

Buildings and Estates Contractor/Service Provider Site Safety Induction

Revision History

Revision no.	Date	Reviewed by	Approved by	Description
0.1	May 2019	Eoin Meagher	B&E Dept.	First draft
0.2	Nov 2019	Eoin Meagher	B&E Dept.	Updated with new logo and colour
0.3	June 2020	Eoin Meagher	B&E Dept.	Updated with COVID-19 requirements
0.4	May 2022	Eoin Meagher	B&E Dept.	Review and update.
0.5	Feb 2023	Eoin Meagher	B&E Dept.	Review and updated

Introduction



www.ul.ie



The UL Buildings and Estates Department (B&E) is responsible for managing and maintaining 252,798m² of buildings, 148 hectares of grounds and property and 43 individual buildings.



B&E has duties under the Safety, Health and Welfare at Work Act 2005 to ensure the safety of all persons with whom the department engages. This includes Service Providers



To ensure the safety of all persons on campus, service providers (contractors, self-employed persons, etc.) coming onto campus must comply with UL health and safety (H&S) rules and regulations.

Aim



The aim of this induction is to highlight the safety-specific rules, regulations and procedures that relate to working on the UL campus.

For more detailed information, please refer to the Buildings and Estates Safe Operating Procedure for Control of Service Providers and Minimum H&S Requirements (SOP 001). **This SOP sets out the minimum H&S standards that must be adhered to on campus by all Service Providers.**



Am I a Service Provider?

The term 'Service Provider' is used to describe any company, organisation, contractor or individual engaged by B&E to undertake work on campus (regardless of duration). The term encompasses those completing construction and non-construction works.





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Campus Map

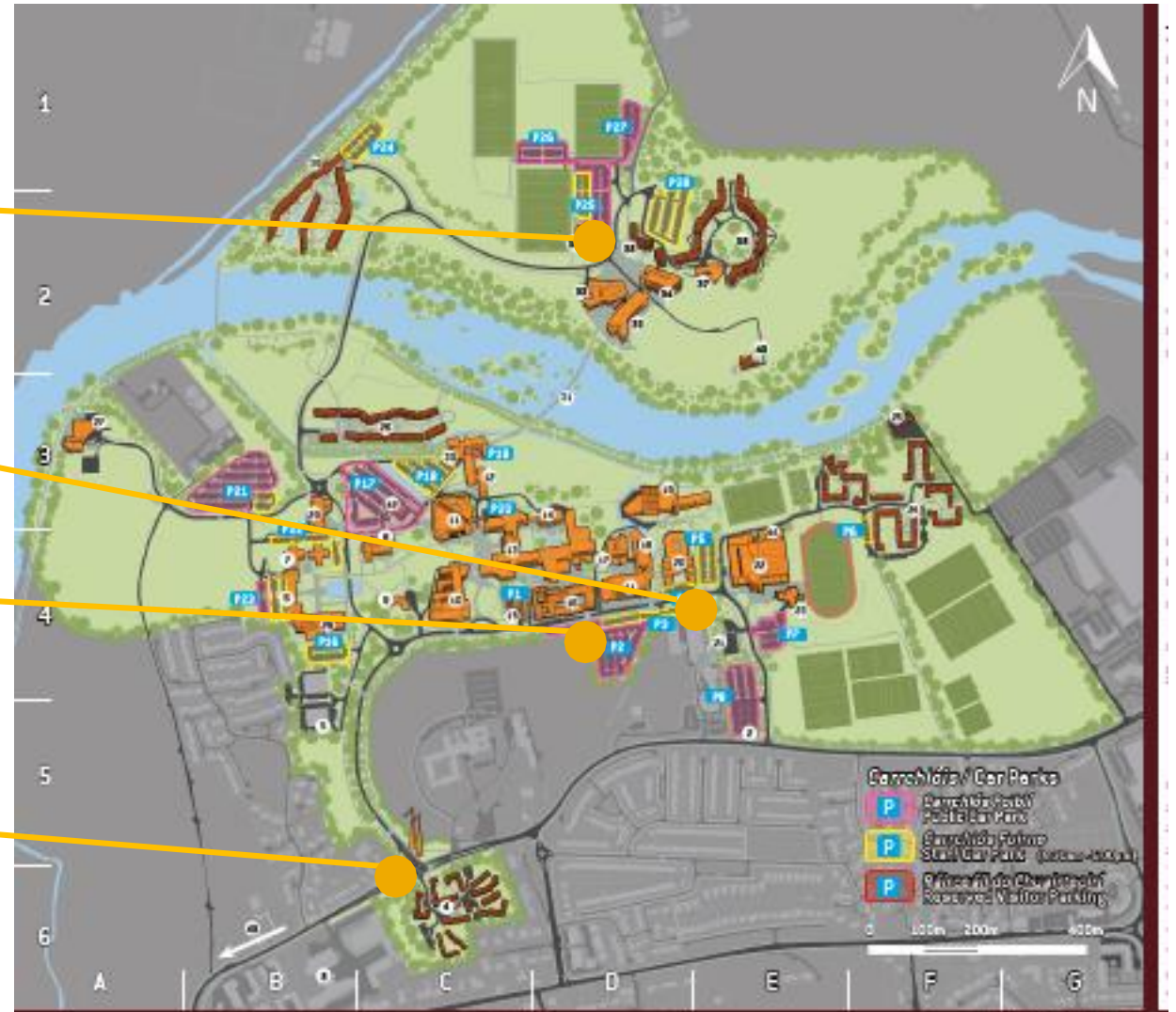
Pavilion

Security Control

Pay Car Park P2

Main Entrance, Flag Poles

B&E Office Located at AM-065



Access to Campus – Pre-Qualification

A Service Provider (SP) is not permitted to carry out work on campus until that Service Provider has completed all of the following:

1. SP has been pre-qualified by B&E. To be pre-qualified, all necessary H&S documents (safety statement, insurances and training records) must be submitted and approved by B&E. All documents must include COVID-19 control measures.
2. All SP staff must complete this B&E Induction (which must be renewed every 3 years) and submit confirmation of training (Safe Pass, MH & WAH)
3. SP has been issued with a Permit to Work **signed by B&E or B&E's authorised representative**. The Permit to Work is used to address the hazards involved in the works and may require the submission of a Risk Assessment and Method Statement. Additional permits are required for roof work and hot works etc.

Safe Plan of Action (SPA) and Risk Assessment and Method Statements (RAMS)

1-Service Providers will be required to risk-assess their work on campus. This will be done by completing a Safe Plan of Action (**SPA**) or Risk Assessment and Method Statements (**RAMS**) for the proposed work. Risk assessment must include COVID-19 control measures where relevant

2-A RAMS must be prepared and submitted to B&E for certain high-risk activities, such as, but not limited to, work involving a particular risk (as identified in the 2013 Construction Regulations), the use of mobile elevating work platforms (MEWPs), work on roads and work near asbestos.

3-All members of the **Service Providers staff (including any subcontractors)** on campus are required to have read and understood the contents of the SPA/RAMS before commencing work on a task. All members of the crew must sign off in the SPA/RAMS.

4-A copy of the RAMS and corresponding B&E permit must be available at the work site.



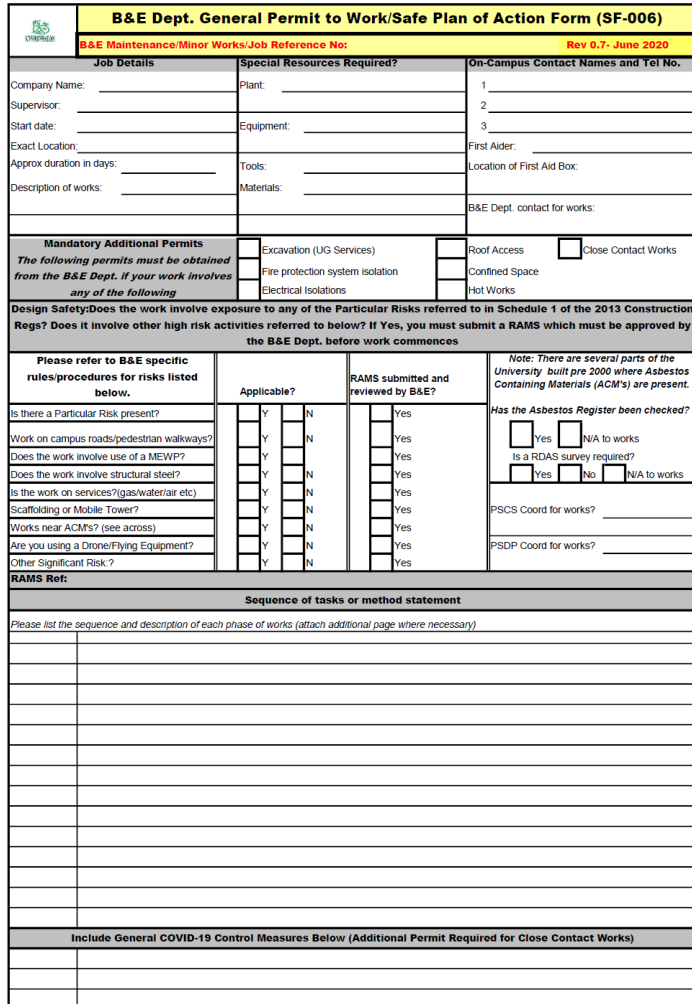
Safe Plan of Action (SPA) and Risk Assessment and Method Statements (RAMS)

4-All Service Provider staff members have a duty to carry out their work in accordance with the approved SPA/RAMS.

5-Service Providers must not work outside of the scope of the approved SPA/RAMS. The RAMS must be revised if the scope of work changes.

6-Failure to comply with the approved SPA/RAMS or the Permit to Work requirements will result in the immediate cessation of the work and the potential removal from campus of the offending individual or company.





In addition to the general Permit to Work, task-specific permits are required for the following types of work:

- Hot work
- Electrical Isolations
- Fire suppression system isolation
- Excavation
- Roof access
- Confined space access
- Checklist for Close Contact Works

If you undertake any of the above tasks, you must have a signed permit from B&E before you start.

How do I get a permit?

- In advance of the task commencing, the Service Provider supervisor **must** apply for the relevant Permit to Work by liaising with their B&E contact. The permit will be issued once all H&S requirements have been satisfied.
- Once the Service Provider has received a Permit to Work that has been signed by the relevant **B&E authorised person**, the Service Provider staff may begin working on the campus.
- All Service Provider staff must sign the permit to indicate that they are aware of its content.



Reducing the Risk

The following are key control measures required for preventing the risk of spread of the C19 on campus.

- 1. If you have any symptoms of COVID-19, you should not come to work on campus and until 48 hours after your symptoms are mostly or fully gone and wear a face mask if you have to be around other people.**
- 2. Continue to practice good hand and surface hygiene**

Know the signs



High Temperature



Shortness of Breath



Breathing Difficulties



Cough

Safety Signage on Campus

- Service providers must display appropriate signage at each work location to warn others of the hazards associated with the works.
- Always adhere to existing safety signage on campus.



Blue background

Safety instructions (Safety do's...).



Green background

Location of safety equipment or other safety information.



Yellow background

Warning of danger.



Red background

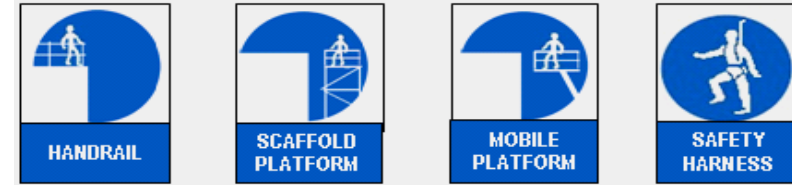
Prohibition (Safety don'ts...) or fire fighting equipment.

Working at Height (WAH)

- All staff using ladders, MEWP's and other WAH equipment must have WAH training. Training must be instructor led with a practical element. Confirmation of training must be provided.
- Work-at-height tasks must be risk-assessed in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007–2020. The risk assessment must be relevant to the work taking place on campus.



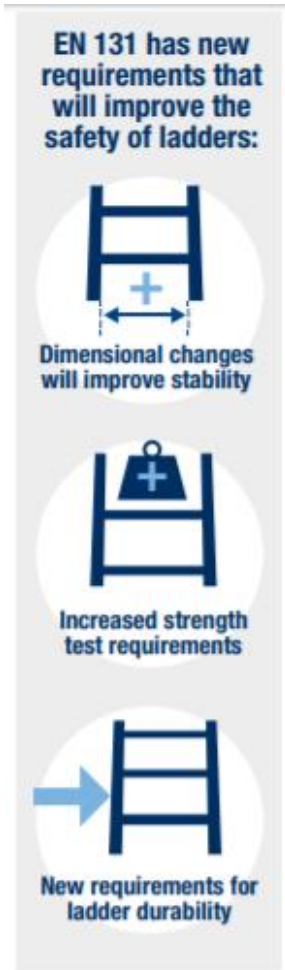
Working at Height (WAH)



- Scaffolds must be managed in accordance with the HSA 2018 Code of Practice for Access and Working Scaffolds.
- GA3 forms must be completed every week for all work-at-height equipment.

Ladder Standards & Classifications

Under the new European Ladder Certification Standards, there are 2 standard classifications



OLD STANDARDS		
BS 1129 Class 3 BS 2037 Class 3	EN 131	BS 1129 Class 1 BS 2037 Class 1
Domestic 	Trade/Industrial	 Industrial



A persons fully clothed weight plus tools or equipment must be less than relevant ratings
Workers should select a ladder based on load capacity and type of work to be done
Exceeding the load capacity may cause the ladder to collapse

All relevant information should be clearly visible on safety decals on every ladder.

Use of MEWPs

- The use of a MEWP on campus must be risk assessed and control measures communicated to all involved via RAMS.
- Self-propelled MEWPs can be moved 50m at most on campus provided that a trained signaller is present.
- For distances over 50m, two trained signallers must accompany the MEWP.
- For distances greater than 500m, the MEWP must be transported on a low loader.
- All signallers must have MEWP training at a minimum.
- Safety harnesses (short restraint type) must be worn at all times in MEWPs. GA1 certs are required every six months and GA3 checks every week. The certs must be provided on request.



Roof Work

- If you require access to the roof of any UL building, you must request a permit from B&E in advance of the work commencing.
- Some roof's require the use of specific items of PPE which can be obtained from B&E under permit.
- You must submit a specific RAMS to outline how your work on the roof will be completed safely.
- All access doors must be locked at all times.
- Buddy system required.





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Works on Campus Roads and Footpaths



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- A traffic management plan must be submitted for all works that impede the flow of traffic or pedestrians on campus. Works cannot commence until B&E approve the traffic management plan
- All works on roads must be agreed in advance with B&E Security.
- Footpaths cannot be obstructed or closed without the permission of B&E.

Asbestos Containing Materials (ACM's)

- There are several areas and buildings across UL that were built pre-2000 where stable asbestos-containing materials (ACMs) are present and managed in place. These materials can be contained in equipment, insulation or within the building fabric itself (floor or ceiling tiles etc).
- The relevant areas/buildings and ACMs are identified in the B&E Asbestos Register, which is updated regularly. Refer to the register before completing your work.
- Works must be carried out in accordance with the Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 and 2010 and the HAS document- Asbestos-containing Materials (ACMs) in Workplaces – Practical Guidelines on ACM Management and Abatement.
- For works in buildings built prior to 2000 that are likely to disturb ACMs (demolition or refurb, etc.), a Refurbishment/Demolition Asbestos Survey (RDAS) must be completed.
- If you encounter suspected ACMs during your work on campus, you must cease work immediately and contact B&E.



Underground/Overhead Services

- Underground and overhead services are present across the campus.
- No excavation works are permitted until the following tasks have been completed:
 - ☐ You have a Permit to Dig from B&E (SF-013)
 - ☐ You have consulted with B&E regarding existing services.
 - ☐ You have submitted a RAMS.
 - ☐ The area has been scanned by a competent person (CSCS-trained) with a calibrated Cable Avoidance Tool. Confirmation of both must be produced on request.
- All excavation work must be completed in accordance with HSA Guidance on Avoiding Danger from Underground Services (2016).
- Where overhead services are present, compliance with the HSA Code of Practice for Avoiding Danger from Overhead Electricity Lines (2019) is mandatory.



Reporting Accidents and Dangerous Occurrences

Reporting accidents, incidents, dangerous occurrences or near-miss incidents that occur on UL premises to Service Provider staff or to third-parties as a result of Service Provider activities is mandatory.

All of the above must be reported immediately to your B&E host.

Do not leave the campus without reporting the incident.

The scene must be preserved, and a UL report form must be completed straight away by your supervisor in consultation with the B&E contact person or other authorised person.

The arrangements and procedures to be followed in the event of an accident or incident will be contained in your task-specific SPA/RAMS for the task/work. These procedures are to be followed when required.



Fire Alarms

Fumes, dust and smoke or gas from your activities can set off a building fire alarm. False alarms must be avoided. Where masking the fire alarm detection system is required, a Fire Protection System Isolation Permit (SF-017) must be obtained from B&E.



The process involves the following steps:

1. In conjunction with B&E, the Service Provider identifies the elements of the fire alarm system that need to be isolated.
2. B&E will then programme the isolations into the fire alarm panel.
3. To protect smoke heads from damage by dust, etc., the Service Provider arranges to protect the heads by means of suitable plastic covers. (This alone **is not** sufficient to provide isolation but must be done to protect the system.)
4. Masking heads and fitting dust protection covers will be on a per-session basis only, and full detection must be restored upon completion of the associated task each day in accordance with the Fire Protection System Isolation Permit.

Fire and Emergency Plans (Evacuation)

If you discover a fire or your work causes a fire, you must activate the nearest fire alarm point. If safe and trained to do so, use the nearest suitable fire extinguisher, staying at all times between the fire and your exit route. Otherwise evacuate and close doors behind you. Assemble at the nearest assembly point.



In the event of a fire in a building, a **fire alarm** will sound (a loud continuous ringing bell). When the **fire alarm** sounds, you must:

- Cease work immediately, turn off all tools and set them down in a safe condition.
- Immediately leave the building by the nearest exit and go to the **Designated Assembly Point** (see red and green signs on building perimeters or entrances).
- **Obey the instructions of fire marshalls at all times and do not return to the building until instructed to do so.**



Fire Extinguishers

Extinguisher Colour	Contents	Use
	 Water	General non-electrical fires
 with blue markings	 Powder	Liquid, electrical equipment, wood, paper and textiles
 with cream markings	 AFFF Foam	Flammable liquids, paper, wood and textiles
 with black markings	 Carbon Dioxide	Liquid and electrical equipment fires



Training/Certification

Table below outlines all mandatory training. You must submit evidence.

Training Category	When is it Required?	Training Category	When is it Required?
Safe Pass	Mandatory for all “construction” works.	Confined Space	Mandatory for all works in confined spaces on campus.
Manual Handling	Mandatory for all tasks where there is a risk of injury to the back (lifting, pulling, pushing or twisting etc.)		Mandatory for all task specified in the 2013 Construction Regulations
Working at Height (Instructor led course)	Mandatory for all tasks that involve work at height (such as use of ladders or working on roofs).	MEWP	Mandatory for all MEWP work.
Forklift	Mandatory for all forklift use.	Abrasive Wheels	Mandatory for all task where abrasive wheels are used.
Asbestos Awareness www.ul.ie	Mandatory for all work that may disturb Asbestos Containing Material (ACM)	Chemical Safety	Mandatory for all tasks involving the handling and use of hazardous chemicals.

Personal Protective Equipment (PPE)

- All Service Provider staff must wear full clothing whilst on campus (no bare-chested workers).
- The Service Provider is responsible for providing and maintaining PPE and training staff in its use.
- Details of the specific PPE required for each task must be provided in the approved Permit to Work/RAMS.
- PPE must be worn correctly and maintained in good condition.
- Non-conformance to PPE requirements will result in the offending individual or company being removed from the site.
- PPE is the last line of defence. It is not the primary method of ensuring protection from risk.





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- Campus Environment

Operating in a Third-Level Environment: General

- UL is a dynamic and busy third-level environment that operates 24/7. Students and staff are on site from very early in the morning until late in the evening, and some buildings operate throughout the night (e.g. laboratories).
- A large number of vehicles and people move onto and around the campus at peak times.
- A large volume of people continually move around the university throughout the day, both within buildings and across the campus.
- As there are extensive movements of pedestrians and cyclists throughout the campus, the speed limit in UL is max 40km/hour. Pedestrians have priority over vehicles. Slow down at all junctions and pedestrian crossing points.
- Drivers of vehicles must drive with care and adhere to the speed limit. Mobile phones should not be used while driving.
- Vehicles should be parked in designated parking areas and unloaded with care.

Operating in a Third-Level Environment: Service Providers

- As a Service Provider, your work deliveries and activities must be planned and executed in a manner that does not pose a risk to students, staff, visitors or property. Deliveries to your site/work area must not clash with the movement of people and vehicles at peak times. Peak times are normally 8.15–9.30am, 12.30–2.30pm and 4–6.30 pm.
- Security must be notified of all deliveries that will impact the flow of traffic or people on campus.
- The potential impact of works on staff, students and members of the public must be assessed on the Permit to Work form or RAMS. Control measures must also be outlined (ie use of barriers, signage or spotters etc)

Protect Your Work Area

Service Providers must use temporary barriers or screens of adequate strength, height and stability to ensure that nobody will be negatively effected by the work being executed and that everybody will have safe access to buildings/rooms at any time during and after the working day and for as long as the work is being executed.

In particular, service providers must physically section off the following type of work areas:

- Work sites on roads, footpaths or in circulation areas
- Work at height/open services/equipment or areas under repair
- Excavations
- Areas where plant and machinery is in operation

At all times, service providers must erect suitable signage and maintain emergency escape routes at all times.

Confined Spaces

- Confined spaces across campus include sewers, manholes and underground chambers.
- A Permit to Work (SF-010) and detailed RAMS is required for all works in these areas. No exceptions!
- Suitable emergency rescue measures must be in place at all times.



Vehicle Safety

- All drivers/operators must have training (CSCS etc)
- All vehicles on campus (cars, vans, plant and machinery, etc.) must be properly insured and have the relevant safety features in place and working (e.g. mirrors, indicators, beacons, alarms and cameras).
- Large vehicles (HGV's) and construction vehicles operating in pedestrianised zones must be accompanied by a spotter at all times.
- **Under no circumstances should a HGV reverse near pedestrians without the assistance of a spotter.**
- Defective vehicles will not be permitted onto campus.
- Follow campus speed limits (40km/hr) and yield right of way to pedestrians.



Parking Rules

- Park in designated car parks only.
- €3 per stay parking fee.
- Observe UL parking policies.
- Clamping/towing is in operation for illegal parking.



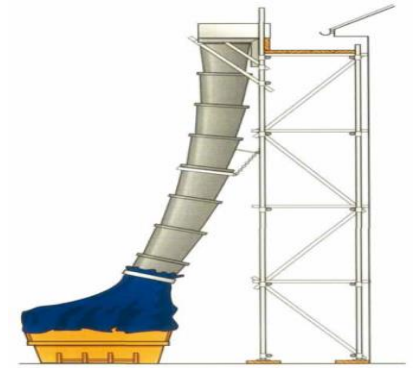
Smoking/Vaping

UL is a smoke-free and vape-free campus. Smoking or vaping is not permitted in any part of the campus.



Disposal of Waste

- Service Providers are responsible for properly disposing of all waste created during the contract. **Special arrangements under licence will be required for asbestos, chemical waste, radioactive or biological active material.**
- In particular, Service Providers must not deposit any chemicals, oil or other waste materials into drains on site. **Waste/debris for removal cannot be staged within stairways or corridors or outside building exits. Debris chutes must be used when loading skips from scaffold.**
- All building materials and waste must be removed from the site prior to or on completion of the work (subject to any contractual agreement to the contrary).
- The attention of service providers is drawn to the requirements of the Waste Management Act 2001 and any subsequent amendments and regulations.
- Proposed location for skips/bins must be agreed in advance with B&E.

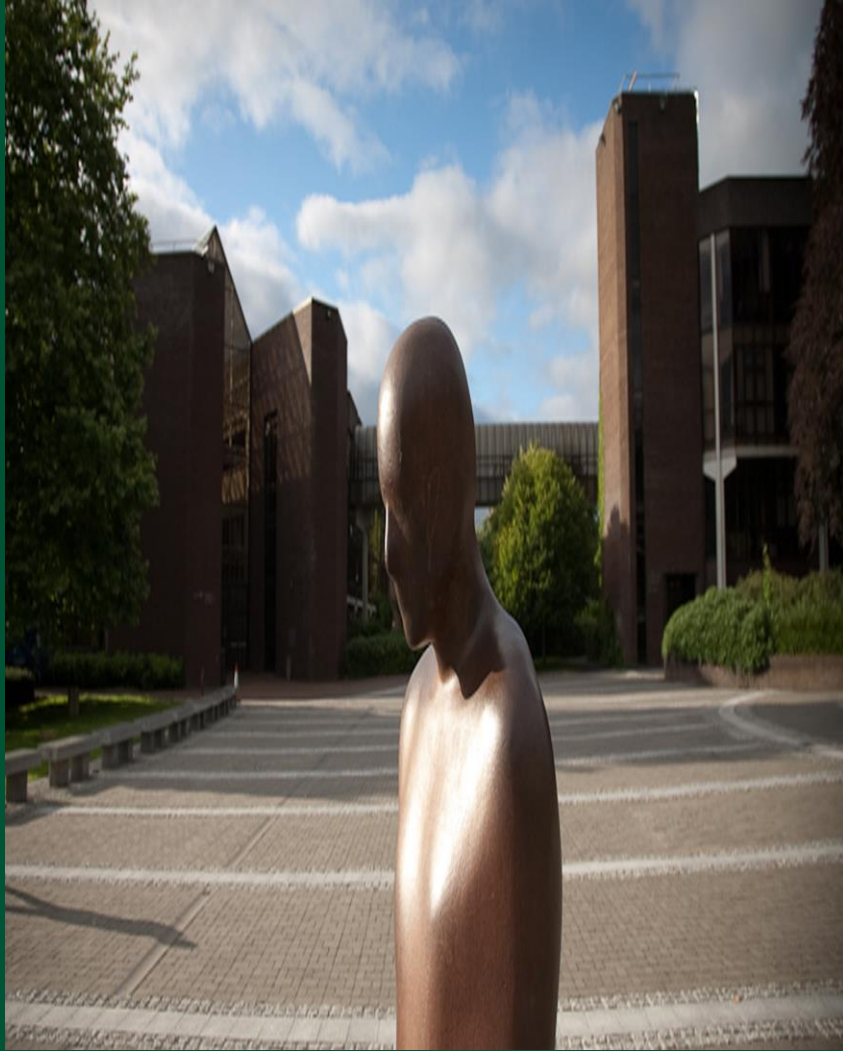


Thank you

... and remember
one last thing:



Safety is everyone's
responsibility



Induction Quiz

**Submit answers
on Induction
Form (SF-005)**

Question 1. If you or a work colleague are involved in an accident, incident or near miss on campus, you must do which of the following?

- A. Go to hospital.
- B. Report it to B&E and your supervisor immediately and before leaving campus.
- C. Carry on working and ignore it.

Question 2. Where are you allowed to smoke on campus?

- A. In labs
- B. On the roads/pathways
- C. Nowhere

Question 3. If the fire alarm rings continuously, you should do what?

- A. Leave by nearest exit and go immediately to the designated Assembly point.
- B. Continue until you finish your current job.
- C. Leave campus and don't tell anyone.

Question 4. You must have which of the following before operating any item of plant or equipment on UL property?

- A. The manual
- B. Approved training for the plant or equipment in question
- C. A hard hat

Question 5. You must have which of the following before you begin working on UL property?

- A. A map showing all fire extinguishers
- B. Instructions from your supervisor to proceed
- C. A signed Permit to Work from B&E

Question 6. If you have any of the common symptoms of COVID-19 (high temp, cough or breathlessness etc) what should you do?

- A. Come to campus to complete your work regardless of how you feel
- B. Isolate yourself from others, do not attend campus and contact your GP
- C. Come to campus but make sure you wear a mask

Question 7. If you need to work on a campus road or footpath you should?

- A. Notify B&E in advance, submit a traffic management plan and await approval
- B. Complete the work during lunchtime
- C. Work quickly to ensure the disruption is minor.