

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

**OLLSCOIL LUIMNIGH**

## MINUTES

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|  | **Meeting** | : | Safety Representative Committee |
|  | **Venue** | : | MS Teams Meeting |
|  | **Date** | : | 21st of January 2021 |
|  | **Time** | : | 12h00 – 13h00 |
|  | **Attendance**  **Recording Secretary** | :  : | P Thornton (Chair), A Moloney, G Armstrong, J Kennedy, L O’Shea, M Toomey,  S Clothier, S Murphy, T Considine, M Hayes, M Finucane, A Dormer  L Fitzpatrick |
|  | **Apologies** | : | M Fernstrom, P Davern |

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| **1.**  1.1  1.2  **2.**  2.1  **3.**  **3.1**  **4.**  **5.**  **6.**  **7.** | **Welcome**  NOTED P Thornton welcomed all present to the Committee meeting and wished everyone a happy new year, it being the first meeting of 2021.  **Apologies**  NOTED M Fernstrom, P Davern.  **Minutes of previous meeting**  NOTED Minutes of previous meeting – 10December 2020 were approved.  **Safe Access to Laboratories & Workshops by B&E Staff;**  UPDATE:T Considine stated the requirements of safe access to labs were discussed at the B&E Steering Committee. G Hallinan came up with two suggestions of robust signage for the lab doors. T Considine presented the suggestions; option 1 neat, simple and robust sign with a slide card for inputting custom messages. T Considine confirmed that the default for the slide card would be the back surface of the holder would be solid red indicating the lab is dangerous. Option 2 is a similar idea but has an A4 spring-loaded frame and is a larger sign.  P Thornton requested feedback from the committee members that would be utilising the signs.  NOTED: J Kennedy agreed that both options would work for their needs. However, option 1 would be the preferred choice, as it is more discreet and having spoken to the technicians they like the idea that the default mode is a red background.  NOTED: M Toomey agreed that option 1 would be more suitable as it is more discreet on the door and it would reduce cases of interference.  NOTED: G Armstrong agreed that the first option would work best and highlighted that UCD had a similar operation in place for identifying their labs.  ACTION: T Considine will send images of both options to J Kennedy and anyone else that requests them.  ACTION: J Kennedy is going to bring the suggestion of option 1 to the CTO Management Meeting and once agreed J Kennedy will provide the Biological Sciences list of lab doors to T Considine.  All committee members that require the doorplate sign will contact T Considine directly with door location details.  **PESS Roof Leaks & Temperature Control:**  UPDATE: T Considine provided S Clothier with details on the PESS roof leaks and temperature control concerns. T Considine addressed that there were two specific problems regarding leaks in the gym and sports hall. A mechanical team is looking into temperature control measures and a specialist is surveying the roof. It is currently a work in progress. T Considine and S Clothier are arranging to discuss further action outside of the committee.  **Control of Service Providers:**  UPDATE: M Hayes stated that there was considerable movement and progress made on both the standard operating procedure document and the SharePoint platform for the control of Service Providers (SP) safety management data. M Hayes advised that a new Control of Service Providers in University Academic and Service Departments will be introduced on campus and all Service Provider appointment and management must be completed in compliance with the provisions of the new procedure. M Hayes informed the committee that all necessary documentation was currently going through the HR quality management system for approval.  M Hayes explained in detail the documentation required for completion and provided a systematic process for appointing a SP to work on UL premises. M Hayes explained there was a designated SharePoint folder set up and that the appointed UL Department/Unit SP Co-ordinator and an alternate would have permissions and contributory access to add SP safety documentation.  M Hayes informed the committee members that a notification has been circulated to members of the Management Council to appoint a SP Co-ordinator and alternate for each area.  M Hayes detailed the required documentation that was necessary to request from the SP such as the current safety statement, current insurance certificate with UL indemnity, works risk assessment and method statements, SP staff safety training certifications. UL induction competency checks and COVID-19 declarations (to be held locally).  M Hayes acknowledged that this was going to be a new system for departments/units but there would be staff training and support provided to address any concerns or questions.  NOTED: M Hayes opened the floor to any questions from committee members.  NOTED: M Finucane stated that the KBS had no nominees appointed as of yet. M Finucane queried whether it would be necessary for the KBS to request safety documentation if they are only appointing SPs for photocopier maintenance and water supplies.  M Hayes advised that the control of service providers applies to all SPs and they must provide safety documentation before commencing any work on UL premises. Data can be requested from the SPs at the beginning of the year.  NOTED: M Toomey asked if a SP was invited onsite for routine maintenance of photocopiers and ITD are the organiser of the SP who should request the documentation.  M Hayes stated if ITD are the organisers to bring the SP onsite then ITD should request the documentation.  NOTED: G Armstrong had a question/suggestion regarding the procedure of bringing SP in that are registered as approved suppliers on the financial system. G Armstrong asked whether the requested documentation would be held by the finance department when initially being appointed as an approved supplier and if so did it need to be requested.  M Hayes confirmed that she is not aware of the finance department methods of requesting the documentation and T Considine advised that B&E had undertaken a similar approach before to data share but it was currently not possible.  NOTED: S Clothier queried in the case of an emergency regarding a freezer and where you would not have time to request the data before getting the SP to arrive onsite to fix it, what should be done in those scenarios?  M Hayes advised to take the approach to try to foresee emergencies and pre-empt situations so you would have all the documentation in receipt for the SP arriving onsite.  NOTED: A Moloney asked if the supplier set up form is completed at the start do we need to fill in the paperwork every time, example given was Lenmac.  T Considine advised that Lenmac was already a B&E approved supplier and the supplier set up would not be needed.  NOTED: J Kennedy asked M Hayes to tease out the request for work permits again for clarification of the documentation required.  M Hayes stated that the UL Head of Dept/Unit or their alternate (now the appointed SP Co-Ordinator) in conjunction with the SP must complete the *UL General Permit to Work/Safe Plan of Action Form SF033* and when on site the SP must retain the signed copy on them for the duration of the work. If additional permits are needed such as hot work, roof access, confined space permits etc. B&E would need to be contacted and both the SP and the department/unit host must sign the completed general permit. It was emphasised that B&E would not issue any additional permits without the completed signed general permit to work form.  NOTED: J Kennedy explained that with regard to the work permit request from B&E that this would cause delays if an emergency arises like the walk in cold room breaking down. She highlighted that the delay would be in receiving documentation from B&E to action the work.  NOTED: M Hayes advised that B&E have kindly provided the permits while we are in lockdown and remote working. Once lockdown is over the appointed head/alternate will be able to issue their own permits.  J Kennedy stated that she was not aware they would be able to issue their own work permits and asked would training be provided.  NOTED M Hayes explained there would be full training provided to all appointed SP Co-Ordinators and their alternates once nominated by their areas. M Hayes highlighted that the names are to be forwarded to the H&S unit to provide access to the SharePoint file.  NOTED: G Armstrong queried whether issuing a permit for a year would affect procurement contracts.  T Considine advised that issuing a permit for a year would not necessarily indicate an intention to spend €5000 with a SP. He went on to say by issuing a permit for a year there is potential risk if circumstances/hazards change. A written per session per visit permit would be needed in many cases - e.g. B&E have provided Firecrest with a yearly permit on the strict understanding that if anything changes B&E and Firecrest will revisit it.  T Considine advised that it really is a judgement call for the dept. /unit.  NOTED: S Clothier queried if the insurance certificate received at the beginning of the year by the SP was to expiry in the middle of that year, what should be done?  M Hayes advised to set a reminder in your calendar to request the renewed insurance certificate and upload it to the SharePoint file.  NOTED: M Finucane asked whether the new procedure was going to be presented to management council.  NOTED: P Thornton confirmed that the approval of H&S procedures would not be presented to management council, it was not the normal protocol and that it would not be the approach on this occasion. P Thornton confirmed that correspondence had been circulated to appoint contacts/alternates to Head of Dept. /Units for complying with this procedure and for registration for the SharePoint file.  **Accidents & Dangerous Occurrences**- **for the period 10.12.2020-21.01.2021.**  **The following accidents were reported in respect of Students:**  Foundation Building: Student slipped on the surface outside the carpark entrance of the Foundation Building. Buildings and Estates inspected the area. No medical aid was required.  College Court (Off campus): Student fell off a wall in College Court and required medical attention. Alcohol may have been a factor.  University Maternity Hospital Limerick: Student strained their back when they fell down steps on the way to the designated break room.  Kilmurry Village Student Accommodation: Student cut their finger while using a kitchen knife. First aid was administered.  IWAMD: Student dislocated their finger when rehearsing an aerial rope routine. No first aid was required.  PESS Sports Hall: Student twisted their ankle when sprinting in the Sports Hall. First aid was administered.  **The following accidents were reported in respect of Staff**  Student Centre Construction Site: Staff member sustained a fractured arm when they slipped on ice at the wheel wash near the site access gate. Medical aid was provided in St John's Hospital  **The following accidents were reported in respect of Visitors**  P3 (Milford) Carpark: Member of the public slipped while walking due to frosty conditions. Injured party refused aid. Area was made safe using sand.  No accidents were reported in respect of Service Providers. No dangerous occurrences were reported during the reporting period.  **Any Other Business**  NONE  **Next Meeting**  NOTED P Thornton confirmed our next meeting would be @ 12h00 on February 11th 2021. | **TC**  **JK**  **ALL** |