

PROJECT SAFETY PLAN

All projects conducted in the School of Electrical and Electronic Engineering are required to put in place a Project Safety Plan (or PSP). This involves identifying the hazards which may be present and stating what control measures will be put in place to control the risk associated with the hazard. This form is typical of that used in other third level institutions. The following sets out the steps to be taken by the supervisor and the student to ensure the correct completion of the Project Safety Plan.

1. There should be a separate Project Safety Plan for each student.
2. The supervisor should arrange to meet with the student as early as possible in order to review the Project Safety Plan and to complete the Project Safety Plan form. The supervisor should explain any hazards that might arise during the course of the project and ensure that the student understands the nature of the hazard and the control measure to be employed.
3. ALL SECTIONS should be completed. If a hazard is not applicable, please record it as N/A.
4. The supervisor and student must jointly sign the completed Project Safety Plan form (under the current Covid-19 measures electronic signatures are acceptable).
5. The signed form (with a copy of the project proposal) must be submitted to the SEEE Administration Office at seee.admin@tudublin.ie. Both the supervisor and the student should retain a copy.
6. The SEEE Health & Safety Advisory Committee will review the submitted Project Safety Plan and where deemed necessary, the form may be returned for further clarification or the inclusion of additional control measures.
7. The Project Safety plan should be reviewed with the student on a regular basis over the project period at project meetings. In particular if over the period of the project the project work plan or focus changes, the Project Safety Plan should be reviewed and a revised Project Safety Plan should be submitted.

Project Safety Plan

Student Name		
Student Number		
Programme Code and Year		
Start Date of Project		
Estimated Finish Date of Project		
Location(s) of Project (i.e. building and room number). If the project is to be carried out at home, please state HOME.		
Supervisor Name		
Title of Project		
Is the Project Shared (Yes/No)?		
Does the Project Involve working with mains electricity other than the power supply to a PC or laptop (Yes/No)?		
Description of Project		
<p><i>Give a brief description of the Project, location, machinery, equipment necessary, high voltages, mains voltages, chemicals needed, lone working required, field work etc.</i></p>		

Hazard Identification

Prior to starting, the Project Supervisor and Student must identify potential hazards and state what control measures they will employ to control the Risk. Below is a non-exhaustive list of the potential Hazards which may be present, these can be used as a starting point. Ensure you identify the controls needed. These can include using a less dangerous chemical, training on use of equipment, good lab or workshops practices, reporting defects, first aider present, following the out of hours access and off campus activities procedures and other procedures, use of PPE, reference to existing safety documentation such as lab risk assessments, SOPs, safety data sheets, manufacturer's manuals etc.

Potential Hazards	Present (Yes/No)	Details (if potential hazard identified, please provide details)	Controls Required (please refer to available TU Dublin documentation. Additional controls may be required)
Work Equipment			
Work Environment			
Electrical Shock Hazard			
Hand tools			SOP available at https://www.tudublin.ie/media/website/explore/schools/electrical-and-electronic-engineering/documents/SOP-Hand-Tools---3-September-2018.pdf
Power Tools			
Slips, trips and falls			
Manual Handling			
Soldering			SOP available at https://www.tudublin.ie/media/website/explore/schools/electrical-and-electronic-engineering/documents/SOP-Soldering---3-September-2018.pdf

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Compressed Air/Pneumatic Equipment			
Rotating Machinery			
Noise			Information on the provision of PPE is available at: https://www.tudublin.ie/for-staff/safety-health-welfare/safety-hub/personal-protective-equipment/
Computer Usage			Regular rest breaks are recommended.
Lone Working			Policy and procedure document: https://www.tudublin.ie/for-staff/safety-health-welfare/safety-hub/lone-working--out-of-hours-access/
Sudden Illness and/or Medical Emergencies			Information on responding to a medical emergency is available at: https://www.tudublin.ie/for-staff/safety-health-welfare/emergency-preparedness/
Fire/Emergency Evacuation			Emergency Response information is available at: https://www.tudublin.ie/for-staff/safety-health-welfare/emergency-preparedness/
Biological Agents			Policy and Risk Assessment documents: https://www.tudublin.ie/for-staff/safety-health-welfare/safety-hub/biological-safety/
Chemical			Policy and Risk Assessment documents: https://www.tudublin.ie/for-staff/safety-health-welfare/safety-hub/chemical-safety/
Gases			
Heat Sources/High Temperatures/Hot Surfaces			Information on the provision of PPE is available at: https://www.tudublin.ie/for-staff/safety-health-welfare/safety-hub/personal-protective-equipment/
Lasers			
Vibrations			

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Working off Campus / Field Work			Policy and information on working off-campus is available at: https://www.tudublin.ie/for-staff/safety-health-welfare/safety-hub/trips-travel-and-events/
Working at Height (incl. use of ladders)			
What other Hazards could be present and what effect will they have on the student, fellow students or employees? Use separate sheet if required.			

This project plan has been completed to the best of my abilities based on the information available to me, my understanding of the task at hand and of the expected workplace conditions. The student should note that additional care is required for projects conducted remotely (i.e. at HOME) and should consult with their supervisor before undertaking any new tasks not previously discussed.

Student Signature and Date		Supervisor Signature and Date	
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Category	Please indicate the category of supervision required (in order to process the form)	Tick one
Category A	The risks associated with the work and/or the inexperience of the student are such that the work must be supervised directly by a competent person (the supervisor or his/her authorized nominee), at least until the supervisor is satisfied that the student can follow correctly the appropriate scheme of work. Note: this might apply only to a small section of the whole project. This category is NOT permitted for projects conducted remotely (i.e. HOME projects).	•
Category B	The risks associated with the work and/or the inexperience of the student is such that the work may not be started without the supervisor's or his/her authorized nominee's advice and approval.	•
Category C	The Risks are such that the work requires considerable care, but it is considered that the student is adequately trained and competent in the procedures involved.	•
Category D	The risks are low and carry no special supervision requirements.	•

THE SIGNED FORM SHOULD BE SUBMITTED TO THE SEEE ADMINISTRATION OFFICE AT SEEE.Admin@TUDublin.ie (THE PROJECT SUPERVISOR AND THE STUDENT SHOULD RETAIN A COPY). PLEASE INCLUDE "PSP FORM [PROGRAMME CODE]" IN THE SUBJECT LINE OF THE EMAIL.