**Safety, Health and Welfare Training Policy**

**TU Dublin Policy**

# Table of Contents

[Table of Contents 2](#_Toc135910050)

[1. Document Control Summary 2](#_Toc135910051)

[2. Introduction / Context 3](#_Toc135910052)

[3. Purpose 3](#_Toc135910053)

[4. Scope 3](#_Toc135910054)

[5. Definitions 4](#_Toc135910055)

[6. Policy Details: 4](#_Toc135910056)

[6.1 Policy Overview 4](#_Toc135910057)

[6.2 Policy Details 4](#_Toc135910058)

[6.3 Approval process 5](#_Toc135910059)

[6.4 Change Process 5](#_Toc135910060)

[7. Related Documents 5](#_Toc135910061)

[8. Document Management 5](#_Toc135910062)

[9.1 Version Control 5](#_Toc135910063)

[9.2 Document Approval 6](#_Toc135910064)

[9.3 Document Ownership 6](#_Toc135910065)

[9.4 Document Review 6](#_Toc135910066)

[9.5 Document Storage 6](#_Toc135910067)

[9.6 Document Classification 6](#_Toc135910068)

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# Document Control Summary

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| **Area** | **Document Information** |
| Author | SHW Senior Manager |
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| UET Sponsor | Chief Operations Office |
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# Introduction / Context

Health and safety training is a legal requirement specified by the *Safety, Health and Welfare at Work Act, 2005 (the Act)* and associated Regulations. **All employees and others as required (campus users etc)**  must participate in appropriate health and safety training and assessment as is required.

Training also serves to develop and improve safety awareness and attitudes that are essential for effective safety management. It is our policy to provide appropriate health and safety training to all within scope.

The on-going health and safety training needs of employees will be identified through training needs analysis carried out by line managers/Heads of School/Function in consultation with the Safety, Health and Welfare Office and the People Development Office. Compliance with this policy will be monitored by the Head of Governance and Compliance and the University Safety, Health and Welfare Steering Committee.

Health and safety training will be provided to those in scope taking into account their duties and their area of work. Training requirements will be based on the hazard identification and the risk assessment process. Training will also be provided following the introduction of new technologies, legislation or any changes/developments in work processes, relocation etc.

# Purpose

It is a legal requirement under the *Safety, Health and Welfare at Work Act, 2005 for* employers to provide: *instruction, training and supervision to employees in relation to their safety, health and welfare at work[[1]](#footnote-1)*. The overarching commitment of the University’s general Health and Safety Policy is to ensure the provision of all necessary health and safety training that staff, students and visitors will require to carry out their activities within the University safely.

**It is a legal requirement under the *Safety, Health and Welfare at Work Act, 2005* for employees to: *attend training,*** *and as appropriate, undergo assessment, as may reasonably be required by their employer, or as may be prescribed relating to safety, health and welfare at work, or relating to the work carried out by the employee[[2]](#footnote-2)*.

The purpose of this policy is to set out the health and safety training requirements under the Act and the University’s commitment to ensuring compliance with those requirements

# Scope

This policy applies to all employees (and others as required – campus users, post doctorates/postgraduates in research etc.) of Technological University Dublin (TU Dublin) whether whole-time, pro-rata part-time, hourly paid, permanent/temporary, academic/professional management support staff.

# Definitions

Manual Handling: Manual handling of loads 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 of unfavorable ergonomic conditions, involves risk, particularly of back injury, to employees[[3]](#footnote-3).

Employee: means a person who has entered into or works under (or, where the employment has ceased, entered into or worked under) a contract of employment and includes a fixed-term employee and a temporary employee[[4]](#footnote-4)

# Policy Details:

## 6.1 Policy Overview

The annual training programme for health and safety courses is prepared by the People Development Office in conjunction with the Safety, Health and Welfare Office. The courses/workshops are developed to ensure that appropriate content is incorporated and that particular attention to the University’s health and safety policies and procedures is an integral component. Specialised health and safety training will be provided as required and as deemed necessary through further risk or training needs assessments. Priority will be given to high risk activities/areas in the allocation of resources and scheduling of training courses. 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 People Development Office and the Safety, Health and Welfare Office will regularly review the training requirements and source training resources that are deemed to be the most suitable in line with procurement requirements.

It is the responsibility of managers to facilitate staff to attend and participate in health and safety training. Common sense arrangements should be made to provide cover for employees attending training courses. In exceptional circumstances, it may be possible to arrange for substitution subject to the agreement of the line manager.

The People Development Office will keep training records and will provide refresher training when necessary. Training arrangements will be reviewed, monitored and updated as required.

Details of all health and safety training courses organised by the People Development Office are listed on the People Development website.

## 6.2 Policy Details

This policy sets out the health and safety training requirements under the Act and the University’s commitment to ensuring compliance with those requirements as detailed below:

1. The University is committed to providing staff, students and visitors a safe workplace.
2. The University is committed to continuous improvement in the competency of all staff which requires continuous health and safety training programme.
3. The University will ensure that health and safety training will be adequately supported and resourced.
4. The University, through its Heads of Schools/Function will identify all the roles required in their School/Function. This will be used to identify the health and safety training that they will require to perform their activities as safely as is reasonably practicable.
5. The University will ensure that all new staff receive health and safety induction.
6. The University will ensure that fire safety and emergency response awareness training will be required for all staff.
7. The Head of School/ Function with the aid of the Safety, Health and Welfare Office and People Development Office will identify specific training which would be regarded as required and which training will be regarded as highly recommended. Each School/ Function will produce a training matrix which will identify the health and safety training requirements.
8. The University will ensure that health and safety training for specific roles will be provided.
9. The Head of School/ Function will ensure that their staff undertake required and highly recommended health and safety training for specific roles. The Head will ensure that there is a process in place for monitoring completion of such courses.
10. Each School/Function will provide the statistics for health and safety training. This will include the percentage of staff completing required courses, the percentage of those completing highly recommended courses etc.

## 6.3 Approval process

This policy is reviewed by the University Safety, Health and Welfare Steering Committee who recommend it to the University Executive team for submission to Governing Body for final approval.

## 6.4 Change Process

The Safety, Health and Welfare (SHW) Office and the People Development Office will facilitate appropriate audit procedures to be carried out on a regular basis so as to ensure the University continues to comply with the training requirements as specified by the *Safety, Health and Welfare at Work Act, 2005 (the Act)* and associated Regulations. The SHW Office and the People Development Office will carry out periodic reviews of this policy and will take into account changes in legislation, codes of practice, matters raised and any changes in work process, procedures or lessons learned etc..

# Related Documents

The following documents are related to this policy document. They include:

* 1. TU Dublin Safety Statement
  2. Training Requirements
  3. Overview and Frequency of required training

# Document Management

## 9.1 Version Control

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| --- | --- | --- | --- |
| **VERSION NUMBER** | **VERSION DESCRIPTION /**  **CHANGES MADE** | **AUTHOR** | **DATE** |
| *Rev 1.0* | *Initial Revision for TU Dublin (University wide)* | *Edel Niland* | *4th April 2023* |
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## 9.2 Document Approval

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| --- | --- | --- |
| **VERSION NUMBER** | **APPROVAL DATE** | **APPROVED BY (NAME AND ROLE)** |
| *Rev 1.0* | *17th April 2023* | *University Safety, Health and Welfare Committee* |
| *Rev 2.0* | *30th May 2023* | *Governing Body Finance and Property Committee* |
| *Rev 2.0* | *7th July 2023* | *Governing Body* |
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## 9.3 Document Ownership

Accountability to defining, developing, monitoring and updating the content of this document rests within Governance and Compliance.

## 9.4 Document Review

The Head of Governance and Compliance is accountable to review this document in consultation with relevant stakeholders. This document should be approved by the University Safety, Health and Welfare Committee, the University Executive Team and Governing Body.

## 9.5 Document Storage

This document will be published on the University website.

## 9.6 Document Classification

This document is classified as TU Dublin: Public as per the University Data Classification Policy.

1. Safety, Health and Welfare at Work Act 2005 Part 2 Chapter 1 Section 10 [↑](#footnote-ref-1)
2. Safety, Health and Welfare at Work Act 2005 Part 2 Chapter 2 Section 13 [↑](#footnote-ref-2)
3. Safety, Health and Welfare at Work (General Application) Regulations 2007 (SI No.299 of 2007) Chapter 4, Regulation 68. [↑](#footnote-ref-3)
4. Safety, Health and Welfare at Work Act 2005 [↑](#footnote-ref-4)