

**DEPARTMENT OF MECHANICAL
ENGINEERING**

**ENGINEERING ANCILLARY SAFETY
STATEMENT**

1.0 Departmental Statement on Safety

It is a prime objective of the Mechanical Engineering Department to achieve and sustain high standards of health and safety so far as is reasonably practicable. This requires, at a minimum, conforming to the requirements of Irish legislation as it pertains to Occupational Health and Safety.

The Department of Mechanical Engineering will strive to do all that is reasonably practicable to prevent damage to property and injury foreseeable in work hazards.

In particular the Department recognises its responsibility and commits itself to:

Provide and maintain safe and healthy working conditions, taking account of statutory requirements;

Provide training and instruction, where necessary, to enable staff to perform their work safely and effectively;

Make available all necessary safety devices and protective equipment and supervise their use;

Maintain a constant and continuing interest in health and safety matters pertinent to the Engineering Department

Keep this Safety Statement and other safety documents under review.

2.0 General and Specific Duties of staff

Staff should familiarise themselves, where appropriate, with the contents of Material Safety Data sheets (M.S.Ds a copy is available from any of the Engineering Technical Officers / Technicians)

Staff are requested to read the SAFETY, Health and Welfare at work act, 2005, a copy of which is available in the library. Attention is drawn to section 13 and 14 of this Act.

The general duties of employees, as outlined in the act are as follows;

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 the case of practical demonstrations or practical classes, the Institute takes the view that the student, whether full-time or part time, when under the supervision of a staff member, that the staff member in question is responsible for the safety and welfare of that student. In the instance where there may exist more than one staff member present at student practicals in a supervisory capacity, the primary responsibility for safety in the laboratory situation rests with the main or lead supervisor.

In the case of laboratory work performed by postgraduate students, the safety of such students is the responsibility of the local academic staff supervisor. The Institute takes the view that preparations, formulations, purification's, analyses, experimental procedures etc. performed by postgraduate students, arising from laboratory-based research, has received prior sanction from the academic supervisor, with due consideration being given to the safety and welfare of such students and others associated with, or in the vicinity of, such activities. In addition, all reasonably practicable measures to identify, minimise, and where possible, eliminate hazards associated with postgraduate laboratory-based research activities must be undertaken by the local academic staff supervisor and other competent members of staff.

3.0 Training

The training of a person to perform a particular job or task is accepted to carry the implication that he/she is being trained to do the job safely.

All staff employed by the Mechanical Engineering Department will receive induction training to ensure that they fully understand the hazards to which they may be exposed and the safety precautions and emergency procedures required.

Training will be given, as appropriate, in the items listed below, as well as in the safe use of machinery, equipment, first aid and material handling. This training will be provided to staff involved in activities, which necessitate such training. The department detailed in parentheses is responsible for the delivery of initial, and refresher, courses in the following areas;

- Engineering Ancillary Safety Statement (Engineering Department)
- Use of Personal Protective Equipment (H.R. Department)
- Use of Machinery (Engineering Department-)
- Waste Disposal Procedures (Engineering Department-)
- Fire Safety (H.R. Department)
- Accident and Emergency Procedures (H.R. Department)
- Safe Manual Handling (H.R. Department)

Any training provided will meet the requirements of appropriate legislation, standards or guidelines and will be given by qualified instructors. (Laboratory personnel or external training organisations as appropriate)

Safety training records will be maintained by the Human Resources manager and will contain the following information:

1. Date of instruction or exercise;
2. Duration;
3. Name of instructor;
4. Name of person receiving instruction;
5. Nature and content of instruction.

4.0 General Laboratory Safety

The following rules are to be observed in the laboratory at all times:

- (1) Work in the laboratory is permitted only during authorised time periods.
- (2) Where required appropriate protective clothing must be worn.
- (3) Eating, drinking and smoking are strictly forbidden.
- (4) Avoid all naked flames when handling inflammable materials.
- (5) Long hair must be properly tied and a safety hair net worn when operating machinery or equipment with rapidly moving or rotating parts.
- (6) Safety goggles must be worn when performing tasks that may result in eye injury.
- (7) Standard Operating Procedures (SOP) must be employed when performing tasks and/or processes deemed to carry an increased level of risk. SOPs associated with particular laboratories or work-areas are available from the technical officer responsible for the laboratory or work-area.
- (8) Laboratory users are required to make themselves aware of the location of the laboratory First Aid Kit(s), Eye-Wash Station, fire alarm and fire extinguisher. All accidents and/or incidents are required to be reported immediately to the laboratory supervisor or responsible technical officer. Where required, medical attention must be sought immediately and an accident/incident report form completed and submitted to the laboratory technical officer by the supervising member of staff. Accident/Incident report forms are available from the laboratory technical officer.
- (9) Non-qualified persons (e.g. undergraduate students) must be supervised by a suitably-qualified member of staff when operating hazardous machinery, equipment and/or materials.
- (10) All work areas must be kept clean and tidy. All laboratory users are required to return all tools, equipment, furniture and materials to their proper place of storage and to properly dispose of any waste materials, prior to leaving the laboratory.
- (11) Laboratory users are required to observe, and to comply with, all instructions or directions issued by the laboratory supervisor and/or technical officer for the purposes of maintaining an orderly and safe working environment. All laboratory users are strongly advised to wash their hands following working in the laboratory.