



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

ATU Staff Health & Safety Induction – Donegal



Staff Health & Safety Induction – Donegal Letterkenny & Killybegs Campuses

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Health & Safety Coordinator



Aim

The aim of this induction is to provide staff with information on Health & Safety including Safety Statements and Procedures that must be adhered to while at work in Atlantic Technology University (ATU).



Overview

1. Employees & Employers Responsibilities
2. Safety Statement (Policy of intent & location)
3. Hazard ID & Risk Assessment
4. Fire & Emergency Procedures
5. First Aid
6. Accident/Incident reporting
7. Dignity at work
8. Ergonomic workstation setup
9. Covid-19
10. General Safety Tips
11. Safety Communication
12. Manual Handling



Employees & Employers Responsibilities

Employers Duties

- “ Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees” (*Section 8(2) of 2005 Act*)
- Provide
 - safe place of work
 - safe system of work
 - safe access / egress
 - safe plant & equipment
 - information, instruction and training.
- Ensure you are a competent employee



Employees & Employers Responsibilities

Employees Duties

- Keep workplace tidy and exits clear
- Follow procedures
- Use machinery correctly/ Report defects
- Wear PPE
- Attend training
- Don't endanger yourself or others
- Co-operate
- Supervision



Safety Statement (Policy of intent & location)

ATLANTIC TECHNOLOGICAL UNIVERSITY HEALTH & SAFETY POLICY

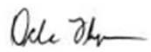
In accordance with the Safety, Health and Welfare at Work Act 2005, and the Safety, Health and Welfare at Work (General Application) Regulations 2007 (including amendments), it is the policy of Atlantic Technological University to ensure, as far as reasonably practicable, a safe and healthy work environment for all its employees and students, and to meet its duties to contractors and members of the public who may be affected by its operations. To this end, Atlantic Technological University is competent in its knowledge of safety procedures as required by legislation and good practice and is committed to their provision.

In accordance with Section 13 of the Act, employees have a responsibility to co-operate with management to achieve a healthy and safe workplace, and to take reasonable care of themselves and others. Each employee is obliged to be responsible for their own activities while at work and those who may be affected by their acts or omissions, and to report without delay any defects in plant, machinery, equipment, facilities or operational procedures.

In accordance with Section 19 & 20 of the Act, the Safety Statement is based on an identification of hazards and risk assessments relevant to each Department. It details arrangements, personnel responsible, relevant resources and employee co-operation required to secure the safety, health, and welfare at work of persons employed by Atlantic Technological University.

Each Atlantic Technological University campus will consult with staff on workplace safety, health and welfare matters included in this document in accordance with Section 26 of the Act.

The Safety Statement will be reviewed annually and updated as necessary in accordance with new developments. It will be accessible to management and employees on H&S SharePoint.

Signed:  _____

Date: 1st April 2022

Dr Orla Flynn
Atlantic Technological University
President







Safety Statement (Policy of intent & location)

- ATU has a “Parent Safety Statement”, and Schools or Functional areas have an “Ancillary Safety Statement” these are available [here](#).
- All staff are required to read and understand the contents of the safety statement. The ancillary safety statement also contain hazard identification and risk assessments specific to your area.
- There is specific Procedure documents for the following :
 - Fire & Emergency Procedure
 - Defib.
 - First Aid
 - Manual Handling
 - Dignity at Work
 - Pregnancy at Work
 - Lone/Out of Hours Work
 - Children in Workplace
 - PAT testing
 - Event Safety
 - Personal Emergency Evacuation
 - Student Work Placement
 - Of Campus Activity
- All procedure documents are available [here](#)



Hazard ID & Risk Assessment

- A **Hazard** - is a potential source of harm or adverse health effect on a person or persons.
- A **Risk** - is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.'
- Types of Hazards:
 -  Physical hazards, such as manual handling, slip or trip hazards, poor housekeeping, fire, working at height, working with hot items, working in cold environments, driving for work or using poorly maintained equipment
 -  Health hazards, such as noise, vibration, unsuitable light levels, harmful dusts or stress.
 -  Chemical hazards, such as working with common everyday products from cleaning agents, glues and correction fluids to industrial solvents, dyes, pesticides or acids.
 -  Human factor hazards, such as bullying by or violence from other employees or members of the public.

Hazard ID & Risk Assessment

- **A Risk Assessment** – There are three basic steps to completing a risk assessment:
 - Look at the hazards.
 - Assess the risks.
 - Decide on the control measures and implement them.
- **Control measures** - are actions that can be taken to reduce the potential of exposure to the hazard, or the control measure could be to remove the hazard or to reduce the likelihood of the risk of the exposure to that hazard being realised.

Fire & Emergency Procedures

- All staff to be familiar with ATU's Fire & Emergency Safety Management Procedure available [here](#).
- Floor Plans are in prominent locations on walls throughout the college campuses.
- The Plan indicates
 - The Emergency Escape Routes
 - Location of Fire Alarm Call points and the firefighting equipment
 - Disabled Refuge Points
 - Fire Assembly Points



Fire & Emergency Procedures

- Action on discovering a fire:
 - Raise the alarm – using, red break glass unit.
- On hearing the continuous fire alarm all building users must:
 - ✓ Ensure the safe shutdown of equipment/electricity/gas in use
 - ✓ Evacuate the building by the nearest exit route
 - ✓ Proceed to the assembly point
 - x Do not collect personal belongings
 - x Do not use the lift
 - x Do not re-enter the building until the “all-clear” has been given
- Please do not use fire extinguishers unless trained in their use.





Fire & Emergency Procedures

- Fire Checkers

- The Fire Checkers are a team of volunteers who check nominated areas to ensure that evacuation is complete and report on evacuation duration for their area.
- They are identifiable wearing their orange vest.
- The role of the checker is vital to ensure evacuation of public buildings.
- If a person refuses to leave during an evacuation, the checker have full authority to insist on it.

- Refuge Point

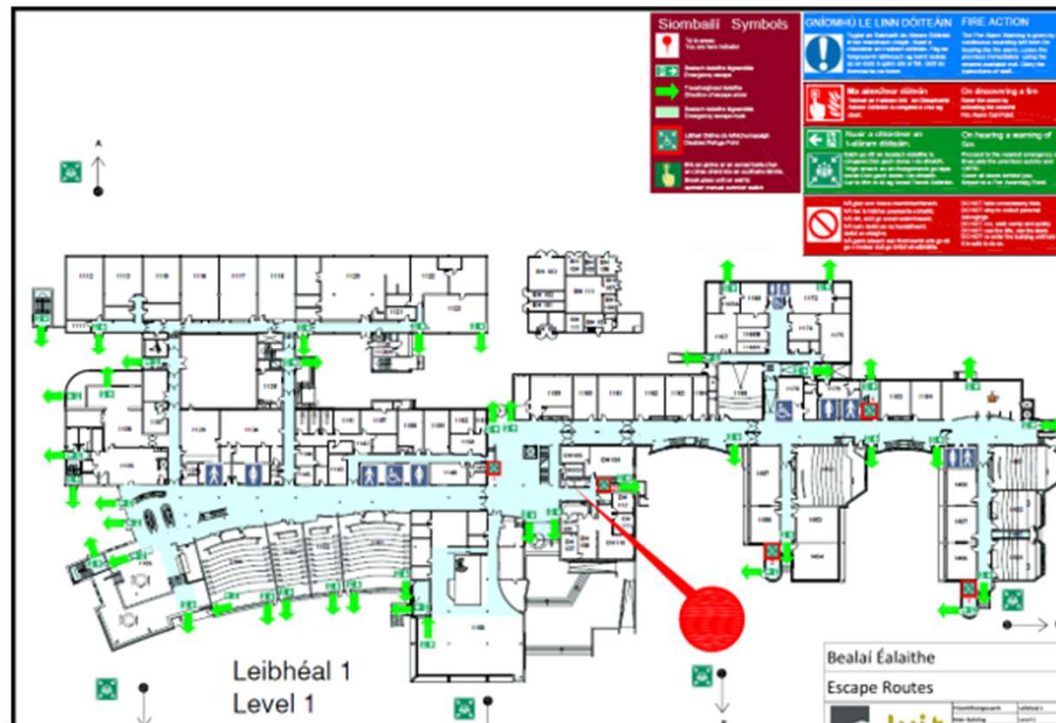
- An area of refuge is a place in a building designed to hold occupants during a fire or other emergency when evacuation may not be safe or possible.
- Ensure at least one other person stays with the person in the refuge area and that you notify a checker or staff member of their exact location.
- The fire brigade will be notified of the location.
- Never attempt to carry someone down the stairs, all concerned are at risk of being injured.

Fire & Emergency Procedures

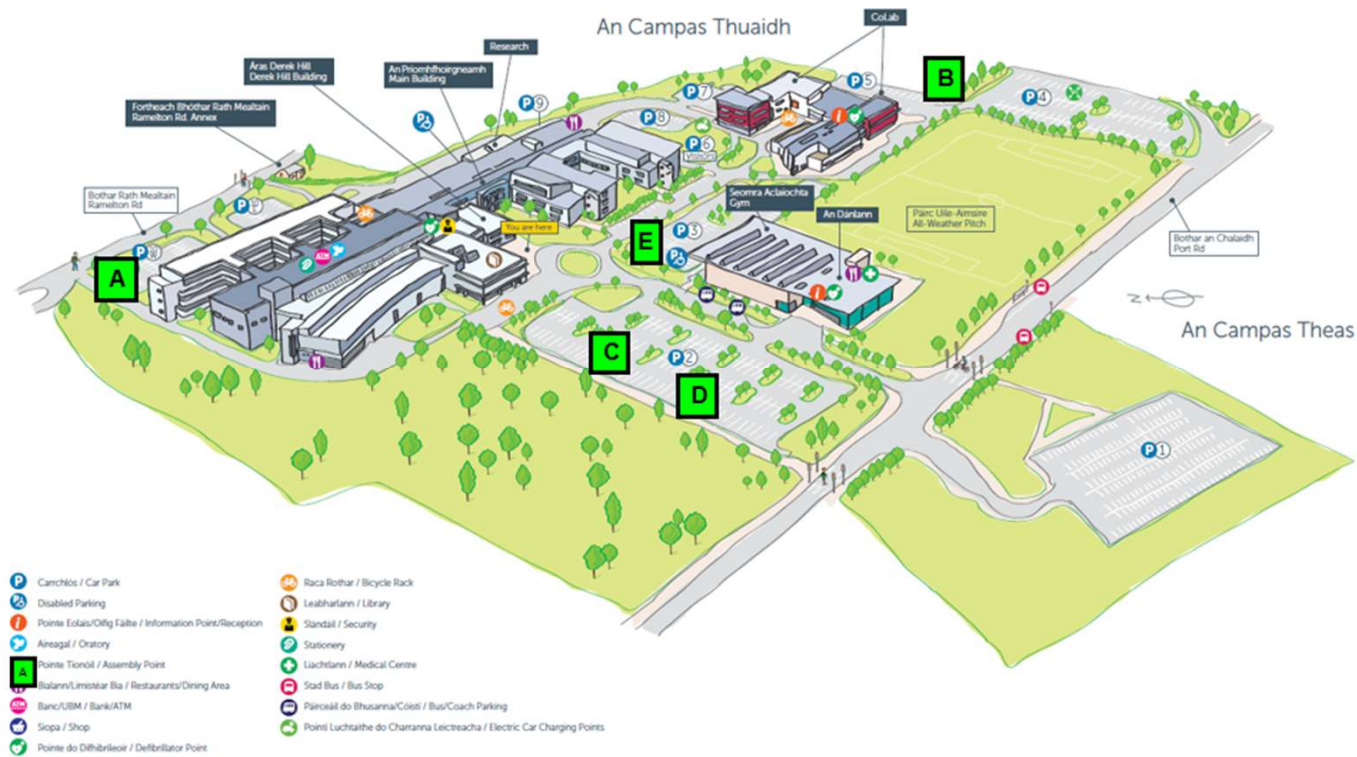
- Emergency Exits
 - Familiarize yourself with emergency exits
 - Leave by nearest exit
 - Emergency exits are on maps throughout the college.
- Fire Assembly Points
 - All staff should make their way to the nearest Fire Assembly Point in the event of an emergency evacuation or drill.
 - Fire Assembly Points are in various designated points in the car park/ grounds of ATU campuses.



Emergency Exits



Fire Assembly Points



Fire & Emergency Procedures

- Disabled Persons
 - Disabled Persons should contact the Disability Officer to complete a Personal Emergency Evacuation Plan
 - The PEEP will provide a disabled persons with an individual plan on how to evacuate ATU buildings safely in the event of an emergency.
 - Disabled persons should be assisted to refuges in stairwells if on upper floors
 - Notify Fire Checker of their exact location, they will then arrange for evacuation from the building.



First Aid & Defibrillators

- A Minor Medical Incident is classified as
 - a faint, a minor cut or abrasion,
 - a minor burn etc i.e.
 - an injury that can be treated on Campus by one of the First Aid Responders.
- A Major Medical Incident is classified as an accident or incident that requires the attendance of an Ambulance i.e.
 - a major bleeds,
 - a broken limb, a fall,
 - an electric shock,
 - a collapse where a person is unresponsive
 - a person has chest pain, has difficulty breathing, is choking etc



First Aid & Defibrillators

- First Aid and Defibrillators are available on each campus.
- First aid boxes are located at all receptions, laboratory and kitchen areas of the Campuses



EMERGENCY SERVICES Dial 999 or 112



Accident/Incident reporting

- Report all accidents, incidents and near misses to your manager/ person in charge immediately
- The person in charge must complete an Accident Report Form and forward it to the H&S Dept within 24hours.
- If the supervisor/ manager is not available, please ensure that you notify the H&S Dept directly by phone or email.
- Comply with the investigation procedures (give witness statement where practical. Give full account of the accident)
- All accidents or incidents that occur on the College Campuses, regardless of severity must be reported immediately to your Head of Department or Manager.
- This also applies to any hazardous situations that you become aware of please notify your Head of School or manager.
- All incidents will be investigated, WHY?
 - Identify the cause of the accident
 - Prevent a re-occurrence
 - Implement corrective actions
- Incident Report Forms available from the Health & Safety website

Dignity at work

- ATU is committed to providing a working environment, which gives all employees freedom to do their work without fear or anxiety as a result of harassment of any form, including but not limited to harassment on the grounds of:
 - Gender;
 - Marital and family status;
 - Age;
 - Disability;
 - Sexual orientation;
 - Race or ethnic origin, including membership of the travelling community;
 - Religion; and
 - General harassment/bullying.
- Bullying and Sexual Harassment are not acceptable in ATU
- Bullying does not have to include violence, it can be e.g., exclusion, undermining, overruling, marginalising, humiliation, fabrication
- If you feel you are being bullied or harassed immediately report it through our bullying procedure available from Human Resources
- Keep a log on all the incidents number, regularity and pattern.
- Work with management to solve the problem
- Do not shut it out as this will only allow it to escalate
- ATU's procedure is called "Dignity at Work" and is available [here](#)



Ergonomic workstation setup

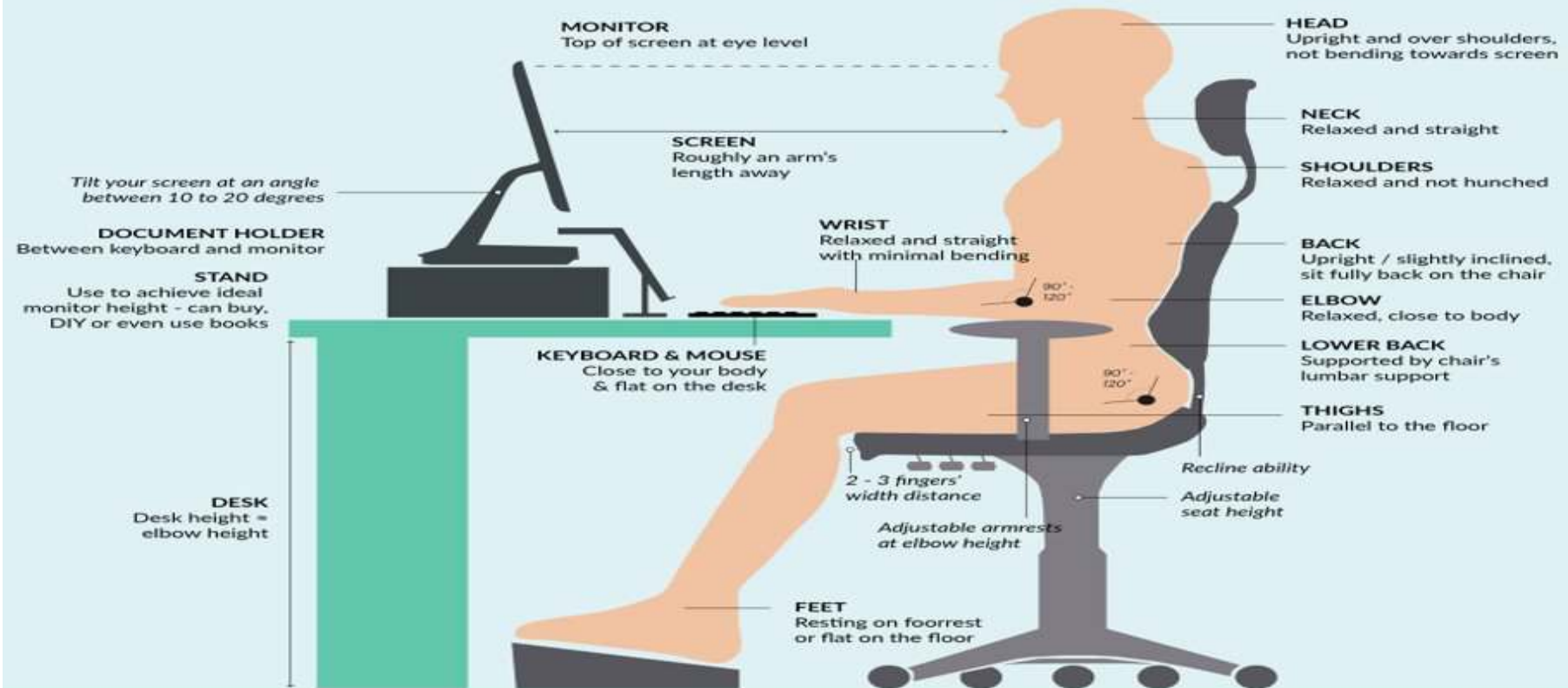
- Ergonomics means - “fitting the job to the worker,” including:
 - Workstations
 - Tools
 - Equipment
- Why is ergonomics important?
 - Overexertion leading cause of injuries
 - Most costly
 - Recurring/Persistent pain may develop in future
 - Bodily reaction is another leading cause of injuries in workplace
 - Repetitive motion also within top 10 most common workplace injuries



Ergonomic workstation setup

HOW TO: SET UP YOUR WORKSPACE

Print this out for as a quick checklist or download it on your phone for easy reference!







Covid-19

1. ATU is committed to providing a safe and healthy workplace for all staff, students, and campus users. All Managers, Employees, Students and Campus Users will play a part in continuing to follow public health guidelines. A combined effort and personal responsibility will help contain the spread of the virus.
2. A Covid Response Plan for is available here. All staff are requested to read and understand the contents of this document to ensure that we protect ourselves and our campus users.
3. Please adhere to all National guidance and Public Health advice in relation to COVID – 19.
4. Staff are asked to follow all COVID -19 control measures outlined in the Covid Response Plan .If in doubt contact your head of department for clarification on COVID -19 requirements for your dept or school
5. In order to continue to suppress virus spread we all have a personal responsibility to take measures in order to protect ourselves and other



Covid-19

What you can do

-  Contractors and visitors should wash your hands regularly and avoid touching your face with your hands. Hand gels with at least 70% alcohol content can be used if soap and water are not available
-  When coughing and sneezing, cover your mouth and nose with your bent elbow or use tissue. Put used tissues into the nearest bin and wash your hands.
-  Our cleaning staff clean and disinfect frequently touched objects and surfaces. All contractors when working at Individual Colleges please clean your own work area frequently.
-  If you displaying any of the symptoms and or feeling unwell **STAY AT HOME !!**



General Safety Tips

- Never eat, drink, or smoke while using hazardous chemicals
- Always read labels' MSDSs prior to use
- Use personal protective equipment as required
- Make sure all chemical containers are properly labeled
- Always wash up after using chemicals
- In the event of a chemical spill contact the department's Chemical Spill Response Team
- Never smell or taste a chemical to identify it
- Know all emergency procedures and equipment
- Store all hazardous chemicals properly
- Always use hazardous chemicals as intended



Housekeeping

- Good Housekeeping is the first and most important level of preventing falls due to slips and trips.
- Keep your workplace tidy. (Spills, trailing leads, filing etc.)
- Report damage or obstruction to your manager
- All access/egress routes must be kept clear at all times of objects/items that may impede access or egress (trailing leads).
- Do not obstruct exits points and stairwells





Employee Assistance Programme

- ATU's Employee Assistance Programme is a completely independent and confidential counselling, referral and support service which enables employees to discuss work or personal issues in confidence.
- The EAP is available to all employees and their immediate family and offers both telephone and face-to-face counselling services for a range of issues such as:
 - Addiction Anxiety/Depression
 - Eating Disorders Stress
 - Family Difficulties Relationship Problems
 - Personal Difficulties Health Related Issues
 - Trauma/Shock Bereavement
 - Work-Related Issues Domestic Issues
 - Marital/Family Difficulties Bullying/Harassment

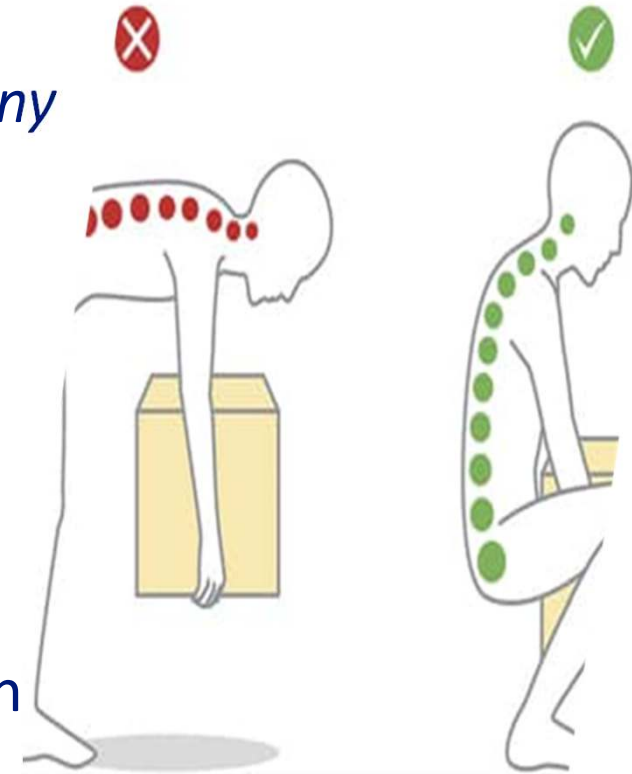
Safety Communication

- ATU sees the management of health & safety as a teamwork strategy between management and employees
- In line with this procedure safety representatives represent staff in matters of health and safety on the safety committee
- Safety information such as policies, procedures can be found on ATU's safety web page.
- If you have any safety concerns notify your Head of School or Function or line manager



Manual Handling

- *“involves any transporting or supporting of any load by one or more employees, and includes lifting, putting down, pushing, pulling, carrying or moving a load, which by reason of its characteristics or unfavorable ergonomic conditions, involves risk, particularly of back injury, to employees.”*
- All employees should receive manual handling training where which will be refresh every three years



Wishing you a safe, healthy and happy work-life.

