



Parent Health and Safety Statement

HEALTH & SAFETY

(Redraft, Version 1.19 – 23 January 2023)

Document Control

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Presidents Overview

It is important that all University management and employees read the TUS Parent Safety Statement carefully to understand their role, responsibility and duties, and the overall arrangements in place to ensure TUS remains a safe place to work and learn. To support this objective the focus is to enable the development of a positive culture of Health and Safety.

Signed on behalf of the Technological University of the Shannon: Midlands Midwest (TUS)



Professor Vincent Cunnane
TUS President

PART 1 - HEALTH & SAFETY POLICY STATEMENT

1.0 TUS Health and Safety Policy Statement

This document sets out the overall framework for the governance and operation of Health and Safety in TUS. In broad terms the policy objective is to

- Ensure ***adherence to the terms of the Welfare at Work Act 2005*** (hereafter referred to as the 'Act') its associated regulations and guidance notes.
- Ensure that ***excellent standards of health and safety practices*** are maintained for its employees, students and all relevant campus users.
- TUS will promote a ***positive health and safety culture*** throughout its operations
- A ***resilient health and safety culture*** that ensures all organisational members, regardless of their role, are working together for better health and safety outcomes.

In order to deliver on the TUS policy objectives, set out above the following systems, principles and practices will be implemented -

- **Safety Management Systems**

TUS will ensure that it has an effective health and safety management system in place to maintain ongoing compliance with the Act. On an ongoing basis, these systems will be monitored and reviewed to maintain their effectiveness.

- **Responsibilities & Duties**

TUS, on an ongoing and proactive basis, will ensure that, management, staff, students, contractors and visitors are made aware of their individual responsibility to exercise care in relation to themselves and their colleagues.

- **Identify, Assess and Control Risks**

TUS Managers will ensure that H&S risk assessments are undertaken and appropriate control measures are implemented for work activities and campus areas coming under their management control. Risk assessments will be recorded (e.g. electronically) & retained by the relevant unit management, activity lead or Department/function (Note: TUS encourages units to prepare Local Unit Safety Statements to retain these risk assessments).

- **Communication**

TUS will ensure that appropriate arrangements are in place for the communication of University safety policies procedures and relevant guidance.

- **Consultation**

TUS will consult with management, employees and student representatives on matters of Safety, health and welfare at work.

- **University H&S Policies, Procedures**

TUS will ensure that its Health & Safety policies & procedures are given equal importance to all other management functions, objectives, and decision-making processes.

- **Resources**

TUS will ensure adequate resources in the form of finance, equipment, personnel and time are provided to implement its safety policies and practices.

- **Plant & Equipment**

TUS will ensure that plant and equipment provided for work is safe to operate.

- **Training & Instruction**

TUS will ensure that relevant instruction, information, training, demonstration, and supervision is provided as necessary to maintain the appropriate standards of safety, health and welfare at work.

- **Incident Reporting & Investigation**

TUS will ensure that management systems and procedures are in place for reporting, recording and investigating incidents and accidents. And where necessary to ensure that corrective actions are taken to prevent recurrence.

1.1 Health & Safety Organisation structure

Health and Safety is managed through the office of the Vice President of Campus Services and Capital development through a Director of Health and Safety and a range of on campus staffing provided through a contract for service model. This ensures that there is a coherent network of Health and safety focused personnel across all campuses.

In addition, there are two health and safety forum (Midlands Campus and Midwest campuses) chaired by the Vice President where formal reporting of Health and safety issues is carried out. These forums provide all units in the University with a link to health and safety processes

1.2 Scope

The University Health and Safety Management System covers the activities at the campuses in the following locations.

- Athlone Main Campus, University Road Athlone
- Athlone East Campus , University Road Athlone
- Clonmel Digital Campus , Frank Droahan Road Clonmel, Co Tipperary
- Coonagh Campus , Coonagh Cross Limerick
- Ennis Campus , Bindon Street Ennis
- Georges Quay Campus , Georges Quay Limerick
- Merriman House , Lock Quay Limerick
- Moylish Campus, Moylish park Limerick
- Thurles Campus, Nenagh Road Thurles, CO Tipperary
- Questum Acceleration Centre, Ballingrane, Clonmel , Co Tipperary

1.4 Context

TUS operates across a number of campuses in Clare, Limerick, Tipperary and Westmeath, and provides apprenticeships, undergraduate and postgraduate courses and adult education as well as research opportunities to a learner community of over 14,000 students with approximately 1,200 staff. In addition, the University is associated with a number of campus companies. The University operates within the context of the requirements of the Safety, Health and Welfare at Work Act 2005 and the associated health and safety regulations. The University is also governed by the Technological Universities Act 2018 and the governance requirements of the University.

Internally there are a range of factors that influence the management of safety, health and wellbeing in the University particularly its governance, organisational structures, roles and accountabilities. The Governing Body and President are active in overseeing and promoting excellence in safety, health and wellbeing management for staff and students. Strategic plans for the University will always include a health and safety management element. The Governing Body understands that any major changes to the operation of the University must include consideration of the health and safety implications, including the introduction of new processes, services or technology.

This parent safety statements sets out the policy framework for effective implementation of effective Health and safety procedures and practices.

1.5 Declaration

It is the policy of TUS to promote high standards of health and safety and to ensure that the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations 2007, and associated legislation and code of practices are achieved. In addition to our commitment to the health, safety and wellbeing of our staff and students, it is our policy to ensure the safety of visitors and members of the public and to discharge our duties to contractors and others who may be affected by our activities. TUS undertakes to ensure that adequate resources are provided to implement the occupational health & safety policy to:

- Provide and maintain safe and healthy working conditions for the prevention of work-related injury and ill health
- Utilise the Health & Safety Management System as a framework for setting and reviewing health & safety objectives and targets
- Fulfil our legal requirements and other requirements relating to any occupational health & safety legislation, standards and codes of practice • Eliminate hazards where possible and reduce occupational health and safety risks to staff, students and third parties
- Continue to improve the Health & Safety Management System to enhance the University's health and safety performance.
- Encourage joint consultation and participation of staff, staff representatives, students and third parties/stakeholders on all health and safety matters
- Communicate this policy, promote awareness of the occupational health and safety responsibilities of all persons working for or on the behalf of the University, and make this policy available to interested third parties, as appropriate.
- Ensure adequate numbers of suitably trained personnel are available to undertake all work activities.
- Provide staff and students with the necessary information and training with respect to health and safety as required to work safely.
- Review and revise this occupational health and safety policy to ensure it remains relevant and appropriate to the University.

The successful implementation of this policy relies on the cooperation of all staff, students, contractors and service providers, visitors and other campus users. All members of the TUS community are expected to demonstrate their commitment towards a safe and healthy work and study environment by complying with the University's occupational health and safety policy and associated procedures. The Senior Management are committed to the full implementation of this policy and are supported by the Governing Body to do so.



Professor Vincent Cunnane
President

Part 2 - Health & Safety Management Systems & Responsibilities

2.0 TUS Health & Safety Management System

The TUS Health and Safety Management System covers all University directed activities, campuses, facilities and buildings which are under TUS control. The function It is based on the broad principles of :Plan, Do, Check, Act (see Figure 1)



Figure 1 : - Approach of Health and Safety management system

The management structure for implementing TUS health and safety systems is hierarchical and office holders will ensure their responsibilities (as described in section 2.2) are executed and controls implemented in accordance with this Parent Safety Statement.

2.1 Parent Safety Statements- Campus Safety Statement and Unit Safety Statements

The Parent Safety Statement sets out the Framework of the University Health and Safety Management Systems, Management Structure, Post Holder Responsibilities, and Arrangements in place to achieve meeting the overarching Health and Safety policy commitments.

The parent Safety Statement will be supported by Campus Safety Statements, which describe relevant local campus provisions and arrangements in place to secure compliance with the University's overall Health and Safety policy (e.g. Local Campus Fire Safety Plans).

Depending on the size or complexity of a University Unit (e.g. faculty or department or campus company), TUS will ensure that where identified by senior management,

individual TUS Units will need to prepare a Local Unit Safety Statement. These documents will contain information on the respective Unit's identified hazards, associated risk assessments, and implemented control measures.

The Risk Assessment process undertaken by TUS Units, forms a critical component of the TUS Health & Safety Management Systems, securing and maintaining good standards of health and safety.

Note: Former AIT & LIT Parent Safety Statements are currently under revision and being updated to become 'Midlands' & 'Midwest' Campus Safety Statements. While under revision, the existing related H&S policies, procedures, requirements and guidance continue to apply to the relevant campus.

2.2 University Health & Safety Management Structure

The responsibilities and duties assigned at various management and staff levels throughout the University's organisational structure are set out below:

1. Governing Body
2. President
3. Vice President/s
4. Deans of Faculty
5. Heads of Department
6. Unit Managers
7. Facilities & Estates Manager
8. Human Resources Manager
9. Campus Health & Safety Office
10. Supervisors (Senior Technical Officers, Caretaker Supervisor, Administrators)
11. All TUS Staff
12. Undergraduate/Postgraduate/Researcher/Apprentice Students
13. Contractors
14. Visitors

Unit Manager: A generic term used in TUS health and safety documentation to describe any unit of the university, for whom TUS has delegated responsibility to, for managing the delivery of a TUS service and which may also include a responsibility for managing reporting staff activities and/or managing areas of TUS buildings or campus/s.

2.3 Governing Body

The Governing Body, have oversight responsibility for the affairs of TUS, in accordance with the authority conferred on it, in accordance with the Technological Universities Act 2018.

It is the responsibility of the Governing Body through the President to ensure that

Relevant statutory requirements are met, and appropriate standards applied including the availability of resources essential to establish, implement, and maintain the University Health and Safety Management systems.

2.4 University President

The University President has overall responsibility for ensuring that:

- The University meets its statutory obligations set out in the Safety, Health & Welfare at Work Act, 2005, the Safety, Health & Welfare at Work Act (General Application) Regulations 2007 and associated legislation.
- The TUS Health & Safety Policy as outlined in this Safety Statement is implemented.
- Arrangements are in place for the auditing, monitoring and reviewing the success of the TUS Health & Safety Management System.
- All managerial and supervisory staff are made aware of their responsibilities and duties in the management of TUS health and Safety.
- Heads of Function/Deans discharge their responsibilities and duties with respect to TUS safety, health and welfare at work.

Note: The TUS President may at any time, appoint a member of the TUS management team to undertake specific responsibilities for safety, health and welfare within the University irrespective of their other responsibilities.

2.5 University Senior Management (i.e. Vice President/s and Dean/s)

The Health and Safety responsibilities of University Senior Management are as follows: -

- To direct and monitor the implementation of the University Parent Safety Statement in their functional areas, Faculties, Departments (e.g. Academic department), and Units coming under their management control.
- Ensure that the management of University Unit/s reporting into their office are discharging their Health and Safety management responsibilities as set down in this TUS Parent Safety Statement.
- Report to the President or his Senior Management Nominee on any serious matters arising in their functional areas, relating to Health & Safety.
- Ensure adequate resources are in place within their reporting Units so that sufficient provision can be made for maintaining high standards of safety, health and welfare at work.

- Ensure that management & staff consultation structures exist within their reporting Units (e.g. academic departments) to support maintaining good systems of communication on local health & Safety matters.
- Promote in conjunction with their reporting Unit Managers, a positive safety culture within areas of their responsibility (e.g. Faculties and Departments).
- Monitor, review & evaluate existing H&S management arrangements for Units and departments coming under their management control on an annual basis, to assess their effectiveness.
- Ensure safety audits of their reporting Units and Departments are undertaken on an annual basis or more often where deemed necessary, and that reasonably practicable findings are implemented in a timely manner.
- Ensure that their reporting Department and Unit Managers are discharging their Health and Safety management responsibilities, in particular with respect to risk assessments and work-related H&S staff training requirements.
- Where required by the University, prepare Faculty and/or Departmental and/or Local Unit Safety Statement (LUSS) intended to cover local arrangements in place for the management of health and safety.
- Ensure that their reporting Faculties, Departments and Unit risk assessments are prepared and the control measures implemented. That local arrangements are in place for review of the RAs to ensure they remain fit for purpose.
- Ensure that their reporting Faculties and/or Departments and Unit can have available at short notice for audit or inspection any developed Local Unit Safety Statements and/or completed risk assessments.
- Ensure that faculty & department management systems are in place to ensure that associated work equipment/machinery is properly installed and maintained fit for purpose.
- Ensure that their reporting Faculties and/or Departments and Unit have management systems and protocols in place for local emergency situations arising from local work activities/practices. (e.g. local First Aiders, Evacuation Marshals).

2.6 Heads of Department (Academic Managers)

The main responsibilities of the Heads of Department are as follows:

- To ensure that reporting staff and students performing departmental directed activities, fully understand and observe the university and local arrangements in place for maintaining good standards of health and safety.

- Where required by TUS or their Faculty, prepare a Local Unit Safety Statement for the department's work activities and areas coming under its management control.
- To ensure risk assessments (RAs) are undertaken and the resulting control measures implemented for departmental work activities and campus areas coming under the management control of the department. RAs should be reviewed periodically (recommended at least annually) and updated/amended as necessary.
- To ensure that any departmental changes to local safety management, work practices/procedures, including risk assessments are communicated to the relevant departmental staff and students.
- To ensure that departmental staff are adequately trained to undertake their duties in a competent manner.
- To ensure that students are only permitted to operate equipment or machinery when all conditions of the departmental risk assessment are in place (e.g. training, supervision, PPE & experience, knowledge).
- To ensure that departmental management systems are in place for personal protective equipment (PPE) for staff, with adequate information, training, instruction and demonstration in relation to the use.
- To ensure local departmental arrangements are in place for first-aid provisions & fire emergency situations and that sufficient numbers of staff are designated and available to operate as departmental first-aiders & evacuation marshals.
- To ensure that departmental consultation and communication structures exist for safety, health & welfare matters in the Department (e.g. Departments meeting and Programme Boards).
- To ensure the department undertakes an annual health and safety audit of its directed work activities and report to the Dean on any follow up actions that are to be implemented.
- To ensure that all departmental level, statutory registers, notices and documents are maintained and available for inspection.
- To consult and report to the Dean of Faculty on the management of departmental health and safety matters.
- To prepare departmental emergency plans to control any specific risks in their areas and ensure that staff, students, visitors etc., are trained in emergency procedures and are instructed to comply with all emergency procedures in their areas

(Note: - A Head of Department may delegate to a competent member of their reporting staff, certain health and safety duties including preparing risk assessments, Safe Operating procedures, Lab activity safety plan etc.)

2.7 Unit Managers

The title 'Unit Manager' is a generic term used in TUS Health and Safety documentation. It refers to any University manager who is not mentioned directly by post or title in this document, but who has been delegated by TUS to manage a University Unit. The Unit Manager will normally have responsibility for managing the provision of or delivery of a University service via their University Unit. Unit Managers will normally report to a University Senior Manager (e.g. Vice President).

The Unit Manager, will normally have TUS Unit staff directly reporting to them and so is responsible for assigning staff their work activities within the Unit. Unit managers can also be responsible for managing areas of a University building or campus/s (e.g. a chemical laboratory coming under the management control of a Director of a Research Institute). The following are examples of TUS posts considered to fall within the scope of the title 'Unit Manager' : - Directors of Research Institutes, Campus Company Managers, Library Manager, Student Services Manager, Finance Department Manager, Faculty Administrator etc.). Examples of 'TUS Units' include the , Quality Office, Campus Library, Campus Computer Services Department, Campus Finance Department etc.

The main Health and Safety Management responsibilities of a Unit Manager are as follows:

- To ensure that the Unit reporting staff and/or students, who undertake activities directed by the Unit, fully understand and observe the TUS & local health and safety arrangements in place, and are aware of their H&S responsibilities and/or duties.
- Where required by TUS, produce & maintain a Local Unit Safety Statement for activities and/or areas coming under their management control.
- To ensure that risk assessments are undertaken for their Unit directed activities and for any areas coming under their management control and that reviews of such assessments are undertaken periodically (recommended annually) and amended as necessary.
- To ensure that any changes to local Unit safety management and work practices are communicated to the relevant reporting staff , students and any other relevant persons.
- To ensure that reporting staff and/or students are adequately trained to be able to perform their duties in a competent manner.
- To prepare emergency plans to control any special risks associated with their Unit's operation or activities and ensure where relevant, that the appropriate staff are trained in emergency procedures including evacuation procedures.

- To ensure where relevant and appropriate, safe systems of work are introduced for any specialist equipment/instruments or specialist tasks to be performed.
- To report to their senior line manager on all matters relating to the management of safety, health & welfare within their Unit.
- To ensure that staff and/or students who are not familiar with equipment are not allowed to operate such equipment until the required training is provided and where relevant are supervised by a competent person.
- To ensure that any required personal protective equipment (PPE) is provided to reporting staff and/or students, with adequate information, training, instruction and demonstration in relation to its use, maintenance, storage, repair and replacement.
- To ensure plans & arrangements are in place for Unit first-aid requirements and other medical emergency situations and that sufficient numbers of staff are designated as Unit first-aiders.
- To promote a positive safety culture for staff, within areas under their management control.
- To ensure that structures exist for consultation and communication of safety, health & welfare matters to staff within areas under the Unit's management control.
- To ensure that Health & Safety Audits are carried out and any reports issued to their line manager.

2.8 Campus Estates Manager

The main responsibilities of the Campus Estates Manager are as follows:

- For the relevant campus, the designated Estate manager will report to senior management on the management of health and safety relating to new works, maintenance of existing Infrastructure and to ensure that such works are carried out in compliance with all safety, health & welfare legislation and the relevant codes of practice.
- To consult, support and communicate with the relevant campus Health and Safety Office in relation to preparation of local Campus Emergency Planning.
- To consult & communicate on maintaining good standards of health and safety with Deans, Directors of Research Institutes, Heads of Department, and any other Unit Managers and staff in relation to any proposed construction works planned and being undertaken in their work areas.

- To communicate regularly with the campus Estates reporting staff (i.e. Caretakers, Electricians, Plumbers, Housekeeping staff) on Health and Safety matters in relation to their work activities.
- To ensure that for campus areas coming under their control, that all fire and emergency equipment is regularly inspected and maintained.
- To ensure that for campus areas coming under their control, that Fire emergency evacuation procedures & drills are practised as required.
- To ensure that for campus areas coming under their control all works are carried out by competent and qualified persons and in accordance with health and safety legislation.
- To ensure that for campus areas coming under their control, that campus construction work have in place adequate safety plans that comply with the relevant health and safety construction regulations. That risk assessments and measures are in place to make safe and minimise the impact these construction works have on adjoining normal University work activities and areas.
- To ensure that for campus areas coming under their control contractors are issued with University and Estates Office, health and safety requirements for the proposed construction works and that the contractor have given an undertaking to adhere to the relevant University and Estates health and safety requirements and procedures.
- To ensure that for campus areas coming under their control contractors are advised of any potentially hazardous areas prior to the commencement of the works and to ensure that necessary controls are in place.
- To consult with Deans, Heads of Departments, Directors, Unit Managers and others prior to the design and installation of new extensions, plant or processes with a view to avoiding potential safety hazards.

2.9 Human Resources Manager/s

The main responsibilities of the Human Resources Manager are as follows:

- To ensure that new TUS staff are provided with Induction Training that includes information on Health and Safety, duties and university arrangements in place to secure good standards of health and safety.
- Investigate unusual absenteeism patterns which may be related to occupational health and Safety matters.
- Promote a positive safety culture in line with the objectives of the TUS Safety Policy.

- To have in place an effective Occupational Health Service for staff.
- To ensure that existing industrial relations procedures, arrangements and practices are consistent with the requirements of the TUS, Safety, Health and welfare Policies.
- To keep fully informed and up to date regarding legislation and other developments pertaining to staff health and welfare.

2.10 Campus Health and Safety Office

The two principle campuses, (Moylish & Athlone Campus) are supported by campus health and safety offices who are responsible :-

- To act as an advisor to the University and their assigned campus on matters of safety, health and welfare.
- To advise TUS on any new safety, health and welfare legislation and support the preparation of policies and procedures & their implementation.
- To provide information in support of the TUS Safety, Health and Welfare Policy.
- To undertake TUS (assigned campus) safety audits/inspections which can be performed in conjunction with Deans, Directors, Heads of Departments, Unit Managers & H&S staff representatives and to make recommendations where necessary.
- To ensure that the TUS Parent Health & Safety Statement, and Campus Safety Statements are prepared and revised as appropriate.
- To ensure that adequate arrangements are in place for training campus first-aiders, and fire evacuation staff.
- To monitor aspects of health and safety in the University and relevant campus.
- To liaise with campus staff safety representatives and safety committee members on matters relating to safety, health and welfare.
- To ensure that TUS campus incidents, accidents and dangerous occurrences are investigated, recorded and analysed by the appropriate University staff.
- To support TUS campus incident investigation work and advise on corrective action and procedures where necessary.
- To attend and participate at TUS and Campus Health and Safety Committee meetings.

- To support implementing the TUS safety management systems with the intention of achieving and maintaining good standards of health and safety.
- Where brought to the attention of the relevant campus health and safety office, for cases where certain activities pose a serious risk to health and safety, engage with relevant managers to take necessary corrective and/or remedial action.

2.11 Supervisors (Senior Technical Officers, Caretaker Supervisor, Cleaning Managers)

The responsibilities of TUS ,Senior Technical Officers, Caretaker Supervisor/s, Cleaning Managers are as follows: -

- Adhere to the requirements of the TUS and Campus Safety Statements and ensure that any reporting staff are briefed on the TUS Parent Safety Statement, relevant Campus Safety Statement and any local health and safety, policies and procedures particularly as they relate to their Unit's work area activities.
- Ensure that risk assessments are completed for their reporting staff work activities and that control measures identified, are implemented.
- Ensure adequate resources are in place to allow their reporting staff perform their work activities/tasks safely.
- Ensure that the safety rules and procedures are adequately communicated to all their reporting staff and safe work practices implemented.
- Ensure that all plant and equipment being used by reporting staff is fit for purpose, conforms to health and safety requirements and is safe to use.
- Ensure that any required health & safety training certificates (e.g. Forklift Driver certification) for reporting staff are current and up to date.
- Ensure that due diligence is given to safety in all operational decisions.
- Ensure that accidents and incidents within their area of control are immediately reported to their line manager and cooperate with follow up investigations.

2.12 TUS Staff

All TUS staff have a duty to take responsibility for their own safety, health & welfare and for that of and any other person who may be affected by their acts or omissions while at work.

Chapter 2, Sections 13 & 14 of the Safety Health and Welfare at Work Act 2005 places a number of obligations on employees whilst at work, as outlined in this section:

13.— (1) An employee shall, while at work –

(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 for intoxicants by, or under the supervision of, a registered medical 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 and, as appropriate, undergo such assessment as may 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 or equipment,

(h) report to his or her employer or to any other 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.

(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed

under subsection (1)(f) of the Act.

14.—A person shall not intentionally, recklessly or without reasonable cause—

(a) interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or,

(b) place at risk the safety, health or welfare of persons in connection with work activities

In addition to the above statutory obligations, All TUS staff are required to comply with the following general safety requirements: -

- Participate in and put into practice all training provided by TUS to ensure compliance with safety, health & welfare legislation.
- Co-operate with those responsible for implementing and managing health and safety.
- Familiarise themselves with the contents of TUS safety statements (i.e. 'Parent', 'Campus' and any Local Unit safety Statements), procedures and codes of practice.
- Assist and support any preparation and updating of Faculty or Departmental/Unit Health & Safety statements.
- Assist and co-operate with periodic safety inspections/audits.
- Assist their Line manager with hazard identification & contribute to departmental/Unit risk assessment completion and implementation.
- Assist and co-operate with the reporting and investigation of Incidents & Accidents.
- Report immediately all accidents, dangerous occurrences, unsafe conditions and unsafe acts to line management & co-operate with follow up incident investigations.
- Use equipment only if authorised and trained. Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times.
- Report immediately to line management any damage to plant and equipment, or equipment in need of repair or any perceived shortcomings in the safety arrangements.
- Adhere to all safe systems of work, and not interfere with or misuse equipment designed to protect operators/users.

- Use the prescribed Personnel Protective Equipment as indicated by TUS and any local policies and procedures. Take proper care of personal protective equipment, ensure it is stored correctly & maintained in the correct manner in accordance to manufacturer's instructions.
- Ensure their personal work areas or work stations are kept clean and tidy.
- Cooperate with TUS management in the promotion of safe work practices in their work areas.
- Adhere to TUS, local policies & procedures in the case of lone/out of hours work.

In addition to the above all staff general requirements, Academic Lecturing/Teaching Staff need to ensure that:

- Undergraduates/postgraduates/post doctorates and apprentice students assigned to them and coming under their academic supervision, receive relevant safety information and training appropriate to the hazards and risks that they may be exposed to by the academic directed activity.
- That safety rules and requirements are communicated to students and that they are informed of the identified hazards and risk associated with their academic directed activity.
- When delivering lectures or practical's in workshops and/or laboratories, that students in attendance are adequately supervised and that unsafe acts are not ignored.

In addition to the above general requirements Technicians, Technical Staff & Support Staff shall ensure that: -

- In workshops that any dangerous moving machinery parts are adequately guarded.
- Ensure that all materials and substances used or prepared by them, are properly labelled, dispensed and safety stored after use.
- Ensure that all documented safe operating procedures are adhered to while undertaking their work activities.
- Ensure that all new chemicals, equipment, machinery are fully assessed in conjunction with their manager with respect to the safety and ill health potential prior to purchase/use in the University.

2.13 Undergraduate/Postgraduate/Researcher/Apprentice Students

Students have a statutory responsibility (refer to: Section 14 of the 2005 Act) not to endanger themselves or others by their acts or omissions. As Students of TUS they must:

- Take reasonable care of their own safety and the safety of others.
- Abide by all TUS, local departmental or research safety rules & procedures for safe systems of work, fire safety, risk reduction control measures and the wearing of personal protective equipment. (Note: In most case students are required to provide their own PPE – laboratory coat, safety glasses etc. refer to the academic department for requirements).
- Not interfere or misuse any specified items of safety equipment or any safety device.
- Use equipment only if authorised by their academic supervisor and are properly trained.
- Ensure that equipment is operated in a safe manner in in accordance with safety rules.
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to their Head of Department or Academic Supervisor.
- Not access or use laboratory/workshop facilities and equipment without the permission of their academic supervisor and where necessary the staff member in charge of these facilities.
- Participate in any safety training programmes facilitated by their Academic Department or any campus Health and Safety Office.
- Adhere to TUS & Local Area policies and procedures for out of hour/Lone working.
- Where required postgraduate students must undertake a full safety review of their research/project activities in conjunction with their Academic Supervisor to include; a risk assessment of any activity undertaken and any hazardous substance used as necessary.

2.14 Contractors

The following responsibilities are allocated to contractors:

- All contractors will be expected to comply with the TUS Policy for safety health and Welfare. The responsibilities of contractors and service providers will be outlined in the relevant campus safety statement.
- As a general rule, all contractors and service providers are to comply with the Safety Health and Welfare at Work 2005 and associated regulations.

2.15 Visitors

Visitors may not be familiar with TUS its campuses, its buildings, and internal spaces and so need to identify themselves at reception areas or to a TUS member of staff.

Where required by University or local departmental safety rules, visitors will wear the relevant directed PPE (e.g. shoes, safety glasses or other appropriate personal protective equipment), particularly in the laboratories/workshops/kitchens etc. The TUS staff member or host department must ensure that the visitor is provided with any necessary safety information.

While on any TUS campus, a Visitor shall:

- Not enter any area where they do not have the authority to do so.
- Not interfere with any TUS property, equipment, materials or substances.

Please Note there are additional requirements in relation to visiting Minors & their supervision and this information can be found in Section, *'Protection of Children and Young Persons'*.

PART 3 - CONSULTATION, COMMUNICATION & PARTICIPATION

3.0 Consultation & Communication

It is the policy of TUS to consult with its employees and campus community stakeholders to ensure they are represented on matters that affect their safety, health and welfare.

TUS is committed to taking account of representation from employees or their safety representatives. The TUS arrangements in place to secure and maintain the commitment to health and safety consultation and communication is set out below: -

- Employees who wish to make representations in relation to H&S matters relating to work activities are encouraged to first, raise the matter with their local line management of their TUS Unit or through their elected safety representative.
- TUS recognises the statutory right of its employees to elect safety representatives.
- TUS will consult and cooperate with employee elected health and safety representatives, by : -
 - Providing any necessary or required H&S information.
 - Advising the safety representative for the relevant University Unit or area, in the case of any Health & Safety Authority Inspection or visit.
 - Providing the safety representatives with the required information in relation to any notifiable accidents and dangerous occurrences.
 - Facilitating & supporting safety representatives in discharging their functions.
 - Permitting time off for training.

3.1 Election of Statutory Employee Safety Representatives

The 2005 Act provides for consultation between employers and employees to help ensure cooperation in the prevention of accidents and ill health. Under Section 25 of the 2005 Act, employees are entitled to select a safety representative to represent them on safety and health matters in the place of work, with their employer. TUS will support and facilitate employees to elect Safety Representatives and where possible a deputy safety representative. Safety Representatives are elected from staff constituencies which are different for the campuses set out below :-

- i) Midland Campus Units
Safety representatives are elected from agreed Midland Campus units.
- ii) Midwest campus Units
Safety representatives are elected from agreed Midwest Campus units.

The following rules apply to employee safety representative elections & elected representatives: -

- Changes to the makeup of a safety representative constituency will be at the discretion of TUS, having consulted the sitting Campus Safety Committees.

- No specific term of office is laid down in the 2005 Act, and unless the chair considers that extenuating circumstances apply, then the term of office for any constituency safety representatives will be for approximately 3 years. Outgoing safety representatives are eligible for re-election.
- Section 25 of the Act entitles employees to decide on, select and appoint a safety representative.
- TUS campus Units shall under the direction of the TUS senior management make local arrangements for nominations to be received and local elections to be held. If only one nomination is received, then this person will be deemed the elected safety representative for that constituency.

3.2 TUS Staff Safety Representatives (Rights Obligations and Function)

Employee safety representative rights, obligations & functions include: -

- i) Making representations to management on any aspect of safety, health and welfare at work.
- ii) Receiving information from management as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare of employees at the place of work.
- iii) At the representative's discretion, can investigate accidents and dangerous occurrences provided it does not interfere with or obstruct the performance of any statutory authority or by University designated investigator.
- iv) Can undertake inspections and investigate hazards and complaints subject to agreement and prior notice.

3.3 Health and Safety Committees

Formal H&S committee meeting structures are in place to ensure relevant levels of consultation/communication between management and employee safety representatives on matters of safety, health and welfare. Meeting structures include, Campuses H&S meetings and Departmental/Unit H&S meetings, the meeting structures are set out below : -

Campuses Health & Safety Committees

Each campus; I) Midland Campus, and, II) Midwest Campus, hold Campus Health and Safety committee meetings at least once each academic semester. The purpose of the meetings is to facilitate consultation and communication between the TUS senior management and the relevant Campus employee safety representatives. The meetings are chaired by the VP Campus Services & Capital Development.

TUS Department/Unit Health and Safety Meetings

TUS Units should hold a minimum of two health and Safety meetings per year to facilitate consultation and communication between local management and the local employee safety representative for that area.

3.4 Communication of University Health & Safety Information

In accordance with Section 20.3 of the Safety, Health and Welfare at Work Act 2005, TUS will bring the contents of its Safety Statements to the attention of all University stakeholders. TUS Parent and Campus Safety statements will be available for viewing and downloadable from the TUS websites. In cases where particular TUS Units have produced Local Unit Safety Statements, they will be made available for viewing by the relevant Unit.

In addition, TUS managers and Campus Company managers need to ensure that for work activities coming under their management control, that the relevant staff, students and any external services providers, receive the associated and relevant health and safety information on risks associated with any hazards they may be exposed to while undertaking TUS directed work activities.

In general, health and safety information will be communicated via: -

- TUS Parent Safety Statement
- TUS Campus Safety Statements
- TUS Health and Safety Policies & Procedures (Note: - can be campus dependent)
- TUS Local Unit Safety Statements
- Safety Inductions
- Safe Operating Procedures
- Toolbox Talks
- Health & Safety Training Courses
- Local Unit/Area Safety Statements

Part 4 - HEALTH & SAFETY POLICY ARRANGEMENTS

4.0 Introduction.

This section of the document will provide relevant information and direction on the arrangements that are in place that ensures the University's delivery of the Health and Safety Policy Statement.

This section sets out specific elements of the relevant policies and procedures in place as required under relevant legislation.

4.1 Access & Egress.

It is the policy of TUS to ensure so far as is reasonably practicable, the design, provision and maintenance of a safe workplace with safe access and egress for all students, staff, contractors and visitors. Arrangements for the provision of safe access and egress will also account for the needs of people with disabilities. These provisions will be in line with the requires under the relevant building control requirements.

Safe means of access and egress shall be provided by, but not limited to:

- Pathways, pedestrian walkways, ramps and designated crossing points
- Artificial lighting
- Clearly marked fire escape routes and exits,
- Speed limit signs in all car parks
- Securely fencing off/ covering any holes and openings
- Segregating site access from general access during construction activities on campus
- Implementing weather dependant measures for surfaces.
- Safe systems of work, (e.g. for working on roofs or in confined spaces).

4.2 Asbestos

Asbestos is a Category 1 carcinogen and can cause cancer. When Asbestos Containing Materials (ACM) are damaged or disturbed, asbestos fibres may be released into the air, which, if inhaled, can cause serious, and often fatal, diseases. Following exposure to asbestos, a person may develop one of the following three fatal diseases: Asbestosis, Asbestos-related lung cancer (bronchial carcinoma), and Mesothelioma: a cancer of the cells that make up the lining around the outside of the lungs and inside of the ribs (pleura) or around the abdominal organs (peritoneum). Other asbestos-related, non-fatal conditions exist, such as pleural plaques and pleural thickening, asbestos warts and corns.

TUS will take appropriate precautions to ensure the health and safety of staff, students, contractors and others who may be affected by risks associated with any asbestos that may be present in any TUS owned property. .

Consequently, a system of survey, encapsulation and/or removal has been put in place. It is the policy of the University that any risk to the health of employees and others

working within buildings that contain asbestos is reduced to the lowest level reasonably practicable. Relevant University Health and Safety Asbestos controls are campus specific and set out in the relevant Campus Safety Statement.

4.3 Biological Agents.

Staff, students, contractors and visitors may come into contact with hazardous biological agents on any TUS campus as a result of activities in the laboratories or as part of clinical studies, or undertaking cleaning tasks. In addition, the hot and cold-water systems on any campus may be a source of legionella bacteria. Also, Covid-19 may be present in airborne droplets or on surfaces where infectious individuals are present. Biological agents or infectious diseases of concern include but are not limited to;

- Class 2 and 3 Biological Agents in laboratories
- Hepatitis B
- Hepatitis C
- Human Immunodeficiency Virus (HIV)
- Legionella
- Sars CoV-2/Covid-19
- Tetanus
- Weil's Disease/leptospirosis

It is the policy of TUS to comply with the requirements of the Safety, Health and Welfare at Work (Biological Agents) Regulations and the associated Code of Practice and the Genetically Modified Organisms (Contained Use) Regulations as well as government and HSE guidance and legislation in relation to the control of Covid-19 and other public health related infections, i.e. mumps.

TUS will also comply with the Health Protection Surveillance Centre (HPSC) - National Guidelines for the Control of Legionellosis in Ireland, 2009.

In this regard, any TUS Unit planning to work with class 2 or 3 agents the following University requirements must be met :-

- The Unit manager (e.g. Head of Department/Faculty/Unit) that is planning to work with class 2 or 3 agents must notify the Health and Safety Authority of first time use of a class 2 or 3 agent.
- The Unit manager must ensure that for directed staff or researches planning to work with class 2 or 3 agents, and/or whole blood or cell lines, within areas coming under their management control, must undertake a Biological Agents Risk Assessment, and ensure all RA control measures are implemented. When a risk assessment shows it is necessary, appropriate vaccination will be offered to staff.

- The Unit managers must also ensure the use of Genetically Modified Organisms within their Units are notified to the Environmental Protection Agency.

Legionella

The University will ensure that adequate controls are in place to manage the risk of legionella in water systems on all campuses. Controls may include temperature monitoring, tank disinfection, pipework alteration if necessary and water quality analysis.

4.4 Chemical agents including carcinogens.

It is the policy of TUS to comply with the Safety, Health and Welfare at Work (Chemical Agents) Regulations, the Carcinogen Regulations and the associated Code of Practice as well as the Classification, Labelling and Packaging of Substances and Mixtures (CLP) Regulations and REACH Regulations.

In accordance with the requirements of these regulations, TUS Units (e.g. Faculties, Departments, campus companies) must identify any hazardous chemical agents that are planned to be used for work activities coming under their directed management control. They must assess the risk to safety and health arising from the presence of these chemical agents (i.e. employees, students, handling, using, or storing, chemicals or solvents/hazardous substances), taking into consideration the following: -

- a) their hazardous properties;
- b) information provided by the supplier (including information in the safety data sheet(s) (SDSs) and any additional information reasonably required;
- c) the level, type and duration of exposure;
- d) the circumstances of work involving such agents and the quantities stored and in use in the workplace;
- e) any Occupational Exposure Limit Value (OELV) or biological limit value (BLV) in an approved code of practice;
- f) the effect of preventative measures taken;
- g) where required, the conclusions from health surveillance already undertaken;
- h) any activity including maintenance and accidental release in respect of which it is foreseeable that there is a potential for significant exposures;
- i) the requirement to reduce exposure to carcinogens to the lowest level possible;

- j) In the case of activities involving exposures to several hazardous chemical agents, the risks shall be assessed on the basis of the risk presented by all such chemical agents in combination;
- k) In the case of a new activity involving hazardous chemical agents, work must not commence until after a risk assessment of that activity has been made by the University Unit and the preventive measures identified in the risk assessment have been implemented;

TUS Units working with Hazardous substances must also implement the following additional controls: -

- Ensure that Hazardous materials are stored in such a way as to minimize the risk to the safety of staff and students and environmental damage.
- Ensure that all hazardous substances/chemicals and waste are properly labeled with an appropriate warning sign and the name of the chemical. Piped gases will be appropriately labeled along the run of the pipe with the gas name.
- Ensure that where hazardous substances are used or stored, an emergency plan will be put in place and relevant personnel will be trained in spill control.

4.5 Confined Spaces

It is the policy of TUS to take all reasonable practical steps to ensure the safety, health and welfare of all individuals undertaking confined space work in accordance with the Safety, Health and Welfare at Work (Confined Spaces) Regulations 2001 and the Code of Practice for Working in Confined Spaces 2017.

The Health & Safety management of confined space work in any TUS controlled campus building or associated infrastructure will be controlled by the local Campus Estates Department (i.e. Midlands or Midwest). TUS 'Confined Spaces' work will be controlled as follows : -

- The Campus Estates Offices will, on behalf of the University, manage and control access to confined space work, operate and manage permit to work systems for all local campus designated confined spaces.
- The Campus Estates Offices will maintain a listing of confined spaces for campus buildings and infrastructure.
- The Campus Estates Offices will prohibit entry to confined spaces if reasonably practical alternative measures are available.
- The Campus Estates Offices will have in place health and safety management systems to ensure contractors/service providers or TUS employees are properly supervised, trained and competent to undertake any approved confined space work.

4.6 Covid-19

COVID-19 is an illness that can affect lungs, airways and other organs and is caused by Coronavirus SARS-CoV-2. TUS is committed to providing a safe and healthy workplace for all campus communities and will implement the government guidance 'Transitional Protocol: Good Practice Guidance for Continuing to Prevent the Spread of COVID-19'.

All members of the TUS Community are responsible for adhering to government directed and local Campus measures implemented to prevent spread of the virus which include:-

- Ongoing monitoring of covid-19 preventative measures.
- Providing useful up to date government information on workplace restrictions.
- Displaying any necessary signage/information (e.g. Correct hand-washing techniques and the requirements with respect to face coverings).
- Providing adequate numbers of on- site trained Lead Worker Representative(s)
- Maintaining procedures to be followed in the event of a person on site showing symptoms of Covid-19.
- Providing increased cleaning in line with government advice.

4.7 Workstation Ergonomics & Display Screen Equipment.

TUS will comply with requirements of the Display Screen Equipment Regulations, Part 2 Chapter 5 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 and will follow the guidance given by the Health and Safety Authority as follows :-

On Campus

TUS will purchase and provide appropriate equipment (hardware) and processing systems (software) that support achieving a suitable working environment suitable for display screen work.

Campus Estates Departments will manage the provision of infrastructural heating and ventilation systems for office spaces in order to maintain comfortable temperatures, humidity and lighting, arranged to avoid screen glare.

Workstations spaces & furniture layouts will be provided by TUS in accordance with the above regulations and where appropriate additional ergonomic assessments of will be undertaken of individual employee workstations and the reasonably practicable control measures will be implemented.

TUS will provide information, instruction and training to employees in relation to the ergonomic risks associated with VDU work and how these risks can and should be minimised. VDU equipment users should take regular breaks from screen/keyboard work.

Working from home/Remote Working

Where staff are required to work from home TUS will provide a guidance on how to perform a remote workstation assessment and will, in so far as is reasonably practicable, ensure that the person has the ability to set up their workstation in such a way as to minimise the risk of health and safety issues. Where necessary the staff member may be provided with appropriate equipment which may include such a chair, keyboard, mouse or screen riser. The HR department – in line with relevant national guidance will provide processes and procedures to enable a working from home/remote working where relevant.

Eye Tests

TUS will authorise and finance eye/eyesight tests for staff in line with the Display Screen Equipment Regulations. Where an employee is found to require corrective lenses (or an alteration of existing lenses) only for DSE work, the basic cost will be borne by the University (excluding employee PRSI entitlements).

4.8 Driving for Work.

Driving for work includes any person who drives on a road as part of their role (not including driving to and from home to work) either in a TUS owned vehicle, or any vehicle which is not owned, leased or hired by TUS, but used by a person driving on the University's behalf.

- TUS vehicles may be driven by designated staff with the appropriate full licence.
- Vehicles will be serviced in line with the manufacturer's recommendations.
- Plant and Machinery will be certified in line with legal requirements.
- TUS plant/machinery to be operated by designated staff with the appropriate training.
- Staff using vehicles, plant and machinery should carry out a visual check on safety features (for e.g., lights, mirrors, brakes, tyres) before use. Any defects must be reported to the line manager/ or designated person.
- Only hands-free mobile phones should be used when driving/operating plant and machinery. Where there is none, staff should park the vehicle/plant and machine in a safe manner before making or receiving calls.
- Staff must not be under the influence of drugs or alcohol when driving on University business.
- Staff must adhere to all rules of the road when on TUS business. All fines, penalty points and parking penalties are the responsibility of the driver and will not be discharged by the University.

- While on any TUS campus, staff must drive safely and within campus speed limits. They should avoid reversing as much as possible e.g. by suitable traffic routing.
- Keys should be removed from vehicles when not in use.
- If a driver is involved in a road traffic accident while on TUS business, this must be reported to their TUS Line Manager and an accident report form should be completed as well as completing any forms required by the driver's insurance company.
- Staff using their own cars for TUS business must ensure they have the required statutory insurance cover and provide their insurance company University indemnity letter.
- It is the responsibility of staff to ensure that the car is roadworthy (NCT), taxed and insured.

4.9 Electricity

TUS is committed to implementing the electrical safety provisions of the General Application Regulations and in general all electrical equipment and installations, both temporary and permanent, underground and over ground, within the University shall, at all times, be so designed, constructed, installed, maintained, protected and used, so as to prevent danger.

TUS will ensure that no person engages in any electrical related work activity where technical knowledge and experience is necessary, unless that person is competent to do so.

Every new electrical installation and major alteration shall be tested by a competent person after completion and a certificate of test provided.

Existing installations will be tested regularly or as required by the Health and Safety Authority.

TUS will ensure that work activities including the operation, use and maintenance of electrical equipment or electrical installations is carried out by only competent persons and in a manner to prevent danger including the following precautionary actions;

- before work is carried out on live equipment that it is made dead,
- adequate care and precautions are taken against electrical equipment already dead becoming live, and electrical equipment in advertently becoming live.

Portable Electrical Appliances

Portable equipment is defined in the Regulations as "equipment (including hand-held portable equipment) which, because of the manner in which it is used, requires to be

moved while it is working, or is designed so that it can be moved while it is working or is moved from time to time between the periods during which it is working". Because of the higher risk of damage due to its portability, such equipment must be inspected on a regular basis.

4.10 Electromagnetic Fields

TUS will ensure that staff or students are not exposed to EMFs above the Action Limits as set in the Safety, Health and Welfare at Work (Electromagnetic Fields) Regulations 2016.

In general, TUS staff or students are not exposed to EMF above Action Limit values. However, a staff member or student may be at particular risk if they have an active implanted medical devices (AIMDs), passive implanted medical devices (PIMDs) or body-worn medical devices (BWMDs). Where staff or students inform their line manager or supervisor of the medical device the Department/Unit will carry out a risk assessment and appropriate controls put in place where practicable.

4.11 Emergencies or Serious and Imminent Dangers

In accordance with Section 11 of the Act, TUS will prepare and revise as necessary, plans, procedures and measures to be taken in the case of an emergency or serious and imminent danger. University emergency plans and procedures will cover the following:

- First-aid & Medical Emergency.
- Fire Emergencies – (fire detection, alarm, & fire extinguishing systems, person evacuation from buildings to a place of safety).
- Employee duties in relation to Emergency Planning, Procedures and Operation.

Emergency response systems and procedures to the above listed emergencies are managed locally at campus level (i.e. Midland campus controls for Athlone campus and buildings; Midwest campus control for Limerick campus and buildings). TUS campus-based Units are responsible for identifying the emergencies that may arise from their directed work activities and from areas coming under their campus management control.

Certain campus-based managers have additional responsibilities for ensuring emergency detection and alarm systems are maintained to acceptable readiness levels and for training staff and managing the campus responses.

4.12 Housekeeping

Poor housekeeping can pose a wide variety of risks and can frequently contribute to accidents as hazards are not clearly visible. TUS is committed to keeping its classrooms, laboratories, workshops and office areas neat and tidy. In that regard the following are particular requirements

- Staff, students and contractors/service providers are encouraged to practice good housekeeping at their work station or area of activity.
- Litter is to be disposed of in the bins provided on campus and materials to be stored in a safe and secure manner.
- Access to emergency equipment and fire exits to be kept clear at all times and free from any obstructions.
- Leads from any portable tools, cleaning equipment or office equipment must not be allowed to trail and cause a trip hazard.
- TUS Units need to liaise with the relevant campus Estates Office to ensure corridors are free of slip/trip hazards, waste materials and other fire hazards are removed regularly etc.

4.13 Manual Handling Policy.

TUS will comply with the Manual Handling Regulations, Part 2, Chapter 4 of the SHWW (General Application) Regulations, 2007.

For any manual handling work activities/tasks, the relevant Faculty, Department, or Unit, will undertake a risk assessment of the manual handling activity which involves risk of injury or damage to health, particularly back injury. The relevant Faculty, Department or Unit will, where reasonably practicable, take measures to avoid the need for such manual handling by the use of mechanical aids / or appropriate alternative organisational methods.

Where a manual handling need is identified by a Department/Unit, training and instruction in safe manual handling practices must be provided in combination with other risk control measures.

TUS acknowledges that manual handling training alone is not effective in the controlling of risks and therefore other organisational and ergonomic factors must be taken account. Local Area/Unit Safety Statements/risk assessments must identify the control measures adopted to reduce the risk of manual handling and musculoskeletal injuries.

4.14 Noise & Vibration

Noise

In order to protect staff and students from the risks to their hearing caused by noise, TUS will comply with the requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007, Part 5, Chapter 1, Control of Noise at Work. Local Area/Unit Safety Statements or local risk assessments must establish control measures for locations which are suspected of exposing individuals to loud noise (i.e.

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 20 μ Pa and when the level is above 85dB(A)).

Vibration

It is the policy of TUS to protect staff and students from the effects of vibration and to comply with the requirements of the General Application Regulations 2007 Control of Vibration at Work.

Mechanical vibrations at work can expose individuals to hand-arm vibration (HAV) and/or whole-body vibration (WBV). HAV is caused by the use of work equipment and work processes that transmit vibration into the hands and arms of employees.

TUS will ensure that directed work activities involving Mechanical Vibrations will comply with the 'Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007: Chapter 2 of Part 5: Control of Vibration at Work.

Purchase of equipment

Prior to the purchase of equipment, the levels of noise or vibration produced by that equipment will be considered and where reasonably practicable the equipment with the lowest levels will be procured.

4.15 Personal Protective Equipment (PPE)

PPE is “equipment designed to be worn or held by an employee for protection against one or more hazards likely to endanger the employee’s safety and health at work, and any addition or accessory designed to meet this objective”.

It is the policy of TUS to eliminate hazards where reasonably practicable and to assess what personal protective equipment (PPE) is required only when further risk reduction is not feasible.

All PPE will be of an appropriate, recognised Irish/European Standard (or equivalent) and carry a CE mark.

TUS Managers and staff should consult their Local Campus Safety Statements for University approved arrangements (i.e. PPE policies, procedures, training and procurement).

4.16 Protection of Children and Young Persons

It is the policy of TUS to ensure that any risks to the safety and health of a child or young person or to their development are assessed at the inviting Department/Unit, taking into account the increased risk arising from the child’s or young person’s lack of maturity and experience in identifying risks to their own safety and health and, specifically, that any exposure to physical, biological and chemical agents or certain processes is avoided in accordance with legal requirements.

For the purposes of this Policy, the term “child” or “children” refers to a person or persons under the age of 18 years.

For the purposes of this Policy, the term “young person” means a person who has reached 16 years of age but is less than 18 years of age.

In accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007 (chapter 1, part 6) TUS acknowledges its responsibilities as regards the protection of children and young persons. Any TUS operated work experience programmes involving children and young persons need to be operated in compliance with these regulations.

Any TUS employee or approved third-party group bringing children and young persons onto TUS Campus grounds must ensure that the appropriate adult supervision is arranged prior to the visit.

4.17 Protection of Pregnant, Postnatal and Breastfeeding Persons

The Pregnancy at Work Regulations which form part of the Safety, Health and Welfare at Work (General Application) Regulations 2007, place a duty on employers to ensure the workplace does not pose a risk to the health of a pregnant employee or the developing child. In TUS a risk assessment will form the basis for deciding if there are articles or substances in the workplace, that could impact on both and the measures to be taken to avoid any injury or ill health.

The TUS process for ensuring the workplace does not pose a risk to the health and safety of new and expectant mothers is set out below:-

Notification

Pregnant employees or students should inform TUS of their condition as soon as they are aware that they are pregnant. A staff member can inform their line manager or Human Resources Department and a student can inform their academic lecturer/supervisor or academic head of department.

The Risk Assessment Process

TUS having been notified that a member of staff or a student is pregnant will:

In Relation to a Pregnant Employee - Their line manager (e.g. Head of Department/Unit) will ensure a “New & Expectant Mother Risk Assessment” is undertaken and the pregnant employee will review the risk assessment results with their line manager. Campus HR departments will support the process to ensure all necessary control measures are implemented.

In Relation to a Pregnant Student - The academic Head of Department with the support of identified academic supervisors and/or technical staff, will ensure a “New & Expectant Mother Risk Assessment” is undertaken. The Head of Department and the pregnant student will review the risk assessment results. The Head of Department will ensure all necessary control measures are implemented.

4.18 Radiation - Ionising, Non-Ionising and Artificial Optical Radiation

TUS will ensure so far as it is reasonably practicable, the safety and the prevention of risk to health at work of its staff, students, contractors and visitors relating to the exposure to ionising, non-ionising and artificial optical radiation.

Radiation controls are managed at campus level and the relevant campus safety statement will identify how ionising radiation, radon and any artificial optical radiation is assessed and controlled.

Ionising Radiation

Where sources of ionising radiation are identified as present on any TUS campus, then that Campus Safety Statement will contain the relevant TUS campus controls that ensure it is used safely and that the potential radiation risk is assessed and controlled. Campus controls shall comply with the requirements of the Radiological Protection Act 1991 (Ionising Radiation) Regulations 2019 (S.I. No. 30 of 2019), which covers the protection of workers and members of the public.

4.19 Out of Hours & Lone Working

Work, research or study activities undertaken within campus buildings outside of the normal hours of business operation (i.e. Out of Hours Work) can present an increased hazard to personal safety and as such these risks need to be controlled. For example, working late into the evenings, night or weekends can mean less support being available for supervision of laboratory activities, or the availability of staff first aiders, it can also create potential for 'lone working' or working in isolation conditions to exist.

As a general rule, out of hours/lone working should not be undertaken except where strictly necessary. Any Unit or Department that is considering permitting Out of Hours/lone working activities for staff or students coming under their management control must adhere to their Local Campus Safety Statement, Rules & Procedures for Out of Hours Working. Including where relevant, the completion of a risk assessment.

4.20 Slips & Trips

TUS is aware that slips and trips cause a high proportion of reported injuries in the workplace. Falls from trips and slips can result in very serious injury such as fractured hips and other bones. Medical complications arising can, in some cases, result in very serious adverse outcomes on the life of the injured person.

In order to prevent slips and trips the University will ensure, with the cooperation of all staff and students, in so far as is reasonably practicable that;

- Housekeeping is maintained to a high standard.
- Floors are kept clear of obstacles such as files, cables and boxes. This is particularly important in areas where people have to share floor space such as door-ways and corridors.

- Staff need to report to their Line Manager or Campus Estates Departments, any floor damage likely to cause trips (such as holes in carpets/tiles or curling mats).
- Stairs are kept free of spillages and obstacles at all times.
- Buildings are well illuminated and staff report areas that are lacking adequate lighting.
- Mats will be put in place at entrance ways to prevent water being tracked in.
- Exterior access routes will be treated to reduce the risk of slips in icy conditions.
- Staff working in workshops, laboratories, kitchens and in the field, have and wear appropriate footwear (e.g. good grip, closed in and where applicable, with chemical resistant soles and appropriate toe protection).

4.21 Safety Signage

TUS will apply the principles of prevention to avoid hazards. Where a hazard cannot be avoided, the responsible TUS Departments or Units will assess the risk and reduce it by using measures that protect all or by using safer work processes. Safety and Health signs are to be provided, where hazards cannot be avoided or be adequately controlled/reduced by techniques for collective protection or measures.

TUS Departments or Units erecting signage need to ensure that such signs have regard to risk assessment and use the appropriate sign design as prescribed under the General Application Regulations.

It is the policy of TUS that a system of safety signs must never be used as a substitute for necessary protective measures.

Where persons are present whose sight or hearing is impaired (including by the use of personal protective equipment) then other measures will be taken to ensure the effectiveness of the signs.

4.22 Health and Safety Resources

Resources are allocated by TUS to secure and maintain good standards of health, safety and welfare for employees, students, contractors, service providers and visitors. TUS will allocate resources as follows: -

Safety Training

Resources & funding will be made available for relevant and appropriate Health & Safety Training.

Facilities & Equipment

TUS will provide so far as is reasonably practicable the required funding and sufficient resources to ensure any required Health and Safety upgrades or repairs of facilities or equipment comply with Health and Safety Requirements.

New Works (buildings)/Refurbishments/Repairs

TUS will ensure that all new work, refurbishments, repairs and making good any defects carried out will comply with the relevant Building Regulations and any associated codes of practice.

Ongoing Monitoring

TUS will provide resources for the ongoing monitoring of safety, health and welfare in the workplace. The University will risk assess hazards and control the risk-taking account of the hierarchy of control measures, time and cost factors.

Local Management

TUS, Faculties, Departments and Units will need to establish resources required to manage and implement both University level H&S policies and Local H&S policies to secure and maintain good standards of health and safety for staff and students performing University directed activities.

4.23 Training & Awareness

The Safety, Health and Welfare at Work Act 2005, strongly emphasises the need to provide instruction, information and training necessary to ensure health and safety and reduce the chance of injury or ill health. The provision of appropriate training and instruction is an important arrangement to control hazards identified by University/Departmental/Unit risk assessments.

Training supports staff and students acquiring the skills, knowledge and attitude to make them competent in the safety and health aspects of their work and instils a positive health and safety culture. Training also serves to improve safety awareness and attitudes that are essential for effective safety management.

It is the policy of TUS to provide relevant Health & Safety training/briefing to all new and existing staff and students. The University's policy on the arrangements for the provision of Health and Safety training are as follows:

- In assigning an employee to a specific task, the responsible TUS Unit will take account of their capabilities in relation to safety, health and welfare. Employees must not be put at risk by being given work that they do not have the competence to undertake. Appropriate Training and/or instruction needs to precede the task to be undertaken.
- All employees where required must attend & complete Health & Safety training arranged for them by TUS or by their reporting TUS Unit.

- TUS requires that instruction and training is provided in a form, manner and language that would be reasonably likely to be understood by those receiving it. Training will be provided at no financial cost to staff.
- In the case of groups of particularly sensitive employees and employees covered by specific safety and health legislation, such as persons with disabilities, pregnant workers or young persons, TUS will endeavour to ensure they are protected against the dangers that affect them.
- Employees will be provided with health & safety induction training on appointment to TUS, arranged by the Human Resources Department and specific local area health & safety induction arranged by their Department/Unit. Each employee will be made aware of emergency action procedures during their induction and the safety arrangements pertinent to their campus location.
- Any TUS Unit permitting external organisation employees on to a campus to perform work on behalf of the University (for example, maintenance contractors, cleaners, etc.) shall ensure that such staff receive appropriate instruction in any risks associated with the place of work (location of work on campus).
- Employees are required to make reasonable efforts to develop competence and implement what they have learnt about safe systems of work, and to report to their managers any perceived gaps in their knowledge and understanding of the health and safety requirements and systems of work.
- Where a staff member considers their training or skills level for completing a work task, is not adequate, then they should report the matter to their line Manager/Supervisor. The reporting Unit will, where necessary, will provide any required training and development to enable the staff member achieve the appropriate level of competence to perform the task safely.
- TUS Units must retain H&S training records for staff reporting to their unit.

4.24 Occupational Health and Wellbeing

TUS is committed to ensuring that the health and wellbeing of its staff and students is protected in so far as is reasonably practicable. This will be achieved through a number of initiatives.

Pre-employment medical assessment

Pre-employment medical screening involves the completion of a pre-employment health questionnaire or a medical examination, where necessary.

Health surveillance

Health surveillance is required by Section 22 of the Safety, Health and Welfare at Work Act 2005 if a risk assessment identifies that staff of the University are exposed to noise or vibration, solvents, fumes, dusts, biological agents and other substances hazardous to health. The purpose of health surveillance is to identify at an early stage any adverse health effects that are associated with work activities.

The frequency and nature of health surveillance will be determined by the potential hazards and risks to which staff may be exposed.

Health surveillance requirements will be determined by risk assessment and may include;

- Hearing tests
- Keeping of records of exposure to carcinogens
- Self-inspection for skin related problems such as rashes
- Eyesight tests/VDU tests
- Lung function tests
- Biological effects monitoring via blood or urine samples to quantitatively determine absorption or intake of hazardous substances.

Absence monitoring and supported return to work

Following absence from work for long periods due to ill health or injury, the state of the staff member's health will be reviewed by an Occupational Health Specialist, to ensure that they are capable of undertaking the tasks they are expected to perform when they return and that the work will not aggravate existing or past health conditions.

Absence records are monitored and where the absence results from a stress related illness, staff are directed to the confidential Employee Assistance Service/Occupational Health Specialist as determined.

Employee Assistance Service

TUS has an Employee Assistance Programme in place to provide a confidential and professional support and advisory service to employees and to refer employees to other sources of specialist advice or support if necessary.

Vaccinations

Staff at risk of contracting specific diseases/illnesses due to the nature of their work, are encouraged to avail, on a voluntary basis, of vaccinations against such diseases/illnesses in accordance with medical advice available to the University.

Health Promotion

TUS commits to provide information/education on factors that can affect health and welfare e.g. stress, exercise, diet, smoking, alcohol use disorders, early recognition of cancer, etc. This is underpinned by a planned programme of Health checks which will be provided to employees on a campus by campus basis annually.

Alcohol and other Intoxicants

Employees and students must ensure that they are not under the influence of an intoxicant (i.e. alcohol or drugs or a combination of alcohol and drugs) to an extent that they endanger their own safety and that of any other person.

Student Health Services

TUS provides a medical service for students at its main campuses, including nursing and visiting doctor surgeries.

No Smoking

It is the policy of TUS that all of its workplaces are Smoke Free and that all staff and students have a right to work, study and learn in a smoke-free environment.

Campus specific measures are contained in the relevant Campus Safety Statements.

4.25 Work Related Stress

Work related Stress is stress caused or made worse by work. It refers to when a person perceives the work environment in such a way that their reaction involves feelings of an inability to cope. Stress occurs when an individual perceives an imbalance between the demands placed on them on the one hand, and their ability to cope on the other. The University therefore seeks to ensure that staff health is not put at risk by excessive and sustained levels of stress. This is achieved through a process of Departmental/Unit focussed risk assessment and;

- Respect for the dignity of each member of staff
- Regular feedback and recognition of performance
- Clear goals for staff
- Staff input into decision making
- Consistent and fair management actions

An Employee Assistance Service (EAS) is available to all employees and their immediate family and is an independent confidential counselling, referral and support service enabling employees to discuss work or personal issues in confidence.

4.26 Dignity & Respect Policies

TUS is committed to a policy of equality in all its employment practices. The University will ensure that no employee or job applicant receives less favourable treatment on the grounds of gender, marital status, family status, sexual orientation, religious belief, age, disability, race or membership of the travelling community.

TUS recognises that responsibility for ensuring the provision of equality rests primarily with the University, as an employer.

It is the policy of TUS, that all employees are free to perform their work in an environment, which is free from threats of, Bullying, Harassment, Intimidation and any behaviour, which adversely affects the dignity of people in the workplace. Violation of the University's Dignity and Respect at Work Policy, will be regarded seriously and can be grounds for disciplinary action under the University's Disciplinary Procedure up to and including dismissal.

Full details of the formal and informal procedures that relate to these policies are set out in Dignity and Respect at Work Policy and Procedure, and the Disciplinary Procedure. All staff are asked to read and abide by these policies.

TUS is committed to ensuring that appropriate policies, procedures, and practices are in place to support the safety and wellbeing of students. In this regard a range of policies provide support for this objective

- TUS Student Code of Conduct and Discipline 2022 – 2025
- TUS Student Complaints and Problem Resolution Procedure 2022 – 2025
- TUS Student Death Protocol 2022-2025
- TUS Student Reasonable Accommodation Policy 2022 – 2025
- TUS Child Protection Policy 2022 – 2024
- TUS Child Safeguarding Statement 2022 – 2024.

4.27 Welfare Facilities

In accordance with the Act, TUS provides welfare facilities which are available to all staff and which include the following:

- Appropriate and suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position.
- Appropriate environmental conditions in the form of temperature, humidity and lighting will be maintained for employee workstations.
- Adequate supply of potable drinking water at suitable points conveniently located and accessible to all Employees. The quality of the water supply is maintained and monitored under the management of the campus Estates Office.
- Adequate and suitable sanitary, washing and drying facilities with hot and cold running water maintained in a clean and hygienic condition.
- Adequate number of accessible lavatories and washbasins with hot and cold running water.
- Where special work clothes must be worn and where for health and/or work duty reasons necessitate it, the following provisions will be made in part or altogether depending on the work activity welfare requirements.
- Appropriate & adequate changing rooms/cloakroom facilities with sufficient capacity and seating for storage and changing of clothes will be provided.
- Where depending on the work activity, adequate and suitable showers for employees will be provided.

- Where required, adequate provision for drying wet or damp work clothes.
- Where by virtue of the type of activity or the presence of more than a certain number of employees, a rest room is required for safety or health purposes, then adequate provisions shall be made and such rest rooms will contain sufficient numbers of tables and seats with backs.
- Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities (e.g. Staff Dining/Rest Rooms).
- Facilities for pregnant or breastfeeding employees, (e.g. a room to rest and provision of facilities to store milk).

4.28 Work Equipment.

Work equipment is defined as any machinery, appliance, apparatus, tool or installation for use at work. It is the policy of TUS to ensure all work equipment hired, purchased or used as part of its operations shall:

- Comply with the latest Legislation, (e.g. CE markings, Machinery Regulations, Use of Work Equipment 2007 General Application Regulations, etc.).
- Be suitable for the task.
- Be used by competent persons.
- Have operation and maintenance manuals or other relevant documentation available to users.
- Be properly inspected and maintained by a competent person to the manufacturer's requirements or to industry best practice requirements.
- Be replaced or repaired when defects are found.
- Carry inspection certification (where appropriate), records of maintenance checks, examinations, testing, servicing and visual checks by users where applicable.
- Not be modified or changed in such a way as to cause a hazard to users. (e.g. guards will not be removed/bypassed during equipment use).
- Not be misused or abused in such a way as to cause a hazard to users (e.g. inappropriate storage or usage).
- Have warning notices posted and safe operating procedures established to remind users and others of the dangers the equipment imposes and safe work practices.

4.29 Working at Height Policy.

It is the policy of TUS to ensure compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, Safety, Health and Welfare at Work (Construction) Regulations 2013, Safety, Health and Welfare at Work (General Application) Regulations, 2007.

This policy is applicable to any location or work activity controlled by TUS where any work at height is taking place including work from a scaffold, roof work, working off a working platform for e.g. MEWP, mobile scaffold tower, and includes obtaining access to or egress from such place while at work.

Working at height will be avoided whenever possible. If working at height cannot be avoided then collective control measures, (e.g. provision of guard/hand rails), will take priority over personal control measures (e.g. harnesses/lanyards).

Where the risk of a fall cannot be completely eliminated and where it is not reasonably practicable to use collective fall protection measures then other measures must be used to minimise the risk, such as fall restraint/arrest equipment.

Where work at height is unavoidable the person(s) in control of the working at height activity must ensure the following:

- All work at height is properly planned and organised.
- A risk assessment is carried out for all work conducted at height. In deciding on preventative control measures the following hierarchy of the general principles of prevention must be considered:
 - working platform
 - safety nets/air bags/bean bags
 - fall arrest equipment as a last resort only
- Suitable work equipment for the task is selected and used.
- All Individuals working at a height are competent and trained in the use of the work at height equipment specific to their task.
- All equipment used for work at height whether hired or bought is properly certified, inspected as per the legal requirements and maintained in good order.
- Weather conditions are considered in the risk assessment process, (Note: wet windy weather conditions can have a serious impact on safety at height).
- Ladders where used are only for short time use involving light work and user must maintain three points of contact.
- Work platforms must have top and intermediate handrails and toe boards.
- Risks from fragile surfaces or openings on roofs (e.g. skylights) are properly controlled.
- Rescue and emergency plans are in place.

4.30 Work Related Travel.

It is the policy of TUS to take all reasonable practical steps to ensure the safety, health and welfare of all individuals undertaking work related travel.

All individuals undertaking work related travel must ensure that the following information is provided to their Manager:

For National Travel

- Contact information for themselves while they are away i.e. mobile phone contact details.
- Location and contact information of the host organisation/event coordinator where relevant
- That TUS has up to date home emergency contact details for the individual.
- That TUS travel insurance policy adequately covers the activities the individual is planning to undertake, and that he/she carry the local emergency contact information.
- That personal identification (e.g. Diver Licence) is always carried by the individual.

For overseas travel, individuals must ensure:

- His/her Passport is valid in and relevant visas required when applicable.
- Consultation with his/her GP regarding any vaccination requirements.
- He/she is up to date on a specific country's Covid 19 measures and requirement including self-isolation, etc.
- That information on climate, culture and local details is obtained as applicable;
- To obtain the address, telephone number and opening hours of the Irish Embassy or consulate for the country he/she is travelling to where applicable
- An arranged check in is decided upon with the relevant School/Function whilst overseas.
- To report any incident/accident that occurs to the local authority and TUS.
- That TUS is informed of any changes to the individual's circumstances whilst undertaking work related travel (e.g. Changes to accommodation Location).

4.31 Field Trips

TUS Academic Faculties and Departments will organise visits for the purposes of teaching or research and to places which will not come under the University's control but where the University remains responsible for the overall safety of its staff, and students.

For Faculty, Departmental or Research Unit directed field trips, TUS requires that they take all reasonable steps to secure the safety, health and welfare of staff and students whilst participating in fieldtrip activities. Staff and students participating on fieldwork activities need to be made aware of the hazards associated with the activity and provided with the necessary information and training, if required.

Proposed Fieldtrips and associated fieldworks activities should be risk assessed in advance of the trip and appropriate control measures put in place prior to the commencement of the trip. Particular attention should be paid in the risk assessment process to vulnerable groups such as young persons (i.e. under 18 years), pregnant and nursing mothers and those with a disability.

The academic Faculty, Department or Research Unit needs to ensure that contingency plans are in place in the event of an emergency during the trip and that all staff and students participating in the trip are aware of these plans.

All students participating in fieldtrips must co-operate and behave responsibly and adhere to all instructions given to them.

4.32 Work Placement

TUS will take all reasonable steps to ensure the safety, health and welfare of staff and students participating in work placement programmes. Work placement is a placement with an external organisation's where TUS staff or students undertake or observes a particular task, duty or range of tasks or duties. For the duration of the placement TUS staff or students are to be under the direct supervision of a third-party organisation.

The TUS Unit, planning and organising the placement for their reporting staff or students will aim to raise awareness of the factors that can reduce the probability of accidents or ill-health occurring in a workplace situation; however, it must be borne in mind that work placements are remote from the University and as a result are outside of the University's direct control.

All students participating in work placement programmes must ensure that they cooperate fully with all training, information and/or instruction issued by the University or the third party regarding their safety, health and welfare. All students must comply fully with the health and safety standards that are applicable to employees in their work placement organisation. In circumstances where student placements are sourced and located abroad, the legislation of the host country will also apply.

Part 5 - Operational Planning and Control

5.0 General

TUS will plan, implement, control and maintain the processes needed to meet requirements of its Health and Safety Management System. This will be achieved by;

- the use of Safe Operating Procedures and Safe Systems of Work;
- ensuring the competence of staff;
- establishing preventive or predictive maintenance and inspection programmes for potentially hazardous equipment;
- specifications for the procurement of goods and services;
- application of legal requirements and other requirements, or manufacturers' instructions for equipment;
- engineering and administrative controls;

adapting work for staff; for example, by:

- defining, or redefining, how the work is organised;
- the induction of new staff;
- defining, or redefining, processes and working environment
- using ergonomic approaches when designing new, or modifying, workplaces, equipment, etc.

5.1 Eliminating hazards and reducing health and safety risks

TUS will use the hierarchy of controls, (Figure 2), which provides a systematic approach to enhance occupational health and safety, eliminate hazards, and reduce or control risks. TUS will use the approach to succeed in reducing risks to a level that is as low as reasonably practicable.

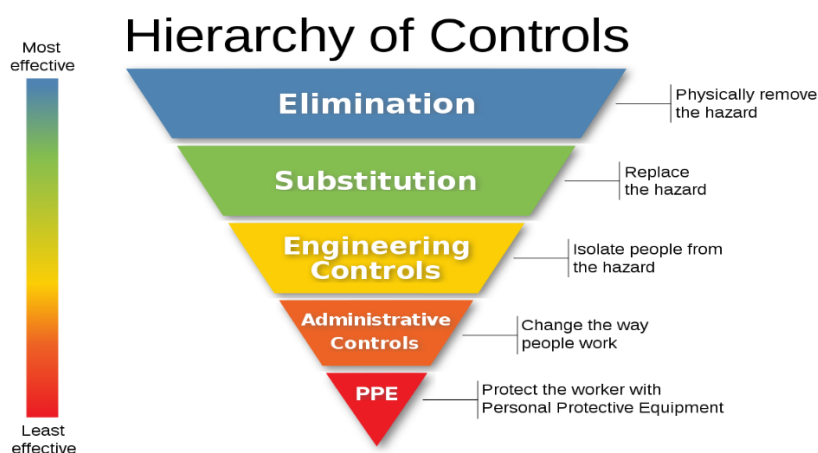


Figure 2. Hierarchy of controls

5.2 Management of Change

TUS is mindful that new hazards may arise as changes to the work environment or work processes are introduced. The process of the development of the University may involve the introduction of new technology, equipment, facilities, work practices and procedures, design specifications and staffing. When changes are planned, the potential consequences for the health and safety of the University stakeholders shall be considered at design stage and the University will seek to identify opportunities for improvement as a result of the changes. The key process which needs to be undertaken is the existing risk assessment should be reviewed and updated.

5.3 Procurement and Outsourcing

TUS will put in place procurement processes that checks the health and safety competency of service providers/contractors prior to contract award. Service providers must provide a copy of their Safety Statement and the specific works that will be carried out on behalf of the University must be dealt with in an appended Method Statement together with associated Risk Assessments.

The service provider/contractor must also supply copies of their Public Liability and Employers Liability insurance certificates and satisfactorily complete all competency assessment requirements set by the University.

The Unit Manager responsible for initiating the procurement of the service provider will ensure that any University-specific safety requirements associated with the project or job, are outlined and communicated to the bidders.

The service provider/contractor as an employer and the duties and responsibilities of the employer as set out in the Safety Health and Welfare at Work Act 2005 rest with the service provider. In effect the service provider/contractor 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 service provider/contractor must record and report accidents to the Health and Safety Authority and copy the University on all reports where the accident occurs on any TUS campus.

It is the responsibility of the service provider/contractor to identify hazards and carry out documented risk assessments for the tasks their employees are engaged in however the University will provide the service provider/contractor with information on hazards likely to be encountered by the service provider/contractor's personnel on campus, where applicable. Service provider/contractor's personnel will receive the University health and safety contractor induction prior to commencement of work on campus.

Where service provision is outsourced, e.g. provision of contracted staff on campus, the contracted company will be required to align their health and safety management system with that of the University's system.

5.4 Purchase of equipment

TUS Unit Managers or their reporting staff purchasing machinery and/or equipment are to ensure that all materials and equipment purchased by the University comply with safety requirements. They must ensure that all new plant and equipment comply with the European Communities Machinery Regulations 2008, and specifically that all new plant and equipment has a 'CE' marking. Purchasing Units must ensure that all legally required certificates and user manuals are obtained for equipment including that Safety Data Sheets are obtained from suppliers for all chemicals purchased. Where there are hazards associated with the installation, use or maintenance of equipment a pre-purchase risk assessment needs to be completed and control measures implemented.

5.5 Hire of equipment

Where equipment is hired by the University, management or staff responsible for hiring such equipment shall ensure:

- The equipment has a 'CE' marking
- All insurances are obtained and in order
- All legally required certificates are obtained and in order (where applicable)
- All legally required licences are obtained in order (where applicable)
- The operator holds the required training to operate such equipment.

5.6 Construction and Maintenance Work

The Safety, Health and Welfare at Work (Construction) Regulations 2013 place duties on TUS as a Client. In this regard TUS will:

- Employ competent designers and contractors to carry out the work.
- Appoint in writing, before design work starts, a competent and adequately resourced Project Supervisor for the Design Process (PSDP), as required. In some instances, competent University staff may act as PSDP.
- Appoint in writing, before construction work starts, a competent and adequately resourced Project Supervisor for the Construction Process (PSCS), as required.
- Co-operate with the project supervisor and supply necessary information.
- Keep and make available the safety file (provided by the PSDP) for the completed structure. The safety file contains information on the completed structure that will be required for future maintenance or renovation.
- Provide a copy of the safety and health plan prepared by the PSDP to every person tendering for the project.
- Notify the Authority where construction is likely to take more than 500 persons days or 30 working days.

The procedures for the appointments of competent persons and the management of the health and safety aspects of construction and maintenance projects are set out and controlled by the Local Campus Estates Departments.

Part 6 - Performance Evaluation

6.1 Measurement, Monitoring analysis and evaluation

TUS will put in place mechanisms for monitoring and measuring health and safety performance across all the campuses, (using a Plan, Do, Check, Act model as a reference), so that continual improvements in health and safety standards can be achieved.

At a minimum TUS is committed to ensuring that targeted health and safety inspections and compliance reviews/audits are carried out by all TUS Departments/Units. The Department/Unit Managers, will carry out periodic and targeted safety inspections of the activities and facilities under the control of each TUS Unit.

Unit Managers should complete an annual Internal Health & Safety Compliance Review/Audit of the activities and areas coming under their management control. The Internal Health and Safety Compliance Review/Audit will assist Deans, Heads of Department and Unit managers to actively manage safety and will help to ensure that they are being adequately supported in meeting their health and safety legislative responsibilities.

The results of the Internal Health and Safety Compliance Review/Audit will assist with setting objectives for the University.

6.2 Inspections by the Health and Safety Authority

All Improvement or Prohibition Notices issued by the Health and Safety Authority to any University campus Unit must be reported to the Unit manager, University senior manager and the campus Health and Safety Office.

The relevant Unit manager must ensure that the conditions of that notice are implemented within the timeframe set.

6.3 Evaluation of compliance with legal requirements

The Campus Health and Safety Offices will work together to identify the impacts of any changes to the Act or its regulations on the operation of the University. Where significant legislative and regulatory issues arise and considered to have a potential significant effect on the operations of the University, the Health and Safety Offices will advise Senior Management.

The Health and Safety Office will also advise on any changes that may be required to the University Safety Statement or to its Policies or Procedures. Campus Health and Safety Offices will advise campus unit managers of the changes and will advise on changes that may be required to Local Unit Safety Statements or risk assessments.

6.4 Health & Safety Improvement

TUS will review the outcomes from analysis and evaluation of its health and safety performance, evaluation of compliance, internal/external audits and management review when acting to improve.

6.5 Incident Reporting and Investigation

TUS has a statutory duty to record all work place related accidents and to report certain types of accidents and dangerous occurrences to the Health and Safety Authority. Therefore, all accidents and dangerous occurrences should be reported immediately to the Campus health & safety officer. Campus specific reporting procedures are in place for staff, students, visitors and contractors.

Accidents will be investigated by the Manager/Supervisor in charge of the area in which the accident occurred and where deemed necessary, the investigation will be supported by the relevant campus Health and Safety Office.

The purpose of this investigation is to identify the causes of the accident and to allow corrective action to be taken to prevent a re-occurrence or to make improvements. All staff, students and contractors/service providers are obliged to co-operate with such investigations and to provide information which may be useful in establishing the circumstances surrounding the accident.

Reporting of accidents and dangerous occurrences to the HSA will be completed by the relevant campus Health & Safety Office.

Certain accidents must be notified regardless of whether an injury is sustained or not, these are known as dangerous occurrences. In the case of a dangerous occurrence, the University will report all dangerous occurrences to the HSA in accordance with the Safety, Health and Welfare at Work (General Application) (Amendment) (No. 3) Regulations 2016, Part 14 (Reporting of Accidents and Dangerous Occurrences).

In the event of a serious accident the Health & Safety Office will liaise with the Health & Safety Authority and Gardaí regarding the reporting and investigation of the accident.

TUS acknowledges it is important to commend staff and students who consistently work safely and who make a positive contribution to its health and safety performance. However similarly, the University recognizes the importance of taking steps to ensure compliance with the health and safety rules and associated arrangements in place on campus.

6.6 Nonconformance & Corrective Actions

Where non-conformance with Health and Safety requirements occur amongst staff or students, then existing TUS disciplinary procedures and processes will apply. Any verbal and written warnings are to be recorded by the TUS Unit issuing them and copies are to be submitted to the campus Health & Safety Office.

For non-conformance matters the relevant TUS Unit Management, should review existing processes, procedures and risk assessments to evaluate if an incident or non-conformance was anticipated and determine the corresponding corrective actions in accordance with the hierarchy of controls to prevent a reoccurrence.

The Unit needs to share all investigation findings and recommendations with the relevant Campus Health and Safety Office which should include the following information:

- the nature of the incidents or nonconformities and any subsequent actions taken,
- the results of any action and corrective action, including their effectiveness.

The Campus Health and Safety Office will communicate this documentation to Senior Management.

Periodic reviews of incidents will be carried out to ensure that all necessary action has been taken. Incident data will undergo analysis annually as part of the TUS Health and Safety Management System to determine if the existing health and safety arrangements are being adhered and to assess the effectiveness of the existing reporting procedures, the information captured, the trends in numbers and types of incidents over the year.

6.7 Continual Improvement

TUS will review underlying causes and trends affecting its health and safety performance. Incident records, internal health and safety inspections, internal safety compliance audits and external health & safety inspection findings are collected, and a statistical analysis is undertaken by the Health & Safety Office. This analysis along with a review of performance, non-conformities and any new legal or other requirements, will be used by TUS to demonstrate the effectiveness of the Health & Safety Management System and to evaluate where continual improvement can be made.

6.8 Health and Safety Objectives and Planning

TUS Senior Management will establish objectives on an annual basis following a Management Review. The objectives will be clearly and simply defined and prioritized. Suitable, specific and transparent performance indicators will be chosen to measure if objectives have been or are being achieved. Senior Management will ensure that adequate financial, human resources and technical support will be made available to meet the objectives. The objectives may address both broad, University wide, health and safety issues as well as issues that are specific to individual University Units, Faculties or Departments.

6.9 Continual Improvement Process

TUS shall continually improve the suitability, adequacy and effectiveness of the Health & Safety Management System, by:

- enhancing health and safety performance;
- continually promote a culture that supports the Health & Safety Management System.
- promoting the participation of staff and students in implementing actions for the continual improvement of the Health & Safety Management System.
- communicating the relevant results of continual improvement to staff and students, and, where they exist, staff and student representatives.
- maintaining and retaining documented information as evidence of continual improvement.

6.10 Creating & Updating H&S Documentation

New or amended H&S policies or documents will be brought to the attention of the following TUS groups for their review and approval and will be developed in line with TUS's Policy Framework: -

- TUS Parent Safety Statement

1) Local H&S Campus Committees, 2) Senior Management, and, 3) Governing Body

- Campus Safety Statement

Policy changes will be brought to the attention of the following TUS groups for their review and approval: 1) Local Campus Safety Committee and, 2) Senior Management.

- Local Unit Safety Statements

Policy changes will be brought to the attention of the following TUS groups for their review and approval: - 1) Local Unit Management, and, 2) Local Campus Safety Committee.

6.11 Control of H&S Documentation

TUS will ensure that its Health and Safety policy documentation is available for use when required and that it is adequately protected from improper use.

PART 7 Hazard Identification & Control Measures.

7.0 Hazard Identification & Control Measures.

This section sets out how TUS identifies hazards, assesses risk and the means by which the University puts control measures in place to reduce the risk to the appropriate levels.

The hazard identification, risk assessment and control process cover all TUS activities, both on and off campus.

For TUS Unit based work activities (e.g. Faculties/Departments), the associated hazards, risks and controls will be set out in the relevant Unit's risk assessments or Local Unit Safety Statements.

TUS will take the opportunity to improve health and safety performance by;

- integrating health and safety requirements at the earliest stage in the life cycle of facilities, equipment or process planning for facilities relocation, process re-design or replacement of equipment and plant;
- using new technologies;
- improving the health and safety culture (e.g. by extending competence related to health and safety beyond regulatory requirements);
- encouraging staff and students to report incidents/near misses in a timely manner;

7.1 Responsibility

Unit Managers (e.g. Heads of Department/Faculty and Senior Managers) are responsible for ensuring risk assessments are carried out and control measures are established for all potentially hazardous activities and areas coming under their management control.

Unit processes for hazard identification and risk assessment may be delegated to those directing staff or student activities, (e.g., Senior Technical Officers are responsible for ensuring risk assessments are in place for activities involving reporting technical staff. Lecturers are responsible for ensuring risk assessments are carried out for their workshop, laboratory and field-based activities of students).

Procedure

- A. Unit Managers will ensure that risk assessments are undertaken for potentially hazardous activities carried out by staff in their Unit area and for ensuring that adequate control measures are put in place to reduce the risk associated with the activity. The Health and Safety Office will provide a range of suitable forms to assist with the hazard identification and risk assessment process.

The aim of the risk assessment process is to determine whether enough is being done to eliminate or reduce the risk to an acceptable level. In assessing risk, existing measures being taken to reduce risk must be considered and any additional controls required recorded. Safe operating procedures may be produced as a result of the risk assessment process.

A risk assessment is a detailed examination of a particular work place or area, machine, Departmental/Faculty/Unit area activity or work procedure to ensure that every foreseeable hazard is properly identified and that action is taken to either eliminate or substantially reduce risk levels associated with each hazard. The risk assessment is based on linking the likelihood of an occurrence with the severity of loss and/or injury to give an overall risk level. Likelihood is determined by how likely it is that an adverse event or accident related to the hazard concerned will occur, considering the control measures currently in place. Severity is based on the degree of injury or damage likely to occur if the adverse event occurs, considering the control measures currently in place.

- B. The Risk Assessments and Safe Operating Procedures arising from the process will be based on;
- i. Legislative and regulatory requirements.
 - ii. The examination of existing safety practices and procedures.
 - iii. An evaluation of previous health and safety incidents.
 - iv. Best practice
 - v. The general policies set out in this Parent Safety Statement.

It should be noted that a Safe Operating Procedure is not a risk assessment but may be amended or extended to incorporate a risk assessment.

- C. In carrying out the hazard identification and risk assessment procedure, hazards will be eliminated wherever practicable in line with the Principle of Prevention as set out in the Safety, Health and Welfare at Work Act 2005 (in descending order of preference below).
- i. Avoid risks.
 - ii. Evaluate unavoidable risks.
 - iii. Combat risks at source.
 - iv. Adapt work to the individual, especially the design of places of work
 - v. Adapt the place of work to technical progress.
 - vi. Replace dangerous articles, substances, or systems of work by non-dangerous or less dangerous articles, substances, or systems.
 - vii. Use collective protective measures over individual measures.
 - viii. Develop an adequate prevention policy.
 - ix. Give appropriate training and instruction to employees.
- D. The hazard identification and risk assessment procedure will be carried out as required by changing conditions within the University Unit. These conditions will include the following:
- i. A change in activities (new areas of activity, practices or equipment).
 - ii. A need to improve safety performance in a particular area.
 - iii. In the event of an accident or incident.
 - iv. Where changes to individual's health circumstances require it e.g., pregnancy.

- E. As part of the hazard identification process the University will seek;
- opportunities to enhance health and safety performance, while considering planned changes to the University, its policies, its processes or its activities, and;
 - opportunities to adapt work, work organization and work environment to workers;
 - opportunities to eliminate hazards and reduce health and safety risks;
 - other opportunities for improving the safety management system.
- F. The TUS Unit Manager will ensure that Risk Assessments and associated Safe Operational Procedures or equivalent are periodically reviewed, (e.g. annually, following an incident or change in legislation), to ensure that they reflect any changes which may have taken place in the way activities are conducted.
- G. Contractors - Where a contracting company provides services, it is the responsibility of the company to carry out risk assessments and to put controls in place such as the provision of specialist training such as Safe Pass, manual handling training or first aid training and the provision of personal protective equipment.

APPENDIX 1 – Glossary, Definitions, References

Glossary

Act – In University Health and Safety documentation, means the Safety, Health and Welfare at Work Act 2005 (No. 10 of 2005)

Policy - A policy is a written statement that clearly indicates the position and values of the organisation (TUS) on a given subject.

Guidelines - A guideline is defined as a principle or criterion that guides or directs action

Procedure - A procedure is a written set of instructions that describe the TUS approved and recommended steps for a particular act or sequence of events.

Safety Protocol - A written safety protocol, also known as a "Standard Operating Procedure", is a document that includes the safety requirements (control measures) developed in the risk assessment. It is used to ensure that everyone involved with the assessed work activity understands the hazards, risks and protective measures needed to perform the procedure safely.

TUS - In this document means the Technological University of the Shannon Midlands Midwest. Also represented by the acronym TUS

University – In this document refers to the Technological University of the Shannon Midlands Midwest. Also represented by the acronym TUS

Unit – Due to the size and complexity of the University structure and its operations, it would be unnecessarily onerous to list or provide details of each managed University service or provision. As such, the term 'Unit' is being used in this documentation to describe any University service or provision which has not been directly identified in 'Part 2- Safety Management Systems & Responsibilities' and which contains at least a University post holder who is responsible to the University for the delivery of that University service or provision.

Unit Manager - a generic term used in TUS H&S documentation, to describe any University manager, who may or may not be directly mentioned in this document, and who is responsible to the University for the delivery or provision of a University service via their Unit.

The manager may have University staff directly reporting to them and so is responsible for assigning staff activities within the unit and it may also include responsibility for managing areas of a University building or campus/s. As an example, TUS Units can include University services such as the, Quality Office, Campus Library, Campus Computer Services Department, Campus Finance Department etc.

Campus Safety Statement – document containing all campus level health and safety policies and procedures.

Local Unit Safety Statement – document containing details of the local, Departmental/Unit health & safety arrangements, risk assessments, policies and procedures.

Confined space - means any place, including any vessel, tank, container, vat, silo, hopper, pit, bund, trench, pipe, sewer, flue, well, chamber, compartment, cellar or other similar space which, by virtue of its enclosed nature creates conditions which give rise to a likelihood of accident, harm or injury of such a nature as to require emergency action due to:

a) The presence or reasonably foreseeable presence of:

- (i) flammable or explosive atmospheres,
- (ii) harmful gas, fume or vapour,
- (iii) free flowing solid or an increasing level of liquid,
- (iv) excess of oxygen,
- (v) excessively high temperature.

(b) The lack or reasonably foreseeable lack of oxygen.

Construction – “Construction work” means the carrying out of any building, civil engineering or engineering construction work, other than drilling and extraction in the extractive industries as defined by the Safety, Health and Welfare at Work (Extractive Industries) Regulations 1997, and includes but is not limited to each of the following:

(a) the doing of one or more of the following with respect to a structure:

- (i) construction;
- (ii) alteration;
- (iii) conversion;
- (iv) fitting out;
- (v) commissioning;
- (vi) renovation;
- (vii) repair;
- (viii) upkeep;
- (ix) redecoration or other maintenance, including cleaning involving the use of water or an abrasive at high pressure or the use of substances or mixtures classified as corrosive or toxic in accordance with Regulation (EC) No. 1272/20082 of the European Parliament and of the Council on the Classification, Labelling and Packaging of substances and mixtures or of the European Communities (Classification, Packaging and Labelling of Dangerous Preparations) Regulations 2004 (S.I. No. 62 of 2004);
- (x) de-commissioning, demolition or dismantling;

(b) the preparation for an intended structure, including but not limited to site clearance, exploration, investigation (but not site survey) and excavation, and the laying or installing of the foundations of an intended structure;

(c) the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements which, immediately before such disassembly, formed a structure;

(d) the removal of a structure or part of a structure or of any product or waste resulting from demolition or dismantling of a structure or disassembly of prefabricated elements which, immediately before such disassembly, formed a structure;

(e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunication and computer systems, or similar services which are normally fixed within or to a structure.

PSCS - The PSCS is the **Project Supervisor Construction Stage** and is responsible for managing and co-ordinating the construction phase safety and health issues in accordance with the Safety, Health & Welfare at Work (Construction) Regulations 2013 and the Safety, Health & Welfare at Work Act 2005.

PSDP - The PSDP is the **Project Supervisor Design Phase** and is responsible for managing and co-ordinating the design phase safety and health issues in accordance with the Safety, Health & Welfare at Work (Construction) Regulations 2013 and the Safety, Health & Welfare at Work Act 2005.

CE Marking - The CE marking is the European Union's mandatory conformity marking for all new products which are subject to one or more of the European product safety Directives. The marking is an indication that the product complies with the relative Directive.

Audit - Systematic, independent and documented process for obtaining "audit evidence" and evaluating it objectively to determine the extent to which "audit criteria" are fulfilled. Independent does not necessarily mean external to the University.

Inspection - Routine physical examination to identify hazards and assess application and effectiveness of existing control measures and to determine whether additional control measures are required.

Risk Assessment - A detailed examination of a particular work place or area, machine, Departmental/Faculty/Unit area activity or work procedure to ensure that every foreseeable hazard is properly identified and that action is taken to either eliminate or substantially reduce risk levels associated with each hazard to University approved levels.

References

Safety, Health and Welfare at Work Act, 2005

Public Health (Tobacco) Act 2002 and Public Health (Tobacco) (Amendment) Act 2004

Fire Services Act, 1981 and amendments introduced under Licensing of Indoor Events Act 2003

Safety, Health and Welfare at Work (General Application) Regulations, 2007

EC (Protection of Outside Workers from Ionising Radiation) Regulations, 1994

Safety, Health and Welfare at Work (Biological Agents) Regulations, 2013

Tobacco (Health Promotion and Protection) Regulations, 1995

The Radiological Protection Act (Ionising Radiation), Order 2000

Safety, Health and Welfare at Work (Carcinogens) Regulations, 2001

Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001
Safety, Health and Welfare at Work (Confined Spaces) Regulations 2001

Safety, Health and Welfare at Work (Construction) Regulations 2013