

Policy On Health and Safety Management



Policy owner:

UCD SIRC

Office

Approval date and body:

UMT June 21st 2022

1. Purpose

The purpose of this policy is to affirm *University College Dublin's* commitment to providing a safe place of work for all of its employees, to providing a safe environment for students in which to carry out their studies and associated activities, and to ensuring that, in so far as is reasonably practicable, its actions and activities do not have a negative impact on the safety of any third parties.

In addition this policy also describes the University's *Functional Area Safety Management Programme* which is used as a tool to monitor and manage safety across the University.

Detailed provisions on the management of health and safety in UCD are to be found in the *University Parent Safety Statement, College / Administrative Function Safety Statements* and in local area *Safety Statements* and *Risk Assessments*, which should be read in conjunction with this policy. Further information can be found at www.ucd.ie/sirc

2. Definitions

University Parent Safety Statement: The *University Parent Safety Statement* is a document that provide details of University College Dublin's Safety Management System and outlines how the University ensures a safe working environment for all staff, students and visitors to the University. *Inter alia* it contains information on the duties and responsibility of key functionaries, employee safety representation, safety committees, safety statements, risk assessment, accident investigation, emergency planning and safety training. The provisions as laid down in the *University Parent Safety Statement* are applicable across the University and adherence to same is required. It is available at www.ucd.ie/sirc

College / Administrative Function Safety Statements: Legally required documents that are prepared by the SIRC Office on a College and a high-level Administrative Function basis and give details of how safety is managed within that College or Administrative area. They are available at www.ucd.ie/sirc. Safety Statements are a requirement under health and safety legislation.

Local Area Safety Statement: Documents that are prepared locally on a Unit, School, Facility, Research Group or similar type basis and give specific details of how safety is managed locally. Advice on and assistance in developing a *Local Area Safety Statement* can be obtained from the SIRC Office.

Employee: For the purposes of health and safety legislation a person who is employed by the University; or a person who is under the direct control and supervision of a University staff member in a workplace setting, notwithstanding their employment status, e.g. intern, volunteer, visiting researcher, agency worker, etc. Students engaged in a course of study are not considered to be employees under health and safety legislation.

Functional Area: College, School or Unit (Unit extends to include Research Institutes and Centres) that have a defined Functional Area Manager

Functional Area Manager: This is a College Principal, Head of School or Unit. This person has a higher level of responsibility than a Line Manager and oversees, directs and manages all activities and operations in their School or Unit.

Functional Area Safety Management Programme: An ongoing process of engagement between the SIRC Office and Functional Areas in UCD with respect to workplace safety. The *Functional Area Safety Management Programme* is used to both improve and monitor safety performance across the various Functional Areas of the University and to generate ongoing safety improvement workplans both for Functional Areas and for the SIRC Office in support of these areas. The programme is based on the use of a number of tools including self-assessment questionnaires, requests for information, completion of templates, and both desk based and on the ground auditing. Key indicators in the areas of workplace safety and compliance are assessed as part of the programme.

As an output of this programme the SIRC Office may generate a workplan and associated timelines with the purpose of improving workplace safety performance and compliance in a Functional Area. Such a workplan may generate actions for both the Functional Area and the

SIRC Office in its support of same. Engagement with *Functional Area Safety Management Programme* is mandatory for all Functional Areas.

Line Manager: Any person who oversees, directs or supervises the activities of others in the workplace. This is irrespective of their level of seniority in the University and extends to include Vice Presidents, College Principals, Heads of Schools, Heads of Units, Managers of Facilities, Managers of Institutes or Research Centres, Principal Investigators, Office Managers and Supervisors.

Local Safety Committee: A committee dealing with local health and safety matters that may be formed as part of a Functional Area health and safety management arrangements

Risk Assessment: A written assessment of a workplace hazard, the risks associated with that hazard and the measures that must be taken to remediate said risk. Under health and safety legislation risk assessments must be completed for all workplace hazards.

University Executive Health and Safety Committee: Committee comprising representatives from across the University which allows for employee consultation and feedback in respect of Enterprise level workplace health and safety matters. The *University Executive Health and Safety Committee's* function is to provide a forum where the University can consult employees on matters of Enterprise level health and safety, and where Enterprise level health and safety issues can be raised and discussed. It is not intended to replace the role of Local Safety Committees in managing local health and safety matters or dealing with day to day safety issues. The committee is intended to act as the forum for the discussion of matters which may require a University level response or may require recommendations to the University Management Team. Representation of this committee will be from across the University and will also contain technical experts from Estate Services and the SIRC Office.

3. Scope

This policy applies to all operations of University College Dublin. In respect of the *Functional Area Safety Management Programme* all Functional Area Managers are required to engage with the SIRC Office.

4. Principles

4.1 Commitment To Workplace Safety

University College Dublin believes that no person should suffer an accident or ill health whilst at work or as a result of any operations carried out by, or on behalf of the University.

The University is committed to ensuring a healthy and safe working environment and continuous improvement of our practises through:

- The continuous assessment and management of all hazards that pose a risk to health and safety
- The provision of suitable training and information to employees
- The provision and maintenance of safe equipment
- The provision of adequate welfare facilities
- The provision of safe access and egress to the workplace
- The provision of safety competent co-workers
- The provision of safe systems of work
- The preparation of emergency plans
- The facilitation of worker representation and consultation in matters of safety
- The ongoing review of workplace safety
- The adherence to statutory obligations
- The management of the use of hazardous materials
- The protection of vulnerable and sensitive risk groups. Under health and safety legislation vulnerable and sensitive persons are those persons who by virtue of personal status or the type of work they undertake or a combination of both, may be at a greater risk from workplace hazards, e.g. pregnant employees, disabled workers, night workers, etc.

5. Roles and responsibilities

In order to ensure a safe working environment for all the cooperation of all University staff is essential. Detailed functionary specific responsibilities with respect to health and safety within the University are outlined in the *University Parent Safety Statement*. The duties of the various functionaries within UCD can be summarised as follows:

Vice Presidents / College Principals / Functional Area Managers / Line Managers

The above are responsible for ensuring or making arrangements (for example via a nominee) to ensure that the activities undertaken within their areas of responsibility are carried out in a safe manner without undue risk to the health and safety of University employees, students or any third parties.

The attention of such persons is drawn to Regulation 80(1) of the [Safety, Health and Welfare At Work Act 2005](#) which states that *'Where an offence under any of the relevant statutory provisions has been committed by an undertaking and the doing of the acts that constituted the offence has been authorised, or consented to by, or is attributable to connivance or neglect on the part of, a person, being a director, manager or other similar officer of the undertaking, or a person who purports to act in any such capacity, that person as well as the undertaking shall be guilty of an offence and shall be liable to be proceeded against and punished as if he or she were guilty of the first-mentioned offence.'* Consequently there is a significant legal liability placed upon all managers or persons who act as managers to ensure that all operations under their control are carried out safely.

Employees

All employees are legally required to work in a safe manner and not to endanger their own health and safety or that of any of their co-workers.

Contractors

Contractors must adhere to all relevant University safety requirements and must carry out all of their works with due regard for and without undue risk to the safety of any persons.

Visitors

All visitors to the University are expected to behave in a safe manner, adhere to any local safety requirements and not to endanger the safety of themselves or any other persons through any act or omission that they may undertake.

SIRC Office

The SIRC Manager and the SIRC Office act as advisors and provides direction and guidance to the University and to individual staff members, Colleges, Schools, Facilities and Units on matters of health and safety.

6. Related documents **(Note that these documents will be updated in line with this updated policy)**

- [UCD Parent Safety Statement](#)
- [College / Administrative Function Safety Statements](#)
- [Local Area Safety Statements](#)
- [UCD Health and Safety Management - A Guide for Managers](#)

7. Version history

- Rev 0. June 15th 2018.
- Rev. 1 June 21st 2022. Refinement of description of how Functional Area Safety Management Assessment Programme operates. Introduction of *University Executive Health and Safety Committee*. Addition of new and updating of existing definitions.