

## 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:**

A handwritten signature in black ink, reading "Brian Norton". The signature is written in a cursive style with a long horizontal flourish extending to the right.

**Professor Brian Norton, President, DIT**

**Date:**

29<sup>th</sup> January 2016