

Technological University Dublin

Parent Safety Statement

Version:

1st January 2019

Table of Contents

1	Introduction	1
2	Scope and context of organisation	1
3	Statement of Occupational Safety, Health and Welfare at Work policy	2
4	Organisational roles, responsibilities and authority	4
4.1	Governing Body of TU Dublin	5
4.2	President of TU Dublin	5
4.3	Campus specific responsibilities in relation to management of Health, Safety and Welfare at Work at TU Dublin	6
4.4	Line management responsibilities for Safety, Health and Welfare at Work	6
4.5	Safety Advisors responsibilities	6
4.6	Employee responsibilities for Safety, Health and Welfare at Work	6
4.7	Students (Undergraduates and postgraduates), Visitors and others working or using a TU campus	8
4.8	Contractors/Service providers	8
4.9	Responsibilities where places of work are shared with TU Dublin Campuses	8
4.10	Resources	8
4.11	Commitment to Legal Compliance	9
5	Procedure for inclusion of TU Parent Safety Statement with health and safety documentation at each Campus of TU Dublin	the 9
6	Competence, Training and Awareness	10
6.1	Competence	10
6.2	Training and awareness	10

7	Personal Protective Equipment (PPE)	11
8	Consultation and participation of worker	11
	8.1 Election of Safety Representatives	12
9	Hazard identification, risk assessment and control	12
10	Emergency Preparedness	13
11	Reporting of accidents, dangerous occurrences and near misses, investigation and remedial action	14
	11.1 Reporting of accidents, dangerous i occurrences and near misses	14
	11.2 Investigation and remedial action following an accidents, dangerous occurrences or near miss	14
12	Records	15
13	Review	15

1 Introduction

The Dublin Institute of Technology (DIT), Institute of Technology Blanchardstown (ITB) and Institute of Technology Tallaght (ITT) will merge to form the **Technological University Dublin (TU Dublin)** subject to the provisions of the Technological Universities Act (**SI No 3 of 2018**).

The establishment of the **Technological University Dublin** is confirmed to be the first of January 2019 in the commencement order (**S.I. No. 437 of 2018**) a copy of which is available in Annex 1.

This Parent Safety Statement is a framework document and has been prepared to enable the Technological University Dublin meet its obligations under the *Safety, Health and Welfare at Work Act 2005*.

This is an interim document and will be updated by a working group comprising of representation of the three founding partner appointed by the President to reflect the changes resulting from the merger and new TU structure.

2 Scope and context of organisation

This Parent TU Dublin Safety Statement covers

1. **TU Dublin:- All city centre Campuses (appendix 1)**
2. **TU Dublin:- Blanchardstown Campus**
3. **TU Dublin:- Tallaght Campus**

This is a framework document that overarches and incorporates the existing safety management systems (SMS) of the Dublin Institute of Technology (DIT), the Institute of Technology, Blanchardstown (ITB) and the Institute of Technology Tallaght (ITT). These campus specific SMS will continue to apply under the new TU Dublin structure for an interim period of 1 year.

The manner through which the safety, health and welfare of staff, students, and others is managed locally is outlined in the following campus-specific safety documentation for DIT, ITB and ITT, which will continue for the interim period from the 1st January 2019.

- Dublin Institute of Technology, Safety Statement (2018) will apply to **TU Dublin – All city centre Campuses (list appended in appendix 1)**.
- Institute of Technology Blanchardstown Parent Safety Management System/Safety Statement will apply to **TU Dublin - Blanchardstown Campus**.
- Institute of Technology, Tallaght Parent Safety Statement will apply to **TU Dublin – Tallaght Campus**

The current safety statements will be renamed to reflect the transition to TU Dublin and the health and safety policy will be signed and dated by the authorised person and made available to employees.

3 Statement of Occupational Safety, Health and Welfare at Work Policy

TO EACH STAFF MEMBER, STUDENT, VISITOR, CONTRACTOR/SERVICE PROVIDER/CAMPUS USER.

Technological University Dublin (TU Dublin) recognises that Safety, Health and Welfare is an essential requirement of its operations. TU Dublin is committed to conducting its business in accordance with the provisions of the *Safety, Health and Welfare at Work (SHWW) Act 2005 (The Act)* and all other health and safety legislation. TU Dublin outlines in this Safety Statement and associated campus specific safety documentation how it will ensure the safety, health and welfare of its employees and specifies the means provided to achieve this policy. In addition, it is our intention to meet our responsibilities to ensure that students and other persons at the place of work but not in the employment of TU Dublin, who may be affected by the work activities, are not exposed to risks, injury or ill health.

TU Dublin is committed to:

- developing and implementing safety, health and welfare management processes and operational procedures to ensure the safe operation of the organisation; safe learning and working environment;
- complying with all relevant safety, health and welfare legislation;
- identifying hazards and assessing any risks to the safety and health of staff and all others who may be affected;
- providing information, instruction, training and supervision to staff, students and all others who may be affected by acts/and or omissions;
- communicating the safety, health and welfare message and developing/cultivating a safe culture in the organisation by ensuring the availability of the safety, health and welfare policy, management system and procedures to all staff, students, contractors and campus users;
- making staff and students and others aware of their obligations to comply with the safety, health and welfare rules and procedures and to report any accidents or dangerous occurrences immediately;
- reviewing the safety, health & welfare policy and procedures in light of experience and ensuring such policies and procedures are kept up to date;
- setting and reviewing safety, health & welfare objectives;
- ensuring continual improvement in health and safety performance; and
- consulting and engaging with staff in relation to safety, health and welfare matters.

TU Dublin will allocate the necessary resources (financial, equipment, personnel and time) and structures to safeguard employees and all campus users against the risks arising from activities in the workplace.

It is the strict duty of all employees to conform to safety policies and practices/procedures and to carry out their responsibilities as detailed in this document and in accordance with any other relevant legislation (appendix 2). Employees with specific responsibilities for safety, health and welfare must properly delegate these in their absence.

The implementation of the TU Dublin Safety, Health and Welfare policy and procedures depends on the co-operation of staff, students and others. It is the duty of every one affected

by the TU Dublin's activities to understand and comply with the Safety, Health and Welfare rules and procedures put in place by TU Dublin at the campus on which he/she works.

Systems will be developed and maintained for effective communication and employees will be consulted on matters relating to safety, health and welfare at work. Employees and others are encouraged to put forward suggestions for improvement to the Safety Statement.

Signed in behalf of Technological University Dublin

Date: 2nd January 2019

President

The SHWW Act 2005 **definition of an employee reads ‘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 TU Dublin context, postgraduate students who hold an employment contract issued by HR Office are deemed to be employees of TU Dublin*

**“employer”, in relation to an employee—*

(a) means the person with whom the employee has entered into or for whom the employee works under (or, where the employment has ceased, entered into or worked under) a contract of employment,

(b) includes a person (other than an employee of that person) under whose control and direction an employee works, and

(c) includes where appropriate, the successor of the employer or an associated employer of the employer;

** **“place of work”** includes any, or any part of any, place (whether or not within or forming part of a building or structure), land or other location at, in, upon or near which, work is carried on whether occasionally or otherwise.*

4 Organisational roles, responsibilities and authority

TU Dublin will, in so far as is reasonably practicable, ensure the safety, health and welfare at work of all employees and persons not in its employment but who may be affected by its works activities. In achieving this, the TU Dublin recognises its express responsibilities under *Section 8 of “the Act”* which outlines the employers’ duties and the duties of employees set out in *Section 13 of “the Act”*.

*As per the General Duties of the Employer under Section 8 of the 2005 Act, we will ensure the following **absolute duties are adhered to:***

- A written safety statement is maintained and updated. Hazard identification and risk assessments are carried out taking account of the Principles of Prevention (*Schedule 3, 2005 Act*), reviewed as required and brought to the attention of all employees and relevant persons at least annually/following any amendment;
- Emergency plans and procedures are prepared and revised to deal with an emergency or the presence of serious or imminent danger;
- Welfare facilities are provided and maintained; and
- Accidents and dangerous occurrences are reported as required to the Health and Safety Authority (HSA).

In order to implement the management of safety, health and welfare at TU Dublin, arrangements are made at various levels. A complete list of duties of the employer is given in the campus specific health and safety documentation.

The following organisational arrangements have been made at TU Dublin level.

4.1 Governing Body of TU Dublin

Ultimate responsibility for safety, health and welfare in TU Dublin rests with the Governing Body. It is the responsibility of the Governing Body through the President to ensure that statutory requirements are met and appropriate standards applied.

4.2 President of TU Dublin

The President has overall responsibility to the Governing Body for the implementation of TU Dublin's occupational safety, health and welfare at work policy as outlined in this Parent Safety Statement. The President will ensure that arrangements for monitoring, auditing and reviewing the success of the policy are put into place and maintained. The President may appoint members of the senior management team and other employees' specific responsibilities, for safety health and welfare within TU Dublin irrespective of their other responsibilities. The President works with the authorised officer at each TU campus to ensure that safety health and welfare is managed on each campus.

4.3 Campus specific responsibilities in relation to the management of safety, health, and welfare at work at TU Dublin

TU campus specific responsibilities and accountabilities on behalf of the employer, (TU Dublin) are delegated as follows:-

	<i>NAME of authorised officer</i>
<i>TU Dublin - Blanchardstown Campus</i>	<i>Dr Diarmuid O' Callaghan</i>
<i>TU Dublin - Tallaght Campus</i>	<i>Mr Thomas Stone</i>
<i>TU Dublin – All city centre Campuses</i>	<i>Professor Brian Norton</i>

(List appended, Appendix 1)

These appointed individuals above report directly to the President of TU Dublin in relation to all matters concerning safety, health and welfare on behalf of the employer and are deemed to be the appointed competent persons under "the Act" for duties associated with the employer for the campus over which they have authorisation. Each authorised officer clearly delegates responsibilities for safety health and welfare as outlined in the campus specific documentation (see section 2) to competent people who are authorised to act on behalf of the employer. Employees with specific responsibilities for safety, health and welfare must properly delegate these duties in their absence.

Each authorised officer will report to and work with the President of TU Dublin and together is responsible for ensuring that due regard is given to safety, health and welfare in all operational decisions, all academic and administrative activities and the development, maintenance and upkeep of premises associated with the campus of TU Dublin over which he/she has control.

Each campus authorised officer will assist in the following:

- Reviewing and evaluating existing safety, health and welfare management arrangements, the Campus specific Safety Statement and, in the process, critically assess their effectiveness for the campus over which they have control.
- Directing and monitoring the implementation of the safety, health and welfare policy, as outlined in this Parent Safety Statement for TU Dublin and the Safety Statement of the campus over which he/she has control; and
- Together with the President determining the allocation of resources to ensure that the policy and plans can be properly delivered and sustained on the campus over which they have control.

4.4 Line management responsibilities for safety, health and welfare at work

Line management responsibilities for safety, health and welfare at work will continue to apply as specified in the campus specific documents as outlined above.

Each safety statement will be amended to reflect the transformation to TU Dublin on or before the next review of the document.

4.5 Safety Advisors responsibilities

Health and Safety Advisors are appointed as competent officers to advise on health and safety matters and the implementation of a Safety Management System as outlined in each TU-campus specific documentation.

4.6 Employee responsibilities for safety, health and welfare at work

All employees including those in management roles 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. Anyone who contravenes or fails to comply with this safety, health and welfare policy may be subject to TU disciplinary procedures.

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:

- (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)*.
- 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, all employees have the following responsibilities:

- Take part in fire evacuation drills and if in charge of a group of students assist in their evacuation;
- Attend safety training as directed;
- Assist and co-operate with periodic safety inspections/audits;
- Assist in the completion of hazard identification, risk assessment and risk control for areas or activities they are involved in;
- Ensure risk assessments are in place for any potentially hazardous student activities or projects under their direction;

- Report accidents and dangerous occurrences and cooperate with the investigation;
- Ensure that equipment is operated in a safe manner;
- Ensure 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;
- 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; and
- Report to the Head of the relevant School/Function any person abusing facilities or equipment.

4.7 Students (undergraduates and postgraduates), Visitors and others working or using a TU campus.

All Students (undergraduates and postgraduates), Visitors and others working or using a TU campus have a legal responsibility not to endanger themselves or others by their acts or omissions and must take reasonable care of their own safety and the safety of others.

It is important that all campus users read relevant campus specific health and safety documents and their revisions and are aware of their responsibilities in relation to their own safety and the safety of others affected by their actions. It is the duty of every one affected by the TU Dublin's activities to understand and comply with the safety, health and welfare rules and procedures/practices put in place on the TU Dublin Campus on which they work.

4.8 Contractors/Service providers

Supervision and responsibilities for contractors/service providers is outlined in the TU-Campus Specific safety documentation.

4.9 Responsibilities where places of work are shared with TU Dublin Campuses.

Where TU Dublin share a place of work (e.g. with Public Private Partnerships (PPP)/ others) competent persons and estates office will comply with section 21 of the SHWW Act 2005.

4.10 Resources

Considerable resources are expended by each School/Function in securing the health, safety and welfare of employees in terms of personnel, time, materials, equipment and the purchase of goods and services.

The development and implementation of health and safety policies, procedures, risk assessments and inspection/audit systems places significant demands on employee's time both centrally and at local level. In addition, a considerable amount of time is devoted

to providing and attending health and safety related training and to following up on accidents and injuries.

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.

In balancing the competing demands on overall finances, TU Dublin endeavours to provide the necessary financial resources to ensure, so far as is reasonably practicable, the safety of all. This includes;

- Rectifying safety shortcomings in existing buildings by way of a phased programme of work prioritised in accordance with the level of risk and the resources available. This is arranged at TU Campus level.
- Engaging reputable contractors to maintain and service fire protection equipment and machinery. Engaging reputable contractors to maintain all buildings and equipment in a clean and safe condition.
- Ensuring that all new buildings/refurbishments comply with relevant fire, health and safety standards overseen by a competent person appointed by the Estates Office;
- Providing ongoing funding for competent health and safety advisors, both external and internal (e.g. Health & Safety Office, Radiation Protection Officer, designated competent persons, risk management service, specialist consultants etc.).
- Allocating to Schools/Functions, by way of their annual budgets, sufficient resources to ensure that health and safety issues are tackled in a phased, prioritised fashion at local level.

4.11 Commitment to Legal Compliance

TU Dublin commits to comply with all relevant legislation and in particular that listed in the Legal Register which may be found in the appendix 2.

5 Procedure for inclusion of TU Parent Safety Statement with the health and safety documentation at each Campus of TU Dublin

Note: This document is a component of the health and safety documentation associated with:-

TU Dublin - All city centre Campuses
TU Dublin - Blanchardstown Campus
TU Dublin - Tallaght Campus

and a copy of this parent safety statement for TU Dublin will be appended to existing safety statements at each site.

The authorised person for each campus will ensure that the documentation reflects the transformation to TU Dublin and sign and date the current health and safety policy of the Campus under their control.

6 Competence, Training and Awareness

6.1 Competence

TU Dublin is required to appoint an adequate number of competent persons to enable them to comply with **the Act** and any regulations. The Act defines a **competent person**, as a person who possesses “*sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken*”.

As the definition in Section 2 (2) of the 2005 Act outlines, competence must be assessed in relation to a particular task to be performed.

Designated competent people are identified in each TU Dublin Campus specific documentation.

Appointed competent persons are given sufficient time, with no loss of pay to perform functions.

TU Dublin will facilitate the cooperation between all competent persons and any safety representatives appointed. We will also provide all necessary information to the competent persons to allow them to discharge their functions.

It is not possible for one person to be competent in all safety, health and welfare issues and therefore a number of people are required with different levels and degrees of competence. Competent persons, with specific expertise, may be drawn from within the organisation.

Where competence is unavailable within TU Dublin external expertise will be sought and put in place.

6.2 Training and awareness

Employees will receive adequate safety, health and welfare training during time off from their work, where appropriate and without loss of remuneration. It will include, in particular, information and instructions in relation to the specific task to be performed and the measures to be taken in an emergency.

Sections 8, 9 and 10 of the **2005 Act** require that sufficient **information, training and supervision** is provided to ensure the safety of employees, and also that such instruction, training etc. must take account of any employees with specific needs, to ensure their protection against dangers that may affect them. All training and information will be given in a form, manner and language that will be understood.

In accordance with *section 11 of the Act*, each employee is made aware of emergency action plans and arrangements pertinent to their workplace and campus as part of the induction process

Training is provided to employees on recruitment, in the event of transfer/change of tasks assigned, on the introduction of new equipment, systems of work or changes in existing equipment and on the introduction of new technology. This is arranged by line management.

TU Dublin is required to provide training to employees where a risk assessment states that such training is required and there is a corresponding duty on all employees to attend such training. It is the responsibility of each Head of School/Function to identify the specific safety training needs of employees under their control, and to ensure that such training is

provided in line with individual campus arrangements. Line management must ensure that the competencies required for their current role. All training requirements are outlined in the School/Function risk assessments.

7 Personal Protective Equipment (PPE)

TU Dublin will ensure that all our employees are adequately protected. Where it is not reasonably practicable to reduce or eliminate the risk, PPE appropriate to the task/work environment will be provided as a control measure.

As required, TU Dublin is committed to:

- The provision of adequate and suitable PPE;
- Ensuring that PPE is used, maintained and replaced in accordance with the manufacturer's instructions;
- Ensuring that information is recorded to include supply of and training in the use of PPE as appropriate; and
- Ensuring that PPE is free of charge to employees.

On receipt of appropriate PPE, TU Dublin expect all employees to:

- Use PPE correctly and whenever it is required;
- Report any defects in or damage to their PPE immediately;
- Participate in any training or instruction provided on the fitting, use and inspection of PPE.
- Inform of any medical conditions that may affect the correct use of the PPE provided; and
- Look after PPE provided.

Risk assessments identify the specific requirements for PPE in each area. Students, visitors, and contractors/service providers are required to provide their own PPE.

8 Consultation and participation of workers

TU Dublin recognises the legal rights of employees under *Section 25 (1) of the Safety Health & Welfare at Work Act, 2005* to "select and appoint from amongst their number at their place of work a representative (*in this Act referred to as a "safety representative"*) or, by agreement with their employer, more than one safety representative, to represent them at the place of work in consultation with their employer on matters related to safety, health and welfare at the place of work".

TU Dublin will continue to use the processes for consultation and participation of staff and students in developing, planning for improvement in occupational safety and health as outlined in the three campus specific safety statements for the interim period of 1 year. TU Dublin, through the process of communication and consultation, encourages participation in good health and safety practices and support for its policy and objectives.

Campus specific documentation describes how health and safety information is communicated in the campus and to third parties external to the organisation. It provides for both the gathering and dissemination of information. In addition the role of the Safety Representatives and the Health and Safety Committees in communication and consultation within each campus is outlined.

8.1 Election of Safety Representatives

Existing procedures for the election of safety representatives will continue to apply for the interim period of 1 year for each of the three campuses:-

TU Dublin - Blanchardstown Campus

TU Dublin - Tallaght Campus

TU Dublin – All city centre Campuses (list appended, Appendix 1)

The names of elected safety representatives are documented and available to employees in the safety documentation associated with each campus and is included as part of this TU Dublin parent safety statement.

9 Hazard identification, risk assessment and control

Systematic and critical examination of the workplace for the purpose of identifying hazards, assessing the risk and recommending controls of the hazard where appropriate is undertaken on each of the three campuses as part of each campus specific safety management processes and procedures. This is in compliance with out in accordance with *Section 19 of the Safety, Health & Welfare at Work Act, 2005 and Regulation 10 of 'Part II: General Health & Safety Provisions' of the Safety, Health & Welfare at Work (General Application) Regulations, 2007 (as amended)*.

The hazard identification, risk assessment and control process covers all of the activities and is undertaken using the procedures currently in place specific to each of the three campuses and is mindful of best practice, hierarchy of control, legal requirements, codes of practice, and guidance published by regulatory agencies when selecting controls for specific hazards.

The identification of hazards and results of risk assessments and recordings of findings are recorded in writing and document the protection and prevention measures required to reduce the risk associated with an activity to the lowest possible level. The risk assessments are available to employees and others who may be affected by activities at the place of work through the local arrangements articulated in safety documentation at each of the three campuses.

On each campus the risk assessment process and associated annual evaluation is coordinated by

TU Dublin - All city centre Campuses	Edel Niland (Safety Advisor for city centre Campuses) <i>(List appended, Appendix 1)</i>
TU Dublin - Blanchardstown Campus	David Gavin (Campus Services Manager, Blanchardstown)
TU Dublin - Tallaght Campus	Mark Parle (Assistant Estates Manager Tallaght)

Existing safety, health and welfare policies, procedures and responsibilities that are currently in place at each of the three campuses will carry over to TU Dublin for the interim period.

All employees, students, visitors and campus users must make themselves familiar with relevant risk assessments relating to the activities prior to undertaking any activity at any campus. Line management must ensure that adequate supervision is in place.

10 Emergency Preparedness

It is the objective of TU Dublin is to manage and conduct our activities in such a way as to ensure, so far as is reasonably practicable, that we provide a safe and healthy work environment for all staff and meet our obligations to students, visitors, contractors and members of the public who may be affected by our activities. Proactive safety management, applying the principles of prevention, are in place to reduce the chances of an accident or incident.

Specific arrangements for first aid, dealing with fire and other emergencies are in place at each campus and are outlined in the safety documentation associated with each of the three campuses.

It is the responsibility of the 'authorised officer' at each campus to ensure that adequate provisions are in place for any anticipated eventuality. This is facilitated with the advice of the Director of Campus Services and Relocation, TU Dublin (All city centre Campuses (list appended, Appendix 1) the Campus Services Manager at (TU Dublin, Blanchardstown Campus and the Assistant Estates Manager at TU Dublin Tallaght Campus.

11 Reporting of accidents, dangerous incidents and near misses, investigation and remedial action

TU Dublin is committed to reducing accidents, injury and ill-health to employees and students.

****accident**, means an accident arising out of or in the course of employment which, in the case of a person carrying out work, results in personal injury.*

***dangerous occurrence**” means an occurrence arising from work activities in a place of work that causes or results in—

- the collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of any work equipment,
- the collapse or partial collapse of any building or structure under construction or in use as a place of work,
- the uncontrolled or accidental release, the escape or the ignition of any substance,
- a fire involving any substance, or
- any unintentional ignition or explosion of explosives.
- (SHWW Act 2005)

* **near miss** as an incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred (OSHA).

11.1 Reporting of accidents, dangerous occurrences and near misses

Employees and students are required to inform their Supervisor/Line manager of any accident, dangerous occurrence or near miss.

Visitors, contractors/service providers or any other third party are required to immediately inform their host/ contact person if they are involved in an accident.

All Procedures for the reporting of accidents re subject to the requirements set out in the *Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016)*.

Notifiable accidents/dangerous occurrences are reported centrally on behalf of the employer TU Dublin to the HSA by **XXX**.

All correspondence from enforcing authorities must be managed centrally by **XXX** on behalf of TU Dublin.

11.2 Investigation and remedial action following an accident, dangerous occurrence or near miss

Accident, dangerous occurrences and near misses are investigated following the procedures specific to the campus on which the accident or dangerous occurrence occurred and corrective actions are identified and implemented.

On each campus the statutory reporting is coordinated and forwarded to **XXX** as follows:

TU Dublin - All city centre Campuses (List appended, Appendix 1)	Edel Niland (Safety Advisor)
TU Dublin - Blanchardstown Campus	David Gavin (Campus Services Manager)
TU Dublin - Tallaght Campus	Mark Parle (Assistant Estates Manager)

12 Records

A record of all accidents and dangerous occurrences reported will be maintained in line with the procedures outlined in the existing SMS for each campus and retained for a period of 10 years from the date of the accident/dangerous occurrence in the same format as was reported. Records are used as a basis for analysing trends, in an effort to reduce accidents, injury and ill-health to employees and students and are analysed to identify trends in an effort to reduce accidents, injury and ill-health to employees and students.

13 Review

It is the intention to review this safety statement after one year to generate a holistic document that will address the new structures of the TU Dublin organisation. This will be undertaken by a working group appointed by the President of TU Dublin in the foundation period of the University.

Appendix 1

TU Dublin (all city centre campuses)

Main Campus Buildings:

- TU Dublin Aungier Street Campus
- TU Dublin Bolton St. Campus
- TU Dublin Cathal Brugha Street Campus
- TU Dublin Grangegorman Campus
- TU Dublin Kevin Street
- Parkhouse
- 40 – 45 Mountjoy Square
- 163 Rathmines Road
- Chatham Row

Appendix 2

Listing of Health and Safety Related Legislation Currently Applicable (this list is not exhaustive)

- SAFETY, HEALTH AND WELFARE AT WORK ACT, 2005
- SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS 2007 (S.I. NO. 299 OF 2007)
- PUBLIC HEALTH (TOBACCO) ACT 2002 AND PUBLIC HEALTH (TOBACCO) (AMENDMENT) ACT 2004
- FIRE SERVICES ACT, 1981 AND AMENDMENTS INTRODUCED UNDER LICENSING OF INDOOR EVENTS ACT 2003
- SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS, 2007
- EC (PROTECTION OF OUTSIDE WORKERS FROM IONISING RADIATION) REGULATIONS, 1994
- SAFETY, HEALTH AND WELFARE AT WORK (BIOLOGICAL AGENTS) REGULATIONS, 2013
- TOBACCO (HEALTH PROMOTION AND PROTECTION) REGULATIONS, 1995
- THE RADIOLOGICAL PROTECTION ACT (IONISING RADIATION), ORDER 2000
- SAFETY, HEALTH AND WELFARE AT WORK (CONFINED SPACES) REGULATIONS 2001
- SAFETY, HEALTH AND WELFARE AT WORK (EXPOSURE TO ASBESTOS) REGULATIONS 2006
- SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) (AMENDMENT) (NO.3) REGULATIONS 2016 (S.I. NO. 370 OF 2016)
- SAFETY, HEALTH AND WELFARE AT WORK (ELECTROMAGNETIC FIELDS) REGULATIONS 2016 (S.I. NO. 337 OF 2016)
- SAFETY, HEALTH AND WELFARE AT WORK (CARCINOGENS) REGULATIONS 2015 (S.I. NO. 622 OF 2015)
- SAFETY, HEALTH AND WELFARE AT WORK (CHEMICAL AGENTS) REGULATIONS 2015 (S.I. NO. 623 OF 2015)
- SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) (AMENDMENT) (NO. 2) REGULATIONS (S.I. NO. 70 OF 2016)L
- SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) (AMENDMENT) REGULATIONS 2016 (S.I. NO. 36 OF 2016)
- SAFETY HEALTH AND WELFARE AT WORK (BIOLOGICAL AGENTS) REGULATIONS 2013 (S.I. NO. 572 OF 2013)
- SAFETY HEALTH AND WELFARE AT WORK (CONSTRUCTION) REGULATIONS 2013 (S.I. NO. 291 OF 2013)
- SAFETY HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) (AMENDMENT) REGULATIONS 2012 (S.I. NO.445 OF 2012)
- SAFETY, HEALTH AND WELFARE AT WORK (EXPOSURE TO ASBESTOS)(AMENDMENT) REGULATIONS 2010 (S.I. NO. 589 OF 2010)
- SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION)(AMENDMENT) REGULATIONS 2010 (ARTIFICIAL OPTICAL

- RADIATION) (S.I. NO. 176 OF 2010)
- SAFETY, HEALTH AND WELFARE AT WORK (EXPOSURE TO ASBESTOS) REGULATIONS 2006 (S.I. NO. 386 OF 2006)
 - SAFETY, HEALTH AND WELFARE AT WORK (WORK AT HEIGHT) REGULATIONS 2006 (S.I. NO. 318 OF 2006)
 - CHEMICALS ACT 2008 (NO. 13 OF 2008) AND CHEMICALS (AMENDMENT) ACT 2010 (NO 32 OF 2010)
 - ORGANISATION OF WORKING TIME ACT 1997 (NO. 20 OF 1997)
 - REGULATIONS UNDER THE DANGEROUS SUBSTANCES ACT 1972 AND AMENDMENT 1979