

DUBLIN INSTITUTE OF TECHNOLOGY

FRAMEWORK SAFETY STATEMENT

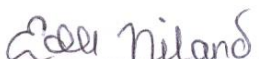
2015/2016



Version	Date	Name
1.0	Approved October 2015	Edel Niland

IMPORTANT NOTE:

This Framework Safety Statement has been prepared by the DIT Health & Safety Office and is based solely on the information provided to the author(s) on the date of completion. If there is any inaccuracy, misstatement, omission or any other error of whatsoever nature contained herein, please bring this to the immediate attention of the DIT Health & Safety Office.


Edel Niland
Health and Safety Officer


Rosie Fleming
Occupational Health Officer


Orlaith Waters
Occupational Health Officer

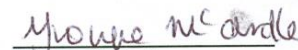

Yvonne McArdle
Occupational Health Officer

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DIT CONTACT DETAILS

Role	Name	Email	Tel. Number
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Director of Finance & Resources	Mr. Paul Flynn	Paul.Flynn@dit.ie	01 402 3357
Director of Student Services	Dr. Noel O'Connor	Noel.OConnor@dit.ie	01 402 7140
Director of Academic Affairs & Registrar	Professor Michael Mulvey	Michael.Mulvey@dit.ie	01 402 3417
Director of Human Resources	Vacant		01 402 3364
Director of Research & Enterprise	Professor Brian O'Neill	brian.oneill@dit.ie	01 4028054
DIT Colleges & Schools			
College of Business			
Director & Dean of College of Business	Mr. Paul O'Sullivan	Paul.OSullivan@dit.ie	01 402 3028/3029
Heads of School			
Accounting & Finance	Dr. Joseph Coughlan	Joseph.Coughlan@dit.ie	01 402 7068
Management	Ms. Teresa Hurley	Teresa.Hurley@dit.ie	01 402 3009
Marketing	Dr. Kate Uí Ghallachóir	Kate.UiGhallachóir@dit.ie	01 402 7029
Retail & Services Management	Mr. John Jameson	John.Jameson@dit.ie	01 402 7051
Graduate Business School	Dr. Katrina Lawlor	Katrina.Lawlor@dit.ie	01 402 7073
College of Sciences & Health			
Director & Dean of College of Sciences & Health	Professor Michael Devereux	Michael.Devereux@dit.ie	01 402 4680
Heads of School			
Chemical & Pharmaceutical Sciences	Professor Declan McCormack	Declan.McCormack@dit.ie	01 402 4778
Biological Sciences	Dr. Mary Hunt	Mary.Hunt@dit.ie	01 402 4753
Physics	Dr. John Doran	John.Doran@dit.ie	01 402 4953
Computing	Dr. Deirdre Lillis	Deirdre.Lillis@dit.ie	01 402 4607
Mathematical Sciences	Dr. Chris Hills	Chris.Hills@dit.ie	01 402 4611

Role	Name	Email	Tel. Number
College of Engineering & Built Environment			
Director & Dean of College of Engineering & Built Environment	Professor Gerald Farrell	cebe@dit.ie	01 402 3649
Heads of School			
Architecture	Ms. Orna Hanly	Orna.Hanly@dit.ie	01 402 3689
Civil Engineering	Mr. John Turner	John.Turner@dit.ie	01 402 3654
Electrical & Electronic Engineering	Professor Michael Conlon	Michael.Conlon@dit.ie	01 402 2838
Mechanical & Design Engineering	Mr. Ger Reilly	Ger.Reilly@dit.ie	01 402 4020
Multi-Disciplinary Technologies	Dr. Kevin Kelly	Kevin.t.Kelly@dit.ie	01 402 3655
Spatial Planning & Transport Engineering	Mr. Henk van der Kamp	Henk.Vanderkamp@dit.ie	01 402 3745
Surveying & Construction Management	Mr. Tom Dunne	Tom.Dunne@dit.ie	01 402 3678
College of Arts & Tourism			
Director & Dean of College of Arts & Tourism	Mr. John O'Connor	John.Oconnor@dit.ie	01 402 3466
Heads of School			
Languages, Law & Society	Dr. Kevin Lalor	Kevin.Lalor@dit.ie	01 402 4163
Culinary Arts & Food Technology	Dr. Frank Cullen	Frank.Cullen@dit.ie	01 402 4474
Hospitality Management & Tourism	Dr. Dominic Dillane	Dominic.Dillane@dit.ie	01 402 4391
Art, Design & Printing	Mr. Kieran Corcoran	Kieran.Corcoran@dit.ie	01 402 4141
Media	Mr. Hugh McAtamney	Hugh.McAtamney@dit.ie	01 402 3282
Conservatory of Music & Drama		Cliona.Doris@dit.ie	01 402 3597

Please see [contacts page](#) on the DIT website for a full listing of staff members – [click here](#)

EMERGENCY CONTACT NUMBERS

Emergency Services	112/999 (You may need to dial “0” for an outside line)
Hospital	01 803 2000 (Northside: Mater Hospital) 01 410 3000 (Southside: St. James)
Dublin City Council	01 222 22 22
Garda Síochána	112/999 (You may need to dial “0” for an outside line)
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

DIT CONTACT DETAILS

Estates Officer	Mr. Paul McDunphy	01 402 3362/087 225 0015
Health & Safety Officer	Ms. Edel Niland	01 402 4192/086 389 1080
Student Health Centres	Northside: Linenhall	01 402 3614
	Southside: Aungier Street	01 402 3051
Chaplaincy Co-ordinator	Fr. Alan Hilliard	01 402 3639
Employee Assistance Programme (EAP) Contact	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours / 7 days a week / 365 days a year)
Head of Student Counselling	Ms. Catherine (Nita) Whelan	01 402 3443/ 01 402 3052
Statutory Safety Representatives	See Health & Safety Website	http://www.dit.ie/healthsafety/safetyrepresentatives/

INTRODUCTION

Dublin Institute of Technology (DIT) is required under the provisions of the *Safety, Health and Welfare at Work Act 2005 (the "Act")*, to have and bring to the attention of all employees, a statement of its policy, organisation and arrangements with respect to, safety, health and welfare at work. The purpose of the statement is to specify the manner in which the safety, health and welfare of employees shall be secured and managed. The Act also places obligations on DIT in respect of third parties who attend at DIT to ensure they are not exposed to risks to their safety, health or welfare.

The fundamental aim of the Act is the prevention of accidents and illnesses at the place of work.

This safety statement has been prepared in compliance with the Act and provides details of the general controls in place for DIT to identify hazards and control and assess the risk presented by those hazards.

Having regard for the scale of DIT and the breadth of activity undertaken in a number of campus facilities, this Framework Safety Statement takes the format of a main policy statement, which addresses generic issues. It is supplemented with School/Function safety statements and risk assessments, and should be read in conjunction with these. School/Function safety statements provide details of the specific hazards, protective and preventive measures and resources in place for each School/Function and focus on the unique activities of the School/Function. Those persons engaging in research and field activities, including postgraduate students, are required to develop their own risk assessments and safety procedures in conjunction with the competent staff in the Health and Safety Office. These are signed off by staff in the Health and Safety Office.

All approved safety statements and risk assessments are available on the health and safety website.

In addition to this Framework Safety Statement, DIT continually develops and reviews policies, procedures and guidance notes with regard to safety, health and welfare. Current documents are listed and available on the health and safety website www.dit.ie/safework. A reference safety statement sheet will be maintained by the Health and Safety Office, so that any changes which occur throughout the year can be captured.

These documents apply to all staff, students, visitors, contractors/service providers and campus users. They will be reviewed on an annual basis and updated at this stage if required in the light of new legislation, staff members' feedback, changes and practical experience. This safety statement is made publicly available to allow all staff, students, visitors, contractors/service providers and campus users the opportunity to review and consult on a regular basis.

You are encouraged to provide feedback on any aspect of this safety statement and to suggest additions/amendments as appropriate to the DIT Health and Safety Office.

SAFETY POLICY & OBJECTIVE FOR DIT

The *Safety, Health and Welfare at Work Act 2005* imposes a duty on all employers to ensure, as far as is reasonably practicable, the safety, health and welfare at work of its employees. The duties imposed include maintaining safe plant and machinery, safe systems of work and safe campus and buildings. DIT is also obligated to provide information, instruction, training and supervision to ensure employees are adequately equipped to safeguard their own safety, health and welfare. It is accepted that every risk is not foreseeable and that accidents do happen. The purpose of this policy is to heighten awareness to safety issues within DIT and to ensure that all foreseeable risks are identified and avoided to as great an extent as is possible.

In particular, DIT recognises its responsibilities under section 8 of the Act:

The employer's duties as set out in section 8 of the Act are as follows:

8.—(1) Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

(2) Without prejudice to the generality of *subsection (1)*, the employer's duty extends, in particular, to the following:

- (a) managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- (b) managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;
- (c) as regards the place of work concerned, ensuring, so far as is reasonably practicable—
 - (i) the design, provision and maintenance of it in a condition that is safe and without risk to health,
 - (ii) the design, provision and maintenance of safe means of access to and egress from it, and
 - (iii) the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;
- (d) ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;
- (e) providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;
- (f) providing and maintaining facilities and arrangements for the welfare of his or her employees at work;
- (g) providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;
- (h) determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under *section 19* or when

preparing a safety statement under *section 20* and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in *Schedule 3*;

- (i) having regard to the general principles of prevention in *Schedule 3*, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- (j) preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;
- (k) reporting accidents and dangerous occurrences, as may be prescribed, to the Authority or to a person prescribed under *section 33*, as appropriate, and
- (l) obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

DIT is committed to providing and maintaining a safe learning and working environment. This is achieved by implementing an effective safety management system which will seek to manage and conduct work activities in such a way as to ensure the safety, health and welfare of all. The Health and Safety Office Strategic Plan outlines the vision and establishes 5 Goals with corresponding programmes to ensure we achieve these goals.

I, Professor Brian Norton, as President of DIT, have the ultimate responsibility to ensure that all matters included within the scope of the Framework Safety Statement and all ancillary safety statements are adhered to. I am committed to providing the necessary resources to ensure that the structures and procedures required are in place to allow staff members to discharge their duties in a safe manner.

The primary policy objectives are:

- To comply with all National and European safety legislation, guidance and codes of practice;
- To identify, assess and manage risks. This will be achieved by putting in place written risk assessments where risks are identified to ensure that those exposed to risk are not compromised in a way which could adversely impact on their safety, health and welfare;
- To promote high standards of health and safety within DIT and develop safe work practices through consultation;
- To provide adequate instruction, information, training and supervision as necessary to ensure safety, health and welfare at work;
- To permit employees to select safety representatives in accordance with section 25 of the Act;
- To consult with safety representatives on health and safety matters; and
- To monitor and review the effectiveness of the safety management system.

The commitment and co-operation of all staff and students in DIT is required to ensure that the objectives of the safety management system are met. It is also the policy of DIT to ensure that

everyone is aware of their individual responsibility to exercise care in relation to themselves, their colleagues and others.

Individuals are required to:

- Familiarise themselves with the safety policy and the relevant School/Function safety statement, regulations and emergency procedures;
- Take reasonable care of themselves and others;
- Co-operate with DIT to ensure compliance with the safety statement and underlying statutory obligations;
- Comply with safety training requirements;
- Seek expert advice if in doubt; and
- Report near-misses, incidents (accidents and dangerous occurrences) and defects promptly.

Heads of School/Function are required to bring to the attention of all staff and students, the written safety statement relating to their respective areas. The safety statement must be reviewed at least annually and must always be reviewed in the wake of an accident at work or where there is a significant change in work practice or where specific risks are identified. They must ensure a representative from each School/Function is appointed to the local Health and Safety Team. In addition they must allow for safety representatives to be elected and appointed. They must also ensure that there are sufficient numbers of staff trained in their area to act as first-aiders, evacuation marshals and emergency response team members.

Where self-employed persons or contractors/third-party service providers and their employees carry out work in DIT, they must supply a copy of their own safety statement to DIT. This safety statement should be held by the agent of DIT procuring the services. Any third party carrying out work on DIT property shall comply with standards of safe working contained in any regulations or Codes of Practice applicable to their operations and DIT's safety rules. DIT must inform contractors/service providers of any specific hazards in DIT and furnish them with DIT's Framework Safety Statement and any other safety statement applicable to the area where the work is being carried out. Appropriate DIT personnel will liaise with any contractor, third-party and service provider to confirm that any risk assessment that may be required for the work has been carried out. The ultimate responsibility to conduct an assessment, if required, rests with those carrying out the work.

This policy will be reviewed annually, in the light of experience, legislation and new developments in DIT.

Signed:



Professor Brian Norton, President, DIT

Date:

29th January 2016

SCOPE OF SAFETY STATEMENT

The scope of our operations include:

DIT has been an integral part of the Irish Higher Education system for more than a century. In that time it has continued to adapt and expand its provision to reflect a changing society and the wider economic environment. DIT is now one of Ireland's largest and most innovative university-level institutions. A comprehensive, dual-sector doctoral-awarding institution, DIT combines the academic excellence of a traditional university with professional, career-oriented learning, preparing graduates for productive leadership roles. The core values reflected in its mission emphasis student-centred learning, useful knowledge, rigorous processes of discovery and critical enquiry, and support for entrepreneurship and diversity.

Over 125 years, DIT pioneered technological higher education: DIT's alumni play important roles in technical and scientific innovation, economic and social development and culture and education both in Ireland and internationally. We nurture innovation and creativity across and between disciplines and remain committed to making education accessible to people from diverse backgrounds.

DIT has 4 main Colleges including:

1. College of Business
2. College of Sciences & Health
3. College of Engineering & Built Environment
4. College of Arts & Tourism

DIT has 5 main Directorates including:

1. Finance & Resources
2. Student Services
3. Academic Affairs & Registrar
4. Human Resources
5. Research & Enterprise

There are approximately 20,000 students and 2,000 staff members in DIT.

HISTORY OF LOCATION

DIT has been in existence for over 125 years and is spread over Dublin city centre. The 7 main campuses include:

- Aungier Street
- Kevin Street
- Rathmines
- Bolton Street
- Cathal Brugha Street
- Mountjoy Square
- Grangegorman

There are 39 buildings currently being used by DIT.

SAFETY RESPONSIBILITIES

Organisation for Safety

In accordance with legislation, the safety statement must include the names of those responsible for the performance of tasks assigned to them by the statement. In compliance with this requirement, a listing of the Directors of DIT, Heads of School, Assistant Heads of School and other staff together with their responsibilities and duties are outlined in this section.

Safety Management Structure

The **President and Directors** have ultimate responsibility for safety, health and welfare at DIT. It is the responsibility of the **President** to ensure that buildings are structurally sound, intrinsically safe, in good repair and fire safe, and that operational safety is high on the agenda for everyone.

The Estates **Officer** and **Estate Manager** for each building/campus have overall responsibility for the management of structural safety, including management of contractors, permit systems, repairs, maintenance, services and fire safety systems etc.

The **Director** of each College/Function has responsibility for the health and safety of the College/Function. Each **Director** must oversee the implementation of the safety policy and produce a safety statement for the College/Function. **Directors** must nominate a Deputy to maintain the policy and safety statement in their absence.

Heads of School/Function have responsibility for their School/Function. Each **Head of School/Function** must nominate a deputy to act in their absence.

The **Health and Safety Officer** facilitates structural and operational safety to ensure that the requirements of the safety management system are fulfilled.

DIT Senior Leadership Team (SLT)

The Senior Leadership Team is responsible for ensuring that due regard is given to health and safety in all operational decisions, all academic and administrative activities, maintenance and upkeep of premises and adaptation of buildings. The Team shall understand their legal responsibilities and their duties as they relate to safety and health. They must also ensure that members of the Governing Body have a clear understanding of the key safety and health issues for the Institute and are continually appraised of the risks likely to arise and control measures put in place for same.

Assignment of Responsibilities

President – Professor Brian Norton

The President has overall responsibility to the Governing Body for the implementation of policy on safety, health and welfare in DIT and for ensuring that DIT meets its statutory obligations set out in the Act and associated legislation.

Directors of DIT

The main responsibilities of the Directors are as follows:

- Direct and monitor the implementation of the health and safety policy;
- Ensure that adequate resources are provided so that sufficient provision can be made for safety, health and welfare;
- Ensure that structures exist throughout DIT for consultation and communication on safety, health and welfare;

- Ensure that Heads of School/Function discharge their duties with respect to safety, health and welfare;
- Promote a safety culture in DIT;
- Ensure that each School/Function prepares a safety statement and accompanying risk assessments with the assistance of a competent person, ensuring that hazards in their areas are identified, the risks are assessed and the remedial/recommended action is taken when necessary;
- Ensure that the safety statements and risk assessments are periodically reviewed and amended as necessary;
- Ensure that the various components of the School/Function safety statement are communicated to all staff, students, visitors and contractors/service providers in an appropriate form, manner and language that is likely to be understood by them. This is of particular importance to non-nationals;
- Monitor, review and evaluate existing health and safety management arrangements; and
- Include in their annual report an evaluation of the extent to which the DIT's policy statement was adhered to and complied with during the period covered by the Directors' report

Heads of School/Function

The main responsibilities of the Heads of School (HoS)/Function are as follows:

- Report to the Director/Manager (e.g. in the case of FOCAS or NOC) of the College/Function on all matters relating to health and safety;
- Ensure that the resources provided to the School/Function are efficiently spent;
- To seek additional resources from the Directors of DIT where they believe that the resources provided are not adequate to protect the safety, health and welfare of those working and/or studying at the School/Function;
- Liaise with the Staff Training and Development Office and complete an annual safety training needs analysis for all staff members and identify pre-employment training requirements for new staff members and internal transfers;
- Promote in conjunction with the Assistant Heads of School a safety culture within their areas of responsibility;
- Ensure that structures exist for consultation on and communication of safety, health and welfare matters;
- Ensure that all work equipment within their area of responsibility is properly installed and maintained in consultation with the Estate Managers;
- Ensure that safe work areas and systems of work are provided;
- Ensure that each School/Function has completed a School/Function safety statement relevant to operations which complies with Section 20 of the Act along with associated risk assessments as provided for in section 19 of the Act. This must be completed with the assistance of a competent person;
- Ensure that hazards in their areas are identified, the risks are assessed and the remedial/recommended action is taken where necessary;
- Ensure that the safety statement is reviewed at least annually and that the 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;
- All School/Function safety statements will be held by the Head of School/Function;
- Support the Health and Safety Officer and Occupational Health Officers with regular safety inspections;

- Ensure that staff members are familiar with the emergency procedures associated with their work and other emergencies which may arise. Ensure that local emergency plans and first-aid procedures are implemented and that sufficient evacuation marshals/first-aid personnel are available;
- Investigate all incidents to staff/students/visitors in their area of responsibility and to complete the Incident Report Form as appropriate;
- Ensure that new plant, equipment and materials comply with appropriate Codes of Practice and applicable health and safety legislation;
- Introduce and document local procedures or regulations to deal with specific problems in conjunction with the College/Function Director/Manager;
- Ensure that their School/Function complies with relevant health and welfare legislation and any Codes of Practice issued by DIT;
- Ensure that staff members are appropriately trained to carry out their duties safely and to ensure the attendance of staff members at designated training courses as appropriate;
- In response to risk assessments, arrange for any stipulations set out therein to be adhered to. This may include but is not limited to the provision of adequate and appropriate equipment, clothing or tools to ensure the work can be performed in a safe manner; and
- Ensure that all contractors/service providers carrying out work in the area operate under the Estates Office Permit to Work system.

The Head of School/Function may delegate the responsibilities referred to above to Assistant Heads of School/Function, as appropriate. The Assistant Head of School/Function is required to commit to the DIT health and safety agenda and assist in promoting the health and safety culture enshrined in this statement.

Director of Human Resources

The main responsibilities of the Director of Human Resources are as follows:

- Ensure that the responsibility of the Line Managers/ Heads of School/Function and other staff members in relation to safety, health and welfare are included in each relevant job description;
- Implement relevant training programmes through the Staff Training and Development Office;
- Investigate unusual absenteeism patterns which may be related to occupational health problems;
- In conjunction with the Staff Training and Development Office, implement effective induction programmes for new employees including internal transfers. This should include a health and safety component;
- Ensure that the Framework Safety statement is brought to the attention of all staff;
- Promote a safety culture in line with the objectives of DIT;
- Ensure that existing industrial relations procedures, arrangements and practices are consistent with the implementation of safety policies; and
- Keep fully informed and up to date regarding legislation and other developments pertaining to staff.

Director of Finance & Resources – Mr. Paul Flynn

The main responsibilities of the Finance Director are as follows:

- Ensure that adequate resources are made available to implement effective safety policies and to ensure that such resources are reviewed regularly;

- Provide periodic financial reports on expenditure incurred in respect of safety, health and welfare; and
- Contribute to the formulation and implementation of the safety policy within DIT.

Estates Officer – Mr. Paul McDunphy

The main responsibilities of the Estates Officer are as follows:

- Report to the President and Health and Safety Officer as appropriate on all matters relating to the maintenance of building services and new works and to ensure that such works are carried out in compliance with all safety, health and welfare legislation and Codes of Practice related to such works;
- Consult with the appropriate Director, Head of School/Function, or other staff, prior to any works being undertaken in their areas and provide relevant communication plans;
- Liaise with the relevant Estate Manager and Health and Safety Officer regarding new works prior to their commencement;
- Ensure that all works are carried out by competent and qualified personnel and in accordance with health and safety legislation;
- Ensure that a safety statement is received from all contractors at tender stage;
- Issue all contractors with a copy of DIT's Framework Safety Statement;
- Ensure that contractors are advised of any potentially hazardous areas prior to the commencement of the works and to ensure that necessary controls are in place;
- Ensure that the contractor carries out individual job specific risk assessments, if required, before undertaking any piece of work;
- Ensure that all building and maintenance contracts are contingent upon DIT being satisfied that the contractors undertaking the work have complied with their health and safety obligations and have adequate health and safety arrangements in place;
- Ensure that the client provisions of the *Safety, Health and Welfare at Work (Construction) Regulations 2013* are implemented for all contracted building and maintenance work within DIT;
- Ensure that a Project Supervisor (Design Process and Construction Stage) is appointed under the Construction Regulations, where appropriate;
- Ensure that appropriate safe systems of work are put in place prior to commencement. This includes the provision of scaffolding, hoists, ladders or other equipment used for working at heights;
- Ensure that specified training for contractors is provided prior to commencement of task;
- Consult and advise the Estate Managers of their responsibilities in relation to safety, health and welfare;
- Ensure that an appropriate emergency plan has been put in place in connection with any work being carried out;
- Ensure that contractors have appropriate first-aid facilities, training, method statements and work permits completed as necessary; and

Estates Managers

The main responsibilities of the Estate Managers are as follows:

- Ensure that everyone in the Function is familiar with and complies with relevant safety, health and welfare legislation and approved Codes of Practice;
- Ensure that the safety statement is brought to the attention of all staff members and that the objectives are understood and observed;
- Ensure that all changes are communicated to all staff members and others who may be affected in 'a language that is understood';
- Complete an annual safety training needs analysis for all staff members and identify pre – employment training requirements for new staff members and internal transfers;
- Ensure appropriate training for staff members to work safely in their areas;
- Ensure that safe systems of work are introduced in particular where there is special equipment or instruments or where specialist tasks are to be performed;
- Ensure that appropriate personal protective equipment is provided and that staff members are provided with adequate information, training, instruction, demonstration and supervision;
- Ensure that arrangements for first-aid and emergency situations are made and that sufficient numbers of staff members are designated as first-aiders;
- Promote a safety culture in line with the objectives of DIT;
- Ensure that structures exist for consultation on and communication of safety, health and welfare matters;
- Manage all contractors, clients and others required to carry out new works, repairs and maintenance in DIT;
- Manage work permit systems;
- Manage statutory testing of equipment and maintain registers of such;
- Maintain the fire register and ensure that all the components in this are addressed accordingly;
- Manage all structural safety issues, including fire safety; and
- Ensure that the Estates Service Supervisors and maintenance/ Estates staff members discharge their duties in relation to health and safety.

Estates Service Supervisors

The main responsibilities of the Estates Service Supervisor are as follows:

- To ensure that the security and the safety of DIT's premises, contents and grounds are maintained;
- Opening and closing of the premises, sections and rooms as directed, and maintaining in safe custody all keys they are entrusted with;
- Control the entry and exit of all persons to and from the premises;
- Operation of the security alarm system and fire alarm;
- Ensure that no unauthorised person is on the premises when handing over to the Night Security Officer (where applicable) and when the building is closed;
- Assist as required in the implementation of safety regulations; and
- Assist in situations of emergency – first-aid, AED, evacuation chair, contacting emergency services etc.

Health and Safety Officer – Ms. Edel Niland

The main responsibilities of the Health and Safety Officer are as follows:

- Act as an advisor to DIT on health and safety matters;
- Advise DIT on any new safety, health and welfare legislation and assist in the preparation of policies and procedures, their roll out and implementation;
- Provide information and support on health and safety policy;
- Carry out regular safety inspections in conjunction with Directors, Heads of School/Function, College Managers and Safety Representatives and to make appropriate recommendations where necessary;
- Consult with Directors, Heads of School/Function, College Managers, Estate Managers and others prior to the design and installation of new extensions, plant or processes with a view to avoiding potential safety hazards;
- Ensure that the Framework Safety Statement and all ancillary safety statements are prepared and revised as appropriate by the relevant people;
- Ensure that all fire and emergency equipment is regularly inspected and maintained by the Estate Managers as per the fire register;
- Ensure that adequate arrangements for first-aid, emergency response and fire safety are provided for and that appropriate training is made available;
- Monitor aspects of health and safety in DIT;
- Liaise with Safety Representatives, the Senior Leadership Team (SLT) Health & Safety Sub-Committee and local Health & Safety Team members on matters relating to safety, health and welfare;
- Ensure that evacuation procedures are practised as specified;
- Ensure that all incidents are investigated, recorded and analysed;
- Assist in incident investigation and advise on corrective action and procedures where necessary;
- Attend SLT Health and Safety Sub-Committee meetings;
- Implement the overall safety management system and achieve the goals as specified in the annual strategic plan;
- Consult and advise management to ensure that activities are ceased if they pose a serious risk to the safety, health and welfare of staff, students, visitors, contractors/service providers or others; and
- Act as liaison person with the Health and Safety Authority (HSA) in the event of an inspection or serious incident.

Specialist Advice or Required Expertise

The Health and Safety Officer is responsible for providing advice and guidance on all health and safety matters which may arise in DIT. This responsibility does not discharge the individuals referred to above of their responsibilities. Where a situation develops/occurs in an area requiring external expertise, the Health and Safety Officer will discuss this with the Head of School/Function and facilitate the School/Function in making arrangements to get the specialist expertise required. This may include any of the following:

- Guidance on safety legislation relevant to the area;
- Hazard identification, risk assessment and risk management;
- Guidance/specialise expertise on the design of new facilities, equipment and processes;
- Monitoring of exposure to hazardous agents where they may exist;
- Health surveillance, which may include blood tests, heart/lung function tests, eye sight/hearing tests/drug and alcohol testing etc.

- Incident investigation;
- Training; and
- Safety Audits etc.

Occupational Health Officers (OHOs)

The main responsibilities of the Occupational Health Officers are as follows:

- Develop and implement agreed policies and procedures in relation to occupational health, safety and welfare;
- Assist in the completion of safety statements and risk assessments;
- Assist in the implementation of the first-aid policy;
- Liaise with the Heads of School/Function to ensure that sufficient numbers of staff members are designated and trained in first-aid;
- Provide ongoing support to all School/Function first-aiders;
- Advise Schools/Functions on the statutory requirements for first-aid arrangements;
- Assist Heads of School/Function in the establishment of first-aid stations (first-aid kits);
- Advise on the required contents and audit procedures for each first-aid station;
- Provide health and safety induction training for all new employees in conjunction with the Staff Training and Development Office;
- Develop and maintain a record of all occupational illnesses, injuries and perform statistical analysis of same;
- Initiate toolbox talks focusing on accident prevention;
- Proactively promote health and well-being;
- Initiate health promotional activities;
- Provide advice on accidents/illnesses at work;
- Carry out risk assessments for pregnant employees;
- Carry out ergonomic assessments, display screen equipment (DSE) assessments and manual handling risk assessments, and provide manual handling training in conjunction with the Staff Training and Development Office;
- Carry out work place audits and inspections and safety inspections and assist in the identification, assessment and control of hazards and risks in accordance with current health and safety legislation;
- Investigate occupational health related matters and prepare reports on the same; and
- Participate in occupational health and research programmes.

Radiation Protection Officer (RPO) – Dr. Jacinta Browne

The main responsibilities of the Radiation Protection Officer are as follows:

The Radiation Protection Officer is responsible for ensuring that DIT complies with the terms and conditions of the licence granted by the Radiological Protection Institute of Ireland (RPII). The RPO must advise the President on all matters in relation to radiation safety in DIT.

The RPO is also responsible for:

- Ensuring that all relevant regulations and licence conditions, including radiation safety procedures, are upheld;
- Assisting in the preparation and amendment of radiation safety procedures;
- Ensuring that radiation surveys and quality assurance tests are carried out, such as regular testing and calibration of monitoring equipment and regular operational checks of safety and warning systems;

- Ensuring that all those working with radiation are adequately trained and competent to do so;
- Reporting to management and to the RPII any incident that could give rise to a radiation hazard;
- Arranging individual dose assessment for exposed workers;
- Assisting the licensee in the classification of controlled and supervised areas;
- Ensuring the safe keeping of all records required by the conditions of license;
- Acting as the contact person with the RPII, as appropriate, on all licensing matters and matters generally relating to radiological protection.

All Institute Staff

All staff members have a duty to take responsibility for their own safety, health and welfare and for that of students/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 members have the following responsibilities:

- Participate in and put into practice all training provided by DIT, to ensure compliance with best practice and health and safety legislation;
- Co-operate with those responsible for health and safety;
- Familiarise themselves with the contents of the safety statement, safety policies and procedures and Codes of Practice;
- Assist and co-operate with periodic safety inspections/audits;
- Assist in the completion of standard hazard identification control sheets and co-operate with the reporting and investigation of incidents
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times;
- Promote safe work practices;
- Use equipment only if authorised and trained;
- Ensure that any safety concerns associated with new equipment/machinery is brought to the attention of the Head of the relevant School/Function, implemented, documented in the safety statement and communicated effectively;
- Ensure that they do not carry out repairs or servicing on plant/equipment/machinery unless they are trained to do so, it is isolated and they should ensure that any guards removed to carry out repairs are properly replaced;
- Wear appropriate personal protective equipment where required;
- Adhere to policies, procedures in the case of lone working/out of hours access;
- Report to the Head of the relevant School/Function any person abusing facilities or equipment;
- Select and appoint a safety representative, and
- Notify the Health & Safety Officer of any perceived shortcomings in the safety arrangements.

The Act defines an employee as “a person who has entered into or works under a contract of employment and includes a fixed-term employee and a temporary employee”. In the DIT context postgraduate students who hold an employment contract are deemed to be employees of DIT.

Undergraduate/Postgraduate/Apprentice Students

Students have a legal responsibility not to endanger themselves or others by their acts or omissions. Thus they must:

- Take reasonable care of their own safety and the safety of others;
- Co-operate fully with all safety rules and regulations issued by DIT e.g. smoking, evacuation drills etc.;
- Co-operate with those responsible for health and safety;
- Not interfere with or misuse any specified items of safety equipment or any safety device;
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained;
- Use personal protective equipment (PPE) as necessary. (Students are required to provide their own PPE – laboratory coat, safety glasses etc.);
- Not access or use laboratory/workshop/studio facilities and equipment without the permission of their academic supervisor and where necessary the staff member in charge of these facilities;

- Use equipment only if authorised and properly trained;
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the Head of the relevant School/Function;
- Participate in any safety training programmes facilitated by the Health & Safety Office; and
- Adhere to policies and procedures in the case of lone working / out of hours access.

Contractors/Service Providers

The following responsibilities are allocated to contractors/service providers:

- All contractors/service providers will be expected to comply with DIT's safety statement and must ensure that their own safety statement is made available whilst work is being carried out. It is DIT's policy that all contractor/service providers have a safety statement which is prepared in accordance with the Act;
- 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 (these are available from the DIT Estates Office). Contractors must also 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 Estate Manager and obtain work permits as required;
- Contractors should assess the work to be undertaken and conduct all appropriate risk assessments before undertaking a piece of work. These risk assessments should be recorded in writing;
- 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; any injury sustained by a contractor's/service provider's employee must be reported immediately to the local Estate 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; and
- Contractors/service providers are not allowed to use equipment owned by DIT unless written permission is received from the Head of the relevant School/Function and a competent person passes it as being safe.

Campus Companies

Within campus companies, the board of each company has ultimate responsibility to ensure as far as is reasonably practicable, the safety, health and welfare at work of employees. Day to day responsibility for health and safety matters rests with the manager of each company. They must provide DIT with a copy of their safety statement and risk assessments specific to their on campus activities.

They must ensure that they do not endanger campus users by their activities, comply with DIT emergency and evacuation procedures where appropriate and report all defects in DIT facilities/equipment which they have authority to use to the Office of Secretary to the Institute.

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 DIT'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;
- 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 DIT's 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; and
- DIT has a Child Protection Policy available on the DIT website

DISCIPLINARY ACTION

Any member of staff/student 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 DIT's disciplinary procedures. The Estates Officer will address any contraventions by contractors/service providers.

HEALTH AND SAFETY CONSULTATION

Employers are obliged under the *Act*, to consult with and take account of any representations made by employees regarding health, safety and welfare.

In order to ensure effective consultation with staff and other campus users, DIT have established various Health and Safety Teams. The Teams act as a liason in escalating health and safety concerns that cannot be resolved locally to the DIT Senior Leadership Team Health and Safety Sub-Committee. Staff and students who wish to raise a safety concern should in the first instance contact their manager (either directly or through their elected safety representative).

Health and Safety Teams are appointed and meet periodically throughout the year.

The Director of Finance chairs the Senior Leadership Team (SLT) Health & Safety Sub-Committee. This Committee meets every second month.

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.

Section 25 entitles employees to decide on, select and appoint a safety representative - Details of current safety representatives may be found on the Institute's health and safety website (www.dit.ie/safework)

Terms of Reference for the SLT Health & Safety Sub – Committee, Health & Safety Teams and the safety representatives may be found at this link.

PROVISION OF INFORMATION

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

- Agenda item at team/school/ function 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
- Health and safety inductions are prepared and delivered by Occupational Health Officers where requested.

HEALTH AND SAFETY RESOURCES

DIT codes all budgetary spend on activities/expenditure pertaining to safety, health and welfare. Considerable resources are expended by DIT 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 risk assessment or legislative change, resources will be allocated with priority 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 in these circumstances may be 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 Act and associated regulations, thus all equipment, plant or substances will be risk assessed before they are acquired and/or brought onto DIT property.

INSPECTION PROCEDURES

All locations of work will be periodically inspected by a representative from the Health and Safety Office accompanied by local management and the Safety Representative. The Health and Safety Officer will ensure non-conformances identified are rectified and a log maintained. Inspections will be completed during normal operations when staff and students are present.

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 Head of the relevant School/Function 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 available in each School/Function Safety statement.

TRAINING

Staff Training

Health and safety training is a legal requirement specified by the Act. It is also DIT Policy that all employees attend such health and safety training and assessment. Please see the Health and Safety Training Policy for Staff. Please [click here](#) to see the policy.

In accordance with section 11 of the Act, each employee will be made aware of emergency action plans and arrangements pertinent to their workplace at induction by completing the online Emergency Response Training (ERT) programme.

Student Training

In addition to DIT's statutory duty to employees, it seeks to provide such training as is necessary to enable students to undertake their studies in a manner which, in so far as it is reasonably practicable, is safe and does not give rise to risks to health or expose the individual student or other persons to unacceptable levels of risk. The provision and extent of any necessary training is dependent upon the nature of the academic discipline being pursued, the experience and disposition of the students involved, their familiarity with any equipment/substances to be utilised, the environment/conditions where the activities may be discharged, and the extent to which supervision is necessary and available. Risk assessments will highlight where additional student training is required. This is financed by the School/Function. The onus is on the Head of School/Function to ensure the trainer is competent and that they are sourced from the supplier list.

Training required for **DIT staff members** includes:

Mandatory Training:

- Induction
- Emergency Response Training (ERT);
- Manual Handling;
- Emergency First-aid (1 day for all staff members working in kitchens, laboratories and workshops);
- Legal Update for managers
- Dignity at Work.

Specialist Training is provided on a School/Function basis where required.

EMERGENCY PLANNING AND RESPONSE
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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
- Injured unwell staff/students:

Occupational Health Officers:

Yvonne McArdle	087 9809135
Rosie Cannon	087 9809194
Orlaith Waters	087 9809131

- Injured/Unwell Students:

Student Health Centres

Northside 01 4023614
Southside 01 4023051

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 Estate Maintenance Manager.
- Operational safety matters should be documented on a hazard report form and sent to the Health and Safety Office (www.dit.ie/safework).

FIRE & EVACUATION

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

Objectives:

To outline actions to be taken by DIT staff members in the event of an alarm activation

Duties:

On hearing an alarm activation or other warning:

- Instruct students and staff to leave the area;
- All students in classrooms should be led by lecturers/technicians;
- 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, 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(s);
- All evacuation marshals/sweepers, Estates Maintenance personnel, Heads of School/Function, first-aiders should assemble at the assembly point(s) 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; and
- Do not return to the building until instructed to do so by the Incident Controller.

* Separate personal emergency egress plans (PEEP) are 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

DIT will ensure that sufficient marshals are appointed on an ongoing basis to provide an effective service.

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

General Rule of Thumb – all staff members should act as “sweepers” in the event of an emergency, checking offices, lecture theatres, classrooms, training/meeting rooms, cloakrooms, sanitary facilities and storage areas as they exit to ensure that as they exit everywhere has been cleared.

[Link to all Assembly Points](#)

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 each front desk/reception area.
- A list of Institute Staff members who have completed training in occupational first-aid (QQI Level 5) /AED is available on the health and safety website.

Please see School/Function safety statements for lists of trained emergency first aiders, occupational first-aiders (QQI Level 5) and locations of first-aid kits.

DIT currently trains staff as Occupational First-aiders. As a minimum, all staff members working in kitchens, laboratories and workshops must complete Emergency First-aid (1 day) This is in line with the HSA Guidelines of First-Aid in the work. It is stated as best practice to:

“Even if the assessment indicates that there may be no necessity to have any occupational first aiders provided at a particular workplace, it may be considered prudent to encourage employees and to assist them in obtaining suitable training in basic lifesaving skills and the emergency treatment of injuries due to any special hazards arising. This could apply especially in workplaces where no special occupational hazards arise but where significant numbers of non-employees are likely to be present such as in schools, crèches, shops, places of entertainment etc.”

As DIT has approximately 20,000 students we endeavor to train as many staff members as Emergency First-aiders. Emergency First-aiders are also qualified to assist Occupational First-aiders in dealing with a medical emergencies or accidents.

Any used or expired items in first-aid kits should be reported to the designated person in charge who is responsible for monitoring the contents and ensuring their replacement.

Further Treatment / Incident Report Forms

- Staff members may refer students to the Student Health Centre in DIT Linenhall at 01 402 3614 / DIT Aungier Street on 01 402 3051 or contact the Emergency Services on 112 / 0999 if an incident is urgent.

- Incident Report forms are available from the front desk and on the health and safety website. When completed, the form should be sent to the DIT Health & Safety Office, 40-45 Mountjoy Square, Dublin 1.
- Occupational Health Officers are available weekdays 9:00 am – 5:00 pm to deal with the occupational health, safety and welfare needs of all staff members and students and to provide advice regarding first-aid. Contact details are available here.

INCIDENT REPORTING AND INVESTIGATION

DIT 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 and on the health and safety website.

HAZARD REPORTING

DIT recognises the part that its staff, students, 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 Estate Manager and if it is an operational safety issue, it should be reported to local management using DIT'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 DIT must be carried out under an Estates Office Permit to Work.

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.

All PPE and safety equipment purchased by DIT/(or by students at the request of the School) must be of approved standards and comply with relevant EC Directives regarding design and manufacture. Defects shall be reported to Managers/Supervisors.

The various areas where PPE must be worn are outlined in the School/Function risk assessments. This is further complemented with signage. PPE shall be provided and worn in designated areas and whilst carrying out specific tasks, based on the risk assessments.

All PPE must be appropriate for the risks involved without it leading to increased risk. It should be chosen based on assessment and in consultation with staff members. The PPE should be used only for the purpose specified and where it is necessary to wear simultaneously more than one item of PPE, they must be compatible with each other and continue to be effective against the risks

involved. Staff members should report immediately when the PPE is faulty or defective or if they have any medical condition that may affect the correct use of the PPE.

PPE should be of a type suitable for the conditions in the workplace and take account of the user's state of health. It is in principle intended for one's personal use only, however if it is necessary for an item of PPE to be worn or used by more than one person, measures should be taken to ensure that it does not create any health or hygiene problems for the users. The supply, issue and record of all PPE is the responsibility of supervisors. Employees and students must be informed of all risks they are being protected from, instructed on the use of the PPE and given adequate information, training and demonstration in the wearing of such equipment and the level of protection afforded by its use. Every person provided with PPE must take reasonable care of such equipment and must make proper use of it where there is a foreseeable risk of injury and where they have been instructed to do so. They must also ensure that it is returned to storage subsequent to use. Supervision and monitoring are required to ensure PPE is used/worn.

Staff members shall inform any person in the area including contractors/service providers, students and visitors of the statutory and local policies in place with regard to PPE.

PPE required for DIT depends on the School/Function activities. Please see School/Function safety statements for information.

ERGONOMICS

All new equipment and machines, tools, work methods, work procedures and workstations 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 members should consider ergonomic standards when designing new workstations and layout of new offices.

It is the responsibility of each Head of School/Function to ensure that all information on ergonomic controls is communicated to employees and students via circulars, team briefings or other means. She/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, DIT is committed to providing welfare facilities which are available to all staff members 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;
- ✓ Adequate and suitable showers for employees if required by the nature of the work;
- ✓ An adequate supply of potable drinking water at suitable points conveniently accessible to all employees, tested by the Estates 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;
- ✓ 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; and
 - ✓ Rest facilities for pregnant ladies or breastfeeding mothers.
- 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 Estate Manager. Local arrangements for cleaning and waste disposal is outlined in the School/Function risk assessments.
 - Drinking water is available to all staff members.

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 hazardous activities, processes, equipment, machinery, agents etc.

Please see School/Function risk assessments for details of circumstances where this applies.

Please ensure that all staff members 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/students 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.

Part III of the Maternity Protection Acts 1994 provides for leave on health and safety grounds where a risk assessment concludes that the employee should be moved to other work but it is not objectively or technically feasible to do so.

LONE AND OUT OF HOURS ACCESS

Please see School/Function risk assessments for details of circumstances where this applies.
Please see DIT Policy.

WORK PLACEMENT

Please see School/Function risk assessments for details of circumstances where this applies.
Please see DIT Policy.

TRIPS/TRAVEL

Please see School/Function risk assessments for details of circumstances where this applies.
Please see DIT Policy.

STAFF/STUDENTS WITH DISABILITIES

Specific risk assessments will be completed to ensure that the health and safety needs of staff members 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 Estate Manager. The onus is on visitors with a disability to notify staff members at the front desk, who will assist with evacuation if required.

HEALTH SURVEILLANCE

Risk assessments will determine if health surveillance is required. The Health and Safety Office facilitates the provision of health surveillance to all staff members appropriate to the health and safety risks present. In certain circumstances, staff members and students may be referred to our external Occupational Health Physician for a health assessment in relation to their work/studies to ensure that additional corrective action can be implemented if required.

Eye tests are available for regular users of display screen equipment 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

Staff and students must ensure that they are 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

DIT's Dignity at Work Anti Bullying & Harassment Policy and Procedures deals with complaints against members of staff members 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 members are familiar with the relevant policy/procedure.

STRESS

Risk assessments will identify any areas where stress is a hazard and controls will be implemented to eliminate this hazard. Your line manager 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. Tutors are appointed for groups of students. Students may also seek assistance from the Student Health Centre and Student Counselling Service.

AUDIT, REVIEW AND COMMUNICATION

DIT 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 the SLT Health and Safety Sub-Committee. All changes will be communicated to all staff, students, visitors and contractors/service providers. The most recent revision of all safety statements will be available on the DIT safety website.

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 President will liaise with the Senior Leadership Team to issue new documents after appropriate consultation and agreement with relevant parties.