

**University *of*****Limerick**

**OLLSCOIL LUIMNIGH**

## MINUTES

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|  | **Meeting** | : | Safety Representative Committee |
|  | **Venue** | : | Teams Meeting |
|  | **Date** | : | 10th of December 2020 |
|  | **Time** | : | 16h00 – 17h10 |
|  | **Attendance**  **Recording Secretary** | :  : | P Thornton (Chair), A Moloney, G Armstrong, J Kennedy, L O’Shea, M Toomey,  S Clothier, S Murphy, T Considine,  L Fitzpatrick |
|  | **Apologies** | : | M Melin, E Storan, M Hayes, A Dormer |

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| **1.**  1.1  1.2  **2.**  2.1  **3.**  **4.**  **5.**  **6.** | **Welcome**  NOTED P Thornton welcomed all present to the Committee meeting and acknowledged that  M Byrnes had completed his contract with the H&S office and welcomed L Fitzpatrick back.  **Apologies**  NOTED M Melin, E Storan, M Hayes, A Dormer  **Minutes of previous meeting**  NOTED Minutes of previous meeting – 12November 2020 were approved.  **Safe Access to Laboratories & Workshops by B&E Staff;**  P Thornton addressed that there were two action items for our last meeting for review by  T Considine and J Kennedy.  **UPDATE:** T Considine brought the QR Codes idea to access labs to the B&E Steering Committee for discussion. G Hallinan from B&E wants to explore options with specialist providers to get a system that would be binary and simple to utilise. G Hallinan is going to get more information and report back via TC.  **UPDATE:** J Kennedy reported that the idea of QR Codes was raised at the CTOs meeting for discussion. The pros & cons of the system were teased out and the consensus reached was that it would not suit all labs. There was a preference for a cardholder or a uniform message system on lab doors. J Kennedy highlighted that the QR system would not be immediate in the event of an emergency. That a code would have to be entered for every lab and the responsibility for all labs would be placed on the CTOs. There being 90 labs in the Bernal, it would be too many for emergency call outs for CTOs and PIs would have to be included. The cardholder option would be more practical and onsite as part of updating risk assessments rather than updating a webpage where there is room for error compared to a practical approach.  J Kennedy asked M Toomey and G Armstrong for their feedback and they both agreed that they are looking for something simpler than QR Codes.  NOTED T Considine advised that B&E are aligned with the approach that the CTOs are looking for. B&E want it to be binary red/green notice for doors and if a system allows a written message as well that would be a bonus.  **ACTION** T Considine stated that G Hallinan will discuss the requirements with door specialists and will report with what they have to offer.  **ACTION:** G Armstrong informed the committee that he would look at the operating model in the School of Chemistry in UCD.  AGREED: T Considine & G Armstrong will gather feedback from G Hallinan and UCD regarding access to lab doors and following this they will link up to review the information with the CTOs.  **Accidents & Dangerous Occurrences**- **for the period 12.11.2020-10.12.2020.**  **Since the last report,the following accidents were reported in respect of STUDENTS:**   * Thomond Village Student Accommodation: Student broke their leg when they fell over when changing their clothes in their bedroom. Medical aid was provided. * Kilmurry Student Accommodation: Student strained their Achilles tendon while walking. Student refused the offer of medical aid. * Foundation Building: Student dislocated their knee when they crouched down. Student was transported to hospital via ambulance.   **The following accidents were reported in respect of Service Providers:**   * Service provider received a needle stick injury when changing a waste bin. Needle was disposed of in a general waste bin in lieu of a waste sharps bin.   No accidents were reported in respect of staff or visitors. No dangerous occurrences were reported during the reporting period.  NOTED P Thornton queried what type of protocols were in place for hypodermic needles due to the accident reported in respect of Service Providers within the department of Nursing and Midwifery.  J Kennedy advised that within their safety induction it is stressed that all users must utilise yellow bins for disposal of needles and they should not to be placed in domestic waste bins. It is also written within Biological Sciences protocols and examples are provided referring to cleaning staff being injured.  M Toomey advised that GEMS also have set health and safety guidelines and students must complete a health & safety quiz achieving 100% before they are allowed to use consumables.  NOTED P Thornton advised that he has written to the HOD of Nursing & Midwifery (N&M) and is requesting a comprehensive report as to what action was being taken to avoid a reoccurrence. P Thornton will provide feedback to N & M on the approaches taken by J Kennedy & M Toomey.  **Control of Service Providers:**  P Thornton addressed that the University has a duty of care to everyone entering our buildings. Service Providers (SP) are one of the major visitors to our buildings and if requiring an SP onsite we must ensure that safety and insurance documentation is provided to ensure compliance before providing a permit to work. P Thornton highlighted that H&S have developed a system and  M Hayes has sent it to B&E for review. P Thornton advised the committee that this is coming down the line and we will be unveiling a process for this activity.  NOTED T Considine highlighted that apart from the health & safety aspect to SPs arriving onsite there is also an issue with providers requiring “planning permission” from B&E to carry out works that involve modifications to building structures or systems.  NOTED G Armstrong stated that this was also discussed in the CTO Management Meeting regarding SPs and Visitors as a group in practice they are finding it difficult to manage and to know at what point B&E should be engaged. G Armstrong advised that there has been over 13 different SPs on campus and many of those have several visits. Some SPs don’t know what they are being asked for.  NOTED J Kennedy highlighted that they need guidance on what they should be requesting from SPs and the difficulty arises when there is an emergency if cold room fails and there is a need to get an engineer in quickly onto the roof. Getting a permit for working on the roof in an emergency is difficult due to waiting time.  P Thornton advised J Kennedy that the plan would be as far as possible to acquire the documentation in advance so in the event of an emergency they would be ready to come on site.  NOTED M Toomey raised the concern regarding duplication among staff requesting the same SPs for the same documentation. M Toomey queried whether there could be a way of setting up a system where the SPs documentation could be available to view among all users of the same SPs.  NOTED P Thornton agreed there could be a better method then requesting the same data from the same SPs and this could be handled between faculties, they could share the documentation if SPs were carrying out multi-servicing. P Thornton suggested maybe a SharePoint folder among groups utilising the same SPs.  T Considine informed the committee that in B&Es experience some information requests need to be done per session for e.g. “hot works session” whereas other paperwork could be requested annually. B&E utilise a Contractor Management System which is a simple table using formulas in a spreadsheet format. It works for B&E. It needs to be teased out among faculties as duplication can make it difficult.  G Armstrong stated that the CTOs concluded that there is a lot of duplication and they need assistance with this. Some guidance or to mirror a system similar to B&E could be useful.  T Considine stated he would be happy to share the method B&E have in place.  **ACTION** H&S to investigate the provision of a service provider reference folder for the storage of SP’s Safety Statements, insurance certificates and training certificates.  T Considine advised that requesting photographers, musicians etc. on site will require SP documentation to carry out their work but the paperwork will be less onerous than construction work. Certain documentation will not be required for every SP.  M Toomey inquired about freelancers coming on site to provide a service that may not have all the documentation required.  T Considine advised to write to them and if a freelancer service cannot provide appropriate documentation ask yourself if an accident occurred should we do business with them. Since B&E took this approach, it has made the Contractor Management System more streamlined.  **ACTION** P Thornton advised that there will be an interim discussion meeting in February and a Control of Service Provider Procedure will be ready before our next committee meeting.  **Any Other Business**  NOTED S Clothier raised concerns regarding leaks and temperature issues within the PESS Building. He advised that he has logged the issues several times with B&E but there seems to be no feedback on a solution. S Clothier stated that the temperature is 10 degrees and there is buckets in the gym due to the leaking roof.  T Considine advised that many of the roof membranes have come to the end of their lifecycle and B&E have applied for funding and only recently received confirmation by the Governing Authority under Grant Funding. B&E are dealing with priorities.  **ACTION** T Considine requested S Clothier to send on all correspondence to E Crowe and himself regarding calls logged with B&E detailing the PESS Building concerns. T Considine agreed to go back through the system to investigate it. T Considine agreed to contact S Clothier directly with an update and report update at next committee meeting.  **Next Meeting**  NOTED P Thornton confirmed our next meeting will be January 21st 2021 @ 12h00. | **TC**  **GA**  **TC & GA**  **PT & MH**  **PT & MH**  **SC & TC** |