

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

**OLLSCOIL LUIMNIGH**

## MINUTES

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|  | **Meeting** | : | Safety Representative Committee |
|  | **Venue** | : | MS Teams Meeting |
|  | **Date** | : | 8th of April 2021 |
|  | **Time** | : | 14h00 – 15h00 |
|  | **Attendance**  **Recording Secretary** | :  : | P Thornton (Chair), M Hayes, G Armstrong, J Kennedy, S Clothier, S Murphy,  T Considine, M Toomey, A Moloney  L Fitzpatrick |
|  | **Apologies** | : | P Davern, L O’Shea, M Finucane |

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| **1.**  1.1  1.2  **2.**  2.1  **3.**  **3.1**  **3.2**  **3.3**  **3.4**  **3.5**  **3.6**  **3.7**  **4.**  **5.**  **6.** | **Welcome**  NOTED P Thornton welcomed all present to the Committee meeting.  **Apologies**  NOTED P Davern, L O’Shea, M Finucane.  **Minutes of previous meeting**  NOTED Minutes of previous meeting – 4th & 8th of March 2021 were approved.  **Matters Arising from Previous Meeting**  **Control of Service Providers (SP): C/F**  P Thornton informed the committee that a meeting was held on March 30th 2021 with the Science & Engineering working management group to consider possible approaches to safe working with Service Providers.  The meeting was very beneficial discussing the Service Providers safe operating procedure. Two main action items were raised for the H&S Unit:   1. Health & Safety Unit to arrange a meeting with the Finance Department to discuss with procurement whether the Control of SP documentation can be requested by them as part of the approval and setting up process of SPs. This would elevate duplication requests made to SPs across the University. 2. Health & Safety Unit to meet with B&E to discuss key holders for roof access under the permit to work system in particular work at heights. The S&E Working Group advised it would be unsafe to request their teams to be required to manage SP work and to go on the roof.   **ACTION** P Thornton advised the committee that he and M Hayes will be arranging a meeting with both Finance and B&E to discuss both actions items and feedback will be provided at the May committee meeting.  **Safety Representative Committee Minutes Publically Available**  A request for the safety representative committee minutes to be published on the H&S website was raised at the last committee meeting.  NOTED L Fitzpatrick confirmed that all recent committee meeting minutes have been publically displayed on the H&S webpage for viewing.  **UL Staff SOP Training C/F**   * Awareness of Heads of Department of the new process and work involved – HOD need training * All UL staff need training in this process. * Dates for additional Service Provider Co-Ordinator training   NOTED P Thornton advised that the competent person will require further review and a trainer has been lined up from Optima to deliver the training to the Service Provider Co-ordinators and their alternates. The training dates will be scheduled once the SOP has been finalised and agreed.  NOTED M Hayes advised that the H&S Unit will be arranging a Control of SP Awareness workshop for HOD’s through MS Teams to create further awareness, on finalisation of the SOP.  **Shared SPs**   * Ownership of SPs in common to most departments e.g. printer servicing and repairs/   Water provision/shredding. General permits for same.  UPDATE T Considine advised that B&E carried out a campus wide survey regarding the ownership of water coolers for maintenance. The results were more or less 50/50 ownership by B&E installation vs Departmental installations. B&E are currently reviewing and proposing a schedule of maintenance for the water coolers.  NOTED T Considine will share the survey and proposal for making water cooler maintenance efficient.  **ACTION** T Considine will send the list to L Fitzpatrick to circulate to the committee members before the next meeting.    **General Permits**  UPDATE M Hayes confirmed that the General Permit to Work form has been revised to take account of feedback raised from CTOs. M Hayes presented the revised form to the committee for review and approval. She advised once approved the form will be made into an electronic PDF form and go through the HR quality management system for revision.  NOTED M Hayes asked L Fitzpatrick was there feedback received from the circulation of the new General Permit to Work form to the committee. There was no electronic feedback received and M Hayes opened the floor for feedback from the committee members.  G Armstrong raised a number of queries on behalf of the CTO Group:  NOTED G Armstrong queried who would authorise the permit and who would fill the role of the alternate.  NOTED M Hayes advised that the SP Coordinator would issue authorisation and departments have been informed to nominate an SP Coordinator and an alternate.  NOTED G Armstrong advised that under the observation summary for hazards within the form some SP Coordinators may not be familiar with certain hazards present within a particular area.  NOTED M Hayes advised that it will be an electronic form so it is advisable to consult in advance with the person bringing the SP onto the campus to establish any unknown hazards.  NOTED G Armstrong queried in terms of completing, issuing the form should it be done in advance or on the day of the SPs arrival?  NOTED M Hayes advised that the form could be partially completed in advance and the remainder should be filled out that morning the work is to be undertaken as hazards can change over time.  NOTED S Clothier advised that the form has a much clearer format and queried who should retain the form.  NOTED M Hayes advised that the form is completed by the SP Coordinator and given to the SP to have on them for the duration of the work being undertaken. When the SP is finished the work they return the General Permit to Work form to the SP Coordinator to retain on file.  AGREED All present agreed that the new format for the General Permit to Work form was suitable for purpose.  **ACTION** M Hayes will arrange for the electronic fillable PDF form to be created and DCR’d.  **Additional Permits & Roof Access**  NOTED T Considine advised that the issuing of additional permits will be discussed at next week’s B&E Steering Committee and T Considine will share lines of communication with M Hayes following the meeting.  NOTED T Considine advised that the B&E normal contact numbers and email [BuildingMaintenance@ul.ie](mailto:BuildingMaintenance@ul.ie) can be used by departments for unforeseen emergencies. Another way to would be to contact the B&E office directly or contact the assigned B&E contact for the job.  NOTED S Clothier advised that it is much clearer if telephone numbers are provided.  NOTED T Considine advised that the wording would be the requestor would make a request to B&E in advance. A B&E person will be assigned to the job and any alteration, variations, scope of the work changes the SP Coordinator can contact B&E for support.  **ACTION**T Considine and M Hayes to meet to discuss exact wording for inclusion in SP SOP following B&E Steering Committee meeting.  NOTED M Hayes to revise wording under insurance and Section 8 Supervision for SP SOP when finalising SOP these alterations will be implemented.  NOTED P Thornton after raising the query with the University Insurance Coordinator C Donnellan it was confirmed that actors involved in GEMS practical/exams are regarded by definition as UL employees and therefore are covered under the University insurance scheme and therefore do not require to provide documentation in the manner of an SP.  NOTED G Armstrong queried would it be correct to say if they are paid through Core they are employees and if payment is made through invoice they are an SP, or is this too liberal an approach?  NOTED M Hayes advised that Guest Lecturers and Actors are paid through core but it would be incorrect to apply this rule across all situations just by two examples. It does seem like a trend to differentiate but it wouldn’t be a unanimous means to distinguish an SP from other stakeholders.  NOTED M Toomey & S Clothier raised concerns over insurance limits of SPs not meeting the UL insurance required limits of €6.5million and €13million and difficulty retrieving the insurance documentation from SPs stating same. Insurance Coordinator C Donnellan in B&E previously confirmed that it is satisfactory if the SP’s insurance certificate contains the text “indemnity to principal clause”.  NOTED J Kennedy highlighted the insurance limits seem quite high for smaller maintenance works.  NOTED T Considine advised those figures are necessary from a B&E perspective but there may be room for exceptions for lower risk jobs.  NOTED M Toomey highlighted that one SP that GEMS use in which they have a maintenance agreement with, their public liability insurance is less than what’s required by UL. The Insurance Coordinator advised if GEMS was happy with the limit the SP supplied and GEMS agreed and the maintenance was carried out.  **ACTION** P Thornton to liaise with UL Insurance Coordinator C Donnellan to query if there is flexibility on the insurance limits required.    **SharePoint Site**   * Can departments access the B&E Service Provider library?   UPDATE T Considine advised that discusions were held with the B&E Health and Safety committee to investigate feasibility to sharing access to B&E SP information. He advised that they require a mechanism to share the information and B&E are currently migrating their file share server to SharePoint. B&E are in discussions with ITD to find the best mechanism.  NOTED M Hayes advised that she would provide T Considine with contributor access on the SP library to see how it is set up.  NOTED T Considine asked M Hayes could she also add P McMahon and E Meagher.  **ACTION** M Hayes to add personnel as contributors to the Sharepoint SP Library.  **Accidents & Dangerous Occurrences**- **for the period 09.03.2021-08.04.2021.**  There were no accidents or dangerous occurrences during the reporting period.  **Any Other Business**  NOTED S Clothier queried if the Student day pass portal was mandatory, it being a trial period.  NOTED P Thornton confirmed that it was mandatory for students to complete the online questionnaire in order to provide the result to teaching/lecturing personnel when on campus and for access to the library and exams. P Thornton advised it is a gentle phasing in to ascertain operational issues and if needed for the next academic term these glitches can be remedied.  NOTED M Hayes advised that it is a pilot and if we require it in September it will be ready to go. It is mandatory for students to complete it whether it be on their smartphones if they have one or through the predetermined form. This system was formulated to address requests raised by staff providing face to face teaching. It is not mandatory for Lecturing and Teaching staff to request it but is mandatory for students to have it completed and with them should it be requested by staff.  NOTED M Toomey asked whether the portal applied to student clinical placement as GEMS students already self-declare with the current system in place. She advised that all medical students in all the Universities are using a system called Radiate, it was set up back in September 2020.  **ACTION** P Thornton advised that he will look into whether the clinical placement students also need to complete the Student Day Pass portal questionnaire.  **Next Meeting**  NOTED P Thornton confirmed our next meeting will be on May 13th 2021 @ 14H00. | **PT & MH**    **TC & LF**  **MH**  **TC & MH**  **PT**  **MH**  **PT** |