



NUI Galway
OÉ Gaillimh



UNIVERSITY of LIMERICK
OLLSCOIL LUIMNIGH

Health Safety Essentials

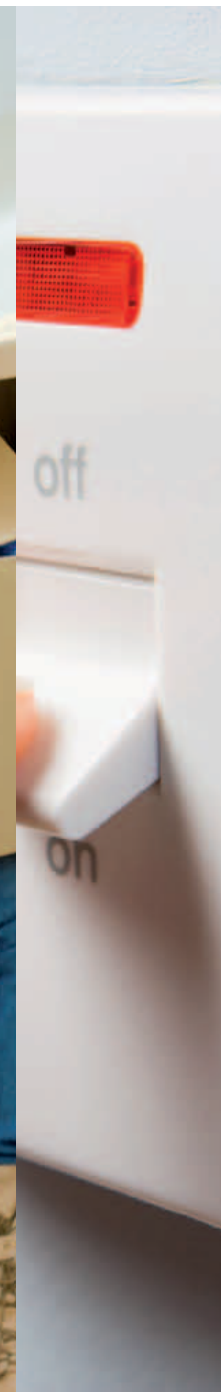


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Foreword

NUI Galway and the University of Limerick acknowledge their responsibilities under the Safety, Health and Welfare at Work Act 2005 and associated legislation. We are committed to ensuring, so far as is reasonably practicable, that all activities undertaken on our property or by employees working off site are carried out to the highest possible standards of health and safety.

Our staff and students are our greatest asset, and their safety is one of our greatest concerns. There is a very diverse range of teaching and research activities undertaken by NUI Galway and the University of Limerick, and therefore it is essential that safety precautions are observed by everyone. It is only when each one of us takes responsibility for those areas under our control that safety is managed effectively.

Please take a few minutes to read this booklet – by providing guidance on the very broad scope of health and safety at work, we trust you will find it useful. Along with the University Safety Statement, we welcome the contribution the booklet makes to achieving the goal of reaching and maintaining a healthy and safe work and study environment in our respective institutions.



Don Barry
President, University of Limerick



James J. Browne
President, NUI Galway

Overview

Introduction to Safety Essentials



NUI Galway and the University of Limerick are large and complex workplaces, so it is essential that health and safety is properly managed. The Safety, Health and Welfare at Work Act 2005 provides the legal framework for both employers and employees to ensure that they are well informed about the hazards of their workplaces and that the required protective and preventive measures are in place. One of the major requirements for all workplaces is the

preparation of a plan known as the Safety Statement; the current University Safety Statement is available on the Health & Safety website. In addition, all Units¹ must prepare their own local safety statement.

The purpose of this booklet is to:

- ❑ summarise the main points of the University Safety Statement (Part 1)
- ❑ provide information on a number of general health and safety issues relevant to the whole university (Part 2)

All employees should read the University Safety Statement so that they are aware of the health and safety hazards and issues specific to their work. This booklet – *Health + Safety Essentials* – should be read in conjunction with the University Safety Statement.

¹ Within the University of Limerick, Units are Faculties, Divisions, Schools, Departments, Institutes and Support Services. Within NUI Galway, Units are Colleges, Schools, Research Institutes and Support Services.

Relevant Legislation

The Safety, Health and Welfare at Work Act 2005 establishes health and safety requirements in all workplaces, including universities. The Act is a framework piece of legislation that specifies the following main requirements:

- ❑ The duties of the employer to employees (Section 8)
- ❑ The duties of the employer to persons other than employees (Section 12)
- ❑ The duties of employees (Section 13)
- ❑ The duties of persons in control of places of work (Section 15)
- ❑ The duties of designers, manufacturers, importers and suppliers of articles and substances used at work (Section 16)
- ❑ The duties of persons who design or construct workplaces (Section 17)
- ❑ Hazard identification and risk assessment (Section 19)
- ❑ The safety statement (Section 20)
- ❑ Safety representatives (Section 25) and safety consultation (Section 26)

Additional regulations set out more specific requirements on particular hazards or issues. The Health and Safety Authority (HSA) enforces this legislation. Certain other legislation has implications for safety practices in the university and similarly must be complied with. For a full list of current legislation applying to the university, see the Health & Safety website or contact the University Health & Safety Office directly.



Part 1 – Safety Statement Essentials

University Safety Management Structure

As the employer, the university's Governing Authority has ultimate responsibility for ensuring, so far as is reasonably practicable, the safety, health and welfare at work of employees in compliance with Section 8 of the Safety, Health and Welfare at Work Act 2005 (hereafter referred to as "the Act") and with other occupational safety legislation.

The Director Human Resources in the University of Limerick and the Director of Safety in NUI Galway are responsible for the functional management of health and safety matters in each university.

As part of their managerial function (and subject to the policy, managerial and resource responsibilities of the President and Governing Authority), Unit Heads/Division Managers or their appointed deputies are responsible for ensuring, so far as is reasonably practicable, the implementation of the university's safety policy and the health and safety of persons working, studying or visiting in their areas of responsibility.

An overview of the university safety structures of NUI Galway and the University of Limerick is given in Appendix 1.

The UL Safety Representatives Committee and the NUI Galway Safety Working Group advise on safety policy within each institution. Each acts as the forum for consultation on safety matters relating to employees, students and authorised visitors to the university.



Employee Consultation

Within the university, safety representatives have been elected by you, the employee, to consult with. The Act specifies that safety representatives may liaise, on behalf of employees, with university management on safety issues. While safety representatives are not responsible for implementing day-to-day safety policy, they are a good point of contact for general safety queries. The Health & Safety website lists the university's safety representatives.

Employee Health and Safety Duties

Employees have specific health and safety duties as defined in the Act (Sections 13–15), which can be summarised as follows:

1. Comply with the law and take reasonable care of own and others' safety.
2. Do not be under the influence of intoxicants that will endanger safety at work.
3. Co-operate with employer and others.
4. Do not engage in improper conduct.
5. Attend training relating to safety or work.
6. Make correct use of any protective clothing, equipment or other safety measures provided.
7. Report any dangerous work, safety defects or contraventions that you become aware of.
8. Do not intentionally damage or interfere with safety equipment or other safety measures or intentionally place at risk a person at work.

In addition to the above duties, specific responsibility for health and safety is formally assigned to particular employee posts. See the Health & Safety website for details.

The University Safety Statement

The university is legally bound by the Act to prepare a safety statement. The purpose of the safety statement is to identify and prioritise safety issues, thereby assisting with planning and specifying how safety is to be managed in the university. Specifically, the safety statement must identify the necessary protective and preventive measures required to control the workplace hazards, the people who are responsible for these measures and the resources that have been allocated for safety in the university. The Act requires that the safety statement be reviewed regularly to ensure that it is current and valid.



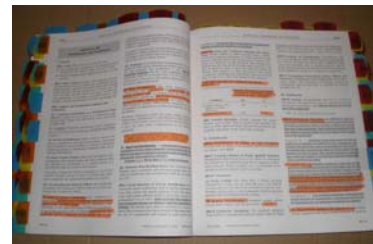
The university complies with its legal obligations in this regard by preparing safety statements at two levels:

- ❑ Institutional level – the University Safety Statement
- ❑ Unit/departmental level – local safety statements

The University Safety Statement specifies the university's safety arrangements, such as the management structure, employer and employee responsibilities and consultation arrangements. This document is available on the Health & Safety website and at a number of central office locations.

The local safety statement, which is prepared by each individual Unit, identifies the hazards and required safety arrangements specific to that Unit's area and activities. The local safety statement is known as the Unit Safety Statement in NUI Galway and the Departmental Safety Code of Practice in the University of Limerick. In consultation with employees, each Unit Head/Division Manager is responsible for developing their local safety statement.

As an employee, you should familiarise yourself with the safety arrangements and your responsibilities as specified in both the University Safety Statement and the local safety statement that applies to you.



Unless otherwise specified, the term 'safety statement(s)' will be used in a general sense hereafter in this booklet to refer to both the University Safety Statement and local safety statements as a collective document.

Safety Statement Provisions

Safety statements are designed to give all the information specified in the Act and are prepared in a standard format with respect to the following main headings:

Hazard Identification and Risk Assessment

A hazard is a potential source of harm or adverse health effect on a person or persons. Units must identify all the potential hazards for their areas and activities. A risk assessment assesses the severity of the hazard and its potential outcomes in conjunction with other factors, such as the level of exposure, the number of persons exposed and the likelihood of the hazard being realised. A number of different methods are used to assess a hazard's overall risk, from basic grading using high, medium and low categories to simple matrixes. The Act requires that risk assessments be reviewed regularly to ensure they are valid.

Control Measures

This part of the safety statement identifies the means of eliminating or reducing hazards, including both the measures currently in place and other feasible control

options. Relevant standards and codes of practice must be used to determine the appropriate controls. In selecting the control(s), the following hierarchy is adopted:

1. Elimination of the hazard
2. Substitution
3. Segregation
4. Reduction (time, volume, number of personnel)
5. Other organisational/engineering measures
6. Provision of training and instruction to employees



Assignment of Responsibilities

The safety statement names the person(s) responsible for the specified controls/arrangements. The ultimate responsibility for the health and safety of employees rests with the university employer, i.e. the President and Governing Authority. While the responsibility for management cannot be totally delegated, the practical implementation of safety requirements must be delegated and assigned to relevant employees according to the line management structure.

Promotion and Implementation of Safety Statements

Safety statements represent an important and required step in improving safety measures and making the university a safer place in which to work and study. For the safety statement to be effective, it must be promoted and implemented. It should be regularly discussed at meetings and training sessions and must be available to employees.

The preparation and review of a safety statement provides an opportunity to proactively deal with the hazards identified. Once identified, the required controls and arrangements must be put in place. While certain projects are dealt with by the University Health & Safety Office, the primary responsibility for implementing the measures specified in the local safety statement rests with the relevant Head/Manager.

Review of Safety Statements

It is university policy that all safety statements be reviewed and revised annually. If you have any comments to make on the University Safety Statement, please contact the Health & Safety Office directly.

Each Unit Head/Division Manager is responsible for ensuring that their local safety statement is current. The document must be routinely reviewed as a local safety management measure and must be locally available. If you wish to comment on your Unit's local safety statement, please contact your Unit Head/Manager.

Monitoring

To ensure that the safety statement is being implemented effectively, routine monitoring is required. Units must carry out routine checks (audits) to review their local safety statement and its implementation (at least annually but the frequency will depend on the seriousness of the risks involved). In addition, more in-depth audits of areas, equipment and operations where particular hazards exist must be carried out.

Safety audits may also be conducted by the Health & Safety Officer to monitor the overall implementation of occupational safety in the university.

Safety representatives are entitled to investigate and make representations in respect of any potential hazard or on receipt of a complaint from an employee.



All employees have a duty to report to their employer or immediate supervisor, without unreasonable delay, any defect in plant, equipment, place of work or system of work that might endanger safety, health or welfare.

Independently, inspectors of the Health and Safety Authority (HSA) have power "at any time to enter any place which (s)he has reasonable grounds for believing is used as a place of work ... and inquire into, search, examine and inspect that place and any work activity". Inspections may therefore be carried out without prior arrangement, but inspectors must be identified before being admitted to restricted areas of university buildings. The local safety representative must be notified about the inspector's arrival, and all personnel within the university must co-operate with the authorised HSA inspector. Should the inspector find unsafe situations during the inspection, (s)he has legal powers to take whatever action is appropriate. The HSA may also criminally prosecute the organisation or individuals for offences (Section 82 of the Act).



Part 2 – Essential Guidelines

Introduction

These selected guidelines provide general information on a number of health and safety issues relevant to the entire university. They are not intended to cover specific technical hazards found in laboratories or workshops (details of which can be found in the local safety statements and specialist guidance documentation).

If you have a health and safety query or if a problem arises, take the following steps:

1. Deal with the problem personally if you can, e.g. by removing a trailing flex from an access route in your work area.
2. Check the safety statement and other relevant safety information. (Refer to *Other Sources of Information* at the end of this section.)
3. Report the problem to your Supervisor or Head.
4. If repair or servicing is required, report the issue to the relevant person/party. If the equipment or area cannot be used safely in the interim, ensure that it cannot be accessed or used (e.g. isolate the power supply to the equipment) and post signs to warn people of the hazard.

In addition, the following steps may be taken:

1. The area safety representative may be consulted.
2. The Health & Safety Officer may be contacted for further advice or information.
3. Health and safety queries can be raised at the Safety Representatives Committee (University of Limerick) or the Safety Working Group (NUI Galway).

Emergency Procedures

To ensure the safety of all concerned parties, it is important that you become familiar with the university's fire, emergency and other procedures in advance of an emergency occurring. Due to the varied nature of the activities carried out in the university, it is not possible to summarise all emergency procedures in this booklet. Because fire is a common hazard in all areas and activities, the university's fire procedures are included in Appendix 2; the steps given therein should be used as the basis for other local emergency procedures. Individual Units must develop and implement local procedures for other emergencies that are likely to arise as a result of their activities.

In any emergency situation, following these guidelines:

- ❑ Do not put yourself or others at risk – at all times, the most important consideration is human safety.
- ❑ Act responsibly and methodically with due care for your safety and the safety of others.
- ❑ The most senior employee available should take local control of ensuring the safe evacuation of all persons present. Be prepared to give the emergency services warning of any known special hazards.



Emergency Phone Numbers

In advance of an emergency, it is important that you are aware of the telephone numbers to use. In an immediate emergency, dial 999 or 112 to contact the emergency services. When making a call, be aware of the key information to provide to the emergency services. For medical emergencies, this information is specified on the RED card below.

Request Emergency Dispatch (RED) Card

This card has been developed to help you, the responder, to prepare prior to calling an ambulance to an emergency incident. This preparation will facilitate the appropriate and timely response of an emergency ambulance.

Please follow the steps over when calling Ambulance Control (112 or 999)

RED CARD
Information and sequence required by Ambulance Control when requesting an emergency ambulance response:

1	Phone number you are calling from	
2	Location of incident	
3	Chief complaint	
4	Number of patients	
5	Age (approximate)	
6	Gender	
7	Conscious?	Yes / No
8	Breathing normally?	Yes / No
If over 35 years	Chest Pain?	Yes / No
If trauma	Severe bleeding?	Yes / No

When making an emergency call, **do not hang up** until you are satisfied that your message has been correctly received and that the emergency services have all the required details.

For other internal situations, you should know in advance:

- ❑ how to make internal/external calls
- ❑ the relevant local phone numbers, such as the internal emergency number (ext. 3333) and the phone numbers of occupational first aiders, security, etc.
- ❑ the location of the nearest telephone(s) and whether or not they are available for use, e.g. that the phone line is not barred



Fire

Fire is a common hazard to all areas and activities. In the event of fire, follow the university fire procedures. These are displayed throughout the campus (see Appendix 2) and summarised as follows:

- ❑ Activate the fire alarm if this has not already been done.
- ❑ Do not take risks.
- ❑ Immediately evacuate the building – do not delay to pick up your personal belongings.
- ❑ Close all doors behind you.
- ❑ Walk briskly – do not run – to the nearest exit point.
- ❑ Assemble at your designated assembly point.
- ❑ Do not gather in stairwells and block exit paths.
- ❑ Only use fire extinguishers that are compatible with the fire.
- ❑ Do not re-enter the building.

Under no circumstances should an untrained person attempt to tackle the fire.

All fires must be reported immediately to the relevant university officers and Heads/Managers. Thereafter, the details of the emergency must be reported by the relevant Heads/Managers to the appropriate university office.



First Aid

The provision of first aid within the university is a legal requirement under the Safety, Health and Welfare at Work (General Application) Regulations 2007. Occupational first aiders and first aid equipment are available throughout the university buildings (see the Health & Safety website for details, including the names of current occupational first aiders). Each Unit must ensure that the first aiders are known locally by means of a prominently displayed safety poster. These employees should be contacted in the event of an injury or illness requiring first aid treatment. If the injury necessitates further medical assistance, the injured person should be brought to hospital or the emergency services should be contacted, as appropriate.



Accidents/Incidents

As a requirement of the Safety, Health and Welfare at Work (General Application) Regulations and for preventive purposes, any employee, student or visitor who has been involved in an accident on the university premises or while engaged in university work elsewhere (e.g. fieldwork) must immediately report the matter and complete a university accident report form. Accident report forms are available from your Supervisor or Head or from the Health & Safety Office or website. Once the relevant information has been recorded, the completed form should be forwarded immediately to the Health & Safety Office.

Prevention Guidelines

The sections to follow include prevention guidelines that should be followed to protect the safety, health and welfare of the university's employees, students and visitors.



Electricity

When used in the correct manner and properly maintained, electrical equipment is quite safe. However, misuse or lack of maintenance can lead to the risk of fatal electrical shocks or fires and explosions. When using electricity, ensure that:

- ❑ equipment is regularly checked, which is a particular requirement for portable equipment (PAT)
- ❑ there are no loose connections and cables are not damaged
- ❑ the appliances are not damaged
- ❑ leads are not trailing
- ❑ there is no risk of liquids being spilt in the vicinity
- ❑ the appropriate fuse rating is used

Residual current devices (RCDs) are required in many cases and need to be in proper working order to operate effectively. The distribution of electricity throughout the university is the responsibility of the Buildings (& Estates) Office.



Fire Precautions

Fire Prevention

Fire is a significant risk within the university, and care must be taken both to prevent outbreaks of fire and to minimise damage should a fire occur. The following fire precautions must be adhered to:

- ❑ Emergency escape routes must be kept clear at all times.
- ❑ Smoke or fire doors must not be wedged open or obstructed in any way.
- ❑ Exit doors must be left unlocked or must be easily opened.
- ❑ Employees must be familiar with the university fire procedures.
- ❑ Particular care is needed in the use and storage of flammable material, including wastes.
- ❑ Equipment must be switched off when not in use.
- ❑ Care must be taken in the use of portable heaters or other potential ignition sources.

Fire Drills

Fire drills and other trial evacuations are undertaken to familiarise personnel with emergency procedures. You are legally obliged to participate fully in these drills, and you must respond quickly and safely in line with the university's fire safety procedures. Without putting yourself at risk, please ensure that visitors and others not familiar with the building or procedures are guided to safety.

Fire Extinguishers

The university is fully equipped with appropriate fire extinguishers, which are routinely serviced. The maintenance of this equipment is the function of the Buildings (& Estates) Office. The damaging of fire extinguishers is a criminal offence and may be a hazard to those needing to use the extinguishers in an emergency. You should report any problems with extinguishers (including problems that occurred when they were discharged) directly to the Buildings (& Estates) Office. Check the Health & Safety website for more specific details on fire extinguishers.



General Working Environment

The Safety, Health and Welfare at Work (General Application) Regulations 2007 specify general workplace standards in a series of schedules. Requirements relating to ventilation, temperature, lighting, access, etc. are generally stated.

Slips, Trips and Falls

Slips, trips and falls account for a significant number of accidents. Many such incidents occur when employees are moving or carrying loads and may be caused by the condition of the floors, poor lighting or untidiness.

Such accidents can be easily prevented by taking steps such as those below:

- ❑ Clear up spillages on floors quickly.
- ❑ Do not allow trailing leads to create tripping hazards.
- ❑ Report damaged floor coverings, etc., for repair.
- ❑ Ensure that stairwells are well lit.
- ❑ Ensure that passageways and corridors are kept tidy.

Personal Protective Equipment

Personal protective equipment (PPE) is required in circumstances in which it is not reasonably practicable to eliminate or control the hazards in the workplace. The university will provide and maintain protective clothing or equipment deemed necessary to ensure the safety, health and welfare of employees. When using PPE, it is important to remember that you are obliged to use it as instructed, maintain it in a state of good repair and report any defects or other problems promptly. PPE is *not* the solution to a hazard and should only be used to control a hazard when all other control measures have been exhausted.

Disabilities

The university specifically assesses the safety needs of employees, students and visitors with disabilities. The Disability Officer and the Health & Safety Officer provide specialist advice in this area. It is the goal of the Disability Office to ensure adequate accessibility for all, and this is being continually improved upon.



Manual Handling of Loads

Many injuries are the result of incorrect lifting and handling techniques or attempts to lift or carry loads that are inappropriate for the physical capacity of the person involved. Specific regulations on manual handling are set out in the Safety, Health and Welfare at Work (General Application) Regulations 2007 and can be summarised as follows:

- ❑ Where possible, avoid handling loads.
- ❑ Use equipment if appropriate.
- ❑ Know the correct way to lift. (Training is provided by the university.)
- ❑ Get help if the load is awkward.



Health and Safety Training

Training to ensure health and safety is a specific requirement of the Safety, Health and Welfare at Work Act 2005. Many health and safety training courses are organised each year for university employees, including:

- ❑ Fire safety
- ❑ Occupational first aid
- ❑ Manual handling
- ❑ Chemical safety
- ❑ Computer workstation assessment
- ❑ Other specialist safety topics

Details of the specific course arrangements are available on the training section of the University of Limerick Health & Safety website and the NUI Galway Human Resources website. It is the responsibility of each Head to assess the safety training needs of their employees and ensure that they have received training appropriate to their job. To arrange training for the employees in your area, check the Health & Safety Office/Human Resources website for upcoming dates.



Out-of-Hours Working

You should never work alone late at night in the university, especially where equipment or operations may be hazardous. In all cases, you must carry out a risk assessment of the proposed work, ensure the necessary protective and preventive measures are in place, comply with other required procedures, get prior approval from your Head and notify Security. At the very least you should work in pairs

(buddy system) and be familiar with the relevant fire and other out-of-hours emergency procedures.



Office Safety

Although offices are not particularly hazardous places to work, accidents can happen. The following basic measures can prevent such accidents:

- ❑ Keep access routes clear at all times.
- ❑ Do not allow flexes (such as to computers or phones) to trail. If this is not possible, take steps to ensure they do not become a trip hazard.
- ❑ Take care when handling loads. Do not store heavy items too high or too low on shelving – they are easiest to handle at waist height. Use a ladder/kick-along for items stored up high.
- ❑ Ensure that paper-cutting guillotines and other hazardous equipment are guarded at all times.



Computers

If you work regularly on a computer or similar equipment, you should take these basic precautions to minimise discomfort:

- ❑ Change your activity regularly.
- ❑ Adopt a good posture and, if possible, adjust your chair to support your back.
- ❑ If possible, arrange the equipment to avoid awkward positions that cause neck and shoulder discomfort.
- ❑ If possible, reposition the computer so that the monitor is glare-free.
- ❑ Take an eyesight test – this is available to employees who regularly use a computer/microfiche. Check the Health & Safety website for details.

As required by the Safety, Health and Welfare at Work (General Application) Regulations 2007, computer workstations should be assessed; a number of employees have been trained to carry out these assessments on behalf of the relevant Head.



Safety Signs

Signs and symbols are used to warn, inform and enforce safety in the workplace. The signs are colour-coded and specifically designed to be readily understood (in accordance with the Safety, Health and Welfare at Work (General Application) Regulations). For example:

- ❑ A prohibitory sign is red and circular, e.g. a no-smoking sign.
- ❑ A warning sign is yellow and triangular, e.g. an electrical hazard sign.
- ❑ Signs for emergency escape or first aid are green and rectangular/square.



Pregnant Employees and New Mothers

A pregnant employee or 'new' mother employee (i.e., a woman who has given birth within the last 14 weeks or who is breast feeding) is required to advise her Head or Supervisor of her condition. This is to ensure that a pregnant employee risk assessment is completed as soon as possible and that the appropriate protective and preventive measures are put in place.



Roads and Traffic

All road markings, speed limits and traffic signs must be observed. Be aware of pedestrians and cyclists on campus roads, at junctions and particularly at pedestrian crossings.

Restrictions apply to parking on campus – you can only park in designated car parks, and a valid parking permit must be displayed on your vehicle. Cars that are found to be illegally parked may be clamped and/or removed from campus.

Specialist Topics

The hazards and safety arrangements for working with specific agents must be dealt with in the university's local safety statements. Below are some general principles.



Biological Safety

Work with biological agents is regulated by the Safety, Health and Welfare at Work (Biological Agents) Regulations. There are also specific regulations for working with genetically modified organisms (GMO) and genetically modified microorganisms (GMM). There is a legal requirement to notify the HSA and the fire brigade if working with certain groups of biological agents.



Chemicals

Work with chemical agents is regulated by the Safety, Health and Welfare at Work (Chemical Agents) Regulations. Safety data sheets for all chemicals in use must be held and available for all users to check and for emergency medical purposes. The current occupational exposure limits for scheduled agents are listed in the current version of the HSA's Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001. For fire safety reasons, the volume of flammable liquids stored inside buildings must be kept to the minimum. For more information, check the Health & Safety website.



Compressed Gases

Cylinder gas, which is used throughout the university, can be used safely if handled correctly. Safety data sheets for each type of gas used must be held by the user, and the recommendations specified in the sheets and the relevant Codes of Practice must be adhered to. Guidelines for the use of cylinder gases are available from the supplier.



Radiological Safety

The use of ionising radiation within the university is a licensed activity under the Radiological Protection Act 1991 and its associated regulations. In compliance with the regulations and licence requirements, the university has appointed a radiological protection officer (RPO) and radiation protection supervisors and has drawn up local rules. Any work using ionising radiation must have the prior authorisation of the RPO. Check the Health & Safety website for more details.



Smoking Restrictions

For health and fire safety reasons and in compliance with the Tobacco (Health Promotion and Protection) Acts 2002/2004, smoking is prohibited in all university buildings.



Information: Rules and Publications

A number of university rules and guidelines have been prepared to give additional guidance on safe working practices. In addition, documents that specify standards and minimum requirements when working in specialised areas (noise, chemicals, fume cupboards, etc.) are available for reference within your Unit or from the Health & Safety Office.

Other Sources of Information

Agencies

In addition to occupational safety publications available in the university library, useful authoritative resources are available from agencies such as the HSA, the UK's Health and Safety Executive and the University Safety and Health Association. The university's Health & Safety Office maintains a stock of:

- ❑ current HSA publications
- ❑ selected Health and Safety Executive (UK) publications
- ❑ guidance and codes of practice relevant to universities
- ❑ training videos/posters and other promotional material

If you require further safety information, contact the Health & Safety Office.

Websites

- ❑ University of Limerick: http://www2.ul.ie/web/WWW/Services/Human_Resources
- ❑ NUI Galway: <http://nuigalway.ie/healthsaf/>
- ❑ Health and Safety Authority: <http://www.hsa.ie/eng/>
- ❑ Health and Safety Executive (UK): <http://www.hse.gov.uk/>
- ❑ Radiological Protection Institute of Ireland: <http://www.rpii.ie/>
- ❑ Environmental Protection Agency: <http://www.epa.ie/>



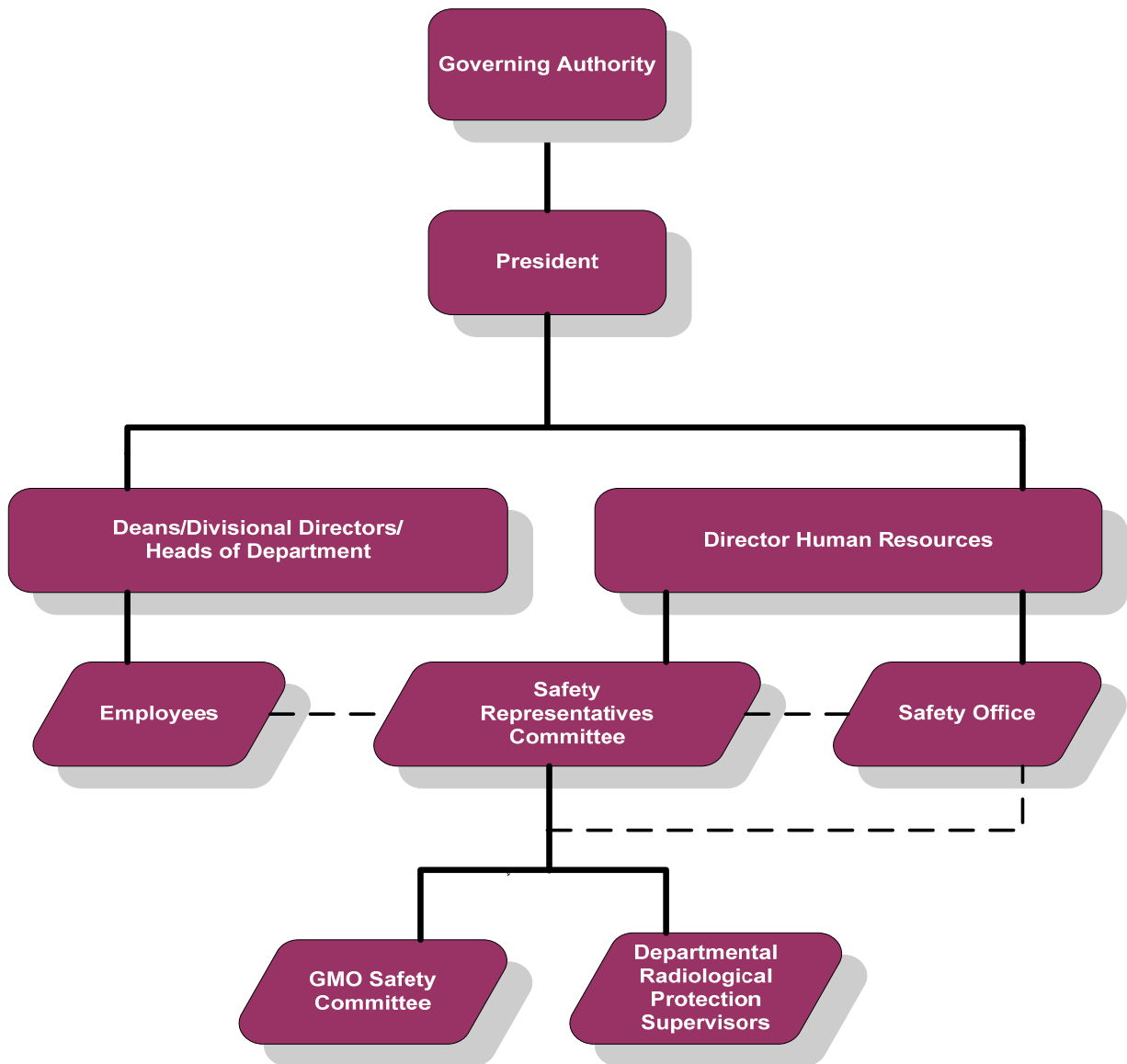
Useful Telephone Numbers

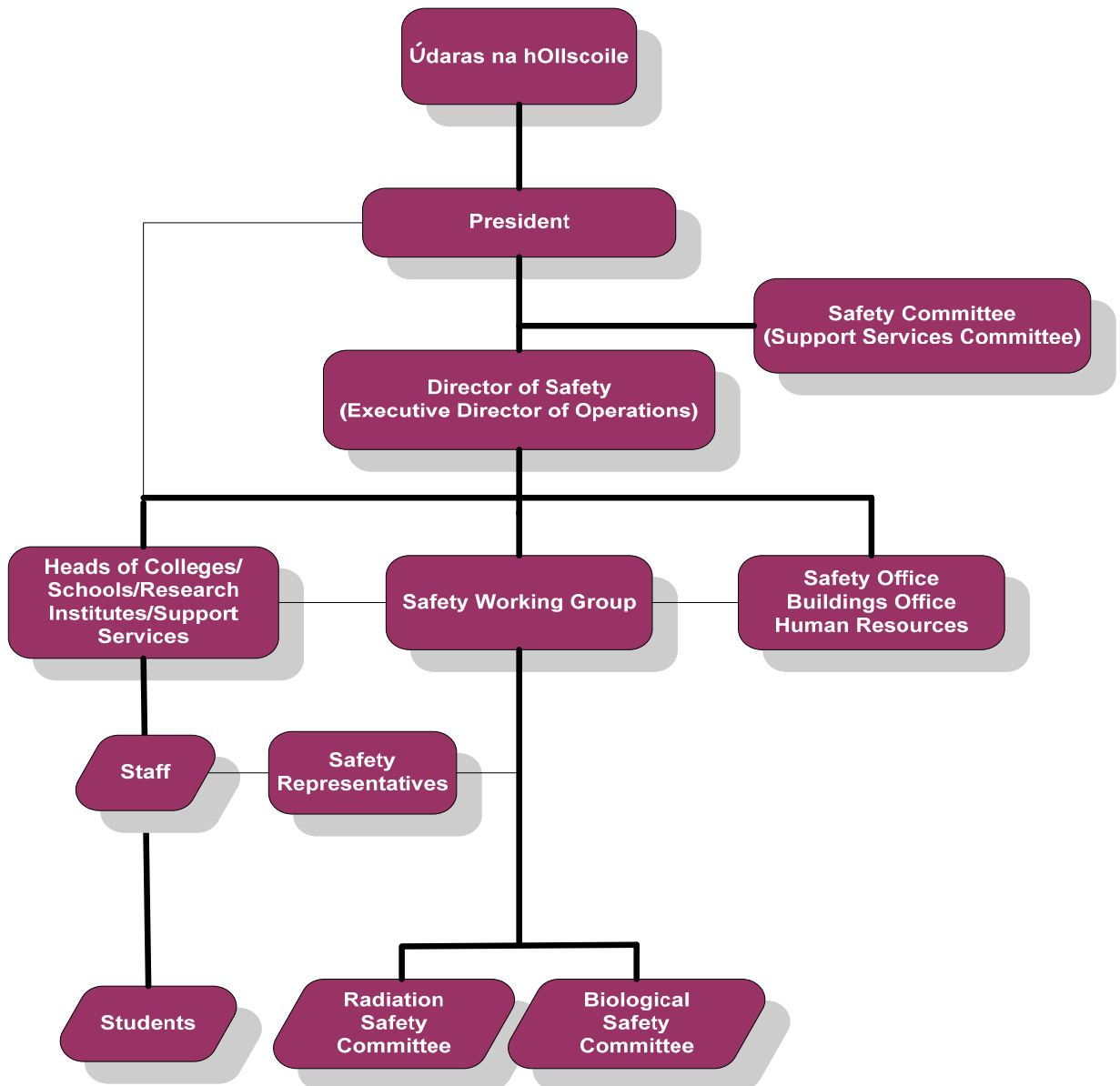
External Emergency Services: 999/112			
NUI Galway		University of Limerick	
External Services			
Gardaí	(091) 563161	Gardaí	(061) 212400
University College Hospital Galway	(091) 524222	Mid-Western Regional Hospital	(061) 301111
Internal Services			
Health & Safety Office	2678	Health & Safety Office	2239
Security	3333 (24 hours)	Security	2249/2006 (day); 2010 (night)
Fire Prevention Officer	2188	UL Emergency	3333
Radiological Protection Officer	5383	Radiological Protection Officer	2239
Student Health Service	2604 (24 hours)	Student Medical Centre	2534
Buildings	2134	Buildings and Estates	2001



Appendices

Appendix 1: University Safety Structure





Appendix 2: University Fire Procedures



INSTRUCTIONS IN THE EVENT OF FIRE

1. On discovering a fire raise the alarm by operating the nearest fire alarm call point.
2. Call the Fire Brigade using the emergency phone system.
 - 999 or 112 for the landline telephone system
 - 112 for the mobile telephone system
3. Extinguish the fire if possible, using the equipment provided.
4. Do not take risks.

EVACUATION IN THE EVENT OF FIRE

The continuous ringing of the Fire Alarm indicates a fire emergency - proceed as follows:

1. EVACUATE THE BUILDING BY THE NEAREST EXIT ROUTE & PROCEED TO THE FIRE SOURCE OF THE ALARM ASSEMBLY POINT.
2. CLOSE ALL DOORS.
3. DO NOT USE LIFTS.
4. DO NOT RE-ENTER THE BUILDING.

The intermittent ringing of the Fire Alarm indicates that the fire emergency is in an adjacent area - proceed as follows:

1. INVESTIGATE THE SOURCE OF THE ALARM.
2. DO NOT TAKE RISKS.
3. DO NOT USE LIFTS.
4. PREPARE TO EVACUATE THE BUILDING.

The Fire Assembly Point for this Fire Zone is:

(check local fire notices)

- FIND
OUT
NOW
1. The location of the NEAREST EXIT ROUTE.
 2. The location of the NEAREST FIRE ALARM CALL POINT.
 3. The location of the NEAREST 999/112 TELEPHONE.
 4. The location of the NEAREST FIRE EQUIPMENT.
 5. The location of the FIRE ASSEMBLY POINT.



FIRE NOTICE ON THE DISCOVERY OF A FIRE:

1. Raise the alarm by breaking the nearest available break glass point.
2. Phone extension 3333 and the appropriate emergency service will then be contacted immediately. Alternatively, dial 999 on an external line to call the fire brigade.
3. If the fire is small and contained faculty/staff should consider using the nearest appropriate appliance provided, ensuring that the extinguisher is compatible with the fire e.g. do not use water on electrical or flammable liquid fires.

IMPORTANT: Under no circumstances should students tackle the fire.

ON HEARING A CONTINUOUS ALARM:

Evacuate the building in the following manner:

1. WALK (do not run) to the nearest exit point briskly.
2. Do NOT delay to pick up personal belongings. This could hinder evacuation of the building and put not only your own life in danger but also the lives of others.
3. Close all doors behind you (where practical).
4. Do not use lifts. In the event of an emergency, electrical connections to lifts are disconnected.
5. DO NOT RESTRICT EGRESS (way out, exit) BY CONGREGATING IN THE STAIRWELLS.
6. Assemble at the assembly point designated for the building. It is important to assemble at this assembly point, following the routes clearly marked, to avoid congestion and to allow unhindered access to the emergency services.
7. During the evacuation and on arrival at the designated assembly points it is essential to follow the stewards' instructions as they endeavour to keep adjacent areas clear.
8. Do NOT re-enter the buildings until authorised by the assembly point steward.
9. To relieve congestion on re-entering the building, it is important to use the same route by which you entered.



Notes

It is important that you are aware of the hazards and safety arrangements for your working environment.

FIND OUT ABOUT THESE ARRANGEMENTS NOW!

Retain this document for your personal use.

For further information on health and safety, refer to:

<http://nuigalway.ie/healthsaf/> (NUI Galway)

or

http://www2.ul.ie/web/WWW/Services/Human_Resources (UL)

**NUI Galway
University Road, Galway, Ireland
Tel: +353 91 524411
<http://www.nuigalway.ie/>**

**University of Limerick,
Limerick, Ireland
Tel: +353 61 202700
www.ul.ie**