



Ollscoil  
Teicneolaíochta  
an Atlantaigh

Atlantic  
Technological  
University

# **ATU Safety Statement**

## **Quality Assurance Area: H&S**

### **H&S 001/01**

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This document requires the following approvals:

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This Policy was approved by the Governing Body on 1 April 2022. It shall be reviewed and, as necessary, amended by the University annually. All amendments shall be recorded on the revision history section above

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## Part 1 Introduction

This Safety Statement is a framework document and has been prepared to enable Atlantic Technological University meet its obligations under the [Safety, Health and Welfare at Work Act 2005](#).

**This is a document required for April 1<sup>st</sup> that has been updated by a Steering group comprising of representation from the three founding partners and will reflect the changes resulting from the merger and new Technological University structure.**

As deemed by Working Group 4:

Pre-existing procedures, policies and roles will apply until such time as they are updated post April 1<sup>st</sup>, 2022. Each campus will comply with existing policies and meet legal requirements at a minimum. Pre-defined roles (e.g., Radiological Protection Officer), will remain in place.

Note: This Safety Statement does not include St. Angela's college as amalgamation has not been confirmed.

Atlantic Technological University is required, under the provisions of the Section 20 of *Safety, Health and Welfare at Work Act 2005* and the [Safety, Health and Welfare at Work \(General Application\) Regulations 2007 and Amendments](#), to have a Safety Statement detailing its policy with respect to health, safety and welfare at work. The 2005 Act emphasises the need for employers to manage safety and health in order to prevent workplace injuries and ill health. The Atlantic Technological University Safety Statement sets out an action programme for safeguarding the safety, health and welfare of staff and students.

Secondary Risk Assessments are required by each Campus, Department, and Functional Area, which are referred to as Departments in this document and are called 'Departmental Risk Assessments'. Each Department is responsible for conducting relevant risk assessments, identifying hazards, risks, and implementing the arrangements and resources that are necessary for ensuring a safe and healthy environment.

## 1.1 Health and Safety Policy

### 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: 1<sup>st</sup> April 2022

Dr Orla Flynn  
Atlantic Technological University  
President

## **Part 2      Scope and Context or organisation**

This is a framework document that overarches and incorporates the existing safety management systems of:

- Galway Mayo Institute of Technology
- Letterkenny Institute of Technology
- Institute of Technology Sligo

The manner through which the safety, health and welfare of staff, students and others is managed Department/ Function at each campus is outlined in the current campus-specific safety documentation. Activities as part of the operations of the University are undertaken in a varied setting as follows:

### **2.1    Physical campus locations**

The physical location of the campuses is spread across Galway, Mayo, Sligo, and Donegal, covering 8 locations. See Appendix 10.2 for map of locations.

### **2.2    Remote working locations**

The pandemic caused by COVID-19 resulted in staff and students working remotely through national public health direction in order to suppress disease spread. Many staff and students are undertaking a hybrid model of staggered attendance on the physical campus location as required and as restriction measures permit.

#### **2.2.1 Home office**

Similar to the remote working location the physical office where staff or students undertake their work or study is covered in the context of the Atlantic Technological University.

#### **2.2.2 Field work**

Staff and students undertake field work activity as part of their study. These locations vary greatly across the discipline concerned and are not limited to construction sites, activities on water, mountain climbing, walks in woods, cities, historical sites etc both within Ireland and internationally.

#### **2.2.3 Placement**

Placement forms an essential component of some discipline programmes. These placement locations may be within Ireland or in international settings. Students are supervised by placement co-ordinators or designated deputy who work in liaison with the host organisation as students reside in these sites/ locations.

#### **2.2.4 Official travel/ conference attendance/ inter campus activity**

Staff and student travel is a necessary part of the operations of the university and prior approval, and authorisation is required. The granting of this approval takes into consideration any risks associated with travel including public health guidelines.



### **Part 3      Organisational roles, authority, and responsibilities**

In order to implement the Health and Safety Policy, arrangements are made at various levels within the organisation. The cooperation of Academic and Administrative line management is necessary for the implementation of an effective safety management system.

#### **3.1    Governing Body**

Ultimate responsibility for health, safety, and welfare in the campus rests with the Governing Body. The Governing Body recognises that for the effective implementation of health and safety decisions, procedures and policies, adequate resources and funding must be made available.

Governing Body membership:

**Atlantic Technological University Governing Body**

[Galway Mayo Institute of Technology](#)

[Institute of Technology Sligo](#)

[Letterkenny Institute of Technology](#)

#### **3.2    Atlantic Technological University President**

The Atlantic Technological University President has overall responsibility to the Governing Body in accordance with the [Technological Universities Act 2018](#) for the implementation of a safety management system.

#### **3.3    Atlantic Technological University Executive Board/Centres/ Campus**

The Executive Board, comprising of senior management within Atlantic Technological University, is responsible for the management of safety within their area.

Members:

[Galway Mayo Institute of Technology](#)

[Institute of Technology Sligo](#)

[Letterkenny Institute of Technology](#)

The main safety responsibilities of the Executive Board Members and those listed for designated centres are as follows:

##### **A)    Overall**

1. Ensure that adequate resources in terms of people, time and finance are provided within their area of responsibility to allow sufficient provision for health, safety, and welfare.

B) **Safe Place of work**

2. Provide and maintain a working environment for staff, students, visitors, and contractors, which is safe, without risk to health, in addition to welfare facilities. Following the Pandemic caused by COVID-19 the measures to prevent spread of the virus have been implemented in order to reduce risk of exposure from the infectious biological hazard.
3. Provide information on hazards that might affect their health or safety.
4. Provide safe access and egress to buildings as per Emergency Procedures and partake in Evacuation Drills.
5. The provision of specific fire detection and prevention measures where necessary for the activity undertaken.
6. Ensure that appropriate safety inspections are carried out within each work area.

C) **Safe Plant & Equipment**

7. Ensure all new plant, processes, machinery & chemicals introduced are reviewed by the procurer and those expert in the relevant area prior to introduction; ensure that safety requirements (legislative and good practice) are adequate, and that safe operating methods are developed prior to use.
8. Ensure that all work equipment is properly installed and maintained. Equipment within Schools is the responsibility of the Head of Function/ School to procure, install commission and maintain. Building related work, grounds, building utilities/ building infrastructural services are the responsibility of the Building & Estates Department.
9. Ensure that Personal Protective Equipment (PPE) is provided, where required, for staff and students and is maintained and used properly at all times. All employees, students & contractors are to wear the appropriate PPE, as specified on notices or otherwise.

D) **Safe Systems of work**

9. Ensure that all activities are planned so that they are conducted in a safe manner. Procedures are to be developed by persons in charge to cover hazardous operations within areas e.g., lecturer to formulate procedure on practical use of machine or methodology for chemical experiment. A safe system of work may include a Permit to Work System.
10. Separately a COVID-19 Response Plan/ Safe Work & Study Plan addresses the measures to protect the health and safety of staff, students and third parties who access Atlantic Technological University campus or attend Atlantic Technological University organised activities.
11. Introduce and document Department/ Function safety procedures or policies to deal with specific problems in conjunction with the Health and Safety Advisor.
12. Ensure that a Hazard Reporting System is held to track reported hazards and that staff and students are informed of the Hazard Reporting system and are encouraged to report verbally and provide written accounts of hazards. Ensure that reported hazards or defects or perceived shortcomings in the safety arrangements are dealt with as soon as possible.
13. Notify the Line Manager and/or Building & Estates Department of any health and/or safety issues arising within their area of operation requiring Line Manager and/or Building & Estates Department action/input to resolve.
14. Ensure that all contractors carrying out 'at risk' work within their area operate a Permit to Work system through the relevant line management.

15. Ensure that Atlantic Technological University, as the 'Client' in construction projects, complies in particular with the [Safety, Health and Welfare at Work \(Construction\) Regulations 2013](#). All Schools and Functional areas if engaged in even minor works which have the potential to result in injury or worse (construction projects including the alteration, decoration, maintenance and repair of buildings and the installation, maintenance and removal of mechanical and other systems fixed within or to structures) shall put appropriate safety measures in place and if in any doubt they shall seek advice from the Safety officer(s) or through the Building & Estates Department.
16. Ensure that all accidents (to staff, students, visitors, and contractors) in their area are thoroughly investigated and recorded on Accident Report Forms and forwarded to the Health and Safety Advisor. Ensure that all reported work accidents and dangerous occurrences are fully investigated, and corrective measures are put in place in a timely manner. Work related accidents resulting in greater than 3 days lost time (IR1 Form), and dangerous occurrences (IR3 Form) are reported to the Health and Safety Advisor who informs the Health & Safety Authority.
17. Ensure that Evacuation and First Aid Procedures are implemented, and that sufficient Fire Marshal/ First Aid Personnel are available and trained.
18. Prepare a written Risk Assessment specific for each Department to accompany this Framework Safety Statement. The Risk Assessment must cover all areas of work. The hazards in the areas are identified, risks are assessed, and the remedial / recommended action is taken where necessary. All Departmental risk assessments will be held by the Head of School/ Function and copied to the Health and Safety Advisor. Bring the Safety Statement to the notice of all employees and students. Safety Statements are to be reviewed periodically and amended as necessary.
19. Report to the President/ Governing Body, as required, on all matters relating to the safety, health & welfare of staff in their area.
20. Ensure that a regular safety inspections/audit are conducted to ensure compliance with the Safety Statement and legal requirements, and to ensure appropriate follow up action is taken.

**E) Employ Competent Staff and provide Information, Instruction and Training**

21. Complete safety training needs analysis for all staff. Identify pre-employment training requirements for new staff and internal transfers. Consult with Health & Safety Advisor for advice where required.
22. Ensure that all employees are adequately trained to carry out their duties in a safe manner, appropriate to their tasks and that no employee will be requested to conduct an activity where training is necessary, for which he/she is not trained. During the training process adequate instruction and supervision shall be given.
23. Ensure adequate training and supervision exists to instruct students in the requirements of the safety statement and in the safe systems of work as identified in the risk assessments.
24. Ensure that the Safety Policy and Safety Rules are observed and implemented at all times by all employees. This ensures all processes and work activities are carried out safely.
25. Ensure that staff are familiar with the emergency procedures associated with their work and other emergencies which may arise within the campus.
26. Employees are held accountable for their performance in relation to health and safety and this performance may be evaluated through Performance Management and Development System (PMDS).

27. Make arrangements for staff to democratically elect a Safety Representative from among their members; consult employees safety representative and as far as is reasonably practicable, take account of representations made.
28. Hold Campus/ Functional /Departmental safety meetings with the Safety Representative on a regular basis; minutes should be recorded and copied to the Health and Safety Advisor (See Section 6.3).
29. Ensure that the agreed Disciplinary Procedure is used to deal with wilful breaches of Safety rules and regulations.

### **3.4 Vice President Finance & Corporate Affairs**

In addition to Section 3.3 above the VP Finance & Corporate Affairs assists the President on all strategic and operational matters relating to budget management, forecasting and the securing of funding for the safe operation of educational activities.

The VP Finance & Corporate Affairs has organisational responsibility for Risk Management and the development, implementation, communication of and monitoring of the Atlantic Technological University Safety Management System.

### **3.5 Human Resource Manager**

In addition to Section 3.3 above the Atlantic Technological University Human Resource Manager shall support the extended management team in implementation of the safety management systems for staff through ensuring competence, scheduling induction, training, and monitoring of staff health and safety needs, including co-ordination of occupational health reviews for injuries or illness and return to work assessments.

### **3.6 Head of Department / Head of Functional Area**

This includes all officers of the University who are directly responsible for their own work and that of their staff, if any.

[Galway Mayo Institute of Technology](#)  
[Institute of Technology Sligo](#)  
[Letterkenny Institute of Technology](#)

Heads of Departments and Functional Areas are required to:

1. Ensure that resources provided are used in a planned manner to allow sufficient provision of health, safety, and welfare.
2. Report to the relevant Executive member on all matters relating to the safety, health, and welfare in their Department/ Area.
3. Assist in leading continuous improvement in health and safety within their area.

The main responsibilities of the Heads of Department are as follows:

1. To ensure that their reporting staff and students performing activities, directed by the department, fully understand, and observe the arrangements for health and safety and are aware of their responsibilities under the Framework Safety Statement and any prepared risk assessments.
2. To ensure the production and maintenance of where required, a Department/ Function Area Risk Assessment for their areas work activities and/or for areas under their management control, and that reviews of such are undertaken periodically (recommended at least annually) and amended as necessary.
3. To undertake safety audits and/or inspections and seek advice from the Health & Safety Advisor where necessary.
4. To ensure that any changes to Department/ Function area risk assessment and work practices are communicated to all staff, students and others who may be affected.
5. To ensure that staff are adequately trained and informed to undertake their duties in a competent manner.
6. To prepare emergency plans to control any specific risks in their areas and ensure that staff, students, visitors etc., are trained in emergency procedures and are instructed to comply with all emergency procedures in their areas.
7. To ensure that safe systems of work are introduced in particular where there is equipment/instruments or specialist tasks to be performed.
8. To report to the Head of School/ Function on their management of Departmental/ Functional safety, health & welfare.
9. To ensure that students who are not familiar with equipment are not allowed to operate such equipment until the required training is provided and where necessary are supervised by an appropriate qualified person.
10. To ensure that appropriate personal protective equipment (PPE) is provided, and that staff are provided with adequate information, training, instruction, and demonstration in relation to the use, maintenance, storage, repair, and replacement of PPE.

### **3.7 Staff**

Safety responsibilities are inherent in every employee's role within the University as set out by the Safety Health & Welfare at Work Act 2005. Safety responsibilities cannot be delegated. In accordance with Section 13 of the 2005 Act employees are required to:

1. Discharge their work in a safe manner so as to avoid injury to themselves, other employees, other persons (including students) and avoid damage to university equipment and property. Given the Pandemic caused by COVID-19 the measures to prevent spread of the virus must be adhered to in order to ensure a workplace free from the infectious biological hazard. Each person has a responsibility to abide by rules, report non-compliance and encouraged to suggest solutions to assist in safe work.
2. Co-operate fully with all provisions for ensuring the safety, health and welfare of fellow employees and non-employees.
3. Use equipment only if authorised and trained. Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times. Atlantic Technological University equipment is not to be shared with Third Parties. If undertaking and activity, follow instruction and do not allow third parties access to activity/ equipment when undertaking.

4. Adhere to all safe systems of work, and use safety measures and equipment, which are provided. Persons must not interfere with, or misuse equipment designed to protect. Use Protective Equipment as directed. Take proper care of personal protective equipment and store/maintain in the correct manner in accordance with manufacturer's instructions.
5. Keep all working areas must be kept clean and tidy, and to maintain high standards of housekeeping and hygiene.
6. Partake in any safety training that they are required to do, and put all their training, knowledge & experience into practice in ensuring that they work in a safe manner to avoid causing injury to themselves and others.
7. Familiarise themselves with the contents of the Health and Safety Statement, safety policies, procedures, and Codes of Practice. Where applicable in a person's work ensure that all safety rules are communicated to students, contractors, and visitors.
8. Assist in the preparation and updating of Departmental Health and Safety Statement and risk assessments. Assist and co-operate with periodic safety inspections/audits.
9. Set an example of safe working practice, particularly to students and new entrants. Ensure that in so far as is reasonably practicable, students under their supervision receive safety information and training appropriate to the hazards and risks that they may be exposed to.
10. If in the position of supervising students or staff, ensure one can demonstrate that safety is managed through systems, policies, and procedures; adequate supervision is provided, and unsafe acts are acted upon. Disciplinary procedures apply to persons who do not comply with safety rules and where the risk of injury is tangible.
11. If employing contractors to undertake activities (including works/ servicing/ installation where risk of injury exists) on behalf of the University, you may seek advice from Building & Estates, and/ or Health and Safety or appropriate competent person.
12. Assist in the provision of fire safety measures through good housekeeping, keeping exit routes clear, ensuring extinguishers are available, directing students/ visitors to safely evacuate and assemble at Assembly points in the event of evacuation alarm activating.
13. Report immediately to line management any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health and welfare at work of the employee or that of any other person.
14. Report immediately to line management any damage to plant and equipment, or equipment in need of repair or any perceived shortcomings in the safety arrangements.  
All staff may immediately report building related hazard or repair requirements.
15. Report immediately all accidents, dangerous occurrences, unsafe conditions, and unsafe acts to line management. Co-operate with investigation follow-up. The injured party is also required to co-operate with the investigation of the accident and the completion of the Injury/Incident Report Form. Completed forms are forwarded to Health & Safety Advisor.

16. Ensure that he/she, or other person under their control is not under the influence of an intoxicant to the extent of endangering his or her or any other person's safety and health. The 2005 Act defines "intoxicant" as including alcohol and drugs or any combination of these. Employees shall submit to appropriate tests for intoxicants under the supervision of a medical practitioner.

*\* The SHWW Act 2005 definition of an employee reads 'a person who has entered into or works under a contract of employment and includes a fixed-term employee and a temporary employee'. In the Atlantic Technological University context, postgraduate students who hold an employment contract issued by Atlantic Technological University are deemed to be employees.*

### **3.8 Health and Safety Advisor**

The campus Health and Safety Advisor acts as an advisor to the President, Executive Heads of University Schools and Functional areas, line management and staff on matters of health and safety. They are required to be knowledgeable on current health and safety legislation and to be proactive in the role of promoting health and safety throughout the University through policy procedure and guideline development, advising on risk assessment, statutory safety training, and auditing/ inspection.

### **3.9 Radiological Protection Officer**

The Radiological Protection Officer advises the Department line management and Vice President Finance & Corporate Affairs / Responsible Person on all aspects of radiation safety pertaining to the University and ensures that the conditions laid down in the licence issued by the Environmental Protection Agency (EPA) are adhered to.

### **3.10 Biological Safety Officer**

The Biological Safety Officer advises the Department line management and Vice President Finance & Corporate Affairs / Responsible Person on all aspects of biological safety pertaining to the University and line management ensures that the Biological Agents Regulations and any associated licences conditions are adhered to where applicable.

### **3.11 Building & Estates Manager**

The Buildings & Estates Department has a central role in the safe planning, development, management, and operation of campus infrastructure including the management of Health and Safety on construction projects managed by the Department. It is available to act in an advisory capacity for works projects managed and commissioned through other departments.

The Buildings & Estates Department under the auspices of the VP for Finance and Corporate Services is responsible for:

1. The development, maintenance and upgrade of campus infrastructure including buildings and grounds, mechanical and electrical buildings services including electrical distribution network,

lighting and emergency lighting systems, water storage and distribution network, wastewater systems, gas services, heating, ventilation and air conditioning systems, lifts, fire detection and alarm systems, firefighting equipment and signage, gas detection systems, CCTV, intruder and panic alarm systems, access control, and other systems.

2. Traffic and car park management
3. The management of the common areas of university buildings and grounds.
4. Working in conjunction with/advising University departments on faculty specific fire prevention systems.
5. The management of security, caretaking and portering services.
6. The management of cleaning, waste disposal and recycling services.
7. The management of external contractors engaged in any of the activities listed 1-6 to ensure in so far as is reasonably practical the safety, health and welfare of users who may be affected by the works or services.
8. Ensuring that the University, as the 'Client' in any construction projects (Capital Works) managed through the Building & Estates Department, complies with the Safety, Health and Welfare at Work (Construction) Regulations 2013. Construction works or projects commissioned through other Faculties or functional areas are the responsibility of those faculties or functional areas. Faculties and functional areas are actively encouraged to seek advice from the Building & Estates Manager, Technical and Safety Personnel.

### **3.11.1 Buildings Safety Officer**

The Building Safety Officer advises the Building & Estates Manager and staff on matters of Building Safety and compliance with the Construction Regulations 2013, contractor management, event safety and permit to work systems.

### **3.12 Students**

Health and Safety Rules for students are outlined in the Student Code of Conduct/ Student Charter. Atlantic Technological University Students' responsibilities are in accordance with Section 14 of the Safety Health & Welfare at Work Act which states;

*A person shall not intentionally, recklessly or without reasonable cause—*

- (a) interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health, and welfare of persons at work, or*
- (b) place at risk the safety, health, or welfare of persons in connection with work activities.*

While attending Atlantic Technological University students are therefore required

1. to take reasonable care to protect his or her safety and the safety of any other person who may be affected by the student's acts or omissions
2. to cooperate with safety systems (instructions, safety rules, public health measures (COVID-19) and regulations) of the University.
3. to wear personal protective equipment as directed
4. Use equipment only if authorised and properly trained. Ensure equipment is operated in a safe manner and that good housekeeping standards are maintained.



5. to comply with evacuation procedures and other safety procedures which may be in place in laboratories, workshops etc.
6. not to intentionally, recklessly or without reasonable cause interfere with or misuse safety equipment including fire protection equipment.
7. In addition to the above legal requirements, to immediately report to their lecturer in charge/ Course Co-ordinator/ Head of Department or Research centre any accident resulting in loss or injury. The injured party is also required to co-operate with Atlantic Technological University in the investigation of the accident and the completion of the Atlantic Technological University Injury/Incident Report Form.
8. Report any accident, dangerous incident, defective equipment, or potential safety hazard to their Lecturer in charge/ Course Co-ordinator/ Head of Department or Research centre and co-operate fully in any accident investigation.
9. Atlantic Technological University students who fail to comply with safety procedures are subject to the normal Atlantic Technological University disciplinary code.

### **3.13 Contractors**

Atlantic Technological University employs a variety of external contractors, particularly in the areas of building maintenance, equipment installation and service, refurbishment, and grounds maintenance. In some cases ATU officers may fall within the remit of 'client' under the [Construction Regulations 2013](#).

**Atlantic Technological University Staff employing contractor or service providers  
Where persons employing contractors on campus are unsure of their responsibilities, they  
MUST seek advice from Buildings & Estates or other competent source.**

**Persons who employ contractor(s) or service provider(s) on campus must ensure they employ competent contractors (determined through relevant training, knowledge, and experience), and provide adequate instruction and supervision in order that they may complete the activity safely.**

If the work involves construction projects including the alteration, decoration, maintenance and repair of buildings and the installation, maintenance and removal of mechanical and other systems fixed within or to structures this is deemed 'particular risk' (e.g., work at height, work with chemical or biological substance) and requires the **written identification of the Project Supervisor under definitions laid out in the Construction Regulations 2013**. All Project Supervising Officers must ensure that any contractors or service provider working on their request or procured through purchase order placed by them operate in conjunction with the relevant department and/or the Building and Estates Department. An external Project Supervisor may be appointed (in writing) for particular projects.

#### **Permit to Work**

The Safety, Health & Welfare at Work Act requires the University, in so far as is reasonably practical, to ensure the safety, health and welfare of all campus users who may be affected by contractor works. To this end the Atlantic Technological University operates a Permit to Work system for contractors. The following are examples of hazards to be considered when signing the Permit to work:

1. Control of Hazardous Energy
2. Confined Spaces

3. Hot Work, (Cutting, Burning, Welding etc.)
4. Pipeline Breaking
5. Safety in Evacuations
6. Working at heights (Hoists, Ladders, and Scaffolding, Roof Access etc.)
7. Working in a Laboratory
8. Asbestos
9. Lone work

Additional Risk assessment/Method Statement or Safe Work procedure may be required in addition to the Permit.

**Contractor responsibilities:**

In accordance with Section 16 & 17 of the 2005 Act, Contractors have the following responsibilities:

1. Prior to commencing work submit their signed Safety Statement and have provided proof of adequate insurance cover.
2. Notify the Project Supervising Officer /Building and Estates Department of any material or substance required to be brought onto site which has health, fire, or explosive risks. A site-specific Safety Method Statement is to be provided where particular risks exist (work at height etc.).
3. Notify the Project Supervising Officer /Building and Estates Department on arrival on site to commence work.
4. Comply with the University's health and safety requirements while work is being carried out in accordance with relevant statutory provisions, taking into account the safety of others on the site. Comply with Permit to Work system when necessary.
5. If working remotely on behalf of the University follow instruction and not allow third parties access to activity/ equipment.
6. Take appropriate precautions to protect persons present, at or in the vicinity of the work area by the provision of appropriate barriers, where necessary, to prevent unauthorised access.
7. Ensure and maintain scaffolding and other access equipment used by contractors' employees in accordance with Building Regulations and codes of practice.
8. Ensure all plant and equipment brought onto site by contractors is safe and in good working order, fitted with any necessary guards and safety devices, and complete with necessary certification.
9. Ensure all transformers, generators, extension leads, plugs and sockets are suitable for industrial use and in good condition.
10. Contractors are not allowed to use equipment owned by the University unless written permission is received from the Building and Estates Department/ Project Supervising Officer.
11. Report any injury sustained by a contractor's employee immediately to the Building and Estates Department/ Project Supervising Officer.

12. Comply with the Universities standard conditions of contract and any safety instructions given by the Building and Estates Department/ Project Supervising Officer.

### **3.14 Third Party Companies Based on Atlantic Technological University Campus**

Each company based on Atlantic Technological University campus is responsible for the management of the health and safety of their employees and for the safe maintenance of equipment and fixtures under their control. They are responsible for

- (1) providing Atlantic Technological University with a copy of their safety statement with risk assessments specific to their on-campus activities
- (2) ensuring that they comply with Atlantic Technological University emergency and evacuation procedures where appropriate (shared buildings etc.)
- (3) ensuring that they do not endanger campus users by their activities
- (4) reporting all defects in facilities or equipment to the responsible person and/or Buildings and Estates Department and immediately taking out of service any facility/equipment deemed unsafe until repair has been completed.

### **3.15 Visitors**

All visitors must identify themselves to the relevant reception/ host personnel (caretaker/ receptionist/ manager/ staff member) and follow Atlantic Technological University safety procedures.

## Part 4      Safety Rules

The following safety rules apply to all persons:

- Follow all Policy and Procedures in place
- **Do not put your safety or that of others at risk by your actions or omissions.** Observe all safety signs and rules on site.
- Participate in fire evacuation drills.
- Students must co-operate with staff in using the appropriate safety devices, wearing of the correct safety equipment, and following proper safe systems of work.
- Do not interfere with or misuse any specified items of safety equipment or any safety device. Wear fitted clothing without loose clothing hazards (un-tucked shirt, unbuttoned jacket, loose shoelaces). If using moving equipment keep long hair tied, and jewellery away from equipment.
- **Wear personal protective equipment if required.** Students are required to provide their own laboratory coats and other Personal Protective Equipment as deemed necessary.
- Keep work areas (laboratories, classrooms, library, and offices) tidy. Clean up spillages promptly.
- Keep walkways and fire exits clear of obstruction.
- Smoking is not permitted inside university buildings, in vehicles travelling on university business, near compressed gas or flammable materials. Follow Clean Air Policy of relevant campus.
- Do not operate machines, which you are not trained or instructed to use.
- Do not remove machinery guarding except for maintenance purposes. Do not operate equipment without guards in place.
- Machine maintenance is **only** to be conducted by trained persons.
- No person will be permitted to use machinery, attend class, or work if considered to be under the influence of alcohol or other intoxicating substance where there exists a danger to themselves or others.

Non-compliance with the Safety Rules is a Breach of the Disciplinary Code for staff and is punishable where a flagrant breach places health and safety at risk of serious injury or loss. Non-compliance for students may be punishable under the relevant Student Code of Conduct and can lead to dismissal.

## Part 5 Information and Training

Employees will receive adequate safety, health, and welfare training during time off from their work, where appropriate and without loss of remuneration.

Sections 8, 9 and 10 of the *Safety Health and Welfare at Work Act 2005* require that sufficient **information, training, and supervision** is provided to ensure the safety of employees, and also that such instruction, training etc. must take account of any employees with specific needs, to ensure their protection against dangers that may affect them. All training and information will be given in a form, manner and language that will be understood.

In accordance with *section 11 of the Act*, each employee is made aware of emergency action plans and arrangements pertinent to their workplace and campus as part of the induction process

Training is provided to employees on recruitment, in the event of transfer/change of tasks assigned, on the introduction of new equipment, systems of work or changes in existing equipment and on the introduction of new technology. This is arranged by line management.

Line management must ensure that employees have the competencies required for their current role. Each Line Manager is required to identify the specific safety training needs of employees under their control, and to provide training to employees where a risk assessment states that such training is required. There is a corresponding duty on all employees to attend such training.

All training requirements are outlined in the area risk assessments.

When identifying training needs due regard shall be paid to -

- Review of Statutory and Legislative requirements
- Review of Risk Assessments
- Accident/Incident Analysis

All safety training received will be monitored and updated as required.

Training records are maintained as per record retention policy.

## Part 6 Communication and Consultation

### 6.1 Health and Safety Communication Repository

See Information Resources 7.1

### 6.2 Safety Representatives

In accordance with *Section 25 of the Safety, Health and Welfare at Work Act, 2005* Safety Representatives in Atlantic Technological University are to be selected by staff. Persons are encouraged to volunteer for the role. Where there is more than one volunteer an election may be organised.

The role of a Safety Representative is to communicate with, and to make representations to the employer on safety, health and welfare issues relating to the employees in the workplace:

The employer must consider these representations and act on them if necessary.

If a health and safety issue arises in a department, it should be brought by any employee to the immediate attention of the Head of Department with possible solutions. If the issue cannot be resolved at Department level, it should be brought to the attention of the Safety Representative and the Health and Safety Advisor. It may then be discussed at the Department Health and Safety Committee meeting to discuss and resolve the matter.

### 6.3 Safety Committee Meeting

Each Executive member shall organise safety committee meetings in their departmental/ functional area to ensure communication on health and safety issues within the area.

Minutes of these meetings are to be copied to the Health & Safety Advisor.

### 6.4 University Executive Health and Safety Committee

The University Executive Safety Committee forms a communication forum across Atlantic Technological University in accordance with the Terms of Reference set out within each campus.

Members of the University Executive Committee

| <u>Name</u> | <u>Department / Area Represented</u> |
|-------------|--------------------------------------|
|-------------|--------------------------------------|

|                            |  |
|----------------------------|--|
| See list under Section 3.3 | Atlantic Technological University Executive Board Member |
|----------------------------|--|

The Executive Health and Safety Committee shall meet on safety issues, which affect the entire Technological University. The University Executive Health and Safety Committee shall direct and monitor health and safety programmes to include:

- i) Development and agreement of safety procedures and policies
- ii) Review the status of Campus /Function/ School Health & Safety programmes including risk assessment, occupational health/ health promotion, and training programmes
- iii) Review of internal / external health and safety audit
- iv) Carry out such reserved functions as may be delegated to it by the University President.
- v) It shall be the role of the University Executive Health & Safety Committee to report at least annually to the Audit & Risk Committee and Governing body on the status of the University Safety Management System.

Minutes of Executive Health and Safety Meetings are available to staff via the members of the committee and on the Health & Safety website.

## Part 7 Risk Assessment, Hazard Identification and Control Measures

### 7.1 Risk assessment

The policy of Atlantic Technological University is to identify hazards in the place of work and to assess the risk to safety and health and to control risks as far as is practicable so that they are reduced to an acceptable level.

'Departmental Risk Assessments' shall cover specific locations and activities in accordance with organisational structure (See Appendix 10.1)

The hazard identification, risk assessment and control process covers all of the activities and is undertaken using the procedures currently in place specific to each of the campuses and is mindful of best practice, hierarchy of control, legal requirements, codes of practice, and guidance published by regulatory agencies when selecting controls for specific hazards.

The identification of hazards and results of risk assessments and findings are recorded in writing and document the protection and prevention measures required to reduce the risk associated with an activity to the lowest possible level. The risk assessments are available to employees and others who may be affected by activities at the place of work through the Department/ Function arrangements articulated in safety documentation at each of the campuses. Risk assessments are reviewed annually and subject to change in operation/ hazard. This is co-ordinated by the appropriate line manager.

This is in accordance with *Section 19 of the Safety, Health & Welfare at Work Act, 2005 and Regulation 10 of 'Part II: General Health & Safety Provisions' of the Safety, Health & Welfare at Work (General Application) Regulations, 2007 (as amended)*.

Risk Assessment workshops are available for staff through the relevant Head of Department in conjunction Health & Safety.

### 7.2 Resources

Extensive resources are expended in securing the safety, health, and welfare of employees in terms of personnel, time, materials, equipment and purchase of goods and services.

**Time Resources:** The development and implementation of health and safety policies, procedures, risk assessments and inspection/audit systems place significant demands on staff members' time both centrally and at Department/ Function level. In addition, a considerable amount of time is devoted to providing and attending health and safety related training and to following up on incidents and injuries.

**Financial Resources:** In balancing the competing demands on overall University finances, the University endeavours to provide the necessary financial resources to ensure, so far as is reasonably practical, the safety of all authorised campus users. This includes:

- (a) Rectifying safety shortcomings in existing buildings by way of a phased programme of work prioritised in accordance with the level of risk and the resources available.
- (b) Engaging reputable contractors to maintain and service fire protection equipment and machinery and to maintain all buildings and equipment in a clean and safe condition.
- (c) Ensuring that all new buildings/refurbishments comply with relevant fire and health and safety standards from the outset.
- (d) Providing ongoing funding for competent health and safety advisors, both external and internal (H & S Advisors, Fire Officer, Biological Safety Advisor, Radiation Protection Officer, Health Risk Management service, Industrial hygiene consultants (air, noise, chemical) specialist consultants etc.).

Allocating to Department/ Functional areas, by way of their annual budgets, sufficient resources to ensure that health and safety issues can be addressed in a phased, prioritised manner at Department/ Function level.

(f) Allocating an annual budgetary sum to the Health & Safety Office to support the implementation of various health and safety programs and projects across the campus.

**Information Resources:** The Health and Safety Office retains a reference library of texts, literature, videos and other publications on health and safety matters. All staff can gain access to the information resources by contacting the Health & Safety Office. The Library Services also offers a number of health and safety journals and reference material. Academic staff are encouraged to use this resource to integrate health safety and wellbeing into programme modules.



## Part 8                   Synopsis of Health & Safety Policies/ Procedures

### 8.1   Hazard Reporting

Hazards are anything with potential to cause harm or injury.

Staff and students are encouraged to report hazards in accordance with legislation.

All hazards must be reported to line management (Technician-Lecturer-Head of Department- Head of School). Reported hazards may be included in risk assessment update or review.

Line management shall address hazards in a timely manner.

### 8.2   Fire and Emergency Evacuation

The Institute is required under statute to maintain all its buildings and facilities in compliance with the Fire Safety Certification as granted by the Department/ Function Building Control Authority in accordance with the requirements of Part B of the Second Schedule to the Building Regulations as amended.

Protection of life is paramount should an emergency arise. Each campus has a site-specific Fire and Emergency Evacuation procedure to ensure timely evacuation of the buildings should an emergency such as fire occur. An emergency team shall manage communication of verified evacuation and follow instructions of emergency services to assist in addressing the emergency. The key components of the procedures shall include:

#### Emergencies

##### 1. Upon hearing the fire alarm – continuous sounder

##### **GET OUT IMMEDIATELY!!**

- Proceed to your nearest assembly area. Do not stop to collect personal possessions.
- Obey the fire marshals
- Do not use lifts
- Do not re-enter the building until the all-clear has been given.

##### 2. Upon discovery of a fire:

- Raise the alarm by breaking the nearest break glass unit
- Close all doors and windows to contain the fire
- Extinguish the fire if trained and safe to do so
- Evacuate the premises to your nearest assembly point.

**Acts of vandalism e.g., maliciously activating break glass unit will be punished**

### 8.3   Critical Incident Plan & Emergency Contact details

The Critical Incident Plan aims to enable staff and management to react quickly and effectively in a rapidly developing situation and to help the University cope more proficiently in the response to and recovery from a Critical Incident. The overall objective of this plan is to protect human life and minimise personal injury.

Each campus has a plan which contains the emergency numbers to contact in event of a critical incident. A Critical Incident Management team shall be formed to address the specific crisis to make decisions on actions. Communications shall be directed from this team.

### 8.4   Accident Procedure

In the event of injury, First Aid personnel provide first aid. See list on Health & Safety webpage. All accidents and near misses must be reported to line management (Technician-Lecturer-Head of Department- Head of School). An accident report form must be completed and forwarded to the campus Health and Safety Advisor.

Line management have a duty to arrange/ refer injured person to appropriate service.

Accident, dangerous occurrences and near misses are investigated following the procedures specific to the campus on which the accident or dangerous occurrence occurred, and corrective actions are identified and implemented.

**All Procedures for the reporting of accidents re subject to the requirements set out in the [Safety, Health and Welfare at Work \(Reporting of Accidents and Dangerous Occurrences\) Regulations 2016 \(S.I. No. 370 of 2016\)](#).**

The reporting of notifiable accidents/dangerous occurrences to the HSA is supervised centrally on behalf of the employer by the Vice President Financial Controller of the relevant campus.

All correspondence from enforcing authorities must be managed centrally by the Vice President Financial Controller on behalf of Atlantic Technological University in compliance with GDPR requirements.

## **8.5 First Aid**

The Atlantic Technological University First Aid Policy sets out the resources in place to ensure compliance with The General Application Regulation Chapter 2 Part 7, 165 (b) of these regulations requires and employer to “designate” at each place of work under his/her control the number of occupational first aiders as necessary with their training and equipment available to them is adequate. Each Atlantic Technological University Executive Board Member shall ensure that all areas have adequate first aid cover.

First aid contact list for each campus is available.

## **8.6 Occupational Health**

Occupational Health surveillance is the periodic review for the purpose of protecting health and preventing occupationally related diseases of the health of employees, so that any adverse variations in their health, which may be related to working conditions, are identified as early as possible. Where Regulation or Risk Assessment requires that health assessment or health surveillance be carried out (note: - for workers involved in certain work activities, such as working with noise, certain hazardous chemicals etc.) such employees will be referred to the approved and qualified Medical Practitioner/s for appropriate assessment and monitoring.

In accordance with the [Section 22 of the Safety, Health and Welfare at Work Act 2005](#), the University is required to:

- Ensure that health surveillance is made available to all staff appropriate to the health and safety risks present in the place of work.
- Ensure that this health surveillance is available at regular intervals.

A Health Surveillance Service will be arranged by the HR Department in consultation with the Health and Safety Advisor.

## **8.7 Protection of Sensitive risk groups**

It is essential that work tasks, working conditions and the work environment do not adversely affect the health of [sensitive risk groups](#) such as pregnant employees and young person's at work.

### **8.7.1 Protection of Pregnant, Post Natal and Breastfeeding Employees**

There may be hazards in the workplace which may affect either the health of the woman or her developing child, Atlantic Technological University has specific responsibilities as set out in [Chapter 2 of Part 6 of the Safety, Health and Welfare at Work \(General Application Regulations\) 2007](#).

It is the duty of the pregnant person to inform their line manager/ lecturer of their pregnancy status as early as possible. Until notification is received the line manager or lecturer is not obliged to take any action other than those resulting from risk assessments conducted for all persons.

Early notification, in confidence, to the employee's line manager or in case of student to lecturer will ensure that the hazards which may present a risk can be identified and subsequently removed or reduced thus safeguarding the safety of the expecting mother and her developing child.

Once the Line Manager has been notified by the pregnant employee, the manager must complete a written Risk Assessment for that employee. The Risk Assessment should be reviewed if there has been a change of the work activities.

In addition to the above, Regulation 24 (Chapter 1 of Part 2 relating to the workplace), requires an employer to ensure that pregnant, post-natal and breastfeeding employees are able to lie down to rest in appropriate conditions.

### **8.7.2 Protection of Children and Young People**

An employer has specific responsibilities for the protection of young person's which are set out in [Chapter 1 of Part 6 of the Safety, Health and Welfare at Work \(General Application Regulations\) 2007](#).

Atlantic Technological University does not employ persons under 18 years. Evidence of age is obtained prior to confirming contract.

Garda Vetting has been undertaken for staff who work with children e.g., students under 18 years. Students who are studying in areas involving children are also required to be Garda Vetted. Contractors may require Garda Vetting in relation to particular roles.

Any person bringing "Children and Young persons" onto campus grounds must ensure they provide the appropriate adult supervision of same.

See Child Protection (including vulnerable adult) Policy.

### **8.7.3 Protection of Vulnerable persons or persons with Disabilities**

Specific risk assessments will be completed to ensure that the health and safety needs of vulnerable persons or [persons with disabilities](#) are taken into account. Preventative and proactive measures will be put in place following the risk assessment if specific hazards are identified. Personal Emergency Egress Plans (PEEP) will also be prepared if required. The Access & Disability Officer will provide specialist and competent advice and liaise with the Health and Safety Advisor and Departmental Heads and/or Line Managers.

Garda Vetting has been undertaken for staff who work with vulnerable persons. Students who are studying in areas involving vulnerable persons are also required to be Garda Vetted. Contractors may require Garda Vetting in relation to particular roles.

Any person bringing vulnerable persons onto campus grounds must ensure they provide the appropriate adult supervision of same.

See Child Protection (including vulnerable adult) Policy.

#### **8.7.4 At risk/ vulnerable associated with COVID-19 public health emergency**

If an [at risk or vulnerable employee](#) cannot work from home and must be on campus, employee's manager must make sure that they are preferentially supported to maintain a physical distance of 2 meters in accordance with a specific activity risk assessment. However, employee's manager should enable vulnerable workers to work from home where possible.

Vulnerable students must be aware of their responsibilities in attending, seek medical advice and adherence to protective measures and controls.

#### **8.8 Personal Protective Equipment**

It is the policy of the Atlantic Technological University to eliminate all hazards where reasonably practicable and to assess what [Personal Protective Equipment](#) (PPE) is required only when further risk reduction is not feasible. All safety equipment purchased by departments must meet approved standards and be suitable for the task intended.

PPE shall be provided and worn in designated areas and whilst carrying out specific tasks. Details of the designated areas and the tasks requiring PPE are outlined in each of the Department Risk Assessments. The University will provide free of charge PPE for its employees. Responsibility for ensuring that the equipment is used shall rest with the employee. The line manager will be responsible for ensuring that suitable PPE is available at no cost to the employee.

Employees are responsible for the care and upkeep of their PPE and should report any defects of same to their line manager.

#### **8.9 Manual Handling & Ergonomics**

[Chapter 4 of Safety, Health and Welfare at Work \(General Application\) Regulations, 2007](#) defines manual handling as the

"Transporting or supporting of a 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 of unfavourable ergonomic conditions involves risks, particularly of back injury, to employees".

The Atlantic Technological University is committed to minimizing the need for manual handling of loads by employees, e.g., using mechanical equipment, organisational arrangements. Provision of training in manual handling. Particular risk assessment is required for COVID-19 where distance cannot be maintained that work STOPS, and an assessment is undertaken (to include mask and ventilation).

#### **8.10 Display Screen Equipment (DSE)**

The use of [Display Screen Equipment](#) for many employees forms an integral part of their day to day work activities. Computers like other work equipment can expose individuals to risks. This is often due to the way the computer workstation is set up and used in both the workplace and in remote work setting. The most common risks from using computers are eye fatigue, musculoskeletal discomfort or pain and stress.

An employer has specific responsibilities for the protection of employees from the hazards associated with the use of display screen equipment, which are set out in out in Chapter 5 of Part 2 of the Safety, Health and Welfare at Work (General Application Regulations) 2007.

#### **8.11 Driving for work**

[Driving for work](#) includes any person who drives on a road as part of their work either in a University owned vehicle; or an employee's own vehicle who receives an allowance from the University for kilometers driven on university business.

Commuting to work is not classified as driving for work, except where the person's journey starts from their home, and they are travelling to a work location that is not their normal place of work.

The University cannot directly control roadway conditions, but it does promote safe driving behavior amongst its employees.

Employees are encouraged to take sustainable transport where possible to avoid the necessity of driving for work.

### **8.12 Off Campus Activities of Field Work**

'Off Campus Activity' or 'Field Work' is defined as any external teaching, field work or other sanctioned activity carried out by the staff or students to fulfil the teaching requirements, in places or premises which are not rented or owned by the Atlantic Technological University and which the University does not exert direct control.

All employees must complete an Off-Campus Activity/ Fieldwork Risk Assessment prior to them or their students undertaking any Off-Campus Activity.

All Off Campus Activity/Fieldwork Risk Assessments must be approved in advance by the Line Manager.

### **8.13 Dignity at work**

[Bullying](#) is a form of behavior which is known to have serious consequences for the health and welfare of the recipient. Bullying is therefore regarded as a workplace risk, and is legislated for under the Safety, Health and Welfare at Work Act, 2005.

It is the duty of all employers to manage and conduct work activities in such a way as to prevent improper conduct or behavior. The University is committed to promoting an environment that is free of harassment (including sexual), bullying and one where all staff members have the right to be treated with dignity and respect. See Dignity at Work Policy.

### **8.14 Stress management**

[Stress](#) can be broadly defined as the negative reactions people may have to aspects of their environment. Work related stress simply refers to those reactions due to pressures within the working environment'.

The University recognises that from time-to-time employees may experience work related stress. It is our aim to be proactive in the reduction/management of sources of stress. Employees who are subject to occupational stressors are encouraged to seek assistance from their own Department/ Function management or the University HR Department.

### **8.15 Smoking restrictions on Campus**

In accordance with the [Public Health \(Tobacco\) Act 2002](#) & [Public Health \(Tobacco\) \(Amendment\) Act 2004](#) smoking is prohibited in all indoor places of work in the University.

Individuals smoking outside entrance(s), exit(s), open windows, ventilation intake systems and covered entryways of any building must ensure that they are an adequate distance from the building such that the migration of smoke into the building is eliminated.

Some of Atlantic Technological University Campuses are Clean Air to encourage a smoke free environment.

### **8.16 Healthy Campus**

The Healthy Campus Initiative aims to create a culture in which the pursuit of a balanced lifestyle is valued, physical and emotional health is fostered, and all members of our campus community are encouraged to take responsibility for choosing to be well. Resources, programmes, and activities will be available to support and empower the campus community to optimally function across all dimensions of wellness and will support and engage with the campus and remote community during the COVID-19 crisis.

The main mission is to educate, encourage and empower the University campus community to make healthy lifestyle choices that will improve their quality of life.

### **8.17 Data Protection and Records**

All health and safety documentation shall be maintained in line with the procedures outlined in the existing safety management system in compliance with the Data Protection Act 2018, for each campus and retained for a period of 10 years from the date of occurrence. Records of accidents are used as a basis for analysing trends, in an effort to reduce accidents, injury and ill-health to employees and students. A standardised retention policy is planned.

## Part 9 Document Revision Log

The Review process for this document shall occur where there are changes in operation, new processes or equipment and practice.

The approval process shall be set out within the Atlantic Technological University document control and approval mechanism.

| Date       | Revision Number | Revision   |
|------------|-----------------|--|
| 12/03/2021 | Draft 1         | Documented by Health & Safety personnel in Letterkenny, Sligo, and Galway campuses   |
| 09/12/2021 | Draft 2         | Reformat by H&S Subgroup inclusion of fire safety and legislation update.  |
| 17/12/2021 | Draft 3         | Reviewed by H&S subgroup in light of ATU status and in preparation of April 1 <sup>st</sup> approval.<br>Pg 4. Pre-existing procedures policies and roles will apply until post April 1, 2022 (decision by WG 4)<br>3.6 Update Head of Department responsibilities.<br>3.11 Update responsibilities of Building & Estates. |
| 26/01/2022 | Draft 3         | Reviewed & approved by B&E Steering Group and referred for approval in partner organisations.  |
| 11/02/2022 | Draft 3         | GMIT Management group requested word change 'ensure the' 3.6 (2)   |

### Document Control

Copies of Safety Statement are issued to the following:

|                           |                                    |
|---------------------------|------------------------------------|
| Governing Body            | Technological University President |
| Heads of School/ Function | Heads of Department                |
| Staff – Staff intranet    | Safety Representatives             |
| Students – via Library    |                                    |

## Part 10 Appendices

### 10.1 Organisational Structure

[Galway Mayo Institute of Technology](#)

[Institute of Technology Sligo](#)

[Letterkenny Institute of Technology](#)

### 10.2 Campus Locations

[Galway Mayo Institute of Technology](#)

[Institute of Technology Sligo](#)

[Letterkenny Institute of Technology](#)

### 10.3 Legal Register

The following health and safety legislation is current regulation, (supported by guidance) which applies to the Third Level Sector.

[Safety, Health and Welfare at Work Act 2005](#)

[Working from Home \(Covid-19\) Bill](#)

[Safety, Health and Welfare at Work \(Construction\) \(Amendment\) Regulations 2020 \(S.I. No. 102 of 2020\)](#)

[Safety, Health and Welfare at Work \(General Application\) \(Amendment\) Regulations 2020 \(S.I. No. 2 of 2020\)](#)

[Safety, Health and Welfare at Work Act 2005 \(Agreement to Recognise\) Order 2019 \(S.I. No. 181 of 2019\)](#)

[Safety, Health and Welfare At Work \(Diving\) \(Amendment\) Regulations 2019 \(S.I. No. 180 of 2019\)](#)

[Safety, Health and Welfare at Work \(Quarries\) \(Amendment\) Regulations 2019 \(S.I. No. 179 of 2019\)](#)

[Safety, Health And Welfare At Work \(Construction\) \(Amendment\) Regulations 2019 \(S.I. No. 129 of 2019\)](#)

[Safety, Health and Welfare at Work \(Diving\) Regulations 2018 \(S.I. No. 254 of 2018\)](#)

[Safety, Health and Welfare at Work \(Mines\) Regulations, 2018 \(S.I. No. 133 of 2018\)](#)

[Safety, Health and Welfare at Work \(General Application\) \(Amendment\) \(No.3\) Regulations 2016 \(S.I. No. 370 of 2016\)](#)

[Safety, Health and Welfare at Work \(Electromagnetic Fields\) Regulations 2016 \(S.I. No. 337 of 2016\)](#)

[Safety, Health And Welfare At Work \(General Application\) \(Amendment\) \(No. 2\) Regulations \(S.I. No. 70 of 2016\)](#)

[Safety, Health and Welfare at Work \(General Application\) \(Amendment\) Regulations 2016 \(S.I. No. 36 of 2016\)](#)

[Safety, Health And Welfare At Work \(Chemical Agents\) Regulations 2015 \(S.I. No. 623 of 2015\)](#)

[Safety, Health And Welfare At Work \(Carcinogens\) Regulations 2015 \(S.I. No. 622 of 2015\)](#)

[Safety Health and Welfare at Work \(Biological Agents\) Regulations 2013 \(S.I. No. 572 Of 2013\)](#)

[Safety Health and Welfare at Work \(Construction\) Regulations 2013 \(S.I. No. 291 of 2013\)](#)

[Safety, Health and Welfare at Work \(Quarries\) \(Amendment\) Regulations 2013 \(S.I. No. 9 of 2013\)](#)

[Safety, Health and Welfare at Work Act 2005 \(Commencement\) Order 2012 \(S.I. No. 446 of 2012\)](#)

[Safety Health and Welfare at Work \(General Application\) \(Amendment\) Regulations 2012 \(S.I. No.445 of 2012\)](#)



[Safety, Health and Welfare at Work \(Exposure to Asbestos\)\(Amendment\) Regulations 2010 \(S.I. No. 589 of 2010\)](#)  
[Safety, Health and Welfare at Work \(General Application\)\(Amendment\) Regulations 2010 \(Artificial Optical Radiation\) \(S.I. No. 176 of 2010\)](#)  
[Safety, Health and Welfare at Work \(Quarries\) Regulations 2008 \(S.I. No. 28 of 2008\)](#)  
[Safety, Health and Welfare at Work Act 2005 \(Repeals\)\(Commencement\) Order 2007 \(S.I. No. 300 of 2007\)](#)  
[Safety, Health and Welfare at Work \(General Application\) Regulations 2007 \(S.I. No. 299 of 2007\)](#)  
[Safety, Health and Welfare at Work \(Exposure to Asbestos\) Regulations 2006 \(S.I. No. 386 of 2006\)](#)  
[Safety Health and Welfare at Work Act 2005 \(Appeals Forms\) Rules 2005 \(S.I. No. 548 of 2005\)](#)  
[Safety, Health and Welfare at Work Act 2005 \(Commencement\) Order 2005 \(S.I. No. 328 of 2005\)](#)  
[Chemicals Acts 2008 and 2010](#)  
[The Chemicals Act 2008 \(No 13 of 2008\) Chemicals \(Amendment\) Act 2010,](#)  
[Chemicals Act \(Control of Major Accident Hazards involving Dangerous Substances\) Regulations 2015 \(S.I. No. 209 of 2015\)](#)  
[Chemicals \(Asbestos Articles\) Regulations 2011 \(S.I. No. 248 of 2011\)](#)  
[The Chemicals Act \(CLP Regulation\) Regulations 2011 \(S.I. No. 102 of 2011\)](#)  
[Guidance on the Chemicals Acts 2008 and 2010](#)  
[The Chemicals Act 2008 \(Rotterdam Regulation\) Regulations 2019 \(S.I. No. 213 of 2019\)](#)  
[Chemical Weapons Act 1997](#)  
[Organisation of Working Time Act 1997](#)  
[Safety Health and Welfare \(Offshore Installations\) Act 1987](#)  
[Safety in Industry Act 1980](#)  
[Dangerous Substances Act 1972](#)  
[European Communities Act 1972](#)  
[Factories Act 1955](#)

Existing legislation may be updated, and further legislation may be introduced.