SAFETY STATEMENT

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1 INTRODUCTION

The University of Limerick, in accordance with current safety legislation, in particular the Safety Health & Welfare at Work Act 2005, is required to ensure, as far as is reasonably practicable, the health, safety and welfare while at work of all University employees, students and that of visitors to the campus.

It is important that safety precautions are observed by everyone. The prevention of accidents in the workplace is the responsibility of every individual, be it office, laboratory, library, store, workshop or cafeteria. It is only when each person takes responsibility for their own area of responsibility that safety will be managed effectively.

Ensuring the safety of others at work is equally as important as the avoidance of personal injury. Safety precautions are in place, not only for the prevention of accidents, but also for the reduction of injury in the event of an accident.

This Safety Statement will provide a framework for the organisation of safety throughout the University. It contains guidelines for those personnel delegated safety duties who will, by their actions and encouragement to others, ensure that the University continues to be a safe place in which to work.

The University of Limerick welcomes the safety provisions outlined under the Safety, Health and Welfare at Work Act, and will continue to make every effort to ensure that they are enforced now and in the future.

2 SAFETY POLICY STATEMENT

In accordance with the Safety Health & Welfare at Work Act, 2005 (hereafter referred to as 'the Act') and associated regulations it is the policy of the University of Limerick to ensure, so far as is reasonably practicable, the health and safety, while at work, of all employees and students and the safety of others entering the precincts of the University.

Guidance on specific matters relating to health and safety at work will be issued from time to time in the form of Local Safety Statements, approved by the University. It is the duty of all employees and students to observe such codes and to take account of such guidance.

In giving the above undertaking, the University intends to comply with the Act and with any associated regulations, Codes of Practice and Guidance Notes. The University also undertakes to conduct its affairs in accordance with the provision of the Act. The overall responsibility for ensuring compliance with legal requirements for health and safety at work rests with the University of Limerick. The University discharges its responsibility through the Governing Authority via the Executive Committee. The Human Resources Division are charged with the development of the University's Safety Programme through the "Designated Person", hereinafter called the Safety Officer, in compliance with Section 8 of the Act.

Without diminishing the overall responsibility of the University, responsibility for the safety of employees, students, and visitors within the agreed boundaries of departments is vested in Heads of Departments, and in the case of non-departmental areas, in those Officers or Supervisors in charge of such areas.

Safety down the management structure in the University of Limerick must always be within the framework of the University Safety Programme as laid down in the Safety Statement. It is important to avoid different independent policies evolving within different departments. The development of all departmental safety programmes will be under the aegis of the Safety Officer. This will include issues such as Local Safety Statements, the consultative processes, auditing systems, training and development and maintenance programmes.

The University will ensure that any measures taken relating to safety, health and welfare at work will not result in financial costs to university employees. It is the policy of the University of Limerick to ensure, as far as is reasonably practicable, the safety, health, and welfare of all its Employees, Students and Service Providers.

2.1 POLICY SCOPE

2.1.1 Managing and conducting work activities in such a way as to ensure, as

far as is reasonably practicable, the safety, health, and welfare at work of our employees.

2.1.2 Managing and conducting work activities in such a way as to prevent, as far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health, and welfare of our employees at risk.

2.1.3 As regards the place of work, concerning, ensuring, as far as is reasonably practicable:

2.1.3.1 The design, provision, and maintenance of it in a condition that is safe and without risk to health,

2.1.3.2 The design, provision, and maintenance of safe access to and egress from the place of work,

2.1.3.3 The design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health,

2.1.3.4 Ensuring, as far as is reasonably practicable, the safety and the prevention of risk to health at work of our employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or to any other physical agent,

2.1.3.5 Providing systems of work that are planned, organised, performed, and maintained and revised as appropriate to be safe and without risk to health, as far as is reasonably practicable,

2.1.3.6 Providing and maintaining facilities and arrangements for the welfare of our employees at work*,

2.1.3.7 Providing of such information, instruction, training, and supervision as is necessary to ensure safety at work for our employees, as far as is reasonably practicable,

2.1.3.8 Determining and implementing the measures necessary for the protection of the safety, health and welfare of our employees when identifying hazards and carrying out risk assessments (Sections 19 of the Act) and when revising our Safety Statement (Section 20 of the Act) and ensuring that the measures take account of changing circumstances and the 'General Principles of Prevention' in Schedule 3 of the Act*,

2.1.3.9 Having regard to the 'General Principles of Prevention' in Schedule 3 of the Act, where risks cannot be eliminated or adequately controlled, or in prescribed circumstances providing and maintaining suitable personal protective equipment to ensure, as far as is reasonably practicable, the safety, health, and welfare at work of our employees,

2.1.3.10 The preparation and revision, as necessary, of plans and procedures to be followed in emergencies or serious and

imminent danger (see also Section 11 of the Act) *,

2.1.3.11 Reporting prescribed accidents and dangerous occurrences to the H.S.A. or another authorised person*,

2.1.3.12 The obtaining, where necessary, of the services of a competent person

for the purpose of ensuring safety, health, and welfare at work of our employees, so far as is reasonably practicable (see also Section 18 of the Act).

*(Subsections 2.1.3.6,2.1.3.8,2.1.3.10 and 2.1.3.11 are not qualified by "so far as is reasonably practicable"

2.2 INFORMATION FOR EMPLOYEES

The University recognises that the provision and dissemination of safety information is necessary so that employees have all the information they need to safely perform their duties. The University shall ensure that the information:

2.2.1 Is given in a form, manner and language that is reasonably likely to be understood and includes the following:

- 2.2.1.1 The hazards to safety and the result of risk assessments,
- 2.2.1.2 Measures taken to protect safety,
- 2.2.1.3 The names of persons designated for emergency duties (under Section 11 of the Act) and the names of safety representatives (under Section 25 of the Act).

2.2.2 The University shall provide adequate information concerning safety to Service Providers or other Employers who have employees working at the University.

2.2.3 The University shall ensure that Safety Representatives will be given information on risk assessments prepared under Section 19 of the Act, together with information on reportable accidents and dangerous occurrences and any information resulting from applying protective and preventative measures under the statutory provisions.

2.2.4 Where the services of a temporary or fixed-term employee is used the University shall, prior to the commencement of the employment, give information relating to:

- 2.2.4.1 Potential risks to the safety, health, and welfare of the employee at work,
- 2.2.4.2 Health surveillance,
- 2.2.4.3 Special occupational qualifications or skills required in the place of work,
- 2.2.4.4 Any increased specific risks which the work may involve.

2.3 MANNER FOR SECURING SAFETY

The manner by which the safety, health, and welfare of people at work will be secured is by the provision of:

- Safe place
- Safe plant
- Safe procedures
- Safe people
- Accidents are caused where there is a breakdown in the system of control of any of the above. The University's approach to safety is based on a detailed analysis of the Place, Plant, Procedures and People in order to control the hazards of the workplace. The standards of safety are defined by:
  - ✓ EC Council Directives
  - ✓ Acts of the Oireachtas
  - ✓ Regulations made under the Acts
  - ✓ Codes of Practice, including International Codes of Practice
  - ✓ Guidelines and International Guidelines
  - ✓ Custom and Practice in the Industry
  - ✓ Current Knowledge and Invention

It is University of Limerick's intention, by means of regular risk assessments, to continually measure performance against the above standards so that employees' safety is protected.

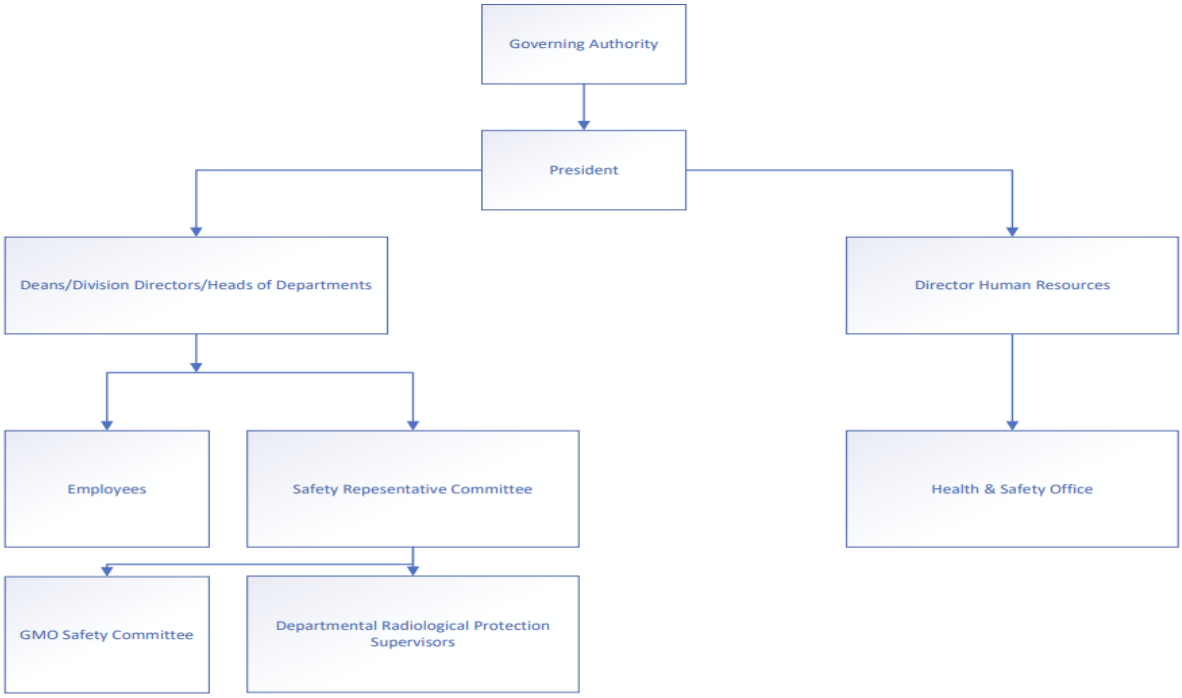
Signed: Date: 11/03/2026



Professor Shane Kilcommins
Acting President
University of Limerick

3 ASSIGNMENT OF RESPONSIBILITIES

In order to implement the University's Safety Policy, arrangements are made at various levels. The following organisational arrangements have been made at university level:



3.1 GOVERNING AUTHORITY

Ultimate responsibility for safety in the University rests with the Governing Authority. It is the responsibility of the Governing Authority through the President to ensure that statutory requirements are met and appropriate standards applied.

3.2 PRESIDENT

The President has overall responsibility to the Governing Authority for the implementation of the University's Safety Programme as outlined in the Safety Statement. The President will ensure that arrangements for monitoring, auditing, and reviewing the success of the policy are put into place and maintained.

3.3 EXECUTIVE COMMITTEE

The Executive Committee is responsible for ensuring that Deans, Divisional Directors, and Heads of Departments comply with the Safety Statement and adhere to established safety procedures.
The Director Human Resources will advise the President and the Executive Committee on safety matters of importance.

3.4 DIRECTOR HUMAN RESOURCES

In the addition to the responsibilities outlines in Section 3.5 below, the Director Human Resources is responsible for:

3.4.1 Reviewing and evaluating existing health and safety management arrangements, the Safety Statement and Local Safety Statements and in the process, critically assessing their effectiveness.

3.4.2 Directing and monitoring the implementation of the safety policy, as outlined in the Safety Statement, through the Heads of Department and the Safety Officer.

3.4.3 Determining the allocation of resources to ensure that the policy and plans can be properly delivered and sustained.

3.5 DEANS, DIVISION DIRECTORS, AND HEADS OF DEPARTMENTS/UNITS

Deans and Division Directors are responsible for ensuring that the University's safety policies and procedures are implemented in their general areas. At their discretion, Deans may nominate a Faculty Safety Advisor or a Faculty Safety Committee to advise on safety, health, and welfare matters.

The term "Head of Department/Unit" includes all officers of the University who are directly responsible for their own work and that of their subordinates, if any. Besides the Heads of Academic Departments, the term is taken to include Heads of Schools, Heads of Administrative and Service Departments, Directors of Research Centre's and Institutes and Managers of any premises administered by the University.

Heads of Departments/Units are responsible, as far as is reasonably practicable, for all aspects of health and safety in the work of their department and, in particular, the following:

3.5.1 Managing and conducting work activities in such a way as to ensure the safety of employees and anyone else affected by workplace activities.

3.5.2 Ensuring that the University Safety Statement is brought to the attention of all employees and is implemented in their area of responsibility.

3.5.3 Developing an effectively written and well-publicised Local Safety Statement for securing health and safety within their department and ensuring that employees and

Students are aware of their role in the fulfilment of this policy. The Local Safety Statement should comply with section 20 of the Act, which deals with Safety Statements.

3.5.4 Periodically verifying the effectiveness of the safety programme and ensuring the implementation of any changes as may be required.

3.5.5 Preventing improper conduct or behaviour (e.g., violence, bullying or horseplay).

3.5.6 Ensuring the adequate provision of information, instruction and training in safety matters and such supervision as is necessary for members of the department on commencing work and as required thereafter.

3.5.7 Acting as Evacuation Co-Ordinator (or appointing an alternate) to implement and manage emergency evacuation procedures in their building. In the case of the Main Building, the Buildings & Estates Department will have this responsibility.

3.5.8 Responsibilities include:

3.5.8.1 The appointment of sufficient Emergency Evacuation/Assembly point stewards

3.5.8.2 Ensuring training and equipment resources are available to all to fulfil their role.

3.5.8.3 Ensuring that Building Emergency Plan recommendations are implemented.

3.5.8.4 Ensuring departmental hazards are identified, risks from the hazards assessed and written risk assessments completed. Particular consideration should be given to employees who may be exposed to unusual risks (e.g., unattended experiments, use and storage of hazardous agents, etc.) including anything specified by legislation (e.g., chemical, biological, noise & vibration, radiations, machinery, construction, etc.).

3.5.8.5 Ensuring that all fires, accidents, and dangerous occurrences within the department are recorded and reported to the Safety Officer and that immediate controls are taken to prevent any similar recurrence. Heads of Department must also ensure that information is available on the procedures to be adopted if an accident occurs during an evening or weekend.

3.5.8.6 Appointing at their discretion, a Departmental Safety Advisor from amongst the departmental staff to assist in the general supervision of day-to-day safety matters within their department or building.

3.5.8.7 Appointing at their discretion, a Departmental Safety Committee to advise both themselves and the Departmental Safety Advisor on specific matters. Department Safety Committees should be set up after consultation with the Safety Officer and in accordance with the terms of the Safety Statement and the relevant Local Safety Statement.

3.5.8.8 Alternatively, in low-risk departments placing health and safety as a standing item on the agenda of departmental meetings if a Departmental Safety Committee is not justified.

3.5.8.9 Ensuring that all departmental equipment is kept in a safe condition including the implementation of a preventative maintenance programme. To alter users of defective equipment/services. To repair faults in equipment and to remedy any defects which occur in the services and fabric of the department.

3.5.8.10 Co-ordinate the selection and appointment of Service Providers engaged to work within or on behalf of their department. Manage Service Provider work while working within or on behalf of their department/unit.

3.5.9 Ensuring the radiological safety of employees, students, and visitors within the agreed boundaries of departments.

3.5.10 Encouraging and supporting the attendance of appropriate members of the department on relevant internal and external health and safety training courses.

3.5.11 Taking personal action to suspend or stop any departmental activity that is dangerous or not carried out within accepted safety standards.

3.5.12 Cooperating fully with the Safety Officer in carrying out inspections, monitoring and auditing and review arrangements as they affect the department.

3.5.13 Heads of Department shall organise departmental safety audits. The findings of these audits shall be reported to the Safety Officer. The audits should be conducted on the following basis:

- Laboratory /Workshop based departments every semester.
- Non-Laboratory/Workshop based departments annually.

3.6 SAFETY OFFICER

The Safety Officer is designated to have the following functions:

3.6.1 Keeping Management abreast of current legislation in the safety field,

3.6.2 Assisting Heads of Departments in the development of a Local Safety Statement,

3.6.3 Organising safety audits of the premises on a regular basis,

3.6.4 Analysing accident reports in conjunction with the Head of Department in order to prevent reoccurrence,

3.6.5 Seeking, where necessary, the services of a competent person for ensuring safety of employees,

3.6.6 Aiding the development of the University Critical Incident Management Programme,

3.6.7 Providing a safety report for the consideration of the Executive Committee and the Governing Authority Audit Sub-Committee,

3.6.8 Acting as the Radiological Protection Officer,

3.6.9 Acting as the Child Safeguarding Designated Liaison Person (DLP).

3.7 DEPARTMENTAL SAFETY ADVISORS

Heads of Departments/Units may appoint a Departmental Safety Advisor to assist and/or act on their behalf in matters relating to the safety of individuals, building, and equipment. The Departmental Safety Advisors duties include:

Being fully familiar with the Safety Statement and the Local Safety Statement applicable to their area.

3.7.1 Providing advice to members of the department on matters of occupational health and safety. Referring promptly to the Head of Department/Unit or the Safety Officer any health and safety problems that cannot be resolved locally on a time scale commensurate with the risk.

3.7.2 Liaising with the Safety Officer for health and safety matters to ensure that the development of the Department Safety Programme stays within the framework of the University's Safety Programme as laid down in this Safety Statement.

3.7.3 Other health and safety duties as may be required by the Head of Department/Unit.

3.8 ACADEMIC STAFF

Academic staff shall conduct their activities, and those activities over which they have control, in a safe manner and in accordance with the University's Safety Statement and Local Safety Statements applicable to their area.

3.8.1 Academic staff must cooperate with the Head of Department/Unit so that health and safety responsibilities can be discharged,

3.8.2 Academic staff who supervise experimental work carried out by Graduate Students, Research Assistants and Technical staff are required to give careful attention to the health and safety of those under their supervision. This applies not only to work on university premises, but also in supervised fieldwork and to university work carried out elsewhere. To fulfil its function the degree of supervision must have reasonable regard to the level of training and expertise of the staff or students being supervised,

3.8.3 Before applying for research grants, or adopting an experimental protocol, consider how the proposal could affect people's health and safety: once the work has actually started, it may be too late.

3.8.4 The highest standards of safety will be applied in University Research Laboratories.

3.8.5 Undergraduates should be assumed to be initially untrained in all matters of safety.

3.8.6 Academic, and where appropriate non-academic staff, have a duty to instruct

and supervise students, as far as is reasonably practicable, in all matters necessary to ensure their health and safety while working in university premises, on supervised fieldwork exercises and during university work elsewhere.

3.8.7 Undergraduates should not use potentially hazardous equipment unless adequate protective devices are in operation. If such protective devices are not practicable, adequate specific training must be given before unsupervised operation is allowed.

3.8.8 No article or substance or exposure to noise, vibration or ionising or other radiations or any other physical agent shall be introduced into practical work for students unless the risks associated with them have been assessed. Where reliable information is not available, they should be regarded as potentially dangerous.

3.9 STAFF (INCLUDING ALL ACADEMIC AND STAFF GRADES)

An essential ingredient in the University of Limerick's Safety Programme is the commitment of its employees to the principles of safety outlined in this Statement. For the University of Limerick's Safety Programme to be successful and for the avoidance of accidents it is essential that the employees co-operate as requested. For its part, the University of Limerick will bring the terms of the Safety Statement to the attention of employees and others affected by the Safety Statement in accordance with Section 20(3) of the Act.

This commitment, when translated into action, means that each person must:

3.9.1 Comply with health and safety legislation, both in the Act and elsewhere.

3.9.2 Ensure that they are not under the influence of an intoxicant (i.e., alcohol, drugs, or a combination of alcohol and drugs) to an extent that they are likely to endanger their own safety and that of any other person.

3.9.3 Co-operate with the University to enable it to comply with legislation on safety.

3.9.4 Not engage in improper conduct or other behaviour that is likely to endanger their own safety or to that of any other person. Violence, horseplay and bullying at work would come within the meaning of improper conduct.

3.9.5 Attend safety training courses and undergo any reasonable assessment when required by the University or regulatory provisions.

3.9.6 Taking account of the safety training courses attended and the instructions received from the Manager or Supervisor (both verbally and/or by written procedures) to correctly use any article (e.g., machine, tool, instrument, or any other item used at work) or substance, and any protective clothing and equipment provided by the University in such a manner as to provide the protection intended.

3.9.7 Report to their immediate supervisor as soon as they become aware of any

instance of:

3.9.7.1 Any work being carried out, or likely to be carried out, that may endanger the employee or any other person.

3.9.7.2 Any defect in the place of work, the systems of work or in any article or substance which may be likely to endanger the employee or any other person.

3.9.7.3 Any contravention of health and safety legislation which might endanger the safety of the employee or any other person.

3.9.8 Not misrepresent themselves to the University regarding the level of training as may be prescribed in (v) above.

3.9.9 Not intentionally, recklessly or without reasonable cause:

3.9.9.1 Interfere with, misuse or damage anything provided under safety legislation or otherwise for securing the safety of persons at work (e.g. misuse of personal protective equipment or machine guards, unauthorised removal of fire extinguishers, etc.) or

3.9.9.2 Place at risk the safety of persons in connection with work activities.

3.9.10 Support the Safety Consultation Process.

3.9.11 Take a full and active part in all training programmes for safety that the University organises.

3.10 SAFETY REPRESENTATIVES AND THE CONSULTATION PROCESS

Safety Representatives have been selected by their fellow employees. The University welcomes their appointment and will co-operate in all reasonable ways in assisting them in the discharge of their functions. They will be invited to participate, ex-officio, on such committees as may be formed under the aegis of the Safety Officer. They shall receive such training, development and assistance required to facilitate the above. The University recognises the rights of Safety Representatives as set out in Section 25 of the Act.

The University recognises that a strong consultative process involving the Safety Representatives is an integral part of and is essential for the success of the Safety Programme. For this purpose, a meeting of the Safety Representatives Committee shall be held monthly during the academic semesters. The Safety Representatives shall be consulted on the following measures as stated in Section 26 of the Act:

- Any proposed measure that is likely to substantially affect the safety, health, and welfare at the place of work including any measures required by safety legislation,
- The designation of employees having duties under Section 11 of the Act in relation to emergency, or serious and imminent danger planning or preparation,

- Any matters arising from measures related to the protection from and the prevention of risks,
- Hazard identification and risk assessments carried out in compliance with Section 19 of the Act,
- The preparation of the Safety Statement as required by Section 20 of the Act,
- The information required to be given to employees in accordance with Section 9 of the Act,
- Information on reportable accidents and dangerous occurrences required by Section 8 (k) of the Act,
- The planning and organisation of training to comply with Section 10 of the Act,
- The planning and introduction of new technologies and the implications for safety health and welfare.

3.11 SERVICE PROVIDERS

The term Service Provider is used to describe any company, organisation, contractor or individual engaged by the University to undertake work on campus. It includes those completing construction and non-construction type work.

Some Service Providers work on the University premises on a permanent basis for place and plant maintenance (carpentry, plumbing, electrical, mechanical, etc.), provision of services (catering, security, cleaning, etc.) and for occasional work, such as building construction,(including maintenance, painting, specialist repairs, etc.).

These Servicer Providers must comply with the following arrangements: -

3.11.1 Not to intentionally or recklessly interfere with, misuse or damage anything provided under safety legislation, or provided to protect the safety of university employees, persons connected with work activities, students or visitors.

3.11.2 Comply with the Safety, Health and Welfare at Work Act, 2005 and its associated regulations.

3.11.3 Provide a copy of their current Safety Statement to the relevant University department.

3.11.4 Carry appropriate insurance cover as requested by the University.

3.11.5 Provide a risk assessment and method statement of the work to be completed to the UL host.

3.11.6 Ensure all staff working on the UL campus or in UL buildings are competent and have sufficient training for the work being undertaken.

3.11.7 Not to connect with water, electricity, natural gas, laboratory gases, compressed air, ventilation and extraction or any other services of the University without the express permission of the University Department, Buildings and Estates.

3.11.8 Co-operate with the University so that the University will comply with legislation on safety.

3.11.9 Report any defects in the place of work or any equipment provided by the University, which might endanger safety.

3.11.10 Obey any safety regulations in force on site.

3.11.11 Report any fires, accidents, dangerous occurrences or 'near-miss situations' to the UL host,

3.11.12 Cordon off the boundaries of the Service Providers' operation, where possible, and mark them with warning signs.

3.11.13 Provide any emergency safety equipment, which may be required for their operation.

3.11.14 Not use any University equipment without the written permission of the Buildings and Estates Department.

3.11.15 Comply with the Universities Permit to Work System where necessary and strictly follow the terms of the system in force at the time of the contract.

3.11.16 All Employees and students must ensure that any Service Providers working on their behalf must do so under the University policies and procedures.

3.11.17 For its part, the University will abide by Section 12 of the Safety Health and Welfare at Work Act, 2005 with regard to the obligations imposed on it concerning the safety, health and welfare of the Service Provider's employees who may be exposed to risks at the University while work is being conducted.

3.12 STUDENTS

Students must:

3.12.1 Take reasonable care for their own safety and the safety of anyone affected by their actions.

3.12.2 Co-operate with Management enabling the University to comply with health and safety legislation.

3.12.3 Provide and use personal protective equipment as recommended by the University in such a manner as to provide the protection intended. It is a requirement that students provide their own PPE (e.g., safety glasses, white coats, hearing protection etc. as required for their course of study.). When appropriate the University will provide suitable PPE for special procedures.

3.12.4 Report to their Academic Supervisor or Head of Department/Unit any defects in place, plant or procedure that might endanger safety.

3.12.5 Report to their Academic Supervisor or Head of Department/Unit all accidents, dangerous occurrences, fires and near miss events.

3.12.6 Not misuse anything provided for securing safety,

3.12.7 Not access or use Laboratory or Workshop facilities and equipment without the permission of their Academic Supervisor and, where necessary, the staff member in charge of these facilities.

3.12.8 Not engage in improper conduct or other behaviour that is likely to endanger their own safety or to that of any other person. Violence, horseplay, and bullying would come within the meaning of improper conduct.

3.13 VISITORS

Visitors must:

3.13.1 All Visitors to the University do so only with the permission of the Head of Department/Unit,

3.13.2 Visitors must follow all University and departmental safety procedures made known to them. They must comply with safety instructions, requests, and signage for effecting their health and safety while on the campus,

3.13.3 Visitors must not make connections with water, electrical, natural gas, laboratory gases, compressed air, ventilation and extraction or any other services of the University without the expressed permission of the Department, Buildings and Estates.

3.14 SAFETY QUERIES AND CONCERNS

Members of the University staff and students, who encounter a safety concern, which cannot be resolved in the first instance by discussion with that person's immediate Supervisor, should thereafter follow the reporting stages outlined in the University Safety Statement.

4 ORGANISATION AND ARRANGEMENTS FOR SAFETY

4.1 COVID-19

COVID-19 is an illness that can affect the lungs and airways. It is caused by a virus called Coronavirus. COVID-19 appeared in Wuhan, a city in China, in December 2019.

4.1.1 COVID-19 Symptoms

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. For the complete list of symptoms, please refer to the HSE Symptoms of COVID-19 webpage.

Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.

Please follow the current HSE guidance if you are experiencing any COVID-19 symptoms.

Please contact your Line Manager if you are unable to report for work.

4.1.2 Positive COVID-19 Diagnosis

The University requests that staff report a positive diagnosis to COVID19report@ul.ie,

including the date of diagnosis and when they were last on campus.

4.1.3 Workplace Concerns

Should you have any concerns in relation to COVID-19 while working remotely or on campus, please contact your Line Manger as soon as is practicable to discuss your concerns. Staff are reminded of the Employee Support Service which is available for all University staff working remotely and on campus.

4.2 RESOURCES

The University will provide funding, personnel, equipment, and adequate resources so that the safety policy can be implemented effectively, and that the safety of all campus users is not compromised in any way.

Employees will be provided with the health and safety training they require. The University will provide resources to ensure that all buildings/facilities/equipment be repaired or upgraded if needs be. All hazards in the workplace will be eliminated as so far is reasonably practicable. The University has a responsibility to provide:

(i) Funding to the Health and Safety Unit for programmes and projects
(ii) Ensure that all new buildings and refurbishments comply with legislation.
(iii) Repair faults in existing buildings.

4.3 SAFE SYSTEMS OF WORK

Safe Systems of work are operated in UL to ensure that employees and students are not asked to carry out tasks which may compromise their safety.

Written safe working procedures are developed to give staff advice on certain work activities where there may still be a risk present to help them to reduce or even eliminate the risk.

4.4 ACCESS TO BUILDINGS AND LATE WORKING

Building access and late working controls include the following:

4.4.1 Heads of Departments/Units will specify who shall be allowed access to the parts of the University under their control,

4.4.2 The permission of the Head of Department/Unit will be required for access to a department or building outside normal working hours alongside advising security when entering and leaving outside normal working hours,

4.4.3 Lone working is not permitted outside normal working hours.

4.4.4 A risk assessment for work activities and personnel involved must be undertaken and submitted to the Head of Department/Unit for approval,

4.4.5 A health assessment is available to employees working conducting night and shift work. This can be arranged through the Health and Safety Unit as

required,

4.4.6 Heads of Departments/Units must prohibit any work which entails a risk of serious injury or fire by persons working in the evenings or at weekends, irrespective of the status of the worker,

4.4.7 Heads of Departments/Units must ensure that well publicised information is available on the procedures to be adopted if any accident or emergency occurs during the evening or weekend,

4.4.8 Management is aware of the effects night work and shift work may have on certain individuals,

4.4.9 To comply with the Organisation of Working Time Act 1997 risk assessments will address this issue in consultation with staff. Hours of work are in accordance with the Organisation of Working Time Act 1997 or in agreement with trade unions where applicable.

4.5 ACCIDENTS AND DANGEROUS OCCURRENCES

An accident can be described as any unplanned event that results in:

- Injury; or
- Ill-heath; or
- Damage to or loss of plant, materials, etc.

All accidents are 'incidents. However, the definition of an incident is wider in that it includes dangerous occurrences and 'near misses.

4.5.1 All staff are required to report accidents, dangerous occurrences and 'near-miss situations' which occur to their immediate Supervisor or Head of Department.

4.5.2 The immediate Supervisor or Head of Department/Unit will investigate the cause of the incident and complete the University Incident Report Form, University Dangerous Occurrence Form or First Aid Report Form. .

4.5.3 Copies of the completed form should be forwarded to the Safety Officer, and the Buildings and Estates Department as soon as is practicable. The purpose of an investigation is to establish all the facts relating to the incident, to draw conclusions from the facts and make recommendations to prevent reoccurrence. Each incident will be investigated from the point of view of place, plant, procedures, and people, to determine where the safety system has failed and to tighten controls.

4.5.4 Reported incidents and dangerous occurrences are reviewed at Safety Representatives Committee meetings.

4.5.5 The University will comply with its statutory obligations for reporting under the Safety, Health & Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No 370 of 2016). The Safety Officer is nominated to carry out notifications of accidents and dangerous occurrences

to the Health and Safety Authority.

4.5.6 The Safety Officer will maintain records of all reportable accidents and dangerous occurrences for a period of ten years.

4.6 DIGNITY AND RESPECT AT WORK

The policy of the University is to treat all employees in a consistent manner and with respect and dignity. The University shall avoid the contravention of legislation made in the areas of health and safety (such as the 2005 Act and other Regulations made under the Act) Employment, Equality and Disability. Please click the document title to view the University of Limerick's Dignity and Respect Policy and Procedures for Students and Employees. This to be read in conjunction with Code of Conduct for Employees.

Bullying in the workplace is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Bullying is where aggression or cruelty, viciousness, intimidation, or a need to humiliate dominates the relationships. Isolated incidents of aggressive behaviour, while to be condemned, and should not be described as bullying. In the workplace environment there can be conflicts and interpersonal difficulties. Many of these are legitimate industrial relations difficulties which should be dealt with through the appropriate industrial relations channels. Only aggressive behaviour which is systematic and ongoing should be regarded as bullying.

The University of Limerick has a panel of Designated Contact Persons who are available to help and who have been trained to deal in a non-judgemental and confidential manner with Dignity and Respect issues. To view the list of contact persons, please click Designated Contact Persons
All departments and divisions are required to schedule a Dignity and Respect Training Workshop. Bookings to hrtalentdevelopment@ul.ie. The purpose of these workshops is:

- To build an understanding of what is meant by Bullying and Harassment.
- To build awareness of the contents of UL's Dignity and Respect Policy with a view to ensuring a work environment where people are treated with dignity and respect.
- To understand the options available to employees who are experiencing an issue of harassment or bullying.

4.7 EVENT MANAGEMENT

For divisions, schools, departments, units, centres, or offices hosting events it is recommended that an event plan and risk assessment are completed by event organisers. Both the event plan and risk assessment must be reviewed and approved by the Head of Department before the event can take place.

The following templates should be used:

Event Management Plan Template
General Health & Safety Risk Assessment Sheet

Event organisers are required to alert the Security department at UniversitySecurity@ul.ie and the Buildings and Estates department at BuildingsMaintenance@ul.ie of all events approved by the Head of School/Division/Department/Office/unit at the earliest opportunity.

If children will be attending the event, in line with the UL Child Safeguarding Statement departments who work with children must have a documented risk assessment detailing the Child Safeguarding hazards and controls /in place. All staff working with children should review the UL Child Safeguarding Statement and are requested to complete the Tulsa training programme.

Regarding child safeguarding hazards, hazards to be considered should include as a minimum child is exposed to harm/abuse on before/at/after the event, a child goes missing, lack of event workers awareness of CSS procedures in UL and CSS training, depending on the event type additional hazards requiring control measures may be present. In addition to the Tulsa training, all those working at the event should review the UL CSS and confirm in writing they have read and understood same. The documented risk assessment must be sent to the Head of Department for review and final approval.

Some events may require UL staff to be garda vetted if they are conducting relevant work. For the full list of relevant work and/or activities requiring vetting please refer to Schedule 1 of the Act

4.8 LOCAL SAFETY STATEMENT

An essential element of safety in the workplace is knowledge of correct procedures and the dangers associated with each particular operation. These procedures provide a framework within which safe working is possible.

Departments/Units are required to develop and maintain a Local Safety Statement appropriate to the condition of work in their department. A template for the Local Safety Statement is available from the Human Resources website www.ul.ie/hr These must include arrangements for securing health and safety in the department and instructions and rules applicable to specific activities.
The Local Safety Statement shall be produced to ensure, as far as is reasonably practicable the following is provided:

- A safe place of work.

- Safe plant, equipment, and machinery (e.g., preventative maintenance, signage, protection from unauthorised access etc.).
- Adequate hazard identification and risk control.
- System for reporting accidents, incidents and ill-health.
- Safe systems of work (e.g., safe operating procedures, area rules, etc.).
- Training, awareness, competence, and supervision (e.g., In-departmental induction training, refresher training and 'toolbox' talks on safety topics. Specialist safety courses from the Safety Officer and external trainers).
- Suitable protective clothing and equipment where hazards cannot be eliminated.
- Designated staff having emergency duties (e.g., Emergency Evacuation Stewards, spills and clean-up, First Aid Responders, Departmental Safety Advisors, etc.),
- Protection from risk to health from any article or hazardous substance (including plant, machinery, equipment, chemicals, dusts, fume, biohazards, toxic gases, etc.)
- Inspections and audits to review and continuously improve the department's health and safety performance)

The Local Safety Statement shall be produced after consultation with the Safety Officer and in accordance with the terms of the University Safety Statement. A template is available from the Health and Safety Unit for Departments/Units to document their local safety statement. The Local Safety Statement is to be signed by the Head of Department/Unit, who has overall responsibility for health and safety in their area and bear the date of issue. It must be kept constantly under review and updated to take account of experience and new activities as they are introduced.

4.9 PERSONS WITH DISABILITIES

All work undertaken within the University is subject to risk assessment and suitable preventative and protective measures are to be put into place. The University through the local Head of Department provides support to staff with disabilities. The Disability Support Services supports students registered on undergraduate and post graduate programmes of study at the University.

Where work has already been subject to a formal risk assessment, it may be sufficient to review the risk assessment taking care to ensure that any specific vulnerability of persons with disabilities is taken into account.

If a more extensive risk assessment specific to the disability of staff or students is required, this shall be carried out.

All staff are encouraged to review the University Staff DisAbility Policy. Staff members who wish to request an assessment for reasonable accommodations due to a disability, learning difficulty, or significant ongoing health condition should contact their Line Manager and

complete the Reasonable Accommodation Request Form for Staff. If a more extensive risk assessment specific to the disability of staff or students is required, this shall be carried out.

Where it is reasonably foreseeable that persons with disabilities may be visitors to the University, the Head of Department is responsible for the visitors. The Head of Department shall ensure arrangements fully take into account the disabilities, modifying instructions and making reasonable accommodations as appropriate. Emergency evacuation chairs are provided in the University buildings to evacuate persons with special needs (i.e. those with mobility disabilities or who are injured) from multi-story buildings with speed and safety.

Nearest Emergency Evacuation Chair is located at

Reference Evacuation Chair Locations

Personal Emergency Evacuation Plans (PEEP) are completed by the Health and Safety Unit for staff and students as required. Please contact hnsbookings@ul.ie.

4.10 FIRE

The University recognises the need for constant vigilance regarding the risks posed by fire. It is committed to the provision of safe workplaces, and this includes appropriate fire precautions to prevent fires, detect them if they arise and ensure the safe and swift evacuation of everyone from a building in which a fire has started.

4.10.1 The Code of Practice for the Management of Fire Safety in Places of Assembly issued by the Department of the Environment is the standard to which the University will work to ensure fire safety in particular the following: Day-to-day fire prevention measures; Instructions and training of staff; Holding of fire and evacuation drills; Informing students and visitors; Escape routes; Inspection and maintenance of fire protection equipment; Assisting the fire brigade; and Record keeping.

4.10.2 The amount and type of fire extinguishers on the premises are based on I.S.291 – Use, Siting and Maintenance of Portable Fire Extinguishers, and B.S.5306 Part 3 – Fire Extinguishing Installations and Equipment on Premises. Competent persons check these extinguishers regularly.

4.10.3 The Department, Buildings and Estates is responsible for ensuring that the University complies with the general requirements for good fire protection, including the maintenance of a valid fire safety certificate for new or altered building(s), the maintenance and testing of fire detection and firefighting equipment and the provision of suitable fire exit routes and maintenance and testing of emergency lighting.

4.10.4 The Safety Officer shall act as the person responsible for ensuring that there is both a co-ordinated staff training programme and that evacuation exercises are held regularly, and the outcomes evaluated with a view to maintaining

emergency readiness.

4.10.5 Each Department/Unit Manager, when performing risk assessments within their department, is responsible for checking on the local arrangements for fire protection, including the maintenance of fire exit routes free from obstructions, the briefing of staff, co-operation with the appointment of Emergency Evacuation Stewards and participation in tests and drills.

4.10.6 Department/Unit Managers who appoint or manage Service Providers are required to ensure that the fire safety precautions are brought to their attention and receive assurances that they will be respected and complied with.

4.10.7 Every staff member is responsible for maintaining fire safety by avoiding creating fire hazards with either flammable materials (careful storage, use and disposal) or sources of ignition. Fire exits and routes must be kept clear, and in the event of an alarm, staff are required to make an orderly exit and assemble at the appropriate assembly point. Staff hosting visitors are required to draw their attention to the fire safety arrangements and to guide them out in the event of an evacuation.

4.11 EMERGENCIES OR SERIOUS AND IMMINENT DANGERS

In accordance with Section 11 of the Act, the University has developed plans to be followed and measures to be taken in the case of emergency or serious and imminent dangers.

4.11.1 The University has developed plans and procedures to cover the following areas:

- First-aid.
- Firefighting.
- Evacuation of employees and others in the workplace.
- Contact with the appropriate emergency services.
- Designation of employees to implement the emergency plans and emergency procedures.
- Number of designated employees, their training, and the appropriate equipment.

4.11.2 In the event of an emergency the University shall inform all members of the UL community affected about the risk and the protective measures to be taken. Employees shall not be required to continue or resume work while the serious or imminent danger continues.

4.11.3 The University will only allow adequately trained and instructed employees to have access to any areas restricted due to reasons of health and safety.

4.11.4 The University has developed a campus Critical Incident Management Plan to mitigate, as far as possible, the damage which may follow an emergency, and restore normality as soon as possible.

4.12 FIRST AID

4.12.1 The University will comply with the requirements of the First Aid Regulations, Part 7, Chapter 2 of SHWW (General Application) Regulations, 2007.

4.12.2 The University is committed to providing suitable and sufficient first aid facilities. All staff should be aware that, in the event of a medical emergency, efforts should be made to seek professional medical assistance, even though first aid facilities are available by contact 999/112. Personnel are asked to contact the university emergency number **3333/061 213333** to enable Security Officers to direct the emergency services to the accident/medical emergency location.

4.12.3 The University has undertaken a programme of training First Aid Responders. Signage detailing the First Aid Responders is erected in the University departments.

4.12.4 First aid boxes will be kept fully stocked in accordance with First Aid Health and Safety Authority guidance.

4.12.5 Appropriate additional first aid equipment will be provided where employees are exposed to hazardous substances or any other specific hazard identified by the risk assessment process. Each department is responsible for ensuring the availability of sufficient first aid equipment for use.

4.12.6 Departments/Units will provide appropriate first aid boxes for employees and students who are on field trips off campus.

4.13 AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)

4.13.1 The University has provided a number of Automated External Defibrillators in buildings across the campus and in one Security Officer vehicle.

4.13.2 Defibrillators and all associated equipment is maintained and tested on a regular basis by trained AED operatives or the Health and Safety Unit. Inspection records are maintained by the Health and Safety Unit.

4.13.3 Find your nearest AED and additional AED information

4.14 HAZARDOUS SUBSTANCES

Exposure to hazardous substances can have both acute and chronic effects. University departments shall establish safe operating procedures to deal with hazardous materials which are purchased or are produced in the course of operations.

Through its departments, the University shall establish safe standards taking account of the provisions of the Safety Health and Welfare at Work (Chemical Agents) Regulations 2001 to 2021, Safety, Health and Welfare at Work (Carcinogens) Regulations 2001 to 2019, European Communities (Protection of Workers) (Exposure to Lead) Regulations, 1988, and the European Communities (Protection of Workers) (Exposure to Asbestos) Regulations, 2006.

4.14.1 The University accepts that some work activities may involve the use of materials, which have the potential for harming health, and accordingly will take steps to reduce such use as far as possible, and to provide safe systems of work for the materials, which are essential.

4.14.2 Supervisors or Managers are required to provide users with the current EU Global Harmonised System (GHS) compliant safety data sheet for each hazardous chemical agent in use.

4.14.3 Supervisors or Managers when performing risk assessments on the activities of their departments will pay special attention to potential risks from hazardous substances and will seek to eliminate their use or, failing that, source safe

substitutes or if that is not possible ensure that there is a safe system of work. A chemical agent risk assessment must be completed for each hazardous chemical in use. The completed chemical agent risk assessment must be reviewed and approved by the Head of Department or alternate Risk assessment templates

4.14.4 Employees or students are not permitted to introduce/use hazardous chemicals within their work area without prior permission from their Supervisor/Manager.

4.14.5 The Head of Department/Unit or alternate must maintain a Carcinogen. Mutagen and Reproductive Toxin (CMR) Register which includes:

4.14.5.1 Maintain an inventory of known and suspected carcinogenic, mutagenic and reprotoxic chemicals in use.

4.14.5.2 Implement an approval process for the procurement of carcinogenic, mutagenic and reprotoxic chemicals with reference to the 'Hierarchy of Control Principle'.

4.14.5.3 Ensure the availability of the current EU GHS compliant safety data sheet for interested parties.

4.14.5.4 Train users on the documented chemical agent risk assessment for the known and suspected carcinogenic, mutagenic and reprotoxic chemicals bin use.

4.14.5.5 Dispose of obsolete carcinogenic, mutagenic and reprotoxic chemicals, chemical agents using a licenced chemical waste service provider.

4.14.6 Employees are reminded that materials used at work should be treated with respect, care being taken to read warning labels on containers and any written advice provided by Supervisors or Managers. Any employee who feels that the use of a material is causing any health problems should report this to their manager as soon as possible.

4.14.7 Substances labelled as: Explosive, Oxidising, Extremely Flammable, Highly Flammable, or Flammable are known as "dangerous substances" and are subject to ATEX Regulations. Examples of such substances include petrol,

liquefied petroleum gas (LPG), solvents, paints, thinners, varnishes, resins, adhesives etc. in gaseous, solid, or liquid form. Dusts, vapours, and mists created through work activity and released into the atmosphere can also be classed as dangerous substances under certain conditions. Such substances can cause a fire, explosion or other energy releasing event and therefore require careful consideration before work starts.

4.14.8 Chemicals must be stored in a safe and secure manner to prevent unauthorised access. Chemical storage arrangements must reflect the chemical state and chemical hazard classification. Flammable materials must be stored in facilities meeting the standard DIN EN 14470-1

4.14.9 Chemical waste must be disposed of in an environmentally safe manner in accordance with regulatory requirements. All waste queries should be directed to the Head of Department/Unit or alternate.

4.15 BIOLOGICAL AGENTS

The University shall comply with the Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 and 2020 (S.I. No. 572 of 2013 as amended by S.I. No. 539 of 2020) The regulations detail the minimum requirements for the protection of workers from the health risks associated with biological agents in the workplace.

In the University, the regulations are applied to any activity where workers are actually or potentially exposed to biological agents as a result of their work. Where use of biological agents are involved, safe working procedures must be implemented to minimize the risk of harm from some of these substances. Biological agents are classed depending on the level of risk that they may possess.

Biological agents are classified into four risk groups – Groups 1, 2, 3 and 4. Under the classification system, Group 1 agents are the least hazardous whilst Group 4 are the most hazardous.

Under the Safety, Health, and Welfare at Work (Biological Agents) Regulations 2013 and 2020 the University is required to:

4.15.1 Notify the Health and Safety Authority if working with certain classes of biological agents. Notification is required 30 days in advance for work with Groups 2-4 biological agents. Re-notification is required for all groups if there are changes to processes, procedures or the biological agent, that are of importance to safety and health at work that result in the original notification being invalid or out of date.

4.15.2 Provide PPE, suitable washing facilities including eye washes for employees and students working with biological agents.

4.15.3 Carry out risk assessments to assess any risk to the safety and health of employees and students resulting from any activity likely to involve a risk of exposure of any employee to a biological agent. It is the University's duty to determine the nature, degree and duration of any employee's exposure to a biological agent and to lay down the measures to be taken to ensure the safety and health of such employees.

4.15.4 Provide training and information to any employee involved in the handling of biological agents regarding:

4.15.5 Assess the potential risks to health.

4.15.6 Provide appropriate hygiene requirements.

4.15.7 Ensure the wearing and use of PPE.

4.15.8 Implement the precautions to be taken to prevent exposure.

4.15.9 Outline the steps to be taken by employees in the case of incidents and to prevent incidents.

4.16 GENTICALLY MODIFIED MICRO-ORGANISMS (GMM)

Genetically modified microorganism means an organism in which the genetic material has been altered in a way that does not occur naturally by mating or natural recombination, or by a combination of both.

Unintended releases of GMM can cause harm to the environment and to human health. GMMs have 4 classes based on the risk posed to the public/environment, with Class 1 being the lowest risk and Class 4 being the highest based on risk assessments.

The Environmental Protection Agency (EPA) is the authority in Ireland that implements GMO Regulations on:

(i) The contained use of Genetically Modified Organisms

(ii) The deliberate release of Genetically Modified Organisms into the environment

The University has a designated GMO/GMM Biological Safety Committee. Staff wishing to work with GMM must apply to the EPA for licence approval and this must be done through the GMO/GMM Biological Safety Committee. Staff must forward their applications to the committee secretary in the Health and Safety Unit. The EPA licence approval process must be completed prior to bringing GMMs on to the campus.

University Departments have established safe working procedures for work involving GMM on campus.

4.16.1 The University ensures that safe systems of work are in place for work with GMM. Protective measures are used to limit their contact with the general public and the environment.

4.16.2 All employees involved working with GMM shall have received the appropriate training and will be able to conduct risk assessments based on their work.

4.16.3 The EPA conduct inspections in university departments using GMM to

ensure compliance with regulatory requirements on the use and storage of GMM.

4.17 MANUAL HANDLING

The University will comply with the Manual Handling Regulations, Part 2, Chapter 4 of the SHWW (General Application) Regulations, 2007. Where manual handling, manipulation and lifting of loads which involves a risk of injury (particularly to the back) is present, the University shall take measures to avoid the need for such manual handling where possible. Where this is not achievable mechanical aids / or appropriate organisational methods should be used. Where manual handling is unavoidable, the University will undertake a risk assessment of any manual handling operation, which involves risk of injury or damage to health, particularly back injury. Common types of injuries from incorrect manual handling are hernias, prolapsed discs, recurring pain, permanent disability and a consequent loss of staff.

The Manual Handling Regulations require the University to:

4.17.1 Take appropriate organisational measures, in particular mechanical equipment, to avoid the need for the manual handling of loads by employees,

4.17.2 Where the need for manual handling of loads by employees cannot be avoided, appropriate means shall be used or the employees will be provided with the means to reduce the risk involved to reduce risk involved in the manual handling of loads,

4.17.3 Where the need for manual handling of loads by university employees cannot be avoided, workstations shall be organised in such a way as to make handling as safe and healthy as possible, and:

4.17.4 Assess the health and safety conditions of the type of work involved, and in particular to examine the characteristics of loads,

4.17.5 Take care to avoid or reduce the risk, particularly of back injury to university employees, by taking measures, considering the characteristics of the load, the physical effort required, the characteristics of the working environment and the requirements of the activity.

4.17.6 Employees involved in manual handling of loads shall receive general indications and, where possible, precise information on the weight of each load and the centre of gravity of the heaviest side when a package is eccentrically loaded.

4.17.7 Ensure through the Health and Safety Training Programme that all employees undertaking manual handling tasks and their supervisors are trained in manual handling techniques by a competent trainer.

4.17.8 The Health and Safety Unit schedules training courses for employees involved in the manual handling of loads. Training will be provided as required and when requested by departmental staff and supervision. Head of Departments/Units

who require staff training can contact hnsbookings@ul.ie

4.18 NOISE

Exposure to high levels of noise, either continuously or as a loud sudden exposure can have a number of physiological and psychological effects on workers including stress, tinnitus and if exposed to high noise levels over long periods of time, permanent loss of hearing can occur.

High noise levels can also interfere with communications in the workplace, leading to an increased risk of accidents.

In order to protect employees from the risks to their hearing caused by noise and at preventing hearing loss and deafness the University 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.

The regulations require the University to take specific action at certain action values. These are the daily noise exposure level or the peak sound pressure level which, if exceeded, for an employee, action will need to be taken to reduce the risk.

Protective Measure	Daily 8-hour exposure	Peak Pressure Exposure
Exposure Limit Value	87dBA	140dBC
Upper Exposure Action Level	85dBA	137dBC
Lower Exposure Action Level	80dBA	135dBC

4.18.1 Any work location and / or location which is suspected of exposing staff to loud noise will be subject to a formal noise assessment.

4.18.2 Heads of Department shall confirm if any of their staff are exposed to loud noise, and, when necessary, request the Safety Officer to commission a noise assessment.

4.18.3 Where employees are exposed to noise levels exceeding 80dB(A) or the maximum value of the unweighted instantaneous sound where pressure is likely to exceed 20μ Pa the following shall be provided:

- 4.18.3.1 Information and training concerning:
- 4.18.3.2 Risks to hearing arising from noise exposure shall be assessed
- 4.18.3.3 Employers' and employees' obligations under the Noise Regulations,
- 4.18.3.4 Hearing protection and audiometry.
- 4.18.3.5 Issue hearing personal protective equipment.
- 4.18.3.6 Audiometry

4.18.4 In addition to the previous requirements, when the level is above 85dB(A), upper exposure action value, the university will:

4.18.4.1 Identify the reasons for the excess noise level and put in place a programme to reduce it,
4.18.4.2 Erect signage to alert of high noise levels
4.18.4.3 Ensure that hearing personal protective equipment is used and maintained,
4.18.4.4 Restrict access to the noise area.

4.18.5 Any work area in which staff report that noise distracts or represents a nuisance shall be subject to an assessment to ascertain whether this is the case, and whether the noise levels may be reduced.

4.19 RADIATION - IONISING

With the use of ionising and non-ionising radiation on campus, the University of Limerick will ensure the health and safety of all employees, students, members of the public and Service Providers working on campus as far as reasonably practicable. Measures will be taken to ensure that discharges and disposal of radioactive waste do not harm the environment in any way.

The Radiological Protection Act, 1991 together with the Ionising Radiation Regulations, 2019 set out the system of regulation covering the use of ionising radiation in Ireland and designate the EPA as the national regulatory body. Responsibility for protection of patients during the use of ionising radiation rests with the Health Information and Quality Authority (HIQA).

The University of Limerick is authorised to operate a number of radiation sources in accordance with its licence issued by the EPA. The EPA routinely carries out inspections to ensure that the management of radiation sources comply with safety procedures, licensing conditions and Ionising Radiation Regulations 2019. The University currently operates one piece of equipment subject to regulation by HIQA. University radiation safety information

UL will restrict exposure to ionising and non-ionising radiation in accordance with the ALARP principle (As Low as Reasonably Possible):

4.19.1 Heads of Department are responsible for the implementation of a Radiation Protection Programme and that it is reviewed on a regular basis.
4.19.2 The Departmental Radiation Protection Supervisor (DPRS) and their equivalents for non-ionising radiation, once appointed by their Head of Department will have full responsibility for the supervision of work with radiation and in the case of ionising radiation that it complies with the University Radiation Safety Plan. They are responsible that all relevant documentation is distributed to relevant staff, and to new staff, and that they understand their

responsibilities as regards radiation safety. The DPRS and Heads of Department are also required to forward relevant accident/incident reports to the Safety Officer.

4.19.3 UL have appointed a Radiation Safety Adviser (RPA) who will have full responsibility for providing advice to departmental heads and staff, managers.

and the public on ionising radiation matter.

4.19.4 The Radiation Protection Officer has an oversight role in ensuring that the University Radiation Safety Plan and local Radiation Safety Procedures are implemented. The RPO is authorised to enforce radiation safety procedures and has the authority to temporarily suspend activities involving ionising radiation deemed to be unsafe.

4.19.5 Radiation Safety Procedures contain general controls and policies, as well as Working Instructions which address individual hazards associated with ionising radiation. Temporary controls may be put in place by the Radiation Safety Committee or the RPO where oversights or hazardous situations are identified. These procedures will include steps to follow in the event of a radiation emergency. All relevant documents which should be available in individual departments should be listed in the Radiation Safety Procedures for that department.

4.19.6 Radiation Safety Monitoring Programmes, as advised by the RPA, will be conducted periodically by the RPO or the DPRS in specific areas where ionising radiation is in use. These will be detailed in the Radiation Safety Procedures.

4.19.7 The European Communities (Medical Ionising Radiation Prevention) Regulations 2002 and associated amendments, give instructions on the health protection of individuals against the dangers of ionising radiation in relation to medical exposures, also known as the Medical Exposures Directive.

4.19.8 University of Limerick has a Radiation Safety Plan which should be read and communicated to all staff affected before coming into contact with any of these sources.

4.20 RADIATION – OPTICAL

Lasers can be classed based on their potential to cause harm to the body or to cause a fire. There are four different classes of lasers, with Class 1 being the lowest risk and Class 4 being the highest. Lasers must be labelled on campus and are classified based on the physical parameters of the laser, power, and wavelength and exposure duration.

Class 1:

Lowest risk, incapable of producing damaging radiation levels, very little control

measures required.

Class 2

Lasers which emit radiation in the visible portion of the spectrum, can be hazardous if viewed for prolonged periods, safety goggles must be worn.

Class 3

Divided into two classes, 3a and 3b. 3a can present a hazard if viewed using collective optics.

e.g., telescopes. 3b lasers can cause serious eye injuries if beams are viewed directly. Safety goggles must be worn.

Class 4

Most dangerous of all, can cause serious eye and skin damage and also have the ability to cause fire.

All Class 3b and Class 4 lasers within the University must be equipped with a protective housing and have a deactivation key/switch present. Factors to consider when conducting a risk assessment include:

- Level of Eye Protection
- Access Restriction
- Training
- Barriers, beam stops
- Area controls (interlocking doors, warning notice when laser is in use)
- Administrative and or procedural controls

Where lasers are being used in departments, it is necessary to:

4.20.1 Carry out relevant risk assessments and install appropriate safety features.

4.20.2 Appoint a departmental laser safety officer before the laser can be used.

4.20.3 Pay special attention to potential risks from equipment and eliminate these, if possible, otherwise control measures are to be put in place to reduce the risk.

4.20.4 Users of Class 2, 3 and 4 lasers must undergo training, wear appropriate PPE compatible with the laser type and be provided with written operating and safety procedures i.e., risk assessments which must be always adhered to.

4.20.5 Laser users must have eye tests on a regular basis.

4.20.6 Windows where Class 2, 3 or 4 lasers are being transmitted must be covered at all times to prevent hazards in uncontrolled areas.

4.21 PERSONAL PROTECTIVE EQUIPMENT (PPE)

In circumstances in which it is not reasonably practicable to eliminate or control the hazards in the workplace the University of Limerick will provide and maintain such suitable protective clothing or equipment as appropriate to ensure the safety, health, and welfare of workers.

The type of personal protection depends on the hazards to which the worker is exposed. Where permanent fixed controls and changes in working arrangements cannot wholly eliminate hazards, or where such measures may be impractical because of short duration of the work or for some other reason, personal protective equipment may be required.

The University keeps abreast of new information on hazards which require personal protection and only purchases equipment to the highest standard. All equipment bought by the University for use by employees is manufactured to approved codes of practice.

4.21.1 The identification of the correct personal protective equipment for any specific application and user acceptability is the responsibility of the Line Supervisor or Head of Department of the operation who will liaise with the Safety Officer.

4.21.2 Where personal protective equipment is not disposable but designed for re-use, it shall be subject to periodic inspection to confirm its continued suitability, and where appropriate subject to routine maintenance.

4.21.3 Supervisory staff are responsible for ensuring that the employees undertaken training to complete safely a task which requires personal protection and also to ensure that the equipment is worn.

4.21.4 The University is committed to training and re-training personnel in the use of personal protective equipment. It is equally committed to ensuring that the equipment is worn at all appropriate times.

4.21.5 Staff issued with personal protective equipment are reminded that they have an obligation to use it as instructed, to maintain it in a state of good repair, to report any defects or other problems promptly.

4.21.6 The University will take account of the Personal Protective Equipment Regulations, Part 2, Chapter 3 of the SHWW (General Application) Regulations, 2007 and carry out assessments in compliance with the Regulations as required.

4.22 PROTECTION OF PREGNANT, POST NATAL AND BREASTFEEDING EMPLOYEES

Pregnancy is a part of normal everyday life and should not be equated with ill health,

and in most cases, women work quite safely until a matter of weeks before their baby becomes due. The University will, as far as possible, identify hazards in the workplace which could affect the health of the pregnant woman or of her unborn child and these hazards will be carefully assessed and managed to avoid harm. The University will comply with the provisions of the SHWWA, 2005, and the SHWW (General Application) Regulations, 2007, Part 6 Chapter 2.

4.22.1 All female staff shall be advised on recruitment that they are required to advise their Head of Department or Supervisor should they become either pregnant or a 'new' mother (that is a woman who has given birth within the last six months and who is breast feeding).

4.22.2 On receipt of a notification of pregnancy, recent birth or breastfeeding, the Head of Department or Supervisor shall review the risk assessments relevant to that person's work and shall conduct a pregnancy risk assessment. The assessments are to be used to determine what the pregnant woman is exposed to, how often the exposure occurs and for how long.

4.22.3 For any risks to which the pregnant or new mother is potentially exposed, and which represent an additional risk because of the pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks.

4.22.4 If the assessments reveal there is a risk, the University will inform the woman about the risk and what will be done to ensure neither she nor the developing child is injured.

4.22.5 Following action to reduce the risks, they shall be reassessed. If the risks remain significant, the pregnant or new mother shall be reassigned to other work for which the risks are assessed as not significant.

4.22.6 University Pregnant Employee Assessment Checklist

4.22.7 A Mother and Baby Room is located in the Main Building EO-010. The key for the room is available from the Comps and Bens, HR Division.

4.23 SAFETY INSPECTIONS

4.23.1 The Safety Officer will organise annual safety inspections in conjunction with the Head of Department/Unit. These inspections will consist of a check on:

- Housekeeping, including floors, walkways and stairs,
- Safe place of work above and below ground level,
- Machinery guarding,
- Correct procedures,
- Fire exits and equipment,
- Suitability of personal protective equipment,
- Use of personal protective equipment,
- Hand tools,
- Electrics,

- Storage of gases and chemicals,
- Control of Service Providers.
- Any accidents in the area since the previous audit,
- Any other hazards,
- Action taken on the improvements recommended since the previous audit,
- Training Programme Development,
- Maintenance Programme.

4.23.2 The Safety Officer shall prepare a report on the results of the above inspections and issue copies to Department Head/Manager, Safety Representatives and Executive Committee.

4.23.3 Heads of Department/Unit shall organise departmental safety inspections, the findings of which shall be reported to the Safety Officer. Audits should be conducted as follows:

- Laboratory/Workshop based departments every semester,
- Non-laboratory/workshop-based departments annually.

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4.24 SAFETY REPRESENTATION AND CONSULTATION

It is the policy of the University to comply with the SHWWA 2005 and the SHWW (General Application) Regulations, 2007 by consulting employees for the purpose of the making and maintenance of arrangements to enable the University and its employees to co-operate effectively in promoting and developing measures to ensure their safety, health and welfare at work and in ascertaining the effectiveness of such measures.

4.24.1 The University is committed to taking account of any representations made by the employees' or their representatives, as far as is reasonably practicable.

4.24.2 The University recognises the employees' right to appoint a representative to represent them in consultations on safety with the University.

4.24.3 The University will co-operate with the Safety Representatives:

4.24.3.1 In providing information necessary for safety,
4.24.3.2 In advising the Representative when an Inspector is touring the place of work,
4.24.3.3 In facilitating the Representative in the discharge of their functions,
4.24.3.4 In allowing time off for training,
4.24.3.5 In providing information on notifiable accidents and dangerous occurrences.

4.24.4 The Safety Representative Committee meets on a regular basis to review safety performance to make recommendations to management on safety issues. An agenda is circulated prior to each meeting and the proceedings are minuted.

4.24.5 Without unnecessarily inhibiting the Committee the Chairperson will ensure that the themes of safety, health and welfare are maintained throughout the meeting.

4.24.6 Details of the appointed University Safety Representatives (Internal Only)

4.25 TRAINING

The University is committed both to the maintenance of a safe place, safe plant, the provision of safe procedures and also of safe people. The University recognises that training is an important way of achieving competence and helps to convert information into safe working practices. It contributes to the organisation's health and safety culture and is needed at all levels.

4.25.1 Departments/Units risk assessments will help determine the level of training needed for each type of work as part of the preventative and protective measures.

4.25.2 The University shall provide instruction and training in a form, manner and language that would be reasonably likely to be understood by those receiving it.

4.25.3 Health and safety training shall be provided at no financial cost to the employee. Such training shall include information and instruction in the job to be carried out and measures to be taken in an emergency.

4.25.4 In assigning an employee to a specific task, the University 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.

4.25.5 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, the University shall endeavour to ensure they are protected against the dangers that affect them.

4.25.6 Employees and students will be provided with safety induction training on appointment to a new post or at the commencement of a new academic year.

4.25.7 Employees and students shall be trained on the general issues associated with safety, and those specific to work they are required to undertake.

4.25.8 Training will be repeated periodically to ensure continued competence.

4.25.9 Training shall be adapted to changed circumstances or new risks. Training shall be provided to employees on recruitment, in the event of transfer or change of task, or when new work equipment, systems of work or new technology is introduced.

4.25.10 The University shall ensure that employees of another employer (for example, Maintenance Service Providers, Cleaners, etc.) carrying out work at the University must receive appropriate instruction in any risks associated with the place of work by means of short induction presentations.

4.25.11 Employees are required to take the training opportunities provided, 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.

Training records will be kept, and staff attending training courses are required to sign the attendance sheets.

Training Course	**Refresher Frequency**
First Aid Responder	2 years
Automated External Defibrillator (AED) Training	2 years
Chemical Agent Risk Assessment	N/A
General Hazard Identification and Risk Assessment	N/A
Work at Height	3 years
Manual Handling	3 years
Abrasive Wheels	3 years
Basic Tractor Awareness	3 years
Pesticide Application	3 years
Brush cutter/Strimmer	3 years
Gas Safety Awareness	2 years
Fire Fighting Training	N/A
Evacuation Chair	N/A
Radiation Protection Officer (RPO)Training e-learning	5 years

4.26 DISPLAY SCREEN EQUIPMENT (DSE)

The University recognises that only a small proportion of people using display screen equipment (DSE) suffer health problems as a result, but because there are so many users this can be a significant number. In most cases the problems do not arise directly from the DSE themselves, but from the way they are used. The University believes that problems can be avoided altogether by good workplace and job design and how the equipment and workstation is used.

4.26.1 The Display Screen Equipment Regulations apply to employees who are habitual users of display screens,

4.26.2 The University will comply with requirements of the Display Screen Equipment Regulations, Part 2 Chapter 5 of the SHWW (General Application) Regulations, 2007,

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

4.26.4 The University shall purchase and provide appropriate equipment (hardware) and processing systems (software) and a working environment suitable for display screen work.

4.26.5 Each workstation will be risk assessed, and appropriate steps taken to reduce risks. As required by the Safety, Health and Welfare at Work (General Application) Regulations 2007, computer workstations should be assessed. Requests for DSE assessments should be forwarded to hnsbookings@ul.ie

4.26.6 Offices will be maintained at a comfortable temperature and humidity and the lighting arranged to avoid screen glare.

4.26.7 The University will provide information, instruction and training to employees in relation to the risks associated with DSE work and how these risks are minimised. All DSE users are requested to undertake DSE eLearning training.

4.26.8 Users of DSE equipment should have activities arranged so as to provide regular breaks from screen/keyboard work.

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

4.27 REMOTE WORKING

4.27.1 Responsibility for health and safety at work rests with the University when work is being done at the employee's home.

4.27.2 Departments/Units whose staff work remotely should consult the Policy & Procedure for Blended working and HSA Remote Working guidance Remote working advice is available for all staff.

4.28 CONSTRUCTION PROJECTS

4.28.1 The safety, health, and welfare of all stakeholders (Staff, Students, Service Provider staff and the Public) must be taken into consideration when a construction project is being planned and managed.

4.28.2 Construction work is hazardous by nature and employees may be exposed to many dangers when visiting or working on a construction site. The most common cause of fatal accidents on a construction site results from falls, either off buildings, off scaffolding, or through fragile roofs or unguarded openings, etc.

4.28.3 The Buildings and Estates (B&E) Department plays a key role in ensuring the health & safety of the campus community in accordance with the University's obligations under the current safety legislation – the principal documents being:

- Safety, Health & Welfare at Work Act 2005
- Safety, Health & Welfare at Work (Construction) Regulations 2013

4.28.4 The B&E Department maintains a "Local Safety Statement" which outlines policy and procedures relating to safety issues including duties and responsibilities, hazard identification, and risk assessment.

4.28.5 The B&E Department also acts on behalf of the University in appointing project supervisors for the design and construction phases of projects in accordance with statutory requirements.

4.28.6 On completion of a project the B&E Department formally takes over responsibility for the particular building/area together with the project safety files and manuals.

4.29 OCCUPATIONAL HEALTH MANAGEMENT

4.29.1 In accordance with the Safety, Health & Welfare at Work Act 2005, the University has an obligation "to ensure that health surveillance is made available for every employee appropriate to the health and safety risks which may be incurred at the place of work".

4.29.2 The Health & Safety Unit currently contracts out the Occupational Health Service available to employees. Where regulation or risk assessment requires that health assessment or health surveillance be carried out (especially for

those involved in certain work activities, work with chemicals etc.) such employees are referred to the Occupational Health Service for appropriate assessment.

4.29.3 Apart from the requirement under the Safety, Health & Welfare at Work Act 2005 the University will provide the necessary health surveillance required by some regulations, such as the Safety, Health & Welfare at Work (Exposure to Asbestos) Regulations 2006 and the provisions of the SHWW (General Application) Regulations 2007.

4.30 SMOKING AND VAPING ON CAMPUS

University of Limerick aims to create a healthier, smoke free, vape free environment for its Employees, Students, Service Providers and Visitors. As a result, smoking and vaping is prohibited on all University campuses since 1st June 2018.

The UL Smoke and Vape Free Policy has been developed to:

- Protect all employees, students and visitors from exposure to second-hand smoke.
- Comply with the Public Health (Tobacco) Act 2002 and the Regulations made under the Act.
- Improve the health, safety and welfare of staff, students, Service Providers and visitors.
- Ensure a safe working environment.

4.30.1 Compliance with the Smoke and Vape Free Policy is mandatory for everyone. The policy is available for download from the UL Policy Hub

4.30.2 New employees are informed of the policy at the Induction Programme and students are advised during Orientation Week. Signage is erected throughout the campus to remind users of the policy.

4.31 ROADS & TRAFFIC

4.31.1 All road markings, speed limits and traffic signs must be observed. The campus speed limit is 40km/h.

4.31.2 Be aware of pedestrians and cyclists on campus roads, at junctions and particularly at pedestrian crossings.

4.31.3 Restrictions apply to parking on campus – you can only park in designated car parks and where required; a valid parking permit must be displayed on your vehicle. Cars that are found to be illegally or improperly parked may be clamped and/or removed from campus.

4.32 SAFETY SIGNS

Part 7, Chapter 1 of the Safety, Health, and Welfare at Work (General Application) Regulations 2007 deals with the issue of safety signs at places of work. As part of the general risk assessments for employers under the Safety, Health, and Welfare at Work Act 2005, where certain risks remain that necessitate specific instruction or warning, then employers must use safety signs in and around that place of work.

These signs are set into 5 distinct categories (Prohibition, Mandatory, Warning, Emergency Escape / First Aid and Fire Equipment) and are based on a pictogram rather than wording or text. University of Limerick acknowledges its duty to assess if, and where these would be necessary due to existing risks and install them where they are visible.

Reference will be made to Schedule 9 of the Safety, Health, and Welfare at Work (General Application) Regulations 2007 by University of Limerick when installing safety signs. Examples of safety signs on site include emergency exits, fire-fighting equipment etc.

4.32.1 Control

University of Limerick will ensure that signs will be designed and made to specific standards as per the 2007 Regulations. Consideration will also be given to circumstances where several signs are needed and the placing of the signs as too many signs can be confusing for Staff, Visitors and Service Providers.

4.32.2 Monitor

University of Limerick will review signage on a regular basis and ensure that it is still valid. Signs that no longer apply to the workplace will be removed. In addition, they will be reviewed regularly to ensure signs are still visible – i.e. they haven't been moved, defaced or blocked by other signs etc.

4.32.3 Educate

University of Limerick will ensure that no information is contained on a sign that employees or visitors to their operation have not been made aware of already. Employees will be trained in recognising signs and what they mean / relate to in the workplace DRIVING FOR WORK POLICY

Driving for work includes any person who drives on a road as part of their work either in:

- A vehicle provided by their employer; or
- Their own vehicle and receives an allowance or payment from their employer for distances driven.

Commuting to work is not generally classified as driving for work, except where the person's journey starts from their home, and they are travelling to a work location that is not their normal place of work.

4.32.4 In accordance with the University's SX031.2 Driving For Work Procedure.docx

a risk assessment must be completed by the Department/Unit Manager if their staff drive for work.

4.32.5 Staff using their private vehicle for business on behalf of University of Limerick must obey The Road Traffic Act 1961 (and its later amendments) and be prepared to react to other drivers and driving conditions. Only full-licenced drivers are permitted to use their personal vehicles for use on university business.

4.32.6 Private motor vehicles must be adequately insured while used on official University business. Staff must confirm with their insurance broker/company that University of Limerick is indemnified.

4.32.7 Staff claiming mileage are required to have made the appropriate arrangements with their insurers as part of the submission process. University of Limerick will not accept liability for any loss or damage resulting from the use of a private motor vehicle on official University business.

4.33 WELFARE FACILITIES

The provision of welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007.

Staff are reminded that:

4.33.1 Each staff member is responsible for maintaining safe housekeeping standards in their work area,

4.33.2 University of Limerick is committed to providing the highest standards of cleanliness and hygiene throughout its operation.

4.33.3 Designated areas have been allocated for employees to have their rest break while on the premises. The restaurants have adequate numbers of tables and appropriate chairs.

4.33.4 Restaurant facilities with hot and cold water, microwave etc. are provided.

4.33.5 Toilet facilities are in place for all users.

4.33.6 All appropriate personal protective equipment will be supplied to employees, where necessary.

4.33.7 Locker rooms and showers should be kept clean and tidy.

4.33.8 Showerheads must be cleaned and flushed through with running water on a regular (weekly) basis in order to avoid stagnant water accumulating.

4.33.9 Staff are requested to report any defects in welfare facilities immediately upon detection to their Line Manager.

4.34 CONTROL OF OTHER USERS

Members of Public, Service Providers and Visitors

Section 15 of the Safety, Health and Welfare at Work 2005 Act provides that where a

person controls, to any extent, a non-domestic place of work, where persons other than their employees are working, the person in control must ensure, so far as reasonably practicable, that the means of access to and egress from that place of work, or any article or substance provided for use at that place of work are safe and without risk to health.

Section 15 applies where an employee is working in premises that are not under the control of their employer, such as a Service Provider. Where any contract, tenancy, license or other interest places an obligation to any extent on a person to maintain or repair a place of work, or the access to or egress from that place of work, or the provision of any substance or article for use at that place of work, to the extent of their obligation, the duty under this section falls upon them.

University of Limerick recognises that it will be necessary for members of the public (such as Service Providers, Trainees, Delivery Companies etc.) to have access to our premises. University of Limerick recognises that members of the public are more susceptible to our occupational hazards due to unfamiliarity of the site and the activities being carried out. Therefore, all employees must be made aware of the dangers of having members of the public on site and take all reasonable measures to ensure that no member of the public is injured in any way while visiting our premises.

The following procedures have been put in place to eliminate or minimise the risk to visitors and these procedures must be strictly enforced:

4.34.1 All Visitors e.g., trainees, delivery companies etc. must be accompanied at all times whilst in any high-risk areas such as labs, plant rooms etc. All Service Providers work will be arranged to take place during specific hours.

4.34.2 It is the responsibility of University of Limerick host to ensure the safe evacuation of the Visitor, Service Provider etc. in the event of an emergency.

4.34.3 Visitors and Service Providers must observe the safety rules and any instructions given by University of Limerick's personnel. They should not enter unauthorised areas where they are not authorised to visit.

4.34.4 Service Providers carrying out work on site must be approved by the UL Department /Building Maintenance Representative prior to commencement of work.

4.34.5 The proposed Service Provider must submit a signed copy of their insurance details, most recent Safety Statement, Risk Assessments and Method Statements, as appropriate. Only when these documents have been reviewed and approved as adequate, may the proposed Service Provider be approved.

4.34.6 Arrangements to ensure that security systems and procedures are not exposed and where practicable and appropriate, that items of value are secured.

4.34.7 Service Providers are required to devise and implement such strategies as are necessary to eliminate or control, in so far as is reasonably practicable, all unsafe work practices and behaviour by their Employees and sub-contractors. It is expected that Service Providers will: -

4.34.7.1 Comply with the relevant safety legislation.

4.34.7.2 Attend any Safety Inductions and use a Permit to Work System
4.34.7.3 Adhere to effective risk management by adopting current Codes of Practice, Standards and Guidance material published by the Authorities.
4.34.7.4 Provide and maintain safe, clean and tidy work areas, plant and equipment.
4.34.7.5 Maintain adequate levels of supervision, information, training, and instruction.
4.34.7.6 Ensure their employees are adequately trained in safety and competently carry out contracted tasks.
4.34.7.7 Possess all necessary insurances, licenses, skills, and certificates for contracted works.

4.34.8 Service Provider Employees/Sub-Contractors on site will be accountable for:

4.34.8.1 Informing the UL Department or Building Maintenance Representative of their presence on site and not starting work until a Service Provider Assessment has been conducted, and Safety Inductions carried out and Permit to Work issued (where applicable).
4.34.8.2 Keeping their workplace safe, clean, and tidy.
4.34.8.3 Complying with all work Method Statements, Safe Systems of Work Plans (SSWPs) and or Risk Assessments
4.34.8.4 Reporting all accidents, incidents or near misses to Management
4.34.8.5 Reporting all hazards, they identify to Management.
4.34.8.6 Encouraging safe behaviour and complying with any other instructions from University of Limerick.
4.34.8.7 Maintaining adequate health and safety records where required under local legislation or contracted requirements.
4.34.8.8 On completion of their work, reporting to the UL Department or Building Maintenance Representative so that any relevant paperwork may be finalised.

4.35 LONE WORKING

4.35.1 Section 19 of the Safety, Health and Welfare at Work Act 2005 requires the Department/Unit Managers to undertake a risk assessment to determine whether staff may work alone.
4.35.2 Staff are asked to communicate any medical conditions, which may make them unsuitable for working alone to their Line Manager.
4.35.3 The completed risk assessment must be approved by the Head of Department prior to lone working being permitted.
4.35.4 If deemed necessary, the following procedures apply:

4.35.4.1 In the event of an emergency, the designated staff member will be responsible for ensuring all safety and evacuation procedures are followed.
4.35.4.2 The designated staff member will be responsible for ensuring the offices are vacant.
4.35.4.3 Staff must be conscious of their own safety and security when accessing and leaving the campus.

4.35.4.4 The staff member using the car park does so at their own risk.
4.35.4.5 When working off site, the staff member should communicate with someone that they are working alone, leave their mobile on so they are contactable and do periodic checks where required.
4.35.4.6 The staff member must report all accidents, injuries, near-misses and other dangerous occurrences immediately to their supervisor who will relay this information to their Head of Department/Unit.

4.36 WORKING AT HEIGHT

Work at height means working in a place (except a staircase in a permanent workplace) where a person could be injured by falling from it, even if it is at or below ground level. Access to and from a place of work can also be classed as work at height**.** Examples of work activities that are classified as working at height at University of Limerick include working on a ladder, stepladder or mobile elevated working platform. Part 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with Work at Height. The regulations cover the key requirements with regard to preventative measures, equipment used, inspection, records, working conditions, etc.

4.36.1 Departments/Units with staff who work at height should consults HSA Guidance: Working at Height
4.36.2 Departments/Units whose operations involve working at height must complete a risk assessment using the UL General Health and Safety Risk Assessment sheet
4.36.3 The Working at Height risk assessment must be reviewed and approved by the Head of Department/Unit or their alternate.
4.36.4 The Head of Department/Unit or their alternate must ensure all staff working at height have completed necessary training. Training requests should be sent to hnsbookings@ul.ie

University of Limerick adopts a simple hierarchy for managing work at a height:

- Avoid work at height where this is reasonably practicable,
- Use work equipment or other measures to prevent falls where you cannot avoid working at height,
- Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall,
- As a guide, only use a ladder or stepladder:
  - Where the work is of short duration – ladders are not suitable where they are in one position for 30 minutes or more.
  - Where the risk is low, i.e., because the nature of the work makes a fall unlikely, or where there is a fall that the nature of the fall would be unlikely to

cause injury.

- For work that does not involve carrying heavy or awkward boxes or equipment.
- Where you can maintain three points of contact (hands and feet) at the working position.
- DO NOT Overload it - the person and anything being taking up should not exceed the highest load stated on the ladder.
- DO NOT Overreach - keep your belt buckle (navel) inside the stiles and both feet on the same rung throughout the task.
- When working on ladders and stepladders you should avoid work that imposes a side loading by having the rungs or steps facing the work activity.

4.37 ELECTRICAL SAFETY

Electricity can harm individuals through electric shock, but it can also lead to fires and explosions. Part 3 of the Safety, Health, and Welfare at Work (General Application) Regulations 2007 deals with electricity.

These regulations will be read in conjunction with the various standards and guidance notes that exist (such as the Electro Technical Council of Ireland National Rules) to ensure all practicable guidance and advice is followed.

4.37.1 University of Limerick will ensure that the equipment they supply is suitable for the workplace and the environment within which it is to be used.

4.37.2 University of Limerick will ensure that their electrical installations are inspected by a competent person in compliance with the implemented preventative maintenance programme.

4.37.3 All electrical equipment used by University of Limerick will be designed so as to prevent danger. University of Limerick will put in place measures to prevent ingress of moisture or of particles and foreseeable impacts on all electrical equipment and installations.

4.37.4 Testing of electrical equipment will be carried out by a competent person. Only competent persons are permitted to work on or with electrical equipment.

How can I tell if it is damaged?

By looking!! This is the most important maintenance precaution. Around 95% of faults or damage can be found by just looking. Things that you are looking for on the equipment, the cable and plug (after disconnecting it) are signs of:

- Damage, e.g., cuts, abrasion to the cable covering.
- Damage to the plug, e.g., the casing is cracked, or the pins are bent.
- Non-standard joints including taped joints in the cable.
- The outer covering (sheath) of the cable not being gripped where it enters the

plug or equipment.

- Equipment that has been used in conditions where it is not suitable, e.g., a wet or dusty environment.

- Damage to the outer cover of the equipment or obvious loose parts or screws.
- Overheating (look out for burn marks or staining).

4.38 TOOLS AND EQUIPMENT

4.38.1 All tools and equipment used by University of Limerick will be maintained in good working condition and only operated by trained and competent staff.

4.38.2 All damaged equipment must be reported to your Line Manager who will remove the equipment from service and make arrangements for its repair.

4.38.3 No items of equipment or machinery will be operated without suitable guards.

4.38.4 All portable electric equipment should be disconnected when not in use.

4.38.5 No equipment or machinery will be modified, have guards removed or be used, except in a manner that complies with the manufacturer's instructions.

4.38.6 Power cords on all portable equipment will be checked on a regular basis.

4.38.7 Staff are requested to report defective tools and equipment immediately upon detection to their Line Manager.

4.39 PROTECTION OF CHILDREN AND YOUNG PERSONS

4.39.1 Chapter 1 of Part 6 (Protection of Children and Young Persons) of the General Application Regulations 2007 must be followed with regards to children and young persons.

4.39.2 Departments working with children and young persons must ensure appropriate supervision is in place and a risk assessment has been completed and approved by the Head of Department/Unit or alternate for work being conducted.

5 HAZARD IDENTIFICATION AND CONTROL MEASURES

The Safety Statement is based on the identification of hazards and an assessment of the risks to safety and health at work. A risk assessment is a careful examination of what, in your area, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to ensure that no one gets hurt or becomes ill. The important things you need to decide are whether a hazard is significant and whether you have covered it by satisfactory precautions so that the risk is small.

Departments/Units are invited to contact the Safety Officer for help and advice in conducting risk assessments.

Heads of Departments/Units or their alternates can contact hnsbookings@ul.ie should they/their staff require risk assessment training.

5.1 SIGNIFICANT HAZARDS AND RISKS:

5.1.1 A hazard means anything that can cause harm (e.g. Chemicals, electricity, working with machines, heights, ladders, etc.).

5.1.2 Risk is the chance that somebody will be harmed by the hazard.

5.1.3 Walk around your work area and look afresh at what could reasonably be expected to cause harm. Ignore the trivial and concentrate on significant hazards which could result in serious harm or affect several people. Ask staff in the area what they think. They may have noticed things which are not immediately obvious.

5.1.4 Manufacturers' instructions or data sheets can also help you to spot hazards and put risks in their true perspective. Look out for anything that can result in slips, trips and falls.

5.2 PERSONS AT RISK:

5.2.1 Decide who might be harmed and how and don't forget:

5.2.2 Students, young employees, new and expectant mothers, persons with disabilities, lone workers, etc. who may be particularly at risk,

5.2.3 Cleaners, Visitors, Service Providers maintenance and security staff, etc., who may not be in the workplace all the time,

5.2.4 Members of the public, customers (both adults and children) who use the sports facilities, sales representatives and people who share our workplace.

5.3 EXISTING CONTROLS:

5.3.1 List all the precautions currently in place to ensure the safety and health of anyone who may come into contact with the hazard.

5.4 RISK CLASS:

Even after all precautions have been taken, some risk usually remains. What you have to decide is whether this remaining risk is high, medium or low.

High (H)	Probability of fatality, serious injury or significant loss, possibly of minor injury to a number of people.
Medium (M)	Unlikely possibility of fatality, serious injury or significant material loss, possibility of minor injury to a small number of people.
Low (L)	Injury or material loss unlikely though conceivable.

5.5 FURTHER CONTROLS REQUIRED:

For the hazards listed, do the precautions already taken:

- Meet the standards set by legal requirement?
- Comply with recognised industry standards?
- Represent good practice?
- Reduce risk as far as reasonably practicable?

Are the following provided?

- Adequate information, instruction, training and supervision?
- Adequate systems or written procedures (i.e. Local Safety Statement or Manuals)?

Your aim is to reduce risk by adding to your precautions as necessary. If you find that something needs to be done, draw up an action list and give priority to any remaining risks that are high and/or those which could affect most people. In taking action ask yourself:

- Can I get rid of hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

In controlling the risks apply the principles below, if possible, in the following order:

- Try a less risky option,
- Prevent access to the hazard (e.g. by guarding),
- Organising work to reduce exposure to the hazard,
- Issue personal protective equipment,
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first aid).

5.6 PERSONS RESPONSIBLE:

Identify individuals or departments who are responsible for implementing the controls necessary to keep the risks low.

5.7 TARGET COMPLETION DATE:

Set a time scale, commensurate with the risk, to allow remedial action to be taken by the persons responsible.

Most of the risks on the University's premises will be categorised as high. Of course, once the controls are placed on the risks they will be reduced to within the levels required by the Safety, Health and Welfare at Work Act, 2005. The University does recognise that some risks are more difficult to control than others because they cannot be contained or guarded, such as:

- Electricity,
- Fire,
- Certain chemicals,
- Maintenance Operations.

The level of training and supervision will reflect the hazardous nature of these operations. The risks from all the hazards identified will be assessed periodically and

corrective action will be taken if the standards are not being met.

The following pages outline the hazards identified, risks assessed and measures to control the risks.

5.8 HAZARD: FIRE – GENERAL PRECAUTIONS RISK:

Risk of being burned - HIGH.

Risk from smoke inhalation - HIGH.

Fire spread and emergency escape – LOW.

PERSONS AT RISK

Staff, students, and visitors

CONTROLS:

1. Fire drills to be conducted annually.
2. Adequate and suitable fire extinguishers to Code of Practice I.S.291.
3. Detailed emergency plan.
4. Employees trained in fire duties, evacuation.
5. Fire alarm and detection in accordance with I.S.3218.
6. Emergency lighting in accordance with I.S.3712.
7. Flammable liquid storage and use controlled.
8. Smoking policy in place.
9. Electrical equipment tested regularly.
10. Permit to Work system for hot work.
11. Good housekeeping.
12. Adequate and suitable means of escape.
13. Materials used in building and compartmentation in accordance with Building Regulations 1997-2016.
14. Access to building for Fire Brigade in accordance with Building Regulations 1997-2016.
15. Training programme.

RESOURCES:

1. Provision of firefighting equipment well maintained.
2. Employee Training Programme.
3. Provision of emergency lighting where necessary.
4. Provision of alarm facilities.
5. Provision of fire and emergency plan.
6. University Code of Practice.

MAIN OWNERS:

Buildings and Estates

LEGISLATION

Fire Services Act 1981 & 2003

Building Regulations 2006 (Technical Document B) Fire

Safety Code of Practice for the Management of Fire Safety, Place of Work

5.9 HAZARD: FORKLIFT TRUCKS AND PALLET TRUCKS

RISK:

Risk of lift overturning - HIGH
Risk of crush injury to pedestrian - HIGH
Risk of load shedding or lift mechanism failure – HIGH.
Risk of overturning - MEDIUM.

PERSONS AT RISK

Staff, Students, Service Providers and Visitors

CONTROLS:

1. Forklifts inspected by insurance company's Engineer in accordance with the terms of Safety in Industry Acts, 1955 and 1980.
2. All fork truck drivers certified as competent.
3. All workers trained in awareness of fork truck hazards.
4. Safe working load is displayed on the fork truck and must not to be exceeded.
5. Regular servicing.
6. Supervision to ensure safety.
7. No passengers on truck
8. Ignition key removed when parked.
9. Pedestrian routes and traffic routes are clearly identified for the protection of employees, where the use and equipment of places of work so require.

RESOURCES:

1. Training programme.
2. University Safety Statement
3. Maintenance programme.
4. Resource for provision of inspection facility.
5. Provision of adequate supervision.

MAIN OWNERS

Buildings and Estates

LEGISLATION

Code of Practice for Rider Operated Lift Trucks: operator training and Supplementary Guidance (2005)
Code of practice for avoiding danger from overhead electricity lines
SHWW (General Application) Regulations 2007 (Chapter 2 of Part 2, Use of Work Equipment)

5.10 HAZARD: LIQUID PETROLEUM GAS – CYLINDERS

RISK:
Risk of fire/explosion - HIGH

PERSONS AT RISK
Technical staff

CONTROLS:
1. Gas cylinders stored in accordance with the terms of the Dangerous Substance (Storage of LPG) Regulations, 1990 and COP 7:1998- cylinders must not be placed on their side.
2. Operators trained in the hazards of LPG.
3. Supervision to ensure safety.
4. Personal protection to be worn.

RESOURCES:
1. Adequate and suitable storage facilities for bottle storage of LPG and propane.
2. Warning signs.
3. Provision of personal protection.
4. Provision of adequate supervision.
5. University Safety Statement

MAIN OWNERS
Buildings and Estates

5.11 HAZARD: HOISTS AND GANTRIES

RISK:
Risk of mechanism failing - HIGH
Risk of load falling - HIGH

PERSONS AT RISK
Building and Estates staff, Engineering Technicians

CONTROLS:
1. All hoists and gantries examined by insurance Engineer within the statutory period.
2. All defects rectified within the statutory period.
3. Operators trained in the use of hoists.
4. Correct procedures to be followed.
5. Personal protection (boots, gloves, overalls) to be worn as specified.
6. Supervision to ensure safety.

RESOURCES:
1. Provision of resource to provide insurance Engineer's examination.
2. Employee training programme.
3. University Safety Statement
4. Preventative maintenance programme.
5. Provision of personal protection.
6. Provision of adequate supervision.

MAIN OWNERS
Buildings and Estates, University Concert Hall

LEGISLATION
Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2016 S.I No. 36 of 2016 Part 11.
SHWW (General Application) Regulations 2007 (Chapter 2 of Part 2, Use of Work Equipment).

5.12 HAZARD: WELDING

To include ARC WELDING, TIG WELDING

RISK:
Risk of eye damage - MEDIUM
Risk of welding fume poisoning - MEDIUM Risk of fire - HIGH
Risk of ozone inhalation - HIGH

PERSONS AT RISK
Building and Estates Service Providers. Faculty of Science and Engineering Staff and Students.

CONTROLS:
1. Areas where welding is taking place to be screened off to prevent eye damage to passers-by.
2. Personal protection, especially eye protection, (welding shield or welding goggles) to be worn.
3. Correct earthing of work piece.
4. Correct welding procedures to be followed.
5. Adequate ventilation and fume extraction to be provided.
6. Welders trained in safe operation of welding equipment.
7. Equipment well maintained.
8. Hot Work Permit System

RESOURCES:
1. Adequate and suitable screens to be provided.
2. Provision of personal protection.
3. Training programme for welders and all exposed employees in danger from arc - eye.
4. Equipment maintenance programme.
5. Time for tidying up.
6. Engineering Workshops Local Safety Statement
7. Permit to Work system.

MAIN OWNERS
Buildings and Estates, School of Engineering

5.13 HAZARD: ELECTRICITY

RISK:

Risk of electrocution, burns, fire - HIGH

PERSONS AT RISK

Staff, Students and Service Providers.

CONTROLS:

1. All installations to standard laid down in Factories Electricity Regulations and E.T.C.I. Codes of Practice.
2. All electric apparatus to be maintained and operated to prevent danger.
3. Low voltage supply for portable and transportable appliances (under 2 H.P.) in damp or confined situations.
4. 30mA R.C.D. protection for all socket outlets over 125V A.C.
5. Employees trained in correct use of electricity, including risks from electricity.
6. Correct procedures followed for operating equipment.
7. All electrical switch rooms to be kept under lock and key.
8. Only qualified personnel to maintain and repair apparatus.
9. Panels to be kept on all electrical control boxes.
10. Supervision to ensure safety.

RESOURCES:

1. Employee training programme.
2. Electrical preventative maintenance programme.
3. Provision of qualified maintenance personnel.
4. Provision of adequate supervision.
5. University Safety Statement.

MAIN OWNERS

Buildings and Estates, University Concert Hall

LEGISLATION

SHWW (General Application) Regulations 2007

Code of Practice – Avoiding Danger from Underground Services

5.14 HAZARD: NOISE

RISK:
Risk of noise induced hearing damage / loss – HIGH.
Tinnitus – HIGH
Social isolation - HIGH

PERSONS AT RISK Engineering technicians and grounds staff.

CONTROLS:

1. Terms of the SHWW (General Application) Regulations 2007, Part 5 Chapter 1:
    - The levels of exposure to noise of your employees averaged over a working day or week; and
    - The maximum noises (peak sound pressure) to which employees are exposed in a working day. The values are:
        - lower exposure action values:
            - daily or weekly exposure of 80 dB;
            - peak sound pressure of 135 dB;
        - upper exposure action values:
            - daily or weekly exposure of 85 dB;
            - Peak sound pressure of 137 db.
2. Provision of ear defenders and mandatory signage if noise level is likely to exceed 80dBA (8-hour day).
3. Supervision to ensure wearing of protection over 80dBA.
4. Where necessary, health surveillance audiometric testing will be set up to protect employees from hearing damage (over 85dBA).
5. Engineering controls have been used to reduce noise at source (so far as is reasonably practicable).
6. Employees trained to wear protection.
7. Noise areas clearly defined.

RESOURCES:

1. Health surveillance and audiometric testing facility.
2. Provision of adequate and suitable ear defenders and signage.
3. Provision of adequate supervision.
4. Training programme for employees.
5. Safety signs.
6. University Safety Statement.

MAIN OWNERS
Buildings and Estates, School of Engineering
LEGISLATION
SHWW (General Application) Regulations 2007

5.15 HAZARD: MANUAL HANDLING (LOADS TO BE HANDLED)

RISK:
Heavy – strain, injury, or injury to feet - MEDIUM.
Bulky or unwieldy – strain or injury - MEDIUM.
Difficult to grasp – strain, injury or injury to feet - MEDIUM.
Unstable / unpredictable – strain, injury, or injury to feet - MEDIUM.
Sharp or hot – cuts, burns, strain, injury, or injury to feet - MEDIUM.

PERSONS AT RISK Staff, students and visitors

CONTROLS:

1. Employees are trained to only lift up to certain weights
2. Loads should be repackaged to make them less bulky / unwieldy where possible.
3. Containers and boxes are fitted with handles, where possible
4. Personal protection to be worn as required, foot, hand, head protection.
5. Manual handling tasks assessed according to Part 2 Chapter 4 of the SHWW (General Application) Regulations 2007.

RESOURCES:

1. Operator training programme.
2 Provision of personal protection.
3. Qualified instructor in manual handling.

MAIN OWNERS
All Departments

LEGISLATION
SHWW (General Application) Regulations 2007

5.16 HAZARD: MANUAL HANDLING (HANDLING TASK)

RISK:
Holding load away from body – strain, injury - MEDIUM.
Twisting – strain or injury - MEDIUM.
Stooping – strain, injury - MEDIUM.
Reaching upwards – strain, injury - MEDIUM.
Large vertical movements – injury - MEDIUM.
Long carrying distances – strain, injury – MEDIUM
Pushing or pulling – strain, injury – MEDIUM
Repetitive handling – strain, injury – MEDIUM
Insufficient rest or recovery – strain, injury – MEDIUM

PERSONS AT RISK Staff, Students and Visitors

CONTROLS:

1. Suitable personal protective equipment provided so that employees do not have to hold load away from their bodies.
2. Where possible, employees use mechanical aids to minimise twisting.
3. Employees are trained to move feet instead of twisting body.
4. Where possible, working procedures are carried out at waist height to avoid stooping.
5. Most items are not stacked so high that employees need to reach upwards.
6. Lift trucks and sack trucks are used to transport items on the campus.
7. Employees are trained in safe pushing and pulling techniques when moving items on trolleys.
8. Tasks are varied and adequate rest breaks are taken.

RESOURCES:

1. Operator training programme.
2. Provision of mechanical lifting aids and trolleys
3. Provision of information, instruction and supervision

MAIN OWNERS
All Departments

LEGISLATION
SHWW (General Application) Regulations 2007

5.17 HAZARD: MANUAL HANDLING (ENVIRONMENT AND INDIVIDUAL CAPACITY)

RISK:
Poor layout – strain, injury - MEDIUM.
Limited space – strain or injury - MEDIUM.
Slips, trips and falls – injury - MEDIUM.
Temperature – injury - LOW.
Poor lighting – injury - LOW.
Manual handling differences between individuals – injury - LOW

PERSONS AT RISK Staff, Students and Visitors

CONTROLS:

1. Sufficient space is available to carry out manual handling tasks.
2. Work chairs are adjustable for the individual employee.
3. Floors are kept clean and tidy.
4. Heating / cooling systems are installed for the thermal comfort of employees.
5. Lighting is maintained, repaired and replaced when necessary.
6. Pregnant employees do not undertake the same manual handling tasks as employees who are not pregnant.
7. Employees with health problems inform their supervisor before a manual handling task is undertaken.
8. Individual capacity is taken into account regarding manual handling.

RESOURCES:

1. Sufficient and adequate workplace furniture is supplied.
2. The floors of offices, laboratories and workshops are maintained in a clean and tidy state.
3. Department, Buildings and Estates maintain the infrastructure of the workplace by ensuring that heating; cooling and lighting are operating adequately.
4. Manual handling risk assessments are carried out.

MAIN OWNERS

All Departments

LEGISLATION

SHWW (General Application) Regulations 2007

5.18 HAZARD: HOUSEKEEPING

RISK:

Risk of Slips, Trips, Falls, Collisions – MEDIUM/HIGH

PERSONS AT RISK

Staff, Students and Visitors

CONTROLS

1. Waste collection programme implemented on campus.
2. Spill kits provided for accidental releases.
3. Walkways kept clear.
4. Stairways kept clear.
5. Tight control on hoses and trailing cables.
6. Fire exits and access to fire extinguishers not blocked.
7. Employees trained in good housekeeping.
8. Warning signs to be displayed for temporary risks, e.g. wet floors, obstacles.
9. Designated Housekeeping Service Provider in place.

RESOURCES

1. Waste collection system in place.
2. Regular supervision on housekeeping.
3. Allocated time to tidy up.
4. Adequate and suitable storage space.
5. Department Local Safety Statement.
6. Provision of warning signage including stand signage.

MAIN OWNERS

All Departments

5.19 HAZARD: HAZARDOUS GASES

RISK:
Risk of fire/explosion - HIGH
Risk of damage to feet from falling cylinders - HIGH
Risk from inhalation - HIGH

PERSONS AT RISK

Engineering and Science staff and students and Building and Estates Service Providers.

CONTROLS

1. Strict handling procedures for gas cylinders.
2 Flame arrestors fitted to cylinders to prevent flashback.
3. Cylinders always strapped, never free standing.
4. Employees trained in correct procedures for opening valves and using gases.
5. Personal protection (safety glasses, safety footwear, visors, eye protection and gloves) to be worn.
6. Suitable, signage storage facilities provided for gas cylinders.
7. Gas cylinders must be kept away from oils/greases.
8. Acetylene draw off to be within safety limits.
9. Alarm, extraction and enclosure for carbon monoxide.

RESOURCES

1. Employee Gas Safety Awareness training programmes.
2. Provision of adequate and suitable storage facilities for gas cylinders.
3. Provision of personal protective equipment.
4. Gas safety data sheets and chemical agent risk assessments.
5. Adequate and suitable spanners.
6. Trolleys for transporting cylinders.
7. Provision of alarm system, extraction and enclosure system for carbon monoxide.
8. BOC Gases -Safety in use of compressed gas cylinders https://www.boconline.ie/en/health-and-safety/gas-safety/dispense-gas- safety/handling-of-cylinders/index.html

MAIN OWNERS

Buildings and Estates, UL Departments.

5.20 HAZARD: COMPRESSED AIR (AIR RECEIVERS)

RISK:
Risk of puncturing skin and entering body - HIGH
Risk of air receiver explosion - HIGH
Risk of entrapment in belt and pulleys drive of air compressor - HIGH.

PERSONS AT RISK

Faculty of Science and Engineering Staff and Students and Building and Estates Service Providers.

CONTROLS

1. Employees trained in hazards of compressed air.
2. Compressed air never to be directed at body of clothes (while being worn).
3. Nozzles to be of the air curtain type or reduced jet velocity type.
4. Air receiver to be examined by competent person every 26 months, in accordance with the terms of the Safety in Industry Acts, 1955 and 1980.
5. Air compressor drive guarded in accordance with the requirements of the Safety in Industry Acts, 1955 and 1980, the SHWW (General Application) Regulations 2007 and associated amendments.
6. Supervision to ensure safety.
7. Well maintained equipment.
8. Warning signage in place.

RESOURCES

1. Employee training programme.
2. Maintenance programme.
3. Provision of adequate supervision.
4. Provision of warning signs.
5. Guide to the Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2012 (S.I. No. 445 of 2012).

   S.I. No. 445/2012 - Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2012. Regulations/General Application Amendment Regulations Pressure Systems. pdf

MAIN OWNERS

Buildings and Estates, Departments.

5.21 HAZARD: NON-FLAMMABLE COMPRESSED GASES

To include NITROGEN, ARGON, CARBON DIOXIDE, and AIR

RISK:

Risk of asphyxiation in high concentrations - MEDIUM
Risk of damage to feet from bottles – MEDIUM
Risk of burns- Medium

PERSONS AT RISK

Staff, Students and Building and Estates Service Providers.

CONTROLS:

1. Strict handling procedures on gas cylinders
2. Cylinders are always strapped, never free standing.
3. Employees trained in correct procedures for opening valves and using gases.
4. Personal protection (safety glasses, safety boots, eye protection, visors, gloves) to be worn as appropriate.
5. Adequate and suitable storage facilities for gas cylinders.
6. Service Provider refills liquid nitrogen tanks.

RESOURCES:

1. Employee training programme.
2. Provision of adequate and suitable storage facilities.
3. Provision of personal protection.
4. Safety in use of compressed gas cylinders - booklet from suppliers.
5. Adequate and suitable spanners.
6. Trolleys for transporting cylinders.
7. H.S.C. Code of Practice for Safety of Transportable Gas Cylinders.
8. Gas safety data sheet and chemical risk assessment.

MAIN OWNERS

Buildings and Estates, Departments.

5.22 HAZARD: ABRASIVE WHEELS AND GRINDING MACHINES

RISK:
Risk of wheel shattering - HIGH
Risk of foreign objects in eye - HIGH

PERSONS AT RISK
Faculty of Science and Engineering.

CONTROLS:
1. Guards on machines to requirements of Safety in Industry Acts, 1955 and 1980, Code of Practice B.S.P.D.5304 and the SHWW (General Application) Regulations 2007.
2. Employees trained in use of abrasive wheels - also in mounting and dressing.
3. Correct procedures to be followed at all times.
4. Personal protection to be worn at all times.
5. Supervision to ensure safety.
6. Warning signs in place.

RESOURCES:
1. Guards for machines.
2. Department Local Safety Statement
3. Employee training programme.
4. Provision of personal protection.
5. Provision of adequate supervision.
6. Abrasive Wheels Regulations.
7. Warning signs.

MAIN OWNERS
Buildings and Estates, School of Engineering.

LEGISLATION
Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2016 Part 12 Abrasive Wheels
SHWW (General Application) Regulations 2007

5.23 HAZARD: ENVIRONMENTAL HAZARDS

To include: DUST, FUME, and LIGHTING

RISK:
Risk of fire/explosion - MEDIUM
Risk from inhalation (bronchitis, emphysema, pneumoconiosis, asthma and cancer) - MEDIUM

PERSONS AT RISK
Staff, Students and Building and Estates Service Providers.

CONTROLS:
1. All dust leaks to be controlled at source (as far as is reasonably practicable).
2. All equipment to be regularly maintained.
3. Employees trained in explosive risks from dust.
4. If practicable, dusty raw materials to be to dust-suppressed pellets and pastes.
5. Local exhaust installation is installed.
6. Personal protection to be worn as required.
7. Supervision to ensure safety.
8. Extraction to be provided where necessary.
9. All lighting to be adequate and suitable.
10. Lux levels to be measured as required.

RESOURCES:
1. Preventive maintenance programme.
2. University Safety Statement
3. Employee training programme.
4. Provision of adequate supervision.
5. Provision of personal protection as required.
6. Provision of local exhaust ventilation

MAIN OWNERS
All Departments

LEGISLATION:
1. Safety Health and Welfare at Work (Chemical Agent) Regulations 2001 (SI 619/01) and associated amendments.
2. 2024 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations (2001-2021) & the Safety, Health and Welfare at Work (Carcinogens, Mutagens and Reprotoxic Substances) Regulations (2024)
   The Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 and 2020 (S.I. No. 572 of 2013 as amended by S.I. No. 539 of 2020)

5.24 HAZARD: OIL

RISK:
Fire and explosion risk - HIGH.
Risk to body from contact with oil - MEDIUM
Risk of hydraulic oil penetrating body - HIGH

PERSONS AT RISK

Building and Estates Service Providers.

CONTROLS:

1. Boilers to have cut-off valves.
2. Bomb extinguishers over burners.
3. Oil stored in adequate and suitable tanks - bunds to be provided.
4. All oil spillages to be soaked up with inert absorbent material.
5. All usage of oil in accordance with Safety Data Sheets.
6. Supervision to ensure safety.
7. Employees trained in hazards of oil.
8. Well maintained equipment.
9. Personal protection to be worn.

RESOURCES:

1. Cut-off valves for boilers.
2. Bomb extinguishers for burners.
3. Provision of adequate and suitable storage facilities.
4. Provision of cleaning up facilities and materials.
5. Material Safety Data Sheets.
6. Provision of adequate supervision.
7. Equipment maintenance programme.
8. Provision of personal protection.
9. Staff training programme.
10. University Safety Statement

MAIN OWNERS

Buildings and Estates

5.25 HAZARD: OFFICE HAZARDS

To include FIRE, ELECTRICITY, DISPLAY SCREEN EQUIPMENT (DSE), MANUAL HANDLING, ACCESS/EGRESS, MACHINERY, ENVIRONMENTAL, SEATING

RISK:

There are a range of risks from the above hazards already covered. However, the following controls in the office will help reduce the probability of accidents.

PERSONS AT RISK

All staff.

CONTROLS:

1. Access/egress kept clear.
2. Electric cables not lying across floor.
3. Plugs and sockets in good repair.
4. 30ma R.C.D. protection for sockets.
5. Manual Handling training.
6. Ventilation to be provided.
7. Adequate lighting based on current standards.
8. Correct storage of paper, files and equipment.
9. DSE Employee training programme: HTTPs
10. Correct procedures for fire evacuation. 11. Sufficient space per person.
12. DSE workstation assessments.

RESOURCES:

1. ETCI Code of Practice on Safe Electrical Installations.
2. Training programme in correct procedures for emergencies.
3. Maintenance programme.

MAIN OWNERS

All Departments

5.26 HAZARD: DRILLING MACHINES

RISK:
Risk of eye damage from flying pieces - MEDIUM
Risk of entrapment of body in machine - MEDIUM

PERSONS AT RISK

Engineering and Science staff and students and Building and Estates Service Providers.

CONTROLS:

1. Personal protection to be worn (eye, foot).
2. No loose clothing to be worn.
3. Correct operating procedures to be followed.
4. Employees trained in safe operation.
5. Machine guarded to greatest extent practicable.

RESOURCES:

1. Provision of personal protection.
2. Engineering Workshops Code of Practice.
3. Training programme for employees.
4. Maintenance programme.

MAIN OWNERS

Faculty of Science and Engineering.

5.27 HAZARD: ACCESS/EGRESS AND PLACE OF WORK HAZARDS

RISK:

Risk of trips, slips, falls and collisions - MEDIUM/HIGH

PERSONS AT RISK

All staff.

CONTROLS:

1. All floors to be cleaned up as often as practicable.
2. All spills to be cleaned up as soon as possible.
3. All air lines and water hoses to be reeled up when not in use.
4. Temporary electrical connections to be routed overhead, not on the floor.
5. All portable ladders to be used within the terms of the Code of Practice.
6. All scaffolding to be erected and used within the terms of the Code of Practice.
7. All walkways, corridors and passageways to be kept clear and free from all obstructions.
8. All lighting to be adequate and suitable.
9. Employees trained in good housekeeping.
10. Supervision to ensure safety.
11. All access/place of work platforms to have guardrails if 2 metres high or over.

RESOURCES:

1. Floor maintenance programme, including time for cleaning up.
2. Training programme for employees.
3. Well maintained access arrangements - ladders, stairs, walkways, corridors, passageways.
4. University Safety Statement.

MAIN OWNERS

Buildings and Estates

5.28 HAZARD: CHEMICALS

To include CORROSIVE, TOXIC, FLAMMABLE, EXPLOSIVE, OXIDIZING, HARMFUL IRRITANT

RISK:
Risk of damage to eyes, face, body, lungs - HIGH
Risk of fire/explosion - HIGH

PERSONS AT RISK

Department staff and students, Building and Estates Service Providers.

CONTROLS:

1. Adequate and suitable storage facilities to be provided.
2. Correct procedures for handling chemicals.
3. Employees trained in handling procedures.
4. First aid, including eye wash and shower facilities to be readily available.
5. Personal protection, including goggles and acid-resistant gloves, to be worn.
6. Adequate ventilation of work area.
7. Chemical Agent Risk Assessments to be carried out wherever hazardous chemicals are employed.

RESOURCES:

1. Provision of adequate and suitable storage facilities.
2. Training programme for employees.
3. Provision of personal protective equipment and signage.
4. Provision of adequate ventilation.
5. Safety Data Sheet.
6. Provision of emergency and first aid facilities and equipment.
7. UL Special Case Hazardous Substances Procedure

MAIN OWNERS

Buildings and Estates, Departments

LEGISLATION

Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 and associated amendments.

2024 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations (2001-2021) & Safety, Health and Welfare at Work (Carcinogens) Regulations 2024

5.29 HAZARD: POWER WASHERS

RISK:
Risk of electrocution - HIGH
Risk of damage to body from high pressure jet - MEDIUM
Risk of burns - LOW

PERSONS AT RISK

ULAC staff and Building and Estates Service Providers.

CONTROLS:

1. All socket outlets protected by 30 mA ELCBs.
2. Equipment well maintained.
3. Correct operating procedures to be followed.
4. Operators trained in correct procedures.
5. Personal protection to be worn.
6. Supervision to ensure safety.

RESOURCES:

1. Provision of earth leakage protection.
2. Preventive Maintenance Programme.
3. University Local Safety Statement
4. Operator Training Programme.
5. Provision of personal protection.
6. Provision of adequate supervision.

MAIN OWNERS

University of Limerick Activity Centre (ULAC)

5.30 HAZARD: STEAM

RISK:

Risk of burns - LOW.

Risk of boiler explosion - HIGH

PERSONS AT RISK

Building and Estates Service Providers.

CONTROLS:

1. Operators trained in correct use of steam.
2. Well maintained equipment, including boiler, steam lines.
3. Boilers checked in accordance with the requirements of Safety in Industry Acts 1955 and 1980, by insurance company's Engineer.
4. Supervision to ensure safety.

RESOURCES:

1. Operator Training Programme.
2. Preventive Maintenance Programme.
3. Resource to provide inspection facility.
4. Provision of adequate supervision.
5. University Safety Statement.

MAIN OWNERS

Buildings and Estates

5.31 HAZARD: BIOLOGICAL HAZARDS

RISK:
Risk of bacterial infection - MEDIUM
Risk of dermatitis – LOW
Risk of harm to the environment and human health - MEDIUM

PERSONS AT RISK

Faculty of Science and Engineering students and Grounds Staff

CONTROLS:

1. Employees instructed in personal hygiene.
2. Personal protection to be worn as required.
3. Adequate and suitable welfare facilities, toilets, hot and cold water, soap and towels, canteen to be provided.
4. Supervision to ensure safety.
5. GMO's to be allocated an initial class (1-4) depending on the severity of the risks associated with it.
6. Sealed fermentation vessels are used to reduce exposure to GMOs.
7. Assign appropriate containment level to control risk of GMO's i.e. Measure's/Equipment/System of Work
8. Establishment of biological safety committee's
9. Standard operating procedures to ensure safety.
10. Safe storage of materials

RESOURCES:

1. Operator Training Programme.
2. Provision of personal protection.
3. Provision of adequate and suitable welfare facilities.
4. Provision of adequate supervision.
5. Department Local Safety Statement.

MAIN OWNERS

PESS, Science and Engineering Faculty

LEGISLATION

Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 (S.I. No. 572 of 2013)
GMO (Contained Use) Regulations S.I. No 73 of 2001
GMO (Contained Use) (Amendment) Regulations S.I 442 of 2010 EPA Guidance

5.32 HAZARD: LABORATORY HAZARDS

To include FLAMMABLE CHEMICALS, CONCENTRATED ACIDS, CORROSIVE AND IRRITANT CHEMICALS, and GLASSWARE

RISK:
Risk of fire - HIGH.
Risk of damage to body from chemicals - MEDIUM
Risk of cuts – LOW

PERSONS AT RISK

Engineering and Science staff and students and Building and Estates Service Providers.

CONTROLS:

1. Chemicals stored in secure flame-proof storage area in accordance with H.S.E. Guidance Note.
2. Chemicals used according to terms of Material Safety Data Sheet.
3. Staff trained in correct usage procedures.
4. Only minimum quantity of chemicals held.
5. Personal protection to be worn.
6. Supervision to ensure safety.
7. All glassware regularly checked.
8. Fume cupboards to be used where necessary.
9. Correct handling procedures for chemicals.

RESOURCES:

1. Adequate and suitable storage area for chemicals.
2. Department Local Safety Statement.
3. Operator training programme.
4. Provision of personal protection.
5. Well laid out laboratory, including fume cupboard, regularly maintained.

MAIN OWNERS

Faculty of Science and Engineering

5.33 HAZARD: MACHINERY IN VARIOUS DEPARTMENTS

To include TEST EQUIPMENT, PILOT PLANT, FRACTIONATING COLUMNS, PRINT ROOM MACHINERY, MACHINE SHOP MACHINERY, I.T. MACHINERY,
E.L.E. MACHINERY, SPORTS BUILDING MACHINERY

RISK:
Risk of entrapment in machinery - HIGH
Risk of burns from hot surfaces - LOW
Risk of electrocution from live machinery - HIGH
Risk of bodily damage from uncontrolled action - HIGH

PERSONS AT RISK

Engineering / Science / ITD staff and students and Building and Estates Service Providers.

CONTROLS:

1. All machinery guarded to requirements of Safety in Industry Acts 1955 and 1980, Code of Practice B.S.P.D.5304, and General Application (Use of Work Equipment) Regulations 2007.
2. Correct operating procedures to be followed.
3. Employees trained in procedures.
4. Personal protection, as required, to be worn.
5. Machinery well maintained.
6. Supervision to ensure safety.

RESOURCES:

1. Adequate and suitable machinery guards.
2. University Safety Statement.
3. Employee Training Programme.
4. Provision of personal protection.
5. Preventive Maintenance Programme.
6. Provision of adequate supervision.

MAIN OWNERS

All Departments

5.34 HAZARD: TRACTORS AND TRAILERS

RISK:
Risk of falling from tractor or tractor turning over - HIGH
Risk of damage caused by trailer breaking loose - HIGH
Risk of pedestrians being run over - HIGH.
Risk of hydraulic hose failure and damage to body – HIGH
Risk of entanglement – PTO and rotating shaft – HIGH Risk from noise - LOW

PERSONS AT RISK

B&E Grounds Staff

CONTROLS:

1. Tractors and trailers regularly maintained including hoses.
2. Correct procedures to be followed when operating tractor and coupling and uncoupling parts.
3. Safety cab always in place.
4. Supervision to ensure safety.
5. Operator training programme.
6. Suitable protective clothing – no loose ends
7. No passengers
8. Speed limit – careful on sloping ground.
9. Keys removed when parked.
10. Tyre pressure equal on both sides
11. PTO fitted with guard shield, power driven rotating shafts and universal joints securely covered.

RESOURCES:

1. Preventive Maintenance Programme
2. University Safety Statement.
3. Operator Training Programme to Coillte standard
4. Provision of adequate supervision.
5. Hearing defenders provided and worn.

MAIN OWNERS

Buildings and Estates

5.35 HAZARD: HAND TOOLS

RISK:

Risk of cutting, bruising - MEDIUM.

PERSONS AT RISK

Engineering staff and students, and B&E Service Providers.

CONTROLS:

1. All hand tools to be in good condition and free from patent defect.
2. Correct procedures to be followed.
3. Employees trained in procedures.
4. Personal protection to be worn (as required).
5. Supervision to ensure safety.

RESOURCES:

1. Adequate and suitable hand tools.
2. Engineering Workshops Code of Practice.
3. Employee Training Programme.
4. Provision of personal protection.
5. Provision of adequate supervision.

MAIN OWNERS

Faculty of Science and Engineering, Buildings and Estates

5.36 HAZARD: HOT SURFACES

RISK:

Risk of burns - LOW / MEDIUM

PERSONS AT RISK

Engineering and Science staff and students and Building and Estates Service Providers.

CONTROLS:

1. Employees trained in risks of hot surfaces.
2. All hot surfaces marked.
3. Employees trained in correct operating procedures.
4. Supervision to ensure safety.
5. All equipment well maintained.

RESOURCES:

1. University Code of Practice.
2. Warning Signs.
3. Provision of adequate supervision.
4. Preventive Maintenance Programme.
5. Employee Training Programme.

MAIN OWNERS

Buildings and Estates, Faculty of Science and Engineering.

5.37 HAZARD: GROUNDS SECTION EQUIPMENT

To include: LAWN MOWERS, CHAIN SAWS, and STRIMMERS.

RISK:

Risk of amputation/bodily injury/noise/vibration – HIGH

PERSONS AT RISK

B&E Grounds Staff

CONTROLS:

1. Machinery to be well maintained with all guards in proper adjustment.
2. Personal protection to be worn, as required.
3. Correct operating procedures to be followed.
4. Employees to be trained in procedures.
5. Supervision to ensure safety.

RESOURCES:

1. Adequate and suitable machinery guards.
2. Building and Estates Local Safety Statement.
3. Employee training programme.
4. Provision of personal protection.
5. Preventative Maintenance Programme.
6. Provision of adequate supervision.

MAIN OWNERS

Buildings and Estates

5.38 HAZARD: RADIATION (IONISING)

RISK:
Overexposure to radiation – burns and dermatitis– LOW.
X-rays – cancer – LOW
Gamma Rays – cell damage – LOW

PERSONS AT RISK **Science and Engineering and AHSS** staff and students.

CONTROLS:

1. All radioactive sources operated within terms of licence issued by the EPA designated person named in the licence.
2. Adequate and suitable storage.
3. All staff involved to receive adequate training, information and instruction.
4. Equipment adequately maintained.
5. Supervision to ensure safety.
6. Radiation Safety Manual to be read and followed.
7. Stocktaking of controlled items
8. Leak testing of sources.
9. Ensures safety measures in place when materials are being transported.
10. Disposal to take place safely and records kept.

RESOURCES:

1. Licence from Environmental Protection Agency
2. Designated person to act as Radiological Protection Officer (RPO)
3. Designated person to act as Radiological Protection Advisor (RPA)
4. Local risk assessment in place.
3. Provision of adequate storage facilities.
4. Preventative maintenance programme.
5. Provision of adequate supervision.
6. Designated training programme in place.
7. Radiation Safety Manual

MAIN OWNERS

Faculty of Science and Engineering,

AHSS, Department of Geography

LEGISLATION
Radiological Protection Act 1991 as amended.

Ionising Radiation Regulations 2019

5.39 HAZARD: RADIATION –

OPTICAL RISK:

Ultraviolet light – Conjunctivitis, skin cancer –
LOW Visible light – LASERS - retinal damage -
HIGH Infrared sources – LOW

PERSONS AT RISK

Engineering and Science staff and students.

CONTROLS:

1) Maintenance of equipment which produces high intensity optical radiation.
2) Personal protective equipment such as welding visors where exposure to optical radiation cannot be avoided by any other means.
3) The wearing of suitable clothing, hats and, where necessary, sunscreens for Grounds staff.
4) Restriction of exposure using design features and engineering controls.
5) Check exposure levels per worker per working day.
6) Supervision to ensure safety.
7) All staff involved to be provided with appropriate training and instruction.
8) Safety signage and identification marking on equipment that generates optical radiation and, in the rooms, / enclosures where lasers are located.
9) A laser safety officer is appointed to supervise the safe use of Class 3B and 4 Lasers and ensure provision of suitable personal eye protection to all affected staff.

(Refer to individual Departmental Local Safety Statements for Laser risk assessments and University of Limerick Radiation Safety Plan.)

RESOURCES:

1. System for maintaining sources.
2. Designated persons to act as Laser Safety Officer
3. Provision of personal protective equipment
4. Preventative maintenance programme.
5. Provision of adequate supervision.
6. Department Local Safety Statement.

MAIN OWNERS

Faculty of Science and Engineering and Research Centres

LEGISLATION

Safety, Health and Welfare at Work Act 2005

SHWW (General Application) Regulations 2007 (Chapter 2 of Part 2, Use of Work Equipment).

SHWW (General Application) (Amendment) Regulations 2010 (SI176/01) Part 3

5.40 HAZARD: GLASS AND SHARP OBJECTS

RISK:

Risk of puncturing the skin.

PERSONS AT RISK

Faculty of Science staff and students.

CONTROLS:

1. All glassware to be sound and free from patent defect.
2. Procedures laid down for handling sharp object.
3. Employees trained in glass handling procedures.
4. Supply of adequate and suitable disposal bins.
5. Supervision to ensure safety.

RESOURCES:

1. Provision of suitable equipment.
2. Department Local Safety Statement.
3. Provision of adequate supervision.

MAIN OWNERS

Faculty of Science and Engineering.

5.41 HAZARD: VARIOUS WOODWORKING MACHINERY

To include BAND SAW, BAND RE-SAW, SURFACER, THICKNESSER, SPINDLE MOULDER, TENONING MACHINE, CHISEL AND CHAIN MORTISER, BELT SANDER, PANEL SAW, CIRCULAR SAWS, CROSS CUT, MANUAL LATHES, COPYING MACHINE, ROUTER

RISK:

Risk of laceration / amputation of fingers, hand, thigh - HIGH

PERSONS AT RISK Facility of Science and Engineering Staff and Students and Building & Estates Service Providers.

CONTROLS:

1. All woodworking machines guarded to requirements of SHWW (Gen Application) Amendment) regulations (S.I. 36 of 2016) Part 11.
2. Correct procedures to be followed.
3. Employees trained in correct procedures.
4. All machines to be regularly maintained.
5. Floor to be kept clear and free from chips, dust and material.
6. Adequate space to be allowed between machines.
7. Supervision to ensure safety.
8. Dust extraction equipment provided and maintained.
9. Personal protection to be worn.

RESOURCES:

1. Provision of adequate and suitable guards and riving knives.
2. Department Local Safety Statement.
3. Employee Training Programme.
4. Preventative Maintenance Programme.
5. Good layout of machinery.
6. Provision of adequate supervision.
7. Provision of adequate and suitable dust extraction.
8. Provision of personal protection.

MAIN OWNERS

Buildings and Estates, Faculty of Science and Engineering.

LEGISLATION

Safety in Industry Acts 1955 and
1980 Safety, Health and Welfare at
Work Act 2005
SHWW (General Application) Regulations 2007 and 2016 Amendment

5.42 HAZARD: NATURAL GAS

RISK:

Risk of fire - HIGH

PERSONS AT RISK

Faculty of Science and Engineering staff and students, Building and Estates Service Providers.

CONTROLS:

1. Gas installation in accordance with Code of Practice ICP-4.
2. Operators trained in hazards of gas.
3. Correct procedures for delivery and use of gas to be followed.
4. Supervision to ensure safety.
5. Personal protection to be worn as required.
6. System well maintained.

RESOURCES:

1. Warning signs.
2. Provision of personal protection.
3. Provision of adequate supervision.
4. Preventive Maintenance Programme.
5. University Safety Statement.

MAIN OWNERS

Buildings and Estates, Faculty of Science and Engineering

LEGISLATION

Safety, Health and Welfare at Work (Chemical Agent) Regulations 2001 (SI 619/01)

2024 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations (2001-2021) & Safety, Health and Welfare at Work (Carcinogens) Regulations 2024

5.43 HAZARD: CANTEEN EQUIPMENT

RISK:

Risk of laceration/entrapment – HIGH

PERSONS AT RISK

Catering Service Providers.

CONTROLS:

1. Machines guarded to greatest extent practicable.
2. Correct procedures followed when using equipment.
3. Service Provider's employees trained in using equipment.
4. Equipment regularly maintained.
5. Personal protection to be worn as required.
6. Supervision to ensure safety.

RESOURCES:

1. Provision of adequate and suitable guards.
2. Training programme.
3. Provision of personal protection.
4. Provision of adequate supervision.

MAIN OWNERS

Buildings and Estates and Catering Service Providers.

5.44 HAZARD: CHLORINE CYLINDERS

RISK:

Risk of poisoning – HIGH

PERSONS AT RISK:

Building and Estates Service Provider.

CONTROLS:

1. Adequate and suitable storage facilities provided.
2. Correct procedures for handling chlorine.
3. Employees trained in handling procedures.
4. Gas masks to be readily available.
5. Personal protection as specified in SDS to be worn when handling chlorine.
6. Adequate storage for empty cylinders to be provided.
7. All equipment to be well maintained.

RESOURCES:

1. Provision of adequate and suitable storage, including empties.
2. University Safety Statement
3. Building and Estates Local Safety Statement
4. Provision of adequate and suitable personal protection.
5. Training programme for employees.
6. Preventive Maintenance Programme.
7. Provision of Safety Data Sheets and documented Chemical Agent Risk Assessment.

MAIN OWNERS

Buildings and Estates, Faculty of Science and Engineering.

5.45 HAZARD: POOL HAZARDS

RISK:
Risk of drowning - HIGH
Risk of slips - MEDIUM

PERSONS AT RISK
Staff, students and public

CONTROLS:
1. Floors maintained as far as reasonably practicable - life saving equipment provided and maintained.
2. Pool safety rules strictly adhered to.
3. Competent staff provided with first aid and water rescue skills.
4. Supervision to ensure safety.

RESOURCES:
1. Preventive Maintenance Programme.
2. Employee Training Programme.
3. University Arena Safety Statement.
4. Provision of adequate supervision.
5. Provision of adequate signage.

MAIN OWNERS
University Arena

5.46 HAZARD: VEHICULAR TRAFFIC ON ROADS

RISK

Risk of physical contact-MEDIUM

PERSONS AT RISK

Staff, students and visitors

CONTROLS

1. Where appropriate, speed reduction measures to be in place (speed ramps, etc.)
2. Warning notices informing drivers of campus speed limit (e.g. 40km/h)
3. Roadways to be maintained free from deep potholes.
4. All vehicle access routes to be provided with adequate lighting during the hours of darkness.
5. Parking outside of designated areas to be discouraged, e.g. on driveways, footpaths, on front of emergency exits, etc.

RESOURCES:

1. Campus roads and pedestrian ways are maintained to a high standard.
2. Campus Security personnel patrol roads and car parks
3. Clamping procedures in place
4. Car Parking Policy (Department and Local Department).

MAIN OWNERS

Buildings and Estates

LEGISLATION

SHWW (General Application) Regulations,
2007 Road Traffic Act 2006

5.47 HAZARD: ASBESTOS FIBRES IN AIR

RISK

Risk of cancers or asbestosis-MEDIUM

PERSONS AT RISK

Staff, Service Providers.

CONTROLS

1. Prevent or reduce exposure (seal it in place if possible)
2. Survey of Asbestos at UL completed to the standard of the Health and Safety Executive's '*Method for the Determination of Hazardous Substances*' (MDHS 100)
3. UL Asbestos Register maintained by the Department, Buildings and Estates, and must be consulted prior to any building's works being carried out.
4. UL Asbestos Safety Policy (11 Nov. 2004) requires that external Service Providers and internal in-house Service Providers maintenance staff must be informed of the presence of known or suspected asbestos.
5. Adequate information and training will be given to maintenance staff to enable them to take appropriate precautions should they encounter asbestos.

RESOURCES:

1. Use of an Occupational Hygienist to identify suspect materials and to survey air quality
2. Training and supervision provided to maintenance staff.
3. UL Asbestos Register
4. Asbestos Safety Policy (Department, Building and Estates department).
5. Use of specialist Service Providers to remove or encapsulate asbestos.

MAIN OWNERS

Buildings & Estates

LEGISLATION

Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations, 2006 (SI 000/06)

5.48 HAZARD: CARCINOGENS

RISK
All cancer-causing substances which can be inhaled, ingested, or absorbed through the skin - MEDIUM.

PERSONS AT RISK
Staff and students who use carcinogens.

CONTROLS
1. Alternative substances are used where possible.
2. Some systems / processes are totally enclosed.
3. Eating, drinking or smoking is prohibited in potentially contaminated areas.
4. Substances containing carcinogens are safely stored, handled and disposed of.
5. As a last resort, suitable personal protective equipment (PPE) is provided to protect against risks.

RESOURCES
1. Fume cupboards are provided for enclosure purposes.
2. Instruction, training and supervision is provided.
3. Individual activities involving the use of carcinogens must be risk.
4. assessed
5. PPE is provided.
6. Safety Data Sheets (SDS) and signs are provided.
7. Document department chemical agent risk assessment.

MAIN OWNERS
University Departments, Research Centres

LEGISLATION
Safety, Health and Welfare at Work (Carcinogens) Regulations 2001 (SI 78/01) European Communities (Protection of Workers) (Exposure to Chemical, Physical and Biological Agents) Regulations 1989 (SI 251/89)
Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 (SI 619/01) 2024 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents)
Regulations (2001-2021) & Safety, Health and Welfare at Work (Carcinogens) Regulations 2024

5.49 HAZARD: FLAMMABLE SUBSTANCES/MIXTURES

RISK

Ignition and explosion resulting in burns and death - LOW.

PERSONS AT RISK

Staff and students in individual departments where flammable materials are used or stored.

CONTROL MEASURES

1. Flammable materials must be stored in a DIN EN 14470-1 flammable cabinet in accordance with the University insurance requirements.
2. The containers are not placed in direct sunlight, heat or near sources of ignition.
3. Adequate fire control measures are in place.
4. Staff training programme in place.

RESOURCES

1. Provision of fire detection and firefighting equipment
2. Trained and competent staff.
3. Control, supervision and safe working systems in place.
4. Provision of DIN EN 14470-1 storage facilities.
5. Chemical waste process implemented and maintained on- campus.

MAIN OWNERS

Building and Estates, All Departments using/storing flammable materials.

LEGISLATION

Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001 (SI 610/01) 2024 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations (2001-2021) & Safety, Health and Welfare at Work (Carcinogens) Regulations 2024

5.50 HAZARD: VIBRATION

RISK
Whole-body vibration – musculoskeletal disorders - LOW
Hand-arm vibration – vibration white finger, etc. – LOW

PERSONS AT RISK
Grounds staff / Workshop Technical staff / Service Provider Maintenance staff.

CONTROLS
1. Vehicles, ride-on lawn mowers, and machinery are adequately maintained.
2. Vehicles are fitted with correct tyres, which are inflated to the correct pressures.
3. Tools are used that are designed to avoid for employees to grip high vibration parts.
4. Specific action shall be taken to reduce the risk to the safety and health of employees who are exposed to the 'Exposure Action Value' of 2.5m/s2 over an eight-hour reference period.

MAIN OWNERS
B&E, Faculty of Science and Engineering.

LEGISLATION
SHWW (General Application) Regulations 2007 (Chapter 2 of Part 5, Control of Vibration at work)
HSA Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007
https://www.hsa.ie/eng/Publications_and_Forms/Publications/General_Application_Regulations/Control_of_Vibration_at_Work.pdf

5.51 HAZARD: CONFINED SPACES

RISK
Toxic gases / fume / vapour – Serious injury / death – HIGH
Liquids – Drowning – HIGH
Flammable gases – Fire / explosion – HIGH
Oxygen deficiency – Asphyxiation – HIGH
Heat – Loss of consciousness - HIGH.

PERSONS AT RISK
Service Provider Maintenance staff.

CONTROLS
1. Prohibit the need for entry to confined spaces if reasonably practical alternative measures are available.
2. Service Provider employees are properly supervised, trained, and competent to undertake the work.
3. The Department, Buildings and Estates shall maintain a listing of confined spaces in university buildings and around the campus.
4. Where practicable, entry into confined spaces shall be prohibited to all staff (including Service Provider staff) and/or minimised by modifications to equipment, work arrangements, etc.
5. Confined space access is managed by the University Department or Buildings and Estates department. Access to confined spaces requires a permit.

MAIN OWNERS
University Departments, Buildings and Estates

LEGISLATION
Safety, Health, and Welfare at Work Act 2005
Safety, Health, and Welfare at Work (Confined Spaces) Regulations 2001 (SI 281/01) HSA Code of Practice for Working in Confined Spaces.
https://www.hsa.ie/eng/Publications_and_Forms/Publications/Codes_of_Practice/COP_Confined_Space.pdf

5.52 HAZARD: LONE WORKING

RISK

Pre-existing medical condition – Stress and anxiety – LOW Tiredness and inattentiveness – delay in responding - LOW Hazardous tasks – mechanical / chemical / etc. – HIGH

PERSONS AT RISK

All staff and postgraduate students.

CONTROL MEASURES

1. Departmental Lone Work risk assessment includes all work operations being undertaken.
2. Avoid the need to work alone whenever practicable.
3. Identification of pre-existing medical conditions
4. Restricting tasks to those that can be done safely by those having to work alone.
5. Internal and external telephones are readily available.
6. Safe systems of work such as sign-in security logs at the reception desks and/or Departmental approval procedures

RESOURCES

1. Departmental Local Safety Statements.
2. Provision of adequate and suitable personal protection.
3. Training programme for lone workers.
4. Equipment Preventive Maintenance Programme.
5. Provision of Security service and competent staff.
6. Buildings and Estates Departmental Policy 'Out of Hours Access to Buildings

MAIN OWNERS

All Departments

LEGISLATION

Safety, Health and Welfare at Work Act
2005 SHWW (General Application)
Regulations 2007
HSA Guidance: https://www.hsa.ie/eng/Topics/Hazards/Lone_Workers

5.53 HAZARD: NEW AND EXPECTANT MOTHERS

RISK

Manual handling – miscarriage – LOW
Standing for extended periods – harm to foetus – LOW
Sitting for extended periods – work related stress and fatigue - LOW.
Exposure to radiation / chemicals / pathogens – risk to expectant mother and foetus LOW

PERSONS AT RISK

Female staff and students of childbearing age.

CONTROL MEASURES

1. Pregnancy risk assessment is conducted by local Head of Department or alternate. The Pregnant Employee Assessment Checklist is located at: https://www.ul.ie/hr/hazard-identification-risk-assessment
2. No lifting of heavy or bulky objects
3. Where necessary, introduce regular short breaks in activity.
4. Provision of facilities where pregnant and breastfeeding mothers can rest and express and store milk.
5. Review the use of chemicals which can be absorbed through the skin.

RESOURCES

1. Departmental Local Safety Statements.
2. Provision of instruction, training, and competent supervision
3. Safe workplace and safe systems of work
4. Provision of equipped Mother and Baby Room located in the Main Building EO-010.

MAIN OWNERS

All Departments

LEGISLATION

Safety, Health and Welfare at Work Act 2005
SHWW (General Application) Regulations 2007(Pregnant, Post Natal and Breastfeeding Employees)

5.54 HAZARD: PROVISION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

RISK

PPE not provided – injury / ill health from physical / chemical / biological hazards – LOW.
Inadequate foot protection – harm to feet/toes – LOW
Inadequate training in PPE use - LOW

PERSONS AT RISK

All personnel.

CONTROL MEASURES

1. PPE is freely available for use by staff and of a size to match the individual's needs.
2. Required PPE is listed in Section 8 of the individual EU GHS compliant chemical safety data sheet.
3. Safety signage is erected to alert of the required PPE to be used.
4. If specified, Students must provide their own PPE (e.g. lab coat/safety glasses/goggles/safety shoes/boots/ hearing protection as required) to a standard specified by their departments. Where necessary, additional PPE shall be provided by the student's department (i.e. gloves, masks, aprons, breathing apparatus, visors, etc.).
5. The suitability of PPE has been assessed to be suitable for the particular risks involved.
6. Information, instruction, training and supervision provided for those who are required to use and maintain PPE.

RESOURCES

1. Departmental Local Safety Statements.
2. Provision of instruction, training and competent supervision
3. Safe workplace and safe systems of work

MAIN OWNERS

All Departments

LEGISLATION

Safety, Health, and Welfare at Work Act 2005

SHWW (General Application) Regulations 2007(Chapter 3 of Part 2 Personal Protective Equipment)

5.55 HAZARD: SPACE

RISK

Insufficient space in which to carry out tasks – Physical injury resulting from impact with objects or other people – LOW.
Overcrowding - LOW Slips, trips, and falls – LOW
Poor manual handling – Injury from poor manual technique as a result of working in restricted space – LOW.
Stress - LOW

PERSONS AT RISK

All staff.

CONTROL MEASURES

1. Layout of workplace to facilitate workflow
2. Clearly defined traffic routes
3. Good standard of cleaning and housekeeping
4. Forward planning for manual handling tasks.
5. Information, instruction, training, and supervision provided for staff.

RESOURCES

1. Departmental Local Safety Statements.
2. Provision of instruction, training, and competent supervision
3. Safe workplace and safe systems of work.

MAIN OWNERS

All Departments

LEGISLATION

Safety, Health, and Welfare at Work Act 2005 SHWW (General Application) Regulations 2007

5.56 HAZARD: OFFICE WORKSTATIONS AND SEATING

RISK

Incorrect desk height and/or chair not adjustable – musculoskeletal injuries – LOW
Poor lighting and lighting conditions (i.e. screen reflections and glare) – headaches and eyestrain – LOW.
Poor housekeeping – accidents – LOW
Extremes of temperature – stress and discomfort – LOW Noise - LOW

PERSONS AT RISK

Academic, administrative, technical and research staff

CONTROL MEASURES

1. Staff Display Screen Equipment (DSE) programme in place.
2. Display Screen Equipment (DSE) assessments are conducted by the Health and Safety Unit.
3. Workstations are provided which provide freedom of movement and the ability to stand upright.
4. Chairs which are adjustable, and which offer good lower back support.
5. Adjustable display screen equipment.
6. Window coverings in place to reduce glare as required.
7. Measures to reduce the exposure to unwanted noise such as screens and enclosures.
8. Sufficient clear and unobstructed space at workstations to allow for safe working.
9. Information, instruction, training and supervision provided for those who are required to use and maintain PPE.

RESOURCES

1. Departmental Local Safety Statements.
2. Provision of instruction, training and competent supervision
3. Safe workplace and safe systems of work.
4. Staff DSE Training Programme

MAIN OWNERS

All Departments

LEGISLATION

Safety, Health and Welfare at Work Act 2005 SHWW (General Application) Regulations 2007

5.57 HAZARD: SLIPS, TRIPS AND FALLS

RISK
Uneven floors – LOW Poor housekeeping - LOW
Floors slippery when wet – LOW
Poor access and egress to areas / inappropriate footwear – LOW Bad lighting – LOW
Trailing cables - LOW

PERSONS AT RISK
All staff.

CONTROL MEASURES
1. Safe working practices include the immediate mopping up of spillages and erection of slippery floor signs.
2. Provision of suitable access equipment and appropriate footwear worn
3. Workplace is maintained in a good condition and is clean and tidy.
4. Appropriate footwear is worn.

RESOURCES
1. Departmental Local Safety Statements.
2. Provision of instruction, training, and competent supervision
3. Safe workplace and safe systems of work

MAIN OWNERS
All departments

LEGISLATION
Safety, Health and Welfare at Work Act 2005 SHWW (General Application) Regulations 2007

5.58 HAZARD: PROVISION OF A SAFE WORKING ENVIRONMENT

RISK

Lack of sufficient ventilation – dependent on location – LOW
Insufficient temperature control – heat exhaustion - LOW
Insufficient lighting – Inability to do tasks safely – LOW.
Accumulation of waste – proliferation of hazardous materials - LOW
Bad lighting – LOW
Glazing – Impact with glazing/lacerations - LOW

PERSONS AT RISK

All staff and students.

CONTROL MEASURES

1. A system of maintenance for ventilation systems including inspection, testing, adjustment and cleaning at regular intervals and the use of competent people to undertake programmed inspection and maintenance of equipment, devices, and systems.
2. The maintenance of comfortable working temperatures throughout the workplace and the provision and maintenance of artificial lighting.
3. The collection of waste materials as required and the regular cleaning of the workplace.
4. All glazing within windows, doors, roofs, and walls is made of a safety material, and when in an exposed position, its presence is indicated to help prevent accidental impacts.
5. Floors, passageways, etc. are maintained in a safe condition and cleaned daily.
6. Traffic routes those are clearly defined and adequately signed.
7. Lifts are subject to a programme of inspection and maintenance, testing, and repair.

RESOURCES

1. Department, Buildings and Estates Local Safety Statements.
2. Provision of instruction, training, and competent supervision
3. Safe workplace and safe systems of work

MAIN OWNERS

Buildings and Estates

LEGISLATION

Safety, Health and Welfare at Work Act 2005 / SHWW (General Application) Regulations 2007.

5.59 HAZARD: PEDESTRIAN ACCESS / EGRESS

RISK

Personal injury – slips, trips and falls – LOW

PERSONS AT RISK

All staff, students and visitors.

CONTROL MEASURES

1. Access and egress routes (footpaths and driveways) to the University are to be maintained to a good standard, e.g. free from potholes and general trip hazards at all times.
2. Adequate standards of lighting (artificial) should be provided, particularly to steps, stairways and passageways, during hours of darkness.
3. Issues requiring attention are to be reported to Department Buildings and Estates so that remedial action can be taken.
4. Moss and lichen should be removed from walkways/paved areas on a regular basis to help prevent slips, trips and falls.
5. Ensure that all paved areas and footpaths are safe for the use of people who are blind, partially sighted or who use wheelchairs or walking aids.

RESOURCES

1. Department, Buildings and Estates Local Safety Statements.
2. Provision of instruction, training and competent supervision
3. Safe workplace and safe systems of work

MAIN OWNERS

Buildings and Estates

LEGISLATION

Safety, Health and Welfare at Work Act 2005 SHWW (General Application) Regulations 2007

5.60 HAZARD: VEHICLE ACCESS / EGRESS

RISK

Contact physical – personal contact – LOW.

PERSONS AT RISK

All staff, students and visitors.

CONTROL MEASURES

1. Where appropriate, speed reduction measures are in place (speed ramps)
2. Warning notices informing drivers of campus speed limit (i.e. 40Km/Hr) and the location of speed reduction ramps are to be clearly displayed.
3. Appropriate separation of vehicular traffic and pedestrians' routes to be in place, e.g. footpaths, barriers, bollards, pedestrian crossings, etc.
4. Campus roads to be maintained free from deep potholes.
5. All vehicle access routes to be provided with adequate lighting during the hours of darkness.

RESOURCES

1. Department, Buildings and Estates Local Safety Statements.
2. Provision of instruction, training and competent supervision
3. Safe workplace and safe systems of work

MAIN OWNERS

Buildings and Estates

LEGISLATION

Safety, Health and Welfare at Work Act 2005 SHWW (General Application) Regulations 2007

5.61 HAZARD: CAMPUS SECURITY SERVICE

RISK

Personal injury – physical harm – LOW

PERSONS AT RISK

Security staff

CONTROL MEASURES

1. All external campus areas to be patrolled and doors to be checked to ensure that they remain locked.
2. Serviceable torches to be available and carried at all times when undertaking security checks, especially to external areas.
3. All intruder alarms (if fitted) are to be maintained in good working order at all times.
4. Garda to be contacted immediately if an intruder is in any building.
5. Report all incidents to the line manager / supervisor.

RESOURCES

1. Department, Buildings and Estates Local Safety Statements.
2. Provision of instruction, training and competent supervision
3. Safe workplace and safe systems of work
4. Security Company safe operating procedures

MAIN OWNERS

Buildings and Estates / Security Service Provider.

LEGISLATION

Safety, Health and Welfare at Work Act 2005

5.62 HAZARD: EMERGENCY PLANNING AND FIRST AID

RISK

Personal injury – physical harm – LOW

PERSONS AT RISK

Staff, students, and visitors

CONTROL MEASURES

1. Procedures to be adopted for any injury, illness, fire or other emergencies.
2. First aid facilities will be provided (including trained first aiders).
3. Ensure that the emergency services can gain easy access to all parts of the campus.
4. Ensure that emergency evacuation procedures are in place and rehearsed.
5. Assign responsibilities to competent staff who can assist in the event of any emergency incident.
6. Ensure that staff nominated to assist are fully trained in the required duties that they are expected to perform.

RESOURCES

1. Executive Crisis Management Plan and Emergency Evacuation Procedures
2. Training provided in firefighting; first aid and fire drills are carried out.
3. Provision of instruction, training, and competent supervision.

MAIN OWNERS

All Departments

LEGISLATION

Safety, Health and Welfare at Work Act 2005 SHWW (General Application) Regulations 2007

5.63 HAZARD: LIFT MAINTENANCE

RISK

Isolation – physical harm – LOW

Slips and falls – falls from height - LOW.

PERSONS AT RISK

Service Providers' staff.

CONTROL MEASURES

1. Regular lift maintenance to be undertaken by specialist Service Providers, under a service agreement.
2. Appropriate warning signs (i.e. 'lift out of service') to be provided by the lift engineers and displayed on all landings/in the machine room when working in the lift.
3. Lift engineer to provide suitable and sufficient barriers whenever it is necessary to unlock or open a lift-landing door.
4. Landing doors must not be left open any longer than is necessary and not left open whilst unattended.
5. Records of all lift inspections, maintenance and statutory test and thorough examinations are to be maintained by the Department, Buildings and Estates.
6. Door closing mechanisms on lifts to be monitored to ensure that they do not close too fast or strongly which may cause injury.
7. Floor level tolerances to be monitored to ensure that the lift comes to rest at the required position and does not create a trip hazard.

RESOURCES

Provision of competent list service engineering company

MAIN OWNERS

Buildings and Estates

LEGISLATION

Safety, Health and Welfare at Work Act 2005

5.64 HAZARD: GAS BOILER ROOMS

RISK
Explosion / Fire – Personal injury – LOW
Slips and falls – Personal injury - LOW.
Contact with hot surfaces - Personal injury – LOW.
Hazardous substances - Personal injury - LOW

PERSONS AT RISK
Buildings and Estates and Service Provider staff

CONTROL MEASURES
1. Plant rooms should preferably be fitted with gas leakage detectors, which are to be periodically checked by competent persons.
2. Plant rooms are not to be used for general storage.
3. Fire control measures such as extinguishers, smoke/heat detectors, sprinklers, automatic cut-off valves etc. to be subject to regular service by Service Providers.
4. Master gas control switches to isolate gas supplies to be clearly marked, e.g. painted yellow.

RESOURCES
Provision of competent list service engineering company

MAIN OWNERS
Buildings and Estates

LEGISLATION
Safety, Health and Welfare at Work Act 2005

5.65 HAZARD: SERVICE CUPBOARDS – GAS AND ELECTRICITY

RISK

Fire / Electric Shock– personal injury – LOW.

PERSONS AT RISK

Buildings and Estates and Service Provider staff.

CONTROL MEASURES

1. Service cupboards not to be used for general storage.
2. Service cupboards to be locked when not in use.
3. Service cupboards to display appropriate safety notices – i.e. gas intake, main electrical intake, fireman's switch, etc.
4. Clear access to be maintained to all service cupboards at all times.

RESOURCES

1. Provision of competent list service engineering company

MAIN OWNERS

Buildings and Estates

LEGISLATION

Safety, Health and Welfare at Work Act 2005

5.66 HAZARD: STRESS

RISK

Personal health – long term absence and health affected - LOW.

PERSONS AT RISK

All Staff

CONTROL MEASURES

1. All staff to be provided with relevant information and workloads assessed in order to mitigate the effects of stress. Where reasonably practicable:
   (i) Reduce irritant noise levels.
   (ii) Introduce controls over work processes and the pace of operations.
   (iii) Support staff and colleagues who deal with difficult or abusive staff, members of the public or students.
   (iv) Staff should discuss work issues with their immediate supervisor.

2. Staff are introduced to the Employee Support Service during Induction training.
3. All identified victims will be offered counselling.
4. Ensure that all Managers, Supervisors and Safety Representatives are trained in how to recognise signs that a person is being bullied and the various forms of bullying.

RESOURCES

1. University of Limerick Dignity and Respect in the Workplace Policy
2. Provision of instruction, training and competent supervision
3. Safe workplace and safe systems of work
4. University of Limerick Grievance Procedure
5. University of Limerick Employee Support Service

MAIN OWNERS

Human Resources

LEGISLATION

Safety, Health and Welfare at Work Act 2005
Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work
code_of_practice_foremployers_and_employees_onthe_prevention_and_resolution_ofbullying_at_work.pdf

5.67 HAZARD: ACCESS TO EXTERNAL ROOF AREAS

RISK

Slips, trips, falls and lockout – personal injury - LOW

PERSONS AT RISK

UL Department staff and Service Providers.

CONTROL MEASURES

University Departments must ensure the following:

1. Responsibility for safe working by staff, students and Service Providers on a roof ultimately lies with the University of Limerick.
2. Contact Building and Estates to confirm the roof category where access is required by Staff or Service Providers.
3. The Building and Estates Department must be consulted where the work is intrusive or alterations or changes to building structure is proposed.
4. The Buildings and Estates Department will assist other department in accessing Category C* roofs, where fall arrest personal protective equipment (PPE) is required while on the roof.
5. Work actioned or equipment positioned that prevents the use of trailing leads, etc.
6. Tools / equipment not to be left loose or unsecured on roof area.
7. Roof edges to be protected or access to the edge to be restricted.
8. Secure door/hatch when leaving roof area.

BUILDING AND ESTATES ROOF CATERGORIES

The risks associated with each roof in UL are different. Due to this fact, Buildings and Estates have categorised the different roof areas as follows:

(i) **Category A**- Full parapet or edge protection in place. Persons accessing the roof do not require fall prevention personal protective equipment as long as they stay inside the parapet and do not climb on plant or equipment. A risk assessment method statement (RAMS) and or Safe Plan of Action (SPA) is required to address the hazards associated with the proposed works where relevant.

(ii) **Category B**- Marked walkways with non-slip matting are in place on the roof due to the nature of the roof surface and the potential for slips/trips. Those accessing the roof must stick to the walkways at all times unless other agreed safety measures are in place and agreed with Buildings and Estates

Department (via RAMS/SPA).

(iii) **Category C**-A fall prevention system is in place on the roof (latch way or other similar system) that prevents a person from reaching an area where a fall may occur. The fall prevention system requires the person accessing the roof to wear fall prevention personal protective equipment (PPE) (**Note- some roofs require specific PPE which is controlled by Buildings and Estates**). Those accessing the roof require specific training in the use of the PPE. A RAMS and or SPA is required for all access. Due to the requirement for specific fall prevention PPE, Buildings and Estates will issue the PPE required for access for all Category C roofs.

(iv) **Category D**- No edge protection or roof fall protection system in place. A detailed RAMS is required for all access and must include controls to prevent falls.

Note: Some roofs may contain areas or zones from each category above. It is imperative that each task is risk assessed by reviewing the location and deciding on the safest way to undertake the work. Permits may be issued on a per task basis provided that an adequate risk assessment is in place.

ROOF ACCESS RULES (Source Buildings and Estates Department).

The following general rules apply to all roof access (unless otherwise agreed with Buildings and Estates):

(i) Access to the roof must be secured at all times (lock door behind you)

(ii) No lone working permitted. An agreed control measure must be in place such as buddy system or sign in/out at security with regular contact.

(iii) No work permitted within 2metres of unprotected edge unless a detailed risk assessment method statement (RAMS) is in place and approved by Buildings and Estates. Category D Roof.

(iv) Due to the presence of slippery roof surfaces, stay on existing walkways where they are provided (Category B roof) if your work requires you to deviate from the marked walkway, an agreed safe system of work must be in place.

RESOURCES

1. Provision of instruction, training and competent supervision
2. Safe workplace and safe systems of work

MAIN OWNERS

UL Departments, Buildings and Estates

LEGISLATION

Safety, Health and Welfare at Work Act 2005 Health and Safety Authority guidance
https://www.hsa.ie/eng/Safety_Alerts/2011/Roofwork_Safety_Alert/
https://www.hsa.ie/eng/Safety_Alerts/2016/Working_on_Fragile_Roofs/

5.68 HAZARD: STUDENT FIELD TRIP TO CONSTRUCTION SITES

RISK

Inexperienced young person – injury – LOW
Horseplay – personal injury – LOW
Head injury – fatal/major injury – LOW.
Eye protection – loss of sight – LOW
Foot injury – object falling on foot – LOW.
Noise – irreversible hearing loss - LOW
Respiratory dusts – respiratory disease - LOW

PERSONS AT RISK

Staff and students from the School of Design and School of Engineering.

CONTROL MEASURES

1. Provision of close supervision by a responsible and competent staff member.
2. Required personal protective equipment is confirmed by the host prior to arrival.
3. Provide adequate instruction and training in the use of PPE.
4. Safety helmets to be worn.
5. Ensure that suitable eye protection is provided and worn.
6. Provision of safety boots and ensure they are worn.
7. Hi-Visibility vests to be worn.
8. Action must be taken to reduce personal exposure to noise over 80dB(A) and hearing protection must be worn if noise levels exceed 85dB(A)
9. Isolate students from sources of dust, or issue respiratory protective equipment if other measures cannot effectively reduce exposure.
10. Adherence to safety requirements of Site Main Service Provider.
11. Notify any accidents to the Project Supervisor Construction Stage (PSCS) and the University of Limerick Safety Officer.

RESOURCES

1. Provision of instruction, training, and competent supervision
2. Safe workplace and safe systems of work

MAIN OWNERS

School of Design, School of Engineering.

LEGISLATION

Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (Construction) Regulations 2013

5.69 HAZARD: ALCOHOL AND DRUG MISUSE

RISK

Health effects associated with the misuse of alcohol – inflammation of the liver, increased blood pressure, depression, psychiatric disorders and mood swings, increased risk of accidents – MEDIUM.
Health effects associated with the misuse of drugs - inflammation of the liver, infections or poisoning, depression or elation, psychiatric disorders and mood swings, HIV/hepatitis, increased risk of accidents - MEDIUM.

PERSONS AT RISK

Staff and Service Providers.

CONTROL MEASURES

1. Staff must not be under the influence of an intoxicant whilst at work to the extent that it is likely to endanger their own safety or that of those around them.
2. Staff must manage alcohol consumption such that no member of staff presents for work under the influence of alcohol and if alcohol is consumed during the working day (such as during lunch breaks, etc.) this is in moderation.
3. Staff under the influence of alcohol/drugs at work must be assessed by the local Manger/Supervisor to determine if the person involved poses a risk to themselves or others while conducting their assigned duties. If required, the intoxicated person should be removed from the risk.
4. Drug misuse by staff is strictly prohibited such that no member of staff may present for work under the influence of misused drugs, nor may any member of staff misuse drugs during the working day (on-campus or off-campus).
   All staff must comply with the University of Limerick Alcohol Policy available on the UL Policy hub.

RESOURCES

1. Provision the University of Limerick Alcohol Policy
2. Provision of adequate supervision.
3. Provision of access to an Occupational Health service
4. Provision of a confidential Employee Support Service

MAIN OWNERS

Human Resources, Heads of Departments.

LEGISLATION

Safety, Health and Welfare at Work Act 2005 HSA- Intoxicants at Work Information Sheet

5.70 HAZARD: VIOLENCE

To include VERBAL ABUSE, PHYSICAL VIOLENCE, THREATS, and SEXUAL INTIMIDATION

RISK

Stress, Fear, Anxiety, Injury– HIGH

PERSONS AT RISK

Staff, Students, Visitors and Service Providers.

CONTROL MEASURES

1. Distribution of tasks to suitable employees, taking account of age, sex, experience and other factors to ensure safety.
2. Certain tasks to be carried out accompanied, not alone.
3. Design of public areas to minimise discomfort and aggression.
4. Security: cameras, designated and restricted areas, adequate lighting.

RESOURCES

1. Provision of the University Dignity & Respect Policy.
2. Provision of a campus Security Service.
3. Provision of an Employee Support Service.

MAIN OWNERS

Human Resources

LEGISLATION

Safety, Health and Welfare at Work Act 2005 HSA Violence at Work Guidance

5.71 HAZARD: LADDERS

RISK
Fall - HIGH
Injury/death - HIGH
Injury to person on ground - MEDIUM
Shock/burns from contact with electrical lines - HIGH.

PERSONS AT RISK
Staff, Students, Visitors and Service Providers.

CONTROL MEASURES
1. Ladders properly identified, inspected, and maintained on a regular basis.
2. Ladders in storage are protected from unauthorised access.
3. Safe working procedures are in place.
4. If ladders are more than 3 meters in height they are secured or supported by a second person at the bottom.
5. Ladders reaching a vertical height of 9 meters or more are provided with safe landing areas at suitable intervals on the ladder.
6. There are adequate handholds at the landing place.
7. Loose objects are carried up ladder in a suitable tool belt etc.

RESOURCES
1. Provision of information, instruction and supervision.
2. Provision of personal protective equipment.
3. Safety signage.
4. Department Local Safety Statement.

MAIN OWNERS
UL Departments and Buildings & Estates

LEGISLATION
Safety, Health and Welfare at Work Act 2005 SHWW (General Application) Regulations 2007 HSA Working at Height Guidance

5.72 HAZARD: LEGIONNAIRES DISEASE

RISK
Fatal pneumonia - HIGH
Pontiac fever - MEDUIM
Lochgoilhead fever - MEDIUM

PERSONS AT RISK
Staff, Students, Visitors and Service Providers

CONTROL MEASURES
1. Assess water systems likely to create risk.
2. Safe working procedures.
3. Ensure the proper control and release of water spray.
4. Avoid water temperatures and conditions that favour the growth of legionella and other micro-organisms.
5. Ensure water cannot stagnate in systems.
6. Avoid materials that encourage legionella growth.
7. Keep water and their systems clean.
8. Treat water to either kill legionella or limit their ability to grow.
9. Treatments carried out to required standards.
10. Preventative maintenance records.

RESOURCES
1. Provision of proper control strategy and management policy.
2. Provision of responsible person.

MAIN OWNERS
Buildings & Estates

LEGISLATION
SHWW (Biological Agent) Regulations **2013**. S.I. No. 572/**2013**
Part 6 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007, (S.I. No. 299 of 2007)
The Safety, Health and Welfare at Work Act (No. 10 of 2005)
National Guidelines for the Control of Legionellosis in Ireland, 2009 available at Chapter 3 Legislation.pdf

5.73 REVISION

5.73.1 This Safety Statement will be reviewed annually and revised as necessary. People who have been assigned responsibilities in this statement will be especially alert to any change which may be required, based on their own observations and consultations with their staff.

5.73.2 Safety audits organised by the Safety Officer on behalf of the University will also be used to highlight deficiencies in the system and the reports will be examined at revision time.

5.73.3 Any changes in work practices, machinery, buildings or processes will also require the Safety Statement and/or Local Safety Statement to be revised.

5.73.4 Employees are encouraged to contact the University Safety Officer to provide feedback on this safety statement.

5.73.5 The Safety Statement will also be revised on the direction of an Inspector from the Health and Safety Authority.

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