

UCC H&S for managers. Dept Safety in practice – Synopsis of What to focus upon (non exhaustive list)

Special Notation



= Variable risk depts. take note !

What to Focus upon

1. **Adhering to University Safety Policy.** HoD and Line Management example. 24/7 value for proper approach to safety (incl start and end of term and holiday periods or department re-locations or room upgrades). Accident and ill health prevention AFARP each day. RA before work starts
2. **Planning for safety in all of your activities** incl field trips, deliveries and room or equipment upgrades, quick jobs. Risk Assessment and proper hierarchy of control for the risk. Emergency procedures 
3. **Risk assessments and prevention** (apply principle of prevention and hierarchy of risk controls). A written risk assessment is required. Note: Generic assessments have significant limitations. If conditions change the RA must be reviewed and annually at UCC. Ensure RA for issues as relevant to school dept work and work locations (staff activities under SHWW law, students under common law). – see Foot note (A) at end of this document.
4. **Dept safety statement and relevant Risk assessments.** Up to date – RA needed before task starts or when moving into a new area (not pending for 6 to 12 months). Safety statement must have up to date names of personnel, managers, first aiders, fire marshals and buildings and rooms served.
5. **Mandatory H&S Training and Staff training needs analysis and a rolling training implementation plan.** (Training at commencement of employment or on transfer into your area). It is not sufficient to notify staff that courses are available! Required attendance at necessary training is a matter you must achieve and which they must comply with.
 - A. Induction to the safety features and systems within the department and dept safety statement and relevant dept risk assessments. Emergency procedures. Accident / Dangerous occurrence reporting 
 - B. Job specific/ task specific H&S training including Standard operating Procedures (SOPs) and permit to work systems (if relevant) 
 - C. Core H&S training – All staff to complete
 - Manual handling – (repeat every 3 years)
 - E- VDSE course – (repeat every 3 years) and VDSE eyesight screening
 - E- Fire safety course - - (repeat every 3 years)
 - Use of Fire Extinguisher Course
 - Fire drill (all to attend once a year)
 - D. Managing H&S course – for all members of management – HoS, HoD, unit managers
 - E. Training records and re-training needs (dept must keep records and arrange)
6. **Dept first aider (or access to) and Dept Fire marshals** – every dept need to have these in operation
7. **Pregnancy job risk assessments** (triggered via HR when employee notifies HR of pregnancy)
8. **VDSE user eye sight screening** (conditions)
9. **Occupational hygiene monitoring – for specific risks** (noise, vibration, hazardous material) 

UCC H&S for managers. Dept Safety in practice – Synopsis of What to focus upon (non exhaustive list)

10. Fire safety, fire prevention and use of Means of escape (24/7)

- A. Sources of ignition and housekeeping, fire prevention (ignition and flammable/combustible materials, electrical equipment and overloading!)
- B. Nominate Staff Fire marshals and deputies (people likely to be within building)
- C. Personal evacuation plans (PEP) for persons with impairments (evacuation Triage principles and sheltering in refuges). Evacuation Triage = Ambulant, then semi ambulant then non ambulant.
- D. Organise an annual fire drill and ensure all staff attend
- E. +Ve Evacuation example by all
- F. No storage of goods, equipment or materials in escape routes (corridors or stairways)
- G. No electrical equipment or combustible furniture in escape routes
- H. Keep exits routes and exit doors usable internally and externally. Do not obstruct
- I. Activities that will set off the fire alarm (false +ve), burning the toast, burning or grinding or steam, dust or fume generation – in the wrong place for the type of sensor (not the detectors faulty in many cases but the humans)

11. Occupational health Risks associated with the Department or jobs

- a. Pre-employment medicals at recruitment (even for short term hires)
- b. Job specific vaccinations (at depts. cost)
- c. On-going occ health surveillance requirements (risk related) – e.g. medical clearance tests for work with LAA (animal handlers), respiratory sensitizers, Diving at work. Skin irritation risks, carcinogens. Weils disease
- d. Susceptible individuals – medical conditions, increased risk during pregnancy or for nursing mothers
- e. Pregnancy job risk assessments (triggered via HR when employee notifies HR of pregnancy)

12. Occupational First Aid

- Departments must have a trained staff occupational first aider (voluntary 5 day work role) or an agreed convenient access arrangement to an occupational first aider from a nearby department (FETAC training cert required. Must be retained every 2 years to remain valid)
- Where the department has medical doctors or RGN's then these may be nominated as the department's first aiders (subject to conditions)
- Field work – trained first aiders required
- Antidotes (and shelf life) – work with HF
- Supply and Upkeep of first aid boxes and equipment
- Location of nearest defibrillator

13. **Accident reporting and investigation – to prevent recurrence.** Access to forms within the department. Preserve the scene. Learn from the event. Legal obligations to report (H.S.A and Insurance)

14. **Control of Contractors and Contractor h&s induction** for jobs under your control, obtaining of contractor safety statements (legal requirement). Insurance certs. Risks arising to UCC & people.

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15. **Permit to work system** for high risk work undertaking by your staff. Permit to work for all contractor activities. Adequate Method statements, risk assessments and protection to UCC (people& buildings)
16. **Sharing of relevant H&s information** between departments and employers on same site and their mutual cooperation (mandatory under SHWW law) & duty of care.
17. **Co-operation with Staff safety representative and persons assigned protective and preventative roles** such as safety officers and fire officers. (mandatory)
18. **Safety consultation, communication and safety information**
 - Inform staff of relevant contents of dept safety statement and content of risk assessments and safety controls/ requirements – make the information accessible to the local user on a room / by task specific. Disseminate.
 - Location of dept safety statement and RA's (it/they must be available and conveniently accessible from/ at all Places where UCC staff work – incl. remote sites/ offices)
 - Discuss safety at each staff meeting
 - Inform staff of actions on issues and on recent accidents and dangerous occurrences
 - +ve action on legitimate h&s issues by dept management
 - Safety Information to students, visitors and contractors sharing premises. Employers to exchange information on hazards from activities in shared premises.
19. **Records and systems – proof is required. Do not cut corners**
20. **Personal protective equipment** (last line of defence and risk control. If necessary then it must be used and worn)
21. **Hygiene, cleanliness and housekeeping**
22. **Chemicals used and stored** - Up to date chemical inventories by CAS #, quantity and primary risk hazard (at lab level and building level), GHS labelling. Also provide information to General Services and OCLA wrt hazardous chemicals for use of Fire brigade
23. **Emergency response equipment**, spill kits, rescue equipment, spinal boards
24. **Safe storage and Disposal of hazardous waste** (segregation), licensed disposal of hazardous waste chemicals, autoclaving of biological waste at source
25. **Special safety features for special risks** (various – emphasis on risk control)
 - Facilities for safe storage and dispensing of chemicals
 - Piped compressed gasses (cylinders external to buildings)
 - Gas detection and automatic shut offs
 - P3 labs. Animal houses. Explosion labs
 - Machinery guarding and emergency power offs

Foot Note A : Risk assessment: Ensure RA for issues as relevant to school /dept work and work locations (staff activities under SHWW law , students under common law). – see the following non exhaustive list.

- i. for all common work tasks, rooms, work areas and equipment
- ii. for uncommon work tasks, irregular tasks such as events and all new tasks
- iii. for maintenance work on equipment or in your area (consequences for your area)

UCC H&S for managers. Dept Safety in practice – Synopsis of What to focus upon (non exhaustive list)

- iv. for field work and all of your dept work undertaken off of site / Outside of UCC
- v. Slip trip and fall hazards (majority of UCC accidents and 25% national accidents)
- vi. Manual lifting, pushing and pulling tasks (approx. 20% of national 4day + lost time accidents). Use mechanical means (trolleys, wheeled devices etc), reduce load, automated handling (book sorters), reduce handling and need to handle loads. Side Opening doors to bins. Guideline envelope for weights – heavier weights must be lifted closer in to human trunk between waist and chest height.
- vii. Falls from height (no height limit) and proper access equipment for accessing material at height (platform step ladders if two hands must be kept free for the task)

- viii. Excess storage and storage at height. Excessive stocks retained or bought in for space available.
- ix. Clear safe access to all areas and materials that may need to be retrieved
- x. Field work
- xi. Working alone
- xii. Visibility (night, work on roads or in marine environs)

- xiii. All VDSE workstations
- xiv. arising from workplace and access (awkward spaces and postures)
- xv. storage areas and deliveries
- xvi. vehicle movement and person interaction
- xvii. extra risks for people with medical conditions and vulnerabilities or disabilities
- xviii. work involving known occupational health hazards

- xix. Areas prone to Violence (significant amounts of cash in transport or handling risk, medicines)
- xx. Driving for work and long field trips/ trips abroad
- xxi. Work abroad in high risk countries or areas with inherent public health risks
- xxii. Work station ergonomics – proper work station set up (see VDSE guidelines), also applies to security desks and camera tv set ups, library issue desks
- xxiii. work involving contractors – they can cause fire and other accidents, dust etc

- xxiv. extra risks from doing maintenance work or repairs in occupied spaces or your building circulation – made more risky or awkward during peak occupancy term time or key occupied times (risks eliminated if executed out of hours?)
- xxv. Specialist skills and h&s required for the task (e.g. manual handling, use of machines, chemical handling etc)
- xxvi. High impact noise levels of 200 PA or consistent exposure to high noise levels with a risk of injury to health & hearing (for 40 hours work of >80 dBA) and hand arm or whole body vibration sources. Note Noise is a logarithmic scale (not linear)
- xxvii. Untrained co-employees (e.g manual handling). Risk taking activities. **Contd...**

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- xxviii. Impact of work by employees and contractors on third parties such as students and the building
- xxix. Special risks – caused by the environs or surroundings e.g confined spaces, work in urban areas, undergrounds services, work in high risk labs or with lab animals, work with high risk substances (explosion, highly infectious,) work with respiratory sensitizers, work with asbestos, work with carcinogens, mutagens and teratogens
- xxx. Use of Hazardous substances (chemical, biological, physical)- Emphasis on avoidance of exposure
- xxxi. Form and quantity of hazardous substance in use (e.g. risk may exist in dust form or from grinding, not in liquid form – purchase in a slurry?)

- xxxii. In-appropriate Storage of flammable liquids (not within fire rated cabinets or stores)
- xxxiii. Un-Segregated storage of chemicals (by compatibilities/ in compatibilities). Unbunded areas.
- xxxiv. High Inventories / quantity of stock held of chemicals and less than suitable facilities.
- xxxv. Just in time deliveries not utilised.
- xxxvi. Unnecessary handling and re-handling of materials and chemicals or items for disposal.

End.

Note (a comprehensive but non exhaustive list)