



Safety Statement

In Accordance with the Safety, Health and Welfare At work Act 2005

ISSUE	DATE	APPROVED (NAME)	APPROVED (SIGNED)
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1. INTRODUCTION

This document has been prepared by the Institute in consultation with its employees and defines the requirements for the Institute's safety statement.

This document may be revised from time to time so as to take into account any changes in methods or procedures, which may affect health and safety of employees or others who may be affected.

This document, known as the "Departmental Safety Statement" is based on the identification of hazards and risks to safety health and welfare relating to the operations and activities of the Estates Management Department of the Cork Institute of Technology.

1.1 Objectives

- To eliminate, so far as is reasonably practicable, accidents and injury to employees, students and others who may be affected.
- To indicate how the institute intends to comply with the requirements of the Safety Health & Welfare at Work Act 2005 and associated regulations.
- To set objectives for the management of safety, health and welfare.
- To identify roles and responsibilities necessary for securing safety, health & welfare.
- To specify operating procedures and safe systems of work.

1.2 Application

This document specifies:

- The manner in which the safety, health and welfare of persons affected by the activities of the Institute will be secured, the arrangements made and resources provided.
- The co-operation required from employees & students.
- The procedures to be followed when carrying out specific duties.
- Emergency procedures.
- Reporting procedures
- Tests, Examinations, Investigations and Inspections.

1.3 Administration

The safety system will be administered through the normal & existing management structure within the Institute.

Each employed person has personal responsibilities set out and it is a condition of employment that these responsibilities are accepted and adhered to.

1.4 Health, Safety & Welfare

POLICY

This Safety Policy has Governing Body approval and support.

To all staff members, students and authorised visitors,

The Cork Institute of Technology considers the safeguarding of the Health, Safety and Welfare of its staff members, students, contractors, service providers, visitors and members of the public as its top priority.

In accordance with the Safety Health & Welfare at Work Act 2005 (here after referred as the "2005 ACT"), and the Safety Health and Welfare at Work General Applications 2007, it is the policy of the Cork Institute of Technology that all reasonable and practicable steps are taken to provide a safe and healthy environment with safe systems of work.

The Institute will constantly strive as a collective Campus to eliminate all Hazards in the work place, by means of Hazard Identification and Risk Assessment, all in accordance with the section 19 of the 2005 ACT. Each Department or Unit will be responsible in achieving this task. The allocation of responsibilities for Health and Safety by each Department or Unit is laid out in the Institutes Safety Statement. Each Department or Unit will ensure that this document will be made available to all.

The Institute will make available adequate resources to implement this policy. The Institute will provide information, instruction, training and supervision as necessary to ensure that all our health and safety objectives and duties are met.

The Institute will ensure where necessary particular measures are taken to protect, so far as is reasonably practicable, the health, safety and welfare of individuals with disabilities.

This Safety Statement was prepared in accordance with the requirements of the Safety, Health and Welfare at Work Act 2005 and will be reviewed at least annually and revised when necessary, to reflect changes in procedures or policy, or otherwise to maintain this as an up-to-date Policy and working document.

Dr Brendan Murphy
President

Date

2. ORGANISATION FOR SAFETY

On behalf of the Governing Body, the Director has executive responsibility to ensure, that so far as is reasonably practicable the requirements of the health and safety policy and legislation are complied with and carried out effectively.

The Director has delegated to the Assistant Principal responsibility for the overall co-ordination of safety, health and welfare within the Institute.

Heads of Department are responsible for the management of safety, health and welfare within their respective department and each shall take active leadership in the health and safety activities of the Institute.

Academic Staff are responsible to their Department Head and each shall take an active role in the health and safety activities of the Institute.

Each Employee is responsible for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work;

Each student is responsible for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions. Each student is expected to keep himself/herself reasonably informed through the information and instruction provided by the Institute of the health and safety issues relevant to their activities.

Each Contractor is responsible for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work.

The names of personnel with safety responsibilities is set out at Appendix II of this document.

For the complete details of safety responsibilities, refer to the core safety statement document 100387.23.RP.001.

2.1 The Estates Manager

The Estates Manager shall:

- Implement, enforce and review the health and safety systems and procedures within the activities and areas under his control.
- Prepare a safety statement / *Risk Assessment* specific to the activities of his department.
- Ensure that there are arrangements for the effective communication of health and safety information to all personnel under his control, and others who may be affected by the activities of the estates management office.
- Ensure that any accident or dangerous occurrence is investigated and that an accident report is completed and promptly submitted. (See Appendix V and VI)
- Ensure that a review of health and safety within his department is carried out at least once a year, and that any corrective actions required as a result of the review are implemented.
- Make arrangements for the identification and provision of the necessary health and safety information, instruction, training and supervision of personnel under his control.
- with the co-operation of each Head of Department, ensure that relevant plant and equipment is subject to statutory test as required.
- ensure adequate measures are taken to control contractors to prevent risks being created for other users of the premises; (Safety Permit System in operation see Appendix VI)
- ensure adequate measures are taken to control the work carried out by the staff of the Estates Management Office to prevent risks being created for other users of the premises.
- ensure that reasonable arrangements are made to provide a comfortable work environment regarding general conditions such as lighting, ventilation, temperature and cleanliness.
- ensure adequate measures are taken to control traffic to minimise risk to all those using the roads and footpaths on the campus.
- With the co-operation of each Head of Department, establish and maintain a register of equipment requiring statutory and periodic inspection/testing.
 - Fire Alarm Serviced to meet the requirements of IS:3218:1989.With the co-operation of each Head of Department, establish and maintain a register of pressure equipment and systems requiring periodic inspection/testing.
 - Fire Extinguishers / Hose Reels serviced as per IS:291:1989
- Maintain the site (Construction Safety File) e.g. site drawings and data. All associated Documentation is kept and stored in the Building& Estates Office.

2.2 Duties of the Employee.

Each Employee has the following duties under *Section 13 of the Safety, Health and Welfare at Work Act, 2005*,

Every employee will,

- *To comply with the relevant statutory provisions, and take reasonable care not to put themselves or others at risk by their acts or omissions at work.*
- *To ensure that they are not under the influence of an intoxicant to the extent that he or she will put themselves or their co-workers at risk.*
- *If reasonably required by his /her employer. Submit to any appropriate ,reasonable and proportionate tests by, or under the supervision of, a registered medical practitioner who is a competent person as may be prescribed.*
- *The employee must not engage in improper conduct or behaviour that is likely to endanger his or her own safety or the safety of their co-workers or any other person.*
- *Attend all Safety and Health training as may be required by his or her employer, or that may be prescribed relating to safety and health and welfare at work. Or relating to the work carried out by the employee.*
- *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 the use of PPE, personnel, protective equipment.*
- *Report to his or her employer or to any appropriate person on the following,*
 - *Any work being carried on which might endanger or cause risk to the employee or any other person.*
 - *Any defect in the work place, 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.*
 - *Any contravention of the relevant statutory provisions which may endanger the safety, health or welfare at work of the employee or that of any other person of which she or he is aware.*

3. ARRANGEMENTS FOR SAFETY, HEALTH & WELFARE

The arrangements for securing safety, health & welfare are set out within this section of the safety statement.

The objective of this section is to provide information on health and safety matters relevant to the Estates Management Department.

3.1 Accidents & Dangerous Occurrences

(See Accident / Incident Procedure)

An accident may be defined as any unplanned event resulting in any of the following: Injury, Ill- health or Damage to/loss of equipment, etc

It is the duty of each employee to report accidents, dangerous occurrences and 'near- miss situations' to Management.

The Manager will investigate the causes of the accident/incident and complete the Institute's Accident Report Form as applicable.

Copies of the completed form should be forwarded to the Buildings and Finance Department.

The purpose of an investigation is to establish all the facts relating to the accident/incident so that recommendations may be made to prevent reoccurrence.

The Institute will comply with its statutory obligations for reporting of accidents and notification of dangerous occurrences to the Health and Safety Authority on forms IR1 or IR3 respectively.

The Institute will maintain records of all reportable accidents and dangerous occurrences for a period of not less than ten years.

3.2 Access & Egress

Each passageway, gangway and doorway affording access to and egress from any place of work within the institute, will be kept in good order and free from any obstruction.

Each fixed access ways including vertical ladders, steps and ramps will be kept in good order and inspected on a Routine Basis.

3.3 Asbestos Containing Materials

The Institute has taken reasonable steps to ascertain the presence of Asbestos Containing Materials (ACM's).

These steps included the carrying out of survey for the identification and management of asbestos containing materials.

3.4 Consultation

The Institute is committed to the consultation of employees on matters of safety, health and welfare at work issues as specified within the Safety, Health & Welfare at work Act 2005. Consultation is provided for through a number of mechanisms:

- Safety Representation.
- The Safety Committee.
- Heads of Department discussing issues relating to their area of operation with the personnel working within their department.
- Working groups on specific safety issues.

The consultation and involvement of employees in the formulation and ongoing development of the Institute's safety statement has been provided for by:

- The formation of an implementation group "HandS" to assist in the identification of hazards and collation of information necessary for the formulation and ongoing development of the safety statement document.

3.5 Construction Work

As required under the Safety, Health & Welfare at Work Construction Regulations 2001. and the requirements laid out in section 17 of the 2005 Act, which deals with the duties of those who are involved with Construction at places of work. Section 17(1) of the Act states that, A person who commissions or procures a project for construction work shall appoint in writing a competent person for the purpose of ensuring, so far as is reasonably practicable, that the project,

- Is designed and is capable of being constructed to be safe and without risk to health.
- Is constructed to be safe and without risk to health.
- Can be maintained safely and without risk to health during subsequent use.
- Complies in all respects, as appropriate, with the relevant statutory provisions.

The Institute will ensure that, so far, as is reasonably practicable, in the event of any construction work operation planned to take place,

- Full consideration to safety is extended towards the project at the design stage.
- A Project Health Safety Plan is formulated so as to take into account:-

The appointment of a Construction Stage Supervisor and measures taken to ensure that: contractors are made aware of their responsibilities during the project and may be required to prove that their employee(s) are competent to carry out the work required.

Contractors will be issued with a "safety code of practice" and conditions for outside contractors. The policing of safety standards will be carried out during the contract and records of these inspections maintained.

Heads of Department must be consulted with before the commencement of work as to any restrictions or safety implications to their areas during the project duration.

3.6 Control of Contractors

So as to ensure that all Contracted Personnel carrying out work within the Institute are aware of hazards, conditions and procedural requirements, a Safety Codes Of Practice for Outside Contractors has been formulated. It is the responsibility of the Person employing the services of the Contractor to ensure that the S.C.O.P. Documentation is delivered to the contractor, the documentation is returned and that procedures, conditions and practices are adhered to by the contractor at all times. **The Sub Contractor must read and signoff on these procedures. A work Permit system is also in operation which must be filled in and approved before work can commence. See Appendix IV for sample of permit.**

3.7 Compressed Gas Cylinders

- All compressed gas cylinders will be stored in accordance with regulations and safe working practices.
- All cylinders shall be maintained and secured in an upright position at all times.
- All methods used for securing will be such that it will take the weight of the cylinder.
- Cylinders shall not be used without a pressure-reducing regulator being fitted.
- All regulators and pressure gauges shall be design suitable and approved.
- Cylinder valve protection caps shall only be removed from cylinders in use. The cap shall only be removed after the cylinder has been placed into position and secured.
- Cylinders being taken out of use shall have the valve protection cap placed into position prior to un-securing and removal of the cylinders.
- Manual operated cylinder valves shall be opened slowly.
- A manual cylinder valve shall have a Hand Wheel or Spindle key in position at all times when the cylinder is in use. (Makeshift tools or pliers are prohibited.)
- Only trained and competent personnel shall be permitted to connect and disconnect cylinders.
- Cylinders, with regard to handling, whether considered empty or full must be treated as full at all times.
- Oil or Grease must not be allowed to make contact with cylinders, valves, regulators, gauges or fitting at any time.
- Acetylene shall not be distributed or used from cylinders at a pressure greater than 15 p.s.i.
- Compressed gas cylinders shall be protected against contact with sparks, electrical current or excessive heat.
- Compressed gas cylinders not in use shall be stored in a dry, well-ventilated area.
- Access to these storage areas is restricted to personnel competent by training in the safe handling of pressurised gas cylinders.
- Flammable gases shall not be stored near or adjacent to oxidising gases or materials.
- Proper storage shall be provided and used for the storage of compressed gases; so as to maintain all cylinders in an upright position at all times.
- Used cylinders shall be marked 'USED' and placed in the designated and approved location for collection.
- Compressed gas cylinders shall not be used for any other purpose, other than for that designed.

3.8 Departmental Safety

Each employee be aware of the procedures and of the hazards associated within their particular area of work.

Departments are required to formulate a safety statement appropriate to the nature of work carried out within the department. These will include arrangements for securing health and safety in the department and instructions and rules applicable to specific activities carried out within the department.

The safety statement shall be formulated to ensure, so far, as is reasonably practicable, that departments provide:

- A safe place of work,
- Safe plant and equipment.
- Risk assessment and control
- Procedure for reporting accidents and dangerous occurrences
- Safe systems of work (e.g. safe operating procedures)
- Supervision, training and awareness
- Adequate protective equipment where hazards cannot be eliminated
- Designated emergency responsibilities
- Protection from risk to health from any article or hazardous substance (including plant, machinery, equipment, chemicals, dusts, fume, biohazards, toxic gases, etc.),
- Inspections and audits to review and continuously improve the departmental health and safety performance.

Each safety statement will be subject to review at least annually and updated to take account of experience and new activities as they are introduced.

3.9 Dignity & Respect at Work

The policy of the Institute is to treat all employees and students in a fair and consistent manner and with dignity & respect.

The Institute will produce a Policy to establish the way in which the organisation deals with bullying, violence, stress and harassment in the workplace.

The Policy will be used to establish standards and a commitment to preventing bullying and harassment in the Institute, and therefore will be used to brief staff, as a reference document and the guidelines with which to judge all relevant activity.

Any Employee experiencing difficulty within the workplace may discuss the matter in confidence with their Head of Department or make arrangements through the Medical Unit.

3.10 Electrical Equipment & Installations

Through the Estates Management Office and the use of contracted personnel, the following requirements relate to the provision of electrical equipment and installations:

- All portable and fixed electrical equipment or appliances utilised within the Institute shall be effectively grounded or double insulated in accordance with General Application Regulations 1993 and ETCI Rules.
- Terminal boxes, switch boxes, etc; shall be kept covered or enclosed and secured in such a manner so as to prevent danger to all personnel and be suitably identified.
- All equipment shall have fail safe features of non-automatic resetting type. Failure of the interlock mechanism, loss of power, short circuit, or malfunction of equipment shall cause the circuit to be interrupted.
- All electrical installations and equipment shall conform to Electricity Regulations and safe codes of practice.
- Warning signs shall be displayed near current carrying parts and in hazardous areas, such as high voltage installations.
- Electrical cables, which are worn or frayed, shall be replaced immediately.
- All new installations will comply with the electricity regulations & ETCI Rules.
- Electrical isolation will comply with the Institute's Electrical Isolation procedures.
 - A lockout / Tagout System of work is in operation here. I.e: only authorised personnel can have access to Switch rooms / Transformer rooms / Electrical Sub-Distribution.
 - A Safety work Permit is also in operation which will further control the Electrical Hazardous areas of the CIT.

3.11 Eye Protection

Employees involved in any type of work, which presents a potential hazard to their eyes, are required to wear eye protection.

Protective equipment is provided by the Institute in the form of personal and common issue. Should it be required, this protection is immediately available on request.

The wearing of eye contact lenses at work involving the use of chemical Agents is prohibited.

Eye protection will be worn during the following operations:-

- Handling or using hazardous liquids or chemicals.
- All other operations designated as eye protection work.

It is the responsibility of the employee to ensure that eye protection is used where or when required, and for requesting timely replacements.

3.12 Fire & Explosion

The Institute recognises the necessity for awareness with regard to the risks of fire and is committed to the provision of a safe place of work and study. This includes the provision of measures for fire prevention, detection and evacuation.

Action in the case of fire or explosion or other emergency is made known to ALL Employees on commencement of work and attendance at the Institute.

All Fire Fighting Equipment will be serviced on a regular routine basis in accordance with Irish Standard 291, 1986. Records of this maintenance will be kept by each Department Head/Manager.

Through the Estates Management Office and where necessary the use of contracted personnel, the Institute shall identify areas of potentially explosive atmosphere and ensure the selection of suitable electrical/mechanical equipment intended for operation or use within the hazardous areas identified.

Further reference should be made to the Institute's fire safety management plan.

3.13 First Aid

Employees ill or injured while at the Institute will receive prompt and efficient first-aid treatment and further medical treatment where required. To ensure this, all injuries must be reported to the Medical Unit Ext. 6356 and to the Buildings & Estates Office Ext 6418.

The College Safety Response team can be alerted by dialling 6219. All members of this team are qualified in Occupational First Aid and the use of Defibrillators which are situated at the following CIT controlled locations in the College campus.

- Bishopstown Campus (Outside Old Medical Unit in G Block)
- Bishopstown Campus (Outside Caretakers Unit in D Block)
- Bishopstown Campus (Ground Floor Reception, Admin Building)
- Bishopstown Campus (Ground Floor, A123, A-Block)
- NMCI Campus (Behind Reception Desk main Lobby, ground floor)
- CSAD Campus (By Caretakers Office)
- School Of Music (Pending)
- North Point (Pending)
- Herlihy Building (Pending)

Prior to the commencement of employment, each employee is required to provide a certificate of medical fitness, so as to ensure that so far as is reasonably practicable, the Employee is fully fit for employment within the Institute.

Where Department first aid personnel are available, the names and contact details will be posted within the department and listed with Appendix III of this document.

3.14 Fork Lift Truck Operation

The following points must be observed when carrying out Fork Lift Truck operations.

- **CIT Fork lift Procedure must be followed at all times.**
- **All Drivers must hold a current RTITB Forklift driving licence.**
- Vehicle operation is restricted to trained and designated Personnel.
- Operators must examine their vehicle before commencing their work.
- Forks must be adjusted so as to take an even weight.
- Pallets used must be in good repair.
- Driving must be carried out smoothly so as not to dislodge loads.
- Reduce speed in wet conditions.
- Drivers must reverse when vision is obstructed.
- The horn must be sounded at all corners and entrances.
- Trucks must not be overloaded.
- Mast tilt must be backward when travelling.
- The truck must not be used to lift Personnel to heights.
- Vehicle defects must be reported immediately, the truck safely parked and the key removed.
- Loads must not be lifted or lowered with the tilt forwards or backwards.
- Loads must never be lifted or lowered when the truck is moving.
- **Drivers must not smoke when driving.**
- **Passengers MUST NOT be carried.**
- When parked, the truck must have the hand brake applied.

3.15 Cherry Picker Operation

- **Vehicle operation is restricted to trained and designated Personnel**
- **All Drivers must hold a current M.E.W.P Operator Training licence.**
- **Operators must examine their vehicle before commencing their work**
- **Cherry Picker Man Lift Procedure must be followed at all times.**

3.16 Hazardous Materials & Substances

Uncontrolled exposure to hazardous substances can result in an immediate (acute) effect on an individual, while repeated exposure has the potential to result in (chronic) effect over the long term.

The Estates Management Department shall maintain material safety data information relevant to the chemical agents present or in use within the area and establish safe operating procedures to deal with hazardous substances, which may be used in the course of their activities.

The Institute shall establish safe practices with regard to these substances and will take account of the provisions of the (Chemical Agents) Regulations, 2001.

Employees are reminded that time must be taken to read warning labels on containers and any other written advice provided.

Any employee who feels that the use of a substance or material may be presenting a health problem should immediately report this to his/her Manager.

3.17 Storage of Hazardous Substances

- All hazardous substances including flammable gasses will be stored in accordance with legislative requirements and safe practices.
- The appropriate location of storage will be determined by means of reference to the applicable Material Safety Data Information.
- Consideration will be given to chemical incompatibility and environmental impact in the event of release.
- All containers will be clearly identified, so as to provide information of hazard.
- All compressed gas cylinders will be colour code identified in accordance with British Standard 349.
- All pipe line supplies will be identified in accordance with British Standard 1710.

3.18 Use of Hazardous Substances

Training will be provided to all employees who will come into contact with hazardous substances in their place of work.

The training will be given during the safety induction training and will include:-

- The Identification of hazardous substances and their effects.
- The protective clothing and/or safety equipment to be used when handling hazardous substances.
- The method of use of Hazardous Substance Safety Data Sheets providing information on the identity of the substance,
- The Effects of contamination, emergency First-Aid treatment procedures and protective clothing/equipment to be worn or used during handling.

3.19 Hoists & Lifting Equipment

The operation of any lifting equipment is restricted to trained Personnel only.

- All hoist, sling or rope must be examined for obvious defect prior to use.
- All control functions will be checked prior to commencement of lifting operations.
- Any defects or faults must be reported immediately to the Buildings & Estates Office.
- The Safe Working Load as displayed at the working equipment must not be exceeded at any time.
- Prior to lifting or movement it must be ensured that the area of operation is clear of personnel and obstructions.
- Hands must be kept clear of chains, hooks and load prior to lifting or lowering taking place.
- Feet must be kept clear when lowering loads to the ground.
- Hoists must be kept clear from any walkway area when not in use.
- Check that both sides of any load are clear before commencing movement.
- **All Machine related procedures must be followed. These include the following**
 - 1) **Forklift Operational Procedure.**
 - 2) **Van Operational Procedure.**
 - 3) **Cherry Picker Man lift Procedure.**

3.20 Manual Materials Handling

The Institute shall so far as is reasonably practicable take measures to avoid the need for manual handling operations.

Where avoidance is not possible, mechanical aids or other appropriate organisational methods including the provision of training will be used.

The Manual Handling Regulations require the Institute to:

- Take appropriate organisational measures, in particular mechanical equipment, to avoid the need for the manual handling of loads by employees.
- Where the need for manual handling of loads by employees cannot be avoided, appropriate means shall be used or the employees will be provided with the means in order to reduce the risk involved in the manual handling of loads.
- Where the need for manual handling of loads cannot be avoided, tasks shall be organized in such a way as to make handling as safe and healthy as possible.
- Take appropriate measures to avoid or reduce the risk, particularly of back injury, to its employees, considering in particular the characteristics of the load, the physical effort required, the characteristics of the working environment and the requirements of the activity.
- Any employee who while carrying out their duties is at risk from manual handling activities, must attend the relevant training and also highlight to their manager when he/she experiences any associated discomforts.
- The CIT Manual Handling Directive must be followed at all times.

3.21 Machine Guarding

All moving machine parts are guarded so as to protect employees from injury in accordance with the General Application (Amendment) Regulation 2001.

Prior to the modification, installation or purchase of equipment, all efforts will be taken by the Person responsible for the purchase and installation to ensure that the equipment complies with the above regulation, the Machinery Regulations 2001 and that a risk assessment is carried out prior to the final commissioning and putting into service.

3.22 Machinery/Equipment Operation

Many items of equipment and machinery encountered within the Institute have the potential to cause injury.

So far as is reasonably practicable, guards are fitted to all moving parts of machinery that may present a hazard of injury.

All guards & safety devices must be maintained in position during normal operation.

When guards are removed, Isolation procedures must be followed by the person carrying out removal (PICW) (Person In Charge Of Work) and these guards must be replaced prior to operation by the (PICW).

Guard devices must not be removed or bypassed without authorisation, disciplinary action may be taken against any person found doing so.

Walkways and areas around machinery must be kept clear of waste, spare parts and other hazardous objects, which may cause a person to slip, trip or fall.

Clothing **MUST NOT** be loose fitting so as to allow parts to become entangled in machinery. Ties, chains and jewelry are not permitted while working on or approaching any machinery. If working with or approaching any machinery long hair must be confined close to the head.

Persons operating machinery are responsible for the safety of themselves and others by ensuring the safe operation of machinery or equipment under their control.

3.23 Noise

So as to protect employees and students from the risks to their hearing, the Institute will comply with the requirements of the European Communities (Protection of Workers) (Exposure to Noise) Regulations, 1990.

The Building & Estates Manager with the co-operation of the Department Head/Manager will identify any location suspected of presenting the risk of exposure to excessive noise will make a formal request for a noise assessment. In addition, areas where noise emissions distract or represent nuisance shall be subject to measurement to determine the appropriate action to be taken.

Where employees are exposed to noise levels exceeding **80dB(A)** Leq or the maximum value of the unweighted instantaneous sound where pressure is likely to exceed 200 Pascal's the following shall be provided:

Information and training concerning:

- risks to hearing arising from noise exposure,
- obligations under the Noise Regulations,
- hearing protection and audiometry.

In addition, when the level is above **85dB(A)** the Institute will:

- Identify the reasons for the excess noise level and put in place a programme to reduce it
- Identify the area with signs
- Ensure that hearing protection is used and maintained
- Restrict access to the area.

3.24 Protective Equipment

The Institute will supply all necessary safety equipment required to protect the Employees from hazards Inherent in tasks being carried out.

Protective equipment and clothing shall be provided on the basis of risk assessment, performance and suitability in accordance with Regulations 21-26, Part 5 of the General Application Regulations 1993.

The Institute will be responsible for the provision of training, information and instruction relating to any protective equipment provided. Employees are responsible for the proper use of any protective clothing or safety equipment provided and for requesting timely replacements.

The Estates manager will determine the level/nature of protection required for each Employee under his control and maintain a record of this identification and issue of equipment.

3.25 Permit to Work Systems

The **Building & Estates Office** operates a prior permit to work system in relation to the following activities:

- **Electrical Work.**
- **Hotworks.**
- **Restricted Access to the following areas.**
 - **Roof access**
 - **Electrical Sub-distribution rooms**
 - **Electrical HV Transformer rooms**
 - **Boiler House / Mechanical MCC rooms.**

Further reference should be made to the core safety statement for the Cork Institute of Technology.

3.26 Pressure Equipment & Systems

Prior to the purchase, installation or substantial modification of pressurised equipment. All efforts will be taken by the Person purchasing the equipment to ensure that the equipment complies with the requirements specified within the Pressure Equipment Directive 97/23/EC.

With regard to Fixed Pressurised Systems operating within the Institute, the Head of Department responsible for the operation/use of the equipment with the co operation of the Estates Management Office will ensure that::

- Safe operating limits are established for each system.

- A written scheme of examination for regular examination of each system has been formulated by a competent person.
- The scheme of examination is followed and any resulting actions are implemented.
- Each system is operated and maintained in a safe and proper manner complete with the provision of information on the action to be taken in the event of an emergency.
- Based upon the size and complexity of individual systems, that a Competent Person(s) be designated/contracted to:
 1. advise on the scope of the written scheme;
 2. formulate schemes of examination; and
 3. carry out examinations under the scheme.

3.27 Pregnant Employees

The Institute will, so far as possible, identify hazards in the workplace, which could affect the health of the pregnant woman, or of her unborn child. These hazards will be assessed and managed to avoid risk.

The Institute will comply with the provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (Pregnant Employees etc) Regulations 2001.

Female employees shall be advised on taking up employment that they are required to advise their Head of Department or supervisor should they become either pregnant or a "Nursing Mother" (A woman who has given birth within the last six months and who is breastfeeding),

On receipt of written notification of pregnancy, recent birth or breastfeeding, each Manager shall in conjunction with outside expertise review the working patterns and tasks of the pregnant employee.

This review will include an assessment of risk relating to work tasks and of the hazards present.

Following identification of risk, all practicable measures will be taken to eliminate or control risk by engineering or organisational methods. If such safeguards are not possible, the Employee will be reassigned to other work for which the risks are assessed as not significant or granted health safety leave.

3.28 Safety Representation

The Institute is committed to employee consultation on matters concerning safety, health and welfare at work issues.

The Institute has agreed and implemented the election of Safety Representatives from the Staff of the Institute.

The role and functions of safety representatives are listed below:-

- **The role of the safety representative is to consult with and make representations to the management of the institute on safety, health and welfare issues relevant to the work place, in accordance with the provisions of Section 25 of the Safety, Health & welfare at Work Act 2005.**

- Safety representatives will be provided with reasonable time to carry out their function.
- Safety Representatives will be provided with training, so as to enable them to carry out their role.
- Safety representatives have the right to such health and safety information as is necessary to carry out their functions.

The Institute will inform the safety representative when a Health and Safety Authority inspector enters the Institute for the purpose of making a tour of inspection.

Terms of Reference:

- To liaise with the Institute's employees, Health and Safety Authority and the Management of the Institute as regards safety, health and welfare at work issues.
- To represent all reasonable views of employees in respect of safety, health and welfare at work.

3.29 Safety Committee

The Institute has elected a Safety Committee through **the Chairmanship of Mr Liam Hodnett, the Head of the Engineering Faculty**, to provide a formal mechanism for safety representation and consultation on safety, health and welfare issues within the Institute.

Such issues may include:

- Accidents or dangerous occurrences and their prevention;
- Representations on safety, health and welfare issues
- Recommendations arising from the safety inspections and reports;
- The safety statement document
- **The Safety Committee will meet at least once per Month.**

The Safety Committee will be used to keep safety representatives and other interested parties, informed of safety developments within the Institute.

3.30 Statutory Testing of Equipment

All equipment, including pressure vessels and lifting equipment will be examined and tested in accordance with statutory requirements. **These systems include the following,**

- Fork Lift.
- Cherry Picker.
- CIT Van
- Ladders/Scaffolding
- All Electrical portable appliances. (Buffers/Cleaners/Maintenance equipment etc)
- Fire Alarm System.
- Fire Hydrants/Fire Hoses.
- Emergency Lighting.
- Fire Extinguishers / Blankets / Suppression Systems.

The Estates Management Office with the co operation of the Head of Department will identify all equipment requiring such examination and prepare a register of inspection frequency.

Records of these examinations will be kept and available for inspection.

3.31 Safety Within Administrative Locations

A number of injuries may occur within the office/administrative environment. In an attempt to eliminate the potential for injury these following points must be followed.

- Never open more than one cabinet drawer at a time.
- Always place heavier filing in the lower cabinet drawer.
- Do not store materials on top of filing cabinets.
- Never slump back or sit down suddenly on swivel chairs.
- Always use a step ladder for access to high filing or materials.
- Do not stand on office chairs or desks in order to reach items at high level
- Do not extend any telephone or power cords across walkways in such a manner as to present a tripping hazard.
- Do not store materials upon the floor in such a manner as to present a tripping hazard.
- Do not dispose of flammable substance containers or glass objects in waste paper bins.
- Do not use defective equipment. Report it for repair.
- VDU Workstation layout must only be altered in accordance with VDU safety principles, and in such a way as to avoid additional safety hazards.
- Ensure floor covering is not defective. Any damaged floor covering should be immediately reported to the Buildings Office for repair.
- Emergency exits and equipment must be accessible at all times.
- Do not store paper or other combustible material near any electrical equipment or heating equipment.

3.32 Staff Training

It is a requirement of section 10 of the Safety, Health and Welfare at Work Act 2005 that New employees will receive safety induction training on appointment to a new post.

Employees shall be trained on the safety issues associated with the work they are required to undertake.

Training will be repeated periodically to ensure continued competence.

Training under this Section shall be provided to employees under the following:

- On Recruitment.
- Employees transfer or take on new responsibilities
- On The introduction of new work equipment or systems of work in use.
- On the introduction of New Technology.

3.33 Utilities & Facilities

- Authorised Personnel shall be the only personnel to make connections or disconnections to services and facilities. (e.g. electric, gases, water, and sewage.)

For further information, refer to the core safety statement document 100387.23.RP.001.

3.34 Visual Display Equipment

The most important factor relating to VDU work is the design of the work station. The following guidelines should be considered:

Environment:

Lighting:

Lighting should be sufficient so as to allow reading but should not result in reflection or glare upon the work screen.

Temperature:

The room temperature & humidity should be maintained at a comfortable level.

Work Station:

Chairs:

These should be stable, adjustable in height and backrest.

Display Screen:

These should be adjustable by swivel and tilting, Images must be clear and free from flicker.

Keyboard:

This must be separate from the screen & be adjustable by means of tilting.

Desk Surface:

This must provide sufficient space for all necessary work equipment.

Eye Tests:

Any employee who uses VDU equipment as a substantial part of their working day must be given the opportunity of an eye test relating to VDU work.

Where an employee is found to require corrective lenses (or an alteration of existing lenses) for VDU work, the basic cost will be borne by the Institute (excluding employee PRSI entitlements). If other than the basic frames are requested by the employee all additional costs resulting from this must be borne by the user. If the Optician determines that the employee for normal day-to-day use requires spectacles, the Institute will not cover the costs of these and the employee must make their own arrangements for the supply of these and will be responsible for the full cost,

All users are requested to report any problem with their display screen work, defects in environment or equipment, or personal health status, which could affect their ability to work safely and in comfort.

3.35 Violence & Aggression At Work

The Institute is committed to the provision of a safe & healthy work environment. This includes the protection of employees from acts of aggression or violence. Employees potentially exposed to violent situations shall have their work activities assessed by their Head of Department or Manager.

As a part of this assessment, each Head of Department/Manager will consult with the staff working within his/her department/area of responsibility and take into consideration the following:

- The concerns/opinion of the employee(s) in question.
- Any previous incidents of violent/aggressive encounters.
- The working patterns of the employee e.g. Work outside of normal hours, travel to and from work locations, working in isolation or on a one to one basis.
- The type/nature of people the employee is reasonably expected to interact with.

In the event that the threat of violent encounter is identified, both the Head of Department and employee(s) concerned should discuss and identify methods of removing/minimising the potentially violent situation.

Where a control measure is not immediately possible or actionable from a departmental level, the details of the assessment shall be communicated through normal channels of management.

Any corrective measures that are implemented shall be subjected to a review by the Head of Department with a view to evaluating the effectiveness of the control measure.

All employees are reminded that all incidents of aggression, threat or actual violence must be reported to their direct manager.

Any Employee experiencing difficulty within the workplace due to violence may discuss the matter in confidence with their Head of Department or make arrangements through the Medical Unit.

3.36 Working & Access to Heights

The Institute operates a system of work in relation to the carrying out of work and access to heights

For further information, refer to the core safety statement document 100387.23.RP.001.

The Building & Estates Office operates a Permit system which controls all working at height activities. A Risk Assessment must be carried out for each and every project'. All personnel using the Lift Boom must have the Working at heights M.EW.P course completed and in possession of a current Licence.

- **The CIT Cherry Picker Man Lift Procedures must be followed at all times.**
- **The CIT Ladder Safety Procedure must be followed at all times.**

3.37 Welding Operations (Gas)

These instructions apply to all welding operations. Prior to welding in any area other than the designated purpose designed workshops, the hot work permit procedure will be complied with.

- All compressed gas cylinders shall be stored and handled in accordance with this Safety Statement.
- A bottle trolley shall be used where possible.
- Bottles shall be secured to the trolley by means of a chain of sufficient strength.
- A bottle key shall be attached to the trolley by means of a short length of chain. (This will not be necessary if a wheel type spindle is fitted.)
- Regulators and reducing valves must be used on both oxygen and fuel gas cylinders so as to reduce and maintain even gas pressure at all times.
- Gas regulators will be fitted to the bottles so not to cause obstruction to the bottle key.
- All regulators shall be fitted with approved quality flash-back arresters to BS 6158.
- Flash-back arresters will be fitted to all torches.
- Gas pressures will not be allowed to remain in hoses on completion of work. All gas supply will be closed at the cylinder valve.
- Hoses shall be of good quality without deep burn marks or heavy scuffing.
- If the joining of hoses is necessary, it shall be with approved type brass connectors with jubilee clips. **(Copper pipe is not acceptable.)**
- Hoses shall be taped or clipped together at 1 metre intervals.
- Where hoses connect to the shank of welding or cutting torches, non-return valves shall be fitted.
- Torches shall be in good working order with oxy/acetylene valves shutting off **completely** when torches are not in use.
- If a bottle trolley cannot be used, the bottles shall be secured in an upright position to a fixture by means of chains or straps.
- Suitable eye protection will be worn at all times during welding operations.
- Suitable gloves/gauntlets will be used at all times during welding operations.

3.38 Welding Operations (Manual Arc)

These instructions apply to all welding operations. Prior to welding in any area other than the designated purpose designed workshops, the hot work permit procedure will be complied with.

- The input cable from the mains plug to the transformer shall be of the protected type. Outer covering to be of steel or aluminium braiding with nylon or PVC covering.
- The welding transformer shall be well protected. (No side panels missing.)
- All output cables shall be in good condition.
- All welding cables shall be fitted with the correct terminal attachments to suit the welding cable transformer terminals.
- A correct earth clamp shall be fitted. (Either screw or spring clamp.) The clamp shall be placed as close as possible to the welding point so as to prevent damage to other electrical equipment located at the area of work.
- The electrode holder shall be correctly insulated.
- Welding cable should be of the correct square metre so as to take the maximum current the transformer is capable of producing.
- All welding cable shall be in good order and have no bare wires exposed.
- Suitable eye protection shall be used at all times during welding operations.
- Protective screen shall be used at all times during operations so as to provide maximum protection for fellow workers.
- Suitable gloves/gauntlets will be used at all times by operatives during operations.
- Local extraction of fumes shall be provided.

4. SAFETY PROCEDURES

The Institute's arrangements for safe systems of work and safety procedures are set out within this section of the safety statement.

4.1 Department Accident Reporting & Investigation Procedure

Every Accident must be reported to the Buildings & Estates Office and the Finance Office. It is only by the reporting and Recording of Accidents that we can improve Health and Safety here at the CIT. The "Accident/Incident Form" can be down loaded under sub folder " Health and Safety " on the Staff Intranet and also in Hard copy format from the Buildings & Estates office and the Office of The building maintenance supervisor. This Form can be seen in Appendix V in this manual.

5. HAZARD IDENTIFICATION

Arrangements for the identification of hazards are set out within this section of the safety statement. See Appendix I for Hazard Identification form.

6. Risk Assessment

A Risk Assessment is an evaluation and assessment of a hazard associated with a particular Activity or task. What needs to be looked at in this evaluation is firstly, the *Severity* of a probable injury that might be caused by that hazard. Also the *Likelihood* of a person being injured by going ahead with that activity or task should that likelihood be met.

Other factors should and need to be taken into account in the overall evaluation of risk, ie: the number of people that would likely be injured and the frequency that these people are exposed to the hazard and therefore the associated Risk. A factor could be included for the impact of existing control measures. And any other conditions or considerations that would reduce the variables of that particular Risk such as weather conditions. The strength of the wind would play an important role with for example working on a Mobile Elevated Work Platform.

We will take into account the Severity and Likelihood factor only in this Safety Statement. The hazard Risk Factor can be derived by the sum of the Severity Factor by the Likelihood Factor.

$$\text{Risk Factor} = \text{Severity Factor} \times \text{Likelihood Factor}$$

Where the Severity of the Injury is expressed in a range of 1 too 5, where a rating of 5 is a Fatal injury and descending to 1 which can be considered as No Injury. The Likelihood expresses the chance that a Injury might occur, ranging from a factor of 3 which is a High Probability of injury happening to 1 which is a Low Probability of injury occurring.

<u>Severity Of Injury</u>	<u>Likelihood Of Injury</u>
5 Fatal Injury – Risk of Death	3 High Probability of injury happening
4 Permanent Injury – Risk of Disability	2 Medium Probability of injury
3 Major Reversible Injury – Absent 4+weeks	1 Low Probability of injury happening
2 Minor Injury – No Lost Time	
1 No Injury – Near Miss	

The following rules will show what the Final risk evaluation Factor will be.

Rule 1 – The following table shows the breakdown of how the Risk Factor numerical result is to be converted into whether a Risk is classed as a HIGH , MEDIUM or LOW final Risk Factor.

Rule 2 – Work will be stopped immediately for any Hazard which will have a HIGH risk Factor. As soon as controls are in place which will reduce this Risk work can again commence.

Rule 3 – Any work which will have an associated LOW or MEDIUM Risk Factor may be carried out but the objective of this Risk Assessment is to totally remove all Risks associated with the task or activity at hand.

HIGH	Risk Factor Between	11 – 15
MEDIUM	Risk Factor Between	6 - 10
LOW	Risk Factor Between	1 - 5

Risk Reduction:

For those hazards identified and estimated to have a high or medium risk it is necessary to implement further risk reduction measures. Risk reduction involves applying a hierarchy of control measures to the hazards identified in the following descending order of preference:

- Eliminate the exposure or substitute with something less hazardous or of lower risk.
- Use engineering controls and techniques to reduce exposure to, eliminate or otherwise control hazards.
- Prepare safe, work procedures and practices that are communicated and followed by all affected personnel.
- Utilise administrative controls, such as reducing duration of exposure (e.g. job rotation orientation and training).
- As a last resort, provide personal protective equipment (PPE) appropriate to the exposure.

As risk is a combination of two elements, likelihood and consequence, risk reduction measures can be targeted to reduce the likelihood of an accident occurring and/or the potential consequences of an accident. A combination of measures is the preferred approach.

Residual Risk:

Once appropriate risk reduction measures have been identified, the residual risk needs to be re-examined, i.e. the risk should be re-assessed bearing in mind the proposed risk reduction measures. If the proposed measures reduce the likelihood or consequences this should be reflected in the residual risk

APPENDIX I

HAZARD IDENTIFICATION SHEETS



Institiúid Teicneolaíochta Chorcaí

Hazard Assessment Form 1105001.

-Fill out one form for each different Task in each area-

Task Title - _____

Task Description -

How many people carry out this task ? - _____

List in your opinion the Hazards associated with this Task .

1) _____
2) _____
3) _____
4) _____
5) _____
6) _____
7) _____
8) _____

- | | |
|---------------------------------------|-------------------------|
| 1. Surfaces: working and walking | 11. First Aid. |
| 2. Means of Egress | 12. Mechanical Hazards. |
| 3. Environmental Hazards | 13. Electrical Hazards. |
| 4. Personal Protective Equipment | 14. Manual Handling. |
| 5. Fire and Fire Protection | 15. Ergonomics. |
| 6. Engineering Control of Ventilation | 16. Emergency Plan. |
| 7. Chemical Hazards | 17. Working alone. |
| 8. Compressed gas cylinders. | 18. Water Hazards. |
| 9. Hazardous Waste | 19. House Keeping. |
| 10. Laboratory Safety | 20. Training |

APPENDIX II

NAMES OF PERSONNEL WITH SAFETY RESPONSIBILITIES

WORK IN PROGRESS_____

CIT DEPARTMENTAL SAFETY REPRESENTATIVE.

CIT COMMITTEE MEMBERS

CIT SAFETY COARDANATOR

CIT SAFETY OFFICER

CIT FIRST AIDERS

CIT FIRE WARDEN.

APPENDIX III

NAMES OF FIRST AID PERSONNEL

OCCUPATIONAL FIRST AID.

- **MICHAEL COUGHLAN**

CERTIFICATE VALID FROM 13 APR 2005 – 13 APR 2008

HEART SAVER AED

- **MICHAEL COUGHLAN**

CERTIFICATE VALID FROM 27 SEPT 2005 – 27 SEPT 2007

APPENDIX IV

SAFETY WORK PERMIT

CURRENTLY BEING UPDATED

APPENDIX V

CIT Accident & Incident Report Form

