**7.2 Training Requirements**

The requirements for employees/others to participate in health and safety training are outlined below. Where risk assessments determine a need outside the specified timeframes, employees/others must comply with the needs so determined.

**Required SHW Training for all employees**

## Health and Safety Induction Training for new recruits

All new recruits must participate in health and safety induction on commencement of employment by taking the online health and safety induction e-Learning programme.

## Emergency Response Training (incorporating Fire Safety)

At least once every three years all employees including hourly paid employees, must participate in Emergency Response Training (ERT). They will meet this requirement by taking the online Emergency Response eLearning training programme and completing refresher eLearning every three years. All staff in laboratories, workshops, kitchens, libraries, Campus and Estates and identified others will receive a practical demonstration in the use of fire equipment every three years or more frequently if required.

## Manual Handling Training[[1]](#footnote-1)

At least once every three years, all employees with manual handling related duties must take the online manual handling eLearning training programme and online risk assessment. The online risk assessment and specific School/Function risk assessment may determine the need for the employee to receive further training by attending the practical training course. It is the responsibility of the employee to attend the practical course if advised, including refresher training every three years.

All other staff regardless of work duties will be enrolled on the TU Dublin manual handling principles online module (9-minute video), every three years.

**Specialised Training for Specific Job Categories**

Where specialist health and safety training needs have been identified in the risk assessment for specific activities or areas, employees must participate in training and/or assessment when required. Where specialist health and safety training is required that is a specific local need and not a University wide need, the cost must be met through local budgets. The courses will be facilitated by the People Development Office.

## Management Training

At least once every three years all employees in management and supervisory positions (i.e. all those who have employees reporting to them) must participate in training programmes covering legal responsibilities, and also attend legal briefings on a regular basis. This will be facilitated by the SHW Office through the provision of bespoke training programmes.

## Training for Out of Hours

Specific health and safety training is required for those participating in out of hours access. Out of hours is work undertaken outside normal hours (8am-10pm Monday to Friday term-time or 8am-6pm Summer time).

The initiator (i.e. the employee/manager responsible) in each case must ensure that appropriate level of training takes place at the frequency as dictated in the relevant policy. They will meet this requirement by taking the online eLearning training programme.

## 

## Service Providers/Contractors & others

Specific training required by service providers/contractors and campus companies is the responsibility of their respective employers and they must be adequately trained while on campus. In effect the service provider/contractor and others must ensure that their employees have been provided with the safety training set out in the tender such as Safe Pass, manual handling, work at heights, confined space, Construction Skills Certification Scheme training etc. The TU Dublin host has responsibility for ensuring that the contractor/service provider they wish to engage is provided a link for online training outlining hazards specific to our operations and safety measures in place.

## Emergency First-Aid Training (One Day)

All employees who work in or supervise in kitchens, laboratories, workshops and other high-risk areas identified through risk assessments, must participate in the one-day emergency first-aid training course. This course and refresher as required is facilitated by the People Development Office.

## First-aid Responder Training (Three Day), *formerly Occupational First-aid*

Employers are required to:

* Designate at each place of work under their control the number of occupational first-aiders as is necessary to give first-aid at the place of work concerned.
* Ensure that the number of occupational first-aiders and their training is adequate[[2]](#footnote-2).

First-aid Responder training courses, accredited by the Pre-hospital Emergency Care Council (PHECC), will be run on a regular basis to ensure that there are a sufficient number of certified and designated first-aid responders on all campuses as determined by risk assessments. All certified first-aid responders must complete a two-day refresher course every two years.

Details of trained first-aid responders are published on the TU Dublin website. This course is facilitated by the People Development Office.

## AED/CPR training

The Irish Heart Foundation’s Heartsaver CPR AED Course teaches cardiopulmonary resuscitation (CPR) and how to use an Automated External Defibrillator (AED).

This course is open to all staff members and Postgraduate Students who wish to know how to perform CPR and use the Automated External Defibrillators (AED’s) which are located around the campus.

The complete Heartsaver AED Course takes approximately 3 hours and teaches the basic techniques of CPR, how to use an Automated External Defibrillator (AED) and the relief of choking for adults, children and infants.

Participants who can demonstrate high quality CPR at the end of the course will receive an IHF/AHA Heartsaver AED course completion card which is valid for two years.

## Training for Campus Safety, Health and Welfare Committees, and Designated Safety Representatives

Appropriate training will be provided to members of SHW Campus Committees and statutory safety representatives and others as determined by risk assessment. These will be facilitated by the People Development Office and the Safety, Health and Welfare Office.

## Training of Emergency Response Teams

Appropriate training will be provided to all members of Campus Emergency Response Teams. This will be facilitated by the Safety, Health and Welfare Office and external provider where required.

**7.3 Overview and frequency of required training**

### Required SHW Training for all employees

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training** | **Refresher**  **timeline** | **Training Mode** | | |
| **Online** | **SHW Office** | **\*External Provider** |
| Induction Training | On commencement of  a new role |  |  |  |
| Emergency Response Training  (including fire safety) | Every three years |  |  |  |
| Manual handling video | Every three years |  |  |  |

### SHW Training for certain categories of employees

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training** | **Refresher**  **timeline** | **Training Mode** | | |
| **Online** | **SHW Office** | **\*External Provider** |
| Manual handling | Every three years |  | *Practical for those identified in risk assessment* |  |
| Management Training | Every three years |  |  |  |
| Specialist identified in risk  assessment | As required |  |  |  |
| Out of hours access | As required |  |  |  |
| Emergency first-aid for all staff in laboratories, workshops, kitchens | Every three years or as required based on duration in TU Dublin |  |  |  |
| Practical demonstration of fire equipment use for all staff in laboratories, workshops, kitchens, libraries, Campus and Estates | Every three years |  |  |  |
| First-aid responder for designated  First-aiders in Schools/Functions | Every two years |  |  |  |
| AED/CPR | Every two years |  |  |  |
| Campus SHW Committee members | As required |  |  |  |
| Statutory Safety Representatives | Every three years |  |  |  |
| Emergency Response Training for Bronze/ER Teams on each campus | Every three years |  |  |  |

\*The People Development Office in conjunction with the Safety, Health and Welfare Office have a register of trainers and ensure that procurement is reviewed and external providers are sourced through the OGP framework.

1. Safety, Health and Welfare at Work Act 2005 Part 2, Chapter 4- Manual Handling of Loads Regulation 69 Duties of Employer [↑](#footnote-ref-1)
2. Safety, Health and Welfare at Work Act 2005 Part 7, Chapter 2 – First Aid. Regulation 165: Provisions for First Aid [↑](#footnote-ref-2)