

Secretariat

Safety, Health and Welfare at Work Statement

January 2019

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Introduction

The purpose of the Safety, Health and Welfare at Work Act, 2005 is to lay down general safety, health and welfare principles for all places of work, to prevent accidents and ill health arising at work or from a work or workplace related activity. The Act applies to employers and employees in all types of work and embraces all the activities of the Technological University Dublin - Tallaght Campus.

The Act requires the employer to prepare a written Safety Statement describing the employer's arrangements and the employee co-operation necessary to provide a safe workplace.

This statement refers to the Secretariat areas, comprising Finance and HR.

Safety Statement for Secretariat

Management and staff in Secretariat agree that an important objective to achieve and maintain the standards of Health and Safety and Welfare in so far as is reasonably practicable.

It is Management's desire to do all that is reasonably practicable to prevent damage to property and injury from foreseeable work hazards. In particular it recognises its responsibility and commits itself to:

- Provide and maintain safe and healthy working conditions, taking into account 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 interest in health and safety matters pertinent to the Staff in Secretariat ;
- Keep this safety statement and other safety documents under review.

The Ancillary Safety Statement should be read in conjunction with the main Safety Statement. This is available in the Library and on the Intranet at http://intranet.it-tallaght.ie/contentfiles/documents/estates/safety_statements/CELT.pdf

Organisation & Responsibilities of Health and Safety within Secretariat

Management are responsible for ensuring safe conditions of work within those areas of the Institute under their control. In the secretariat, this means the following;

- The Secretary/Financial Controller has responsibility for health, safety and welfare in the Human Resources and Finance areas and for ensuring that all functional areas within their control comply with all relevant Health and Safety legislation.
- The Finance Manager has responsibility for health, safety and welfare in the finance office.
- The Human Resources Manager has responsibility for health, safety and welfare in the human resources office, for the receptionist, the management of the employee assistance programme and for maintaining the accident register.

The specific rooms covered by this statement and the person responsible are as follows

<u>Position</u>	<u>Room/Area</u>
Secretary / Financial Controller (Safety Officer)	All spaces occupied by Secretariat Staff
Finance Manager	Finance Staff Office space in Icon Court Building
Human Resources Manager	HR Offices, HR Meeting Room and HR Interview Room in Icon Court and Reception in main building

Hazard identification and control

The process of hazard identification is dealt with in section 5 of the Parent Safety Statement.

While recognising that a safety audit cannot identify every single hazard, a safety audit of Secretariat will be carried out annually to reduce the overall risk of hazards. A copy of the current (January 2016) Hazard identification & Control Sheets for Secretariat is attached to this document.

General and Specific duties of staff

The **duties and responsibilities of staff** with regard to Safety are set out in Appendix 1 of this document. This is extracted from Section 13 (p23-25) of the Safety, Health and Welfare at Work Act, 2005 which can be seen at <http://staff-intranet/media/Media,22591,en.pdf>

Each member of staff in Secretariat are required to **notify HR by the end of January each year that they have read the Secretariat Ancillary Safety Statement** and have understood it, and have made themselves aware of the hazards and control mechanisms identified in this document, including ;

- The **emergency evacuation procedures** as set out in Appendix 2.
- The **safe practice work sheet for manual Handling** as set out in Appendix 3 and staff should read these and adhere to them when attempting to lift items.
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Training

Training will be provided where it is deemed appropriate or a staff member requests same and the relevant manager agrees. Safety training records will be maintained by HR.

All Secretariat staff should be familiar with the documents and procedures set out below. The people / section responsible for carrying out this training within Secretariat only are also identified.

Training	Person Responsible to provide training within the Section
Secretariat Safety Statement - Document	HR Manager
Fire / Emergency Evacuation -	Estates Function
Fire Warden Training (for certain individuals)	Estates Function
Accident and Incident Reporting	HR Manager
Safe Manual Handling -	HR Manager

Fire Wardens

The following people are designated as Fire Wardens in the Secretariat area for the period January 2019 onwards .

Michael Quinlan

Gerry Proudfoot

Paul Sheridan

Appendix 1 - Safety, Health and Welfare at Work Act 2005 - Duties of employees

Duties of employees

Sections 13 and 14 of the 2005 Act (which replaces section 9 of the 1989 Act) place a number of obligations on employees and others while at work.

Section 13 states that the employee must:

- (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 by, or under the supervision of, a registered 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 as may be 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 and equipment,
- (h) report to his or her employer or to any or to any 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.

Appendix 2 - Emergency Evacuation Procedures

When the **ALARM** sounds

1. LEAVE THE BUILDING **IMMEDIATELY** BY THE **NEAREST** EXIT
2. CLOSE THE DOOR OF THE ROOM YOU VACATE
3. DO **NOT** USE THE LIFT
4. DO **NOT** RE-ENTER THE PREMISES FOR ANY REASON
5. **GO** TO THE NEAREST ASSEMBLY POINT
6. DO **NOT** LEAVE THE ASSEMBLY POINT UNTIL THE ALL CLEAR HAS BEEN GIVEN – 3 blasts of Air-horn

All staff, including those in control of students and visitors, must instruct them to vacate the premises in an orderly manner, and direct them to the nearest assembly point, using the nearest available escape route.

- ***Familiarise yourself with the green evacuation signs in the corridors and with the location of the various assembly points.***
- ***Ensure that you are familiar with the fire exits***
- ***Ensure that you are familiar with the assembly points as shown on the attached drawing.***
- ***Keep the roadways around the building clear.***
- ***Do not attempt to leave the grounds during the course of a drill/evacuation.***
- Fire exits have signs designating which assembly point is to be used for that exit. Nobody, Staff, Student or Visitor, should leave the assembly point until the all-clear is given.
- Fire Wardens have been appointed on each floor to ensure that all rooms have been cleared.
- A control centre, with a designated Incident Controller (one of the caretakers), will operate outside the main entrance. The person that activates the alarm must report directly to the Incident Controller and they should ensure that the Emergency Services are contacted.
- An Evacuation Report is to be subsequently completed by the Incident Controller.
- The silencing of the alarm does not indicate the all clear to re-enter the building.
- The All Clear is signalled by three blasts from an Air-Horn

Target evacuation time is 2.5 minutes

Appendix 3 - Safe Work Practice - Manual Handling

Manual handling means any transporting or supporting of a load by one or more employees, and includes lifting, putting down, pushing, pulling, carrying or moving a load, which, by reasons of its characteristics or unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees.

All employees lifting loads, even light loads, are exposed to risk of back injury unless safe manual handling techniques are used.

Follow the eight steps to safe lifting

- Assess the area and the load
- Broad stable base – feet on floor
- Bend the knees
- Back straight
- Firm palmer grip
- Keep arms in line with trunk
- Keep weight close to the centre of gravity
- Turn feet in direction of movement

Ensure that sharp objects are not placed in plastic bags where they may protrude and cause injury whilst being transferred.