maintain current controls Ensure insurance cover is in place 	With current controls: L With Actions applied: L	Director of Finance & Resources, Managers and all staff Director of Finance & Resources, Managers and all staff	On going As necessary

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
034	Events Hosting	N/A	N/A	N/A	N/A	N/A	N/A

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
035	Conferences / Seminars <ul style="list-style-type: none"> Staff attending conferences/ seminars/ training Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Travel to and from Road traffic accidents Unfamiliar with venue Medical emergency Missing persons 	<ul style="list-style-type: none"> Taxi vouchers available to staff Staff obey rules of the road if driving or cycling Adequate insurance, tax and NCT on vehicles used for transport Familiarise yourself with local emergency procedures and first-aid arrangements Report defects and incidents to venue management and DIT Approval sought from Line Manager as per DIT procedures 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Director of Finance & Resources, Managers and all staff	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
036	Storage	<ul style="list-style-type: none"> Inadequate storage Improper storage Inadequate space for safe manual handling Poor housekeeping Slips, trips and falls Unsafe access and egress Inadequate lighting and/or ventilation 	<ul style="list-style-type: none"> Safe access and egress to material Storage avoided above shoulder height where possible Files stored in archiving room Items stored appropriately Items segregated where necessary Storage units and shelving secure and fit for purpose Step ladder available for accessing higher shelving units in archiving room Staff trained in manual handling Appropriate signage in place Items not stored in walkways Defects reported to line manager Adequate lighting and ventilation 	<ul style="list-style-type: none"> Maintain current controls Stability of shelving: complete examination & testing 	With current controls: L	All staff	On going
					With Actions applied: L		
	Who is harmed:					DIT Buildings Office	As necessary
	<ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 						

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
037	Sensitive Work Groups: Pregnant Employees & Nursing Mothers	<ul style="list-style-type: none"> • Harm to Mother, unborn child or breastfeeding baby • Physical risks • Chemical risks 	<ul style="list-style-type: none"> • Specific risk assessment carried out for individual pregnant employees/students and control measures implemented as identified and necessary by Health & Safety Office • Sanitary facilities available • A room maybe made available where necessary (for expressing milk) • Follow medical advice 	<ul style="list-style-type: none"> • Pregnant employees and nursing mothers to contact Occupational Health Officer Orlaith Waters to ensure a risk assessment is carried out 	<p>With current controls: L</p> <p>With Actions applied: L</p>	All staff	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
038	Sensitive Work Groups: Young Persons	N/A	N/A	N/A	N/A	N/A	N/A

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
039	Sensitive Work Groups: People with Disabilities	<ul style="list-style-type: none"> • Lack of access/egress • Difficulty with evacuation • No risk assessment (RA) completed 	<ul style="list-style-type: none"> • Specific Risk Assessment carried out by Health & Safety Office • Personal Emergency Egress Plan (PEEP) completed where necessary • Reasonable accommodation identified in risk assessment • Lift present and in working order • Disabled toilet located in DIT Rathmines • Health & Safety Induction available to staff 	<ul style="list-style-type: none"> • Staff with disabilities to contact Occupational Health Officer Orlaith Waters to ensure a risk assessment is carried out • Advise visitors to the Function to notify DIT host in advance of any special needs 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>All staff</p> <p>Director of Finance & Resources, Managers and all staff</p>	<p>On going</p> <p>As necessary</p>

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
040	Sensitive Work Groups: New Recruits Who is harmed: <ul style="list-style-type: none"> • Staff members • Sensitive risk groups • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • Accidents and incidents • Lack of training and experience • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Health and safety Induction available (in person or online) • Line Manager gives induction for Function • Mandatory training to be completed as soon as possible after recruitment • Supervision of new staff 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Director of Finance & Resources, Managers and all staff	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
041	Sensitive Work Groups: Undergraduates	N/A	N/A	N/A	N/A	N/A	N/A

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
042	Sensitive Work Groups: Postgraduates	N/A	N/A	N/A	N/A	N/A	N/A

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
043	Stress Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Physical health effects • Mental health effects • Behavioural effects • Cognitive effects • Workload 	<ul style="list-style-type: none"> • Communication between staff and management • Employee Assistance Programme (EAP) in place • Occupational Stress Management Policy & Procedures in place • Risk Assessment carried out by management • Training courses available on Stress Management, Time Management personal skills etc. • Student health centre and counselling service available 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Director of Finance & Resources, Managers and all staff	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
044	Violence <ul style="list-style-type: none"> Dealing with staff/contractors/service providers on a one to one bases Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Theft Attacks/assault 	<ul style="list-style-type: none"> Emergency Response Training (ERT) mandatory for staff Receptionist on duty at front desk DIT staff report suspect individuals to DIT Buildings Office Adequate lighting Physical barriers e.g. partitions and tables in offices Rooms locked when not in use CCTV in common areas Vision panels fitted on doors Restricted access to offices – fob access only 	<ul style="list-style-type: none"> Maintain current controls SOP for handling, storage and transport of cash 	With current controls: L With Actions applied: L	Director of Finance & Resources, Managers and all staff Director of Finance & Resources	On going April 2014

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
045	Bullying & Harassment Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Effects on physical and mental well-being 	<ul style="list-style-type: none"> • DIT Dignity at Work: Anti Bullying & Harassment Policy in place • Dignity at Work training programme for staff • Dignity at Work contact persons available • Employee Assistance Programme (EAP) in place • DIT Procedure for complaints and investigations 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	All staff	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
046	Welfare Facilities: Sanitary Facilities; Staffroom / Canteen <ul style="list-style-type: none"> Canteen/ staff room in DIT Rathmines Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Inadequate facilities No potable water No means for boiling water / heating food No seating / resting area No hand-washing facilities 	<ul style="list-style-type: none"> Staffroom/canteen present with seating facilities Drinking water available Hot and cold water available in sanitary facilities Disabled toilet available in DIT Rathmines Adequate sanitary facilities available Hand washing facilities adequate. 	<ul style="list-style-type: none"> Care to be taken with hot surfaces, hot drinks and boiling water 	With current controls: L With Actions applied: L	All staff	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
047	Visitors Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • Accidents and incidents • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Front desk manned at all times by a receptionist on duty • Visitors report to Front desk/Reception • Safety booklets and safety wallet cards available • Signage in place – evacuation plans etc. • Risk assessments completed for specific events where groups of visitors are expected • Access is restricted to offices and meeting rooms - fob access system in place • CCTV in building • Deliveries handled by Buildings Office staff • Visitors briefed on emergency procedures by the person they are visiting 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	All staff	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
048	Contractors / Service Providers Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Unfamiliar with DIT buildings and safety procedures • Injury to contractors, staff, students, members of the public 	<ul style="list-style-type: none"> • Buildings Office control all contractors • Reception is manned at all times by a receptionist • Sign in required • Compliance with DIT Code of Practice for Contractors • Signage erected for works if required • Evacuation plans in place • elearning programme available • DIT Contractor safety badge worn • Risk assessment and method statements completed and submitted to the Buildings Office • Good housekeeping maintained • Areas of works cordoned off if required 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	DIT Buildings Office, Director of Finance & Resources, Contractors/ Service Providers	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
049	Behaviour Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Aggression • Violence • Stress • Bullying • Harassment 	<ul style="list-style-type: none"> • DIT Dignity at Work: Anti Bullying & Harassment Policy in place • Employee Assistance Programme (EAP) in place • Occupational Stress Management Policy & Procedures in place • Training courses available on Stress Management, personal skills etc. to staff • All incidents are reported immediately • DIT Disciplinary procedures in place • DIT Procedure for the Resolution of Disputes/Grievances in place 	<ul style="list-style-type: none"> • Follow procedures in DIT's Dignity at Work: Anti Bullying & Harassment Policy 	With current controls: L With Actions applied: L	Director of Finance & Resources, Managers and all staff	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
050	Personal Protective Equipment (PPE)	N/A	N/A	N/A	N/A	N/A	N/A

CHEMICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
051	No chemicals in use	N/A	N/A	N/A	N/A	N/A	N/A

CHEMICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
052	Gas	N/A	N/A	N/A	N/A	N/A	N/A

BIOLOGICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
053	Biological Agents	N/A	N/A	N/A	N/A	N/A	N/A