

UNIVERSITY OF LIMERICK
BUILDINGS & ESTATES DEPARTMENT

**SAFE OPERATING PROCEDURE – CONTROL OF
MAINTENANCE/MINOR WORKS SERVICE PROVIDERS AND
MINIMUM H&S REQUIREMENTS ON CAMPUS**

Authorised By: Robert Reidy

Position: B&E Director

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 2 of 40

Terms and Definitions

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. It includes those completing construction and non-construction type work.

Maintenance. Maintenance refers to the upkeep of the U.L environment, infrastructure, buildings and grounds. Maintenance falls into to the following general categories:

- (i) Planned Preventative Maintenance (Mechanical, Electrical, and Architectural)
- (ii) Unplanned/Corrective Maintenance
- (iii) Customer generated requests that range from faulty door locks, to repair of damaged roof /wall structures.

Minor Works. Minor Works is a term used to describe changes, upgrades, additions and alterations to buildings and infrastructure. This is not to be confused with maintenance, which covers repairs to, and up-keep of existing buildings. Minor Work includes but is not limited to the following:

- (i) Mechanical, Electrical, Building and Civil Engineering work – Upgrade/Reconfiguration/Upkeep

Revision History

Rev No.	Date	Approved by	Details of Change	Process Owner
1.0	April 2019	B&E Dept.	Issued for approval and circulation	B&E Dept.
1.1	June 2019	B&E Dept.	Change term supplier to Service Provider	B&E Dept.
1.2	Nov 2019	B&E Dept.	Updated insurance indemnity. Updates to document	B&E Dept.
1.3	June 2020	B&E Dept.	Inclusion of COVID 19 requirements at 1.0, 1.3, 2.0, 4.3 and 25.0.	B&E Dept.
1.4	July 2021	B&E Dept.	Update Section 26.0	B&E Dept.
1.5	June 2022	B&E Dept.	Review and update	B&E Dept.
1.6	Dec 2022	Safety Steering Committee	Updated Service Provider training requirements at 4.4	B&E Dept.
1.7	Feb 2024	Safety Steering Committee	Review and update of document.	B&E Dept.
1.8	March 2024	Safety Steering Committee	Update to First Aid requirements	B&E Dept.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 4 of 40

Table of Contents

Terms and Definitions	2
Revision History.....	3
1.0 Introduction	6
1.1 Scope	6
1.2 Application.....	7
1.3 Policy	7
2.0 References.....	8
3.0 Responsibilities	9
3.1 Buildings and Estates Management	9
3.2 Service Providers	9
4.0 Service Provider Pre-Approval	10
4.1 Company Safety Statement.....	10
4.2 Confirmation of Insurances	11
4.3 Competency Assessment	12
4.4 Service Provider Induction	12
4.4 Training Records.....	12
5.0 Compliance with 2013 Construction Regulations.....	15
5.1 Appointment of PSDP and PSCS	16
6.0 Permit to Work and RAMS	18
7.0 Supervision and Auditing	21
7.1 Auditing	21
8.0 Personal Protective Equipment (PPE)	22
9.0 Accident / Incident Reporting	22
10.0 Plant, Machinery & Equipment.....	23
11.0 Delivery of Materials to UL	25
12.0 Working at Height	25
12.1 Scaffolding	26
12.2 Mobile Elevated Working Platform (MEWP)	27
12.2.1 Moving MEWPS on Campus.....	28
12.3 Ladders.....	28
12.4 Trestles/Work Platforms.....	29
13.0 Excavations.....	30
14.0 Roof Work	31
15.0 Confined Space Entry	33
16.0 Temporary Works on Construction Projects	33
17.0 Electrical Connections.....	34

18.0	Hot Works & Fire Protection.....	35
19.0	Asbestos	35
20.0	Working in a Live Campus Environment	36
21.0	Lone Working	36
22.0	Vehicle Movements on Campus	37
23.0	Work on Campus Roads and Footpaths.....	37
24.0	Security Arrangements	38
25.0	Declaration	40

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 6 of 40

1.0 Introduction

The Buildings and Estates Department (herein referred to as B&E) is responsible for the management and maintenance of 253,000m² of buildings, 148 hectares of grounds and property and 43 individual buildings across the University of Limerick campus including the City Centre Campus. B&E engages a number of different Service Providers as part of the ongoing maintenance, minor works and development of the campus site. B&E recognises its duties under the Safety Health and Welfare at Work Act 2005 to ensure the safety of all persons under its control including Service Providers where relevant. Furthermore, B&E discharge the duties of Client, PSDP and PSCS in accordance with the 2013 Construction Regulations on behalf of the University.

1.1 Scope

The scope of this document is to set out the B&E procedure and standards for the control and management of Maintenance and Minor Work Service Providers coming onto UL Property and to set out the minimum health, safety and environmental requirements for all works undertaken on campus by B&E. Individual task or project specific requirements such as Preliminary or Construction Stage Safety and Health Plans may supplement the minimum requirements identified in this document where relevant. Any amendments will be considered an addendum to this document. The requirements identified in this document are to be acknowledged as minimum requirements.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 7 of 40

1.2 Application

This SOP applies to all Service Providers including all persons (such as additional subcontractors) under their control engaging in Maintenance or Minor Work on UL Property for or on behalf of B&E. It applies to both construction and non-construction type work. Service Provider management must read, communicate and sign this document and return the declaration section at the end of the document confirming their acceptance. Where a Service Provider intends to subcontract some or their entire work package, this may only be done with the prior approval of B&E. Please note that in these circumstances, all of the requirements identified in this document must be adhered to in full.

1.3 Policy

It is the policy and expectation of B&E that all Service Providers (regardless of works undertaken) will carry out their work on campus in a safe manner. Service Providers must ensure the safety of their own workers but also the safety of all others on UL property such as UL staff, students and members of the public who may be affected by the Service Providers acts or omissions. B&E further expects that all Service Providers will co-operate with us in the management of safety to ensure a safe working environment for all.

At a minimum, B&E expects full compliance from all Service Providers with the provisions of the following Acts and Regulations as they apply to each Service Provider:

- (i) The Safety, Health & Welfare at Work Act 2005
- (ii) The Safety Health and Welfare at Work (General Application) Regulations 2007 to 2020
- (iii) The Safety, Health & Welfare at Work (Construction) Regulations 2013 to 2020
- (iv) All other relevant health and safety legislation and H.S.A Codes of Practice relating to the type of work undertaken by the Service Provider on campus.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 8 of 40

These expectations are general rules relating to the management of safety on UL property and should be read in conjunction with the B&E Health and Safety Statement, the Service Providers own Safety Statement and any Preliminary/Construction Stage Safety and Health Plans or RAMS where applicable. Failure to comply with these provisions may result in works being suspended and the possibility of the non-compliant Service Provider being dismissed from UL property.

2.0 References

This SOP has been prepared in accordance with the following legislation and guidance documents:

- (i) The Safety, Health & Welfare at Work Act 2005.
- (ii) The Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2020
- (iii) The Safety, Health & Welfare at Work (Construction) Regulations 2013 to 2020
- (iv) The University of Limerick B&E Safety Statement.
- (v) The University of Limerick Safety Statement

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 9 of 40

3.0 Responsibilities

3.1 Buildings and Estates Management

It is the responsibility of the Building & Estates Management Team to ensure the following:

- (i) Ensure that Service Providers are aware of this procedure and are issued a copy as part of the procurement process
- (ii) Ensure that all work undertaken by Service Providers is completed in accordance with this procedure
- (iii) Use only competent and approved Service Providers
- (iv) Issue Service Provider with a Permit to Work in accordance with B&E procedures
- (v) Ensure that adequate resources are in place to ensure ongoing compliance with this SOP

3.2 Service Providers

Service Providers undertaking works on campus must ensure the following:

- (i) Ensure compliance with the requirement and standards in this document for all works on campus
- (ii) Provide B&E with all relevant information to demonstrate compliance with this SOP
- (iii) Communicate all requirements to staff undertaking work on campus.
- (iv) Provide staff with H&S training as outlined in the document.
- (v) Ensure that adequate provision is made to cover emergency situations arising while on campus including the provision of first aid equipment and adequately trained First Aid personnel (First Aid Responders FAR) where relevant. The requirement for provision of FAR's will be the responsibility of each Service Provider in line with their own task risk assessment and emergency arrangements for works on campus. Service Providers should refer to [H.S.A advice](#) in relation to the provision of first aid. Emergency details including location of first aid box and name of first aid trained personnel shall be recorded on RAMS/Permit for the works where relevant.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 10 of 40

4.0 Service Provider Pre-Approval

Prior to undertaking any work on UL property, all Service Providers must be approved by B&E in accordance with our Contractor Management System (CMS). All Service Providers must undergo the approval process, which includes completion of competency assessments where the Service Provider is engaged in construction works. In addition to returning a [signed copy](#) of this SOP, the following minimum information must be supplied by all Service Providers in order to be pre-approved:

4.1 Company Safety Statement

In accordance with the provisions of Sections 19 and 20 of the 2005 Act, each Service Provider must provide B&E with a **signed** copy of their company Safety Statement and a site specific RAMS (Risk Assessment and Method Statement) prior to commencing work on UL property (Refer to [Section 6.0](#) also). The Safety Statement must be reviewed at least annually and signed by the Service Provider's senior management. Evidence of communication to staff must be provided when requested. Where the works are of short duration and low risk, a Safe Plan of Action will satisfy the requirement for a RAMS

As work progresses and previously unidentified hazards and risks are identified, and/or new work becomes available the Service Provider must review all of their documentation and submit all necessary revisions to B&E.

If non-English speaking personnel are employed on campus, then the Safety Statement, RAMS, B&E Induction and other documentation must be communicated to all staff in a form and manner that the Service Provider's employee is reasonably likely to understand. This requirement relates to the Service Providers direct employees and any additional subcontractors or agency workers engaged by the Service Provider and is a requirement under the 2005 Act.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 11 of 40

4.2 Confirmation of Insurances

All Service Providers are required to confirm their public/products and employers liability insurance to B&E as part of their pre-approval process. The following minimum limits must be in place:

- (i) Employers Liability Indemnity Limit of €13,000,000 any one accident / unlimited any one period.
- (ii) Public /Liability Indemnity Limit of €6,500,000 any one accident / unlimited any one period.
- (iii) Contractors All Risk. Please note that the “All Risks” policy wording must note maximum value of any one contract. The maximum value on one contract on the policy should not be less than the total contract value.
- (iv) **All insurances must include an indemnity to U.L** with the suggested wording as follows:

“The Insurers will indemnify University of Limerick arising from the provision of xxxx services in respect of legal liability arising from negligent acts of the insured, subject to the terms and conditions of the policies.”

- (v) Professional Indemnity – pending the contract and / or services being provided
Professional Indemnity Insurance may also be a requirement. UL will be in contact if this is the case to discuss required limits of indemnity.

Please note that Service Providers must not subcontract any part of their work package without the prior approval of B&E.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 12 of 40

4.3 Competency Assessment

Service Providers engaged in [construction](#) work must complete, sign and return the B&E Competency Assessment Questionnaire (**SF-001**) along with all specified information to demonstrate competency.

4.4 Service Provider Induction

All Service Provider's direct or subcontract employees under their control must complete the B&E Induction. The induction sets out the H&S rules for all Service Providers working on campus including fire safety, permit to work and emergency procedures. The induction must be renewed every three years or on the direction of the B&E Management as a result of non-conformance or breach of rules etc. The induction slides will be issued to each Service Provider and they must communicate the contents to each of their staff. Confirmation of communication must be returned to B&E. on **Form SF-005**.

4.4 Training Records

All Service Providers must confirm that their staff are trained for the type of work they will undertake on campus. Specific training must also be in place for operators of plant and machinery on University of Limerick Property. Copies of all relevant training must be submitted to B&E. prior to commencing work.

For "construction work" ([refer to Section 5.0](#)) on University of Limerick Property, all Service Provider personnel must be Solas Safe Pass trained (or approved equivalent¹) and be in possession of this card at all times. **Service provider personnel will not be allowed onto campus to engage in Construction Work without having the Safe Pass Card in their possession.** Evidence of training in

¹ The Construction Skills Register (CSR) Northern Ireland one day health and safety course is the only course recognised by SOLAS as equivalent to the SOLAS Safe Pass course i.e. CSR cards are equivalent to Safe Pass cards. Any person wishing to avail of this recognition must be in possession of a current CSR card.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 13 of 40

compliance with the Construction Skills Certification Scheme (CSCS²) should be also (where relevant).

CSCS Cards are required for the following occupations / activities as per the 2013 Construction Regulations:

➤ Scaffolding – basic	➤ Articulated Dumper Operation
➤ Scaffolding – advanced	➤ Site Dumper Operation
➤ Mobile Scaffold Towers	➤ 180 Excavator Operation
➤ Tower Crane Operation	➤ 360 Excavator Operation
➤ Self-Erecting Tower Crane Operation	➤ Mini Digger Operation
➤ Slings / Signaller	➤ Roof and Wall Cladding / Sheeting
➤ Telescopic Handler Operation	➤ Built-up Felting -Bituminous
➤ Tractor / Dozer Operation	➤ Built-up Felting –Single Ply Roofing Systems
➤ Mobile Crane Operation	➤ Signing, Lighting and Guarding on Roads
➤ Crawler Crane Operation	➤ Locating Underground Services
	➤ Shot Firing

² There is currently no mutual recognition agreement with the Construction Skills Register in relation to SOLAS CSCS cards in the Republic of Ireland and therefore they are not acceptable for construction projects in UL.
(Advisable for Service Providers to keep informed of SOLAS requirements)

In addition to the training outlined above, the following non-exhaustive list of **task specific** training will be required for all Service Providers:

Training Category	When is it Required?	Training Category	When is it Required?
Manual Handling	Mandatory for all tasks where there is a risk of injury to the back (lifting, pulling, pushing or twisting etc.)	Confined Space	Mandatory for all works in confined spaces on campus. Refer to 15.0 also.
Working at Height (Instructor led course)	Mandatory for all tasks that involve work at height (such as use of ladders or working on roofs). Refer to 12.0 also.	MEWP	Mandatory for all MEWP work. Refer to 12.1 also.
Forklift	Mandatory for all forklift use.	Abrasive Wheels	Mandatory for all task where abrasive wheels are used.
Asbestos Awareness	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.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 15 of 40

5.0 Compliance with 2013 Construction Regulations

The Construction Regulations apply to the carrying out of any building, civil engineering or engineering construction work, other than drilling and extraction in the extractive industries and includes but is not limited to each of the following;

The doing of one or more of the following with respect to a **structure**³:

- (i) Construction, Alteration, Conversion, Fitting out, Commissioning, Renovation, Repair, Upkeep
- (ii) redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of substances or preparations classified as corrosive or toxic in accordance Regulation (EC) No. 1272/2008 of the European Parliament and of the Council on the Classification, Labelling and Packaging of substances and mixtures or of the European Communities (Classification, Packaging and Labelling of Dangerous Preparations) Regulations 2004 (S.I. No. 62 of 2004);
- (iii) de-commissioning, demolition or dismantling
- (iv) Any other activity that may be construed to be construction work
- (v) the preparation for an intended structure *, including but not limited to site clearance, exploration, investigation (but not site survey) and excavation, and the laying or installing of the foundations of an intended structure;
- (vi) the assembly of prefabricated elements to form a structure *, or the disassembly of prefabricated elements which, immediately before such disassembly, formed a structure;
- (vii) the removal of a structure * or part of a structure or of any product or waste resulting from demolition or dismantling of a structure or disassembly of prefabricated elements which, immediately before such disassembly, formed a structure;

³ Structure - (a) Building, , tunnel, bridge, waterworks, reservoir, pipe-line, underground or overground cables, sewer, sewage works, gasholder, road, river works, drainage works, earthworks, wall, caisson, mast, tower, pylon, underground tank, earth retaining element or assembly of elements or assembly of elements designed to preserve or alter any natural feature, and any other structure similar to the foregoing. (b) Any formwork, falsework, scaffold or other elements or assembly of elements designed or used to provide support or means of access during construction works or (c) Any fixed plant in respect of work which is installation, commissioning, de-commissioning or dismantling.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 16 of 40

(viii) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunication and computer systems, or similar services which are normally fixed within or to a structure *;

5.1 Appointment of PSDP and PSCS

If Service Providers are engaged in any of the works highlighted in Section 5.0, then U.L as a Client under the 2013 Construction Regulations has a legal duty to appoint a competent Project Supervisor Design Process (PSDP) and Project Supervisor Construction Stage (PSCS) in the following circumstances;

- a) The work involves a **particular risk** (as defined in the 2013 Construction Regulations) such as working at a height, deep excavations or working near hi voltage cables

or
- b) Where more than one contractor or Service Provider is involved in the project.

or
- c) The work will last longer than 30 working days or the volume of work exceeds 500-person days. These projects are **also** notifiable to the H.S.A.

Note-For day-to-day maintenance and minor works across campus, B&E undertake the role of PSDP and PSCS on behalf of UL with the assistance of in-house H&S Coordinators (Primary Service Providers). Please refer to the B&E Safety and Health Plan for these works.

Service Providers will also be required to work with B&E appointed Health and Safety Coordinators where relevant. The name of the PSDP/PSCS/H&S Coordinator will be communicated to the Service Provider by B&E. contact person and recorded on the Permit to Work Form. The Service Provider will be required to work in compliance with the B&E Safety and Health Plan.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 17 of 40

In certain circumstances, a separate “project” may be undertaken and Service Providers may be appointed to the following roles:

- (i) PSDP or PSCS- following competency assessment approval.
- (ii) Designer (specifying materials, designing an access way, selecting a product or determining the line/route of pipework or containment etc.) Where relevant, Service Providers must recognise their roles as designers, in compliance with Regulation 15 of the Safety, Health and Welfare at Work (Construction) Regulations 2013. Service Providers must cooperate with the PSDP in these situations.

Service Providers are required to complete **Form SF-001** if undertaking the role Contractor and or PSCS and **Form SF-004** if undertaking the role of PSDP and or Designer on behalf of B&E Dept.

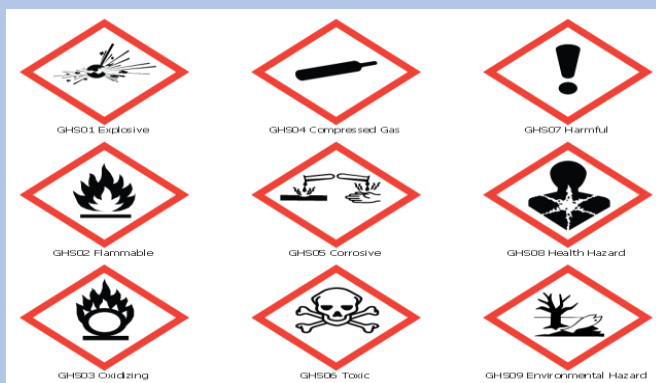
Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 18 of 40

6.0 Permit to Work and RAMS

A Risk Assessment and Method Statement (RAMS) will be required from all Service Providers (except in circumstances where the works are short duration and very low risk, whereby a general permit will suffice. This will be at the discretion of B&E). A Permit to Work (**Form SF-006**) must accompany all RAMS. The RAMS must at a minimum incorporate the items set out below. If the works are of a repetitive nature and low risk, the RAMS may be used to cover works that are carried out over an agreed time frame (1yr max) provided that a specific permit is in place for each individual area/task. Again, this is at the discretion of B&E. For all high-risk tasks (use of MEWP, work on roof etc.), a site-specific RAMS and Permit to Work will be required.

B&E will, if necessary, request that the B&E RAMS template is used. When submitting RAMS, Service Providers must ensure that they contain the following minimum information:

➤ Company, package, title, revision number and date	➤ Description of the works, including: ○ What is to be done? ○ Sequence of the works ○ Time – when it will start ○ Location – where it will happen ○ Methods – how it will be done ○ Duration – how long it will take
➤ Resources required: ○ Personnel and their training ○ Plant and equipment (including certification) ○ Supervision – by whom – name ○ Materials required	➤ Assessment of Significant Risks for all tasks including: ○ Access / egress to the works ○ Work at height ○ Confined Space ○ Hot Works etc. ○ Delivery of materials ○ Noise, manual handling



- Traffic and Pedestrian Management/Safety.
- Potential disturbance of ACM's
- Protection of the works area
- Others at risk, i.e. UL staff, students and members of the public.

Hazardous substances to be used and the control measures required to prevent exposure.

- Control measures to be used to reduce the level of including:
 - Engineering controls
 - Permits to work / access
 - Security
 - Special training i.e. confined spaces, use of plant etc.
- Emergency Arrangements, including:
 - Rescue – how – by whom
 - First aid requirements
 - Location of First Aid box
 - Name of FAR (where relevant)
 - Liaison with U.L
- Who the information has / will be submitted to
- Personal Protective Equipment

Clearly set out the PPE that must be used by all involved in task.
- Temporary Systems
 - Traffic routes, fire arrangements, temporary services, changes to a previous method statement.
- Monitoring and Compliance
 - Monitoring by whom and when
 - Enforcement – how –by whom

- Checking, review and updating provisions
- Change requirements
- Confirmation of operatives' brief

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 and will comply with the controls identified therein.

The Permit to Work Form also highlights other activities that require an additional permit such as:

- (i) Hot Works- **SF-012**
- (ii) Roof Work- **SF-007**
- (iii) Confined Space Entry- **SF-010**
- (iv) Fire Protection System Isolation- **SF-017**
- (v) Electrical Isolations- **SF-008**
- (vi) Excavation works- **SF-013**

A Permit to Work must be in place and signed by B&E. (or authorised representative) if Service Providers are engaged in any of the above additional tasks.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 21 of 40

7.0 Supervision and Auditing

All Service Providers on University of Limerick property must ensure that there is, always, an adequate level of competent Supervision in place who are well informed, trained and experienced in their roles so that they can monitor and give direction to ensure that all activities are carried out safely.

If non-English speaking employees are used, the supervisor must be able to communicate with B&E and the Service Providers employees on H&S matters.

Where a Service Provider has more than 20 persons on a Construction Project for University of Limerick they must engage the services of a competent Safety Advisor (either internally or externally) as per the requirements of legislation.

7.1 Auditing

All PSP's will be required to undertake a minimum of two EHS audits on an annual basis. Copies to be forwarded to B&E.

B&E recognises that it is in a position to influence safety standards on campus and therefore will carry out health, safety, quality and environmental related inspections of works on campus. Where issues are identified the Service Provider shall be required to remedy those issues within an agreed timeframe.

B&E will also undertake audits of PSP management systems for H&S on campus. All PSP's shall be required to facilitate and co-operate with these audits and remedy all issues arising within an agreed timeframe.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 22 of 40

8.0 Personal Protective Equipment (PPE)

It is the responsibility of each Service Provider to supply Personal Protective Equipment (PPE) to each of his / her own employees. The type of PPE to be worn will be dictated by the type of work being undertaken and the results of the relevant risk assessment. PPE requirements must be identified on the Permit to Work/Safe Plan of Action (**Form SF 006**) or in the RAMS/Task Specific Risk Assessment.

For construction works the minimum requirement will be Hard Hats, Hi-vis Vests, Safety Boots (Class C) and *Safety Glasses & Gloves (where required)*.

University of Limerick will not supply any Service Providers with PPE.

No person entering any part of University of Limerick should be under the influence of any intoxicant. If a person is suspected to be under the influence of an intoxicant, they will be removed from University of Limerick Property.

9.0 Accident / Incident Reporting

All accidents/incidents, near misses and dangerous occurrence must be reported in writing to B&E Dept. Management as soon as practicable after occurrence. Service Providers must co-operate fully in all investigations by providing access to witnesses, victims, training records, etc. and all other documentation deemed appropriate by B&E Management. An accident report with proposed corrective action must be returned to B&E. as soon as practicable after the occurrence of an accident/incident on University of Limerick Property.

Service Providers must report all accidents and dangerous occurrences to the H.S.A in accordance with the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016.

Refer to **SOP-18** for full details on accident and incident reporting requirements including requirements for first aid.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 23 of 40

10.0 Plant, Machinery & Equipment

All plant, machinery and equipment brought onto University of Limerick property must be compliant with all EC Directives and have a CE mark. In particular, plant that requires annual test and thorough examination as specified in the Safety, Health and Welfare at Work (General Application) Regulations 2007-2020 will not be allowed to operate on University of Limerick property until the relevant GA Form (GA1 or GA2) has been submitted or confirmed (examples are cranes, teleporters, excavators used for lifting and MEWP's etc.)

All plant on Construction Projects must have appropriate visual aids as required by Regulation 87 of the Safety Health and Welfare at Work (Construction) Regulations 2013.

All speed limits and traffic regulations must be strictly obeyed while on University of Limerick property. The use of mobile phones while operating plant & machinery is strictly prohibited. The speed limit on University of Limerick Property is 40km/h and must be strictly adhered to.

Passengers must not be carried on any mobile plant unless a specific passenger seat and safety belt is provided.

The following rules apply to the use of plant & machinery on University of Limerick property:

- (i) In accordance with the General Application Regulations, non-integrated Man Baskets are not allowed on teleporters and forklifts
- (ii) Do not stand under any area where materials are being raised or lowered.
- (iii) Never travel with the teleporter boom in the raised position. Ensure you always have a clear field of vision.
- (iv) All mobile plant must be equipped with a cab or roll over bar.
- (v) Never leave keys in unattended plant.
- (vi) Do not approach the blind side of operating machinery; make eye contact with the driver.
- (vii) Drivers of mobile plant must always use safety belts where provided
- (viii) Obey speed limits while on University of Limerick Property and yield right of way to pedestrians

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 24 of 40

The following rules apply to the use of power tools:

- (i) Do not use any tools or equipment unless you are trained and have authorisation i.e. abrasive wheels, cartridge operated tools and woodworking machinery.
- (ii) Report defects or damage to your supervisor. Damaged tools must not be used.
- (iii) Do not interfere with guards or safety devices.
- (iv) Ensure that you are wearing all relevant PPE i.e. eye, and ear protection, respiratory and hand protection and gloves as necessary for the task.
- (v) Tools should be securely held during operation.
- (vi) The use of cutting equipment (angle grinders, con saws, skill saws etc.) whilst standing on ladders (pole or step) is strictly prohibited.

Sharing of Equipment

In general, B&E advice is that equipment such as ladders, MEWP's and mobile towers should not be shared between PSP's/contractors. However, situations may arise from time to time where the sharing of equipment may be necessary for the safe completion of a work task. In these situations, a system of safe handover must be implemented which would typically include a safety check by the equipment owner and a safety check by the receiver of the equipment. B&E also advise that PSP's/contractors ensure that they have correct insurance cover for these situations.

The unauthorised use of another Service Providers equipment is strictly prohibited and will be viewed as a breach of discipline.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 25 of 40

11.0 Delivery of Materials to UL

The movement of materials within U.L is a high-risk activity. Each Service Provider delivering material to University of Limerick property will be required to submit details as part of the Permit to Work/RAMS. B&E. reserves the right to request a RAMS and Traffic Management Plan for the delivery and safe offloading of all materials where deemed necessary. All large or abnormal deliveries must be notified to UL Security on 061 234600.

Service Providers must seek prior permission before offloading materials to ensure that they laydown materials in suitable locations agreed with B&E. Service Providers will be responsible for the unloading/loading of their own materials while on campus.

All Service Providers must ensure that deliveries such as concrete tanks, rebar, steel, MEWPs etc. are coming to site with a safe system to off load them. An agreed system of off-loading of deliveries must form part of the Permit to Work/RAMS. The requirements of Section 12 (Work at Height) of this document must be complied with for all deliveries.

12.0 Working at Height

A Risk Assessment must be carried out for all work at height operations on University of Limerick Property. The Risk Assessment must be documented as part of the Permit to Work or RAMS. All Service Providers must acknowledge the requirements of Part 4 (Work at Height) of The Safety Health and Welfare at Work (General Application) Regulations 2007-2020 and ensure full compliance. All persons working at height must be suitably competent and have received Work at Height Training (WAH) including the use of fall arrest or fall restraint systems where relevant to the task. Training must be instructor led (**online WAH Awareness training is not acceptable**).

There are many proprietary mobile scaffolds and MEWP's available and it is only when the physical constraints of the location make their use impractical and the work is of short duration (30mins or less) and low risk that ladders will be permitted. Inspections of work at height equipment must be recorded on form GA3 as required and confirmed to B&E when requested. The following are examples of work at height systems that **may** be required for use in University of Limerick:

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 26 of 40

- (i) Standard scaffolding.
- (ii) Designed scaffolding (temporary works design will be required).
- (iii) Mobile scaffolding platforms (CSCS trained erectors).
- (iv) Mobile elevating working platforms (MEWP).
- (v) Safety netting & hand railing protection (collective systems).
- (vi) Crane with certified man –basket.
- (vii) Use of Ladders (last resort).
- (viii) Individual systems (last resort & detailed risk assessment to prove all other means have being exhausted)

Mobile aluminium towers > 2 Metres should only be erected, altered and dismantled by a CSCS trained erector or a PASMA Trained erector if platform is < 2 Metres.

All aluminium mobile towers should be identifiable and have a Scafftag in place, which is labelled and referenced to a GA3 with the user's company name.

12.1 Scaffolding

Only C.S.C.S certified Scaffolders may erect, alter or dismantle scaffolds in compliance with the Health & Safety Authority Code of Practice for Access and Working Scaffolds (2018).

All scaffolds must be tagged and Form GA3 must be completed at hand over, after alterations and on a weekly basis, a copy of this GA3 is to be submitted to the Buildings and Estates when requested.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 27 of 40

12.2 Mobile Elevated Working Platform (MEWP)

The following minimum requirements must be observed when using MEWP's on UL Property:

- (i) The proposed work location for all MEWP's must be risk assessed i.e. is the MEWP suitable, is the ground suitable etc. or are there overhead hazards present?
- (ii) MEWP must be certified (six monthly). Evidence must be provided on request.
- (iii) MEWP operators must be trained.
- (iv) MEWP must be inspected on a weekly basis GA3 and before use.
- (v) MEWP operators must have and wear harnesses – no exception.
- (vi) Only the minimal materials, tools, and equipment will be allowed to be hoisted in personnel lifts. SWL must not be compromised.
- (vii) All gates/guardrails must be closed/installed prior to raising the platform.
- (viii) Personnel must not dismount from lifts in an elevated position without the permission of B&E. A detailed risk assessment will be required.
- (ix) Where the operation of a MEWP interferes with traffic on campus, then appropriate traffic control and warning measures must be implemented in accordance with the requirement set of in Chapter 8 of the Traffic Signs Manual. The Construction Skill Certification Scheme (CSCS) qualification, 'Signing, Lighting and Guarding (SLG) 3 day course is required for the person planning/implementing the traffic control measures. The traffic management layout must then be maintained by for the duration of the works by an on-site person. This person must have the 1 day Health & Safety at Roadworks course qualification. All traffic disruption must be notified to security in advance.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 28 of 40

12.2.1 Moving MEWPS on Campus

Where a self-propelled MEWP (i.e. not vehicle mounted and controlled from the elevating basket) has to be moved, the following must be complied with:

- (i) The slow (tortoise) speed setting must be used.
- (ii) For distances up to 50m, a single 'flagman' must accompany the machine. The flagman will direct the machine driver so as to avoid members of the public or any other hazards along the way. The flagman must be a fully trained MEWP operator.
- (iii) For distances between 50 and 500m then two flagmen will be used.
- (iv) The 'flagman' will wear a high visibility vest/coat. He must position himself where he can see ahead in the direction of travel and can see and be seen by the driver.
- (v) If the distance is over 500m then the machine must be moved by transporter vehicle. This does not apply where a vehicle mounted MEWP is used.
- (vi) The driver must obey all instruction issued by the 'flagman'.
- (vii) The 'flagman' will use hand signals as well as verbal signals.
- (viii) The driver must keep sight of the flagman/flagmen before moving off and at all times during the move.

12.3 Ladders

The following minimum requirements must be observed when using ladders:

- (i) Ladders are designed for access purposes.
- (ii) All users must have Work at Height training
- (iii) Standard vertical ladders are **not** to be used as working platforms.
- (iv) Standard step ladders will only be allowed as work platforms where a risk assessment has demonstrated that a more suitable platform cannot be used, and the proposed risk is low
- (v) Aluminium- BS 2037 Class 1 (Old standard) or EN131 Professional

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 29 of 40

- (vi) Fibreglass EN 131
- (vii) Timber BS 1129 Class 1 (Old standard) or EN 131 Professional
- (viii) Podium Ladders are acceptable as work at height platforms

12.4 Trestles/Work Platforms

Trestles and other work platforms may be used in University of Limerick provided that the following is in place:

- (i) A risk assessment has been completed
- (ii) They are of sufficient dimensions to allow safe passage and safe use of equipment and materials;
- (iii) They are free from trip hazards or gaps through which persons or materials could fall;
- (iv) They are fitted with toe boards and handrails;
- (v) They are kept clean and tidy, e.g. do not allow mortar and debris to build up on platforms;
- (vi) They are not loaded so as to give rise to a risk of collapse or to any deformation that could affect its safe use. This is particularly relevant in relation to blockwork loaded on trestles;
- (vii) They are erected on firm level ground to ensure equipment remains stable during use.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 30 of 40

13.0 Excavations

All excavations on University of Limerick property must be undertaken in accordance with the requirements of the HSA Code of Practice for Avoiding Danger from Underground Services (2016). A Permit to Work (**Form SF-012**) must be in place. Prior to any excavation work commencing, the Service Providers supervisor or other nominated person must liaise with the B&E Mechanical and Electrical Department and arrange for a survey of the area to be completed to identify existing services through reference to existing utility drawings (where available). All areas must be scanned for underground services by a person trained in Location of Underground Services LUGS (CSCS trained). Service Providers must not break ground without consulting with a representative from University of Limerick.

The Service Provider undertaking the excavation is responsible for:

- (i) The identification and protection of all services.
- (ii) Erecting and maintaining suitable edge protection and the erection of warning signage to ensure that campus users are not affected in any way.
- (iii) Ensuring that all excavations have a safe access/egress point and no load, vehicle, plant or equipment is placed near the edge of any excavation where it is likely to cause a collapse of the excavation.
- (iv) Ensuring that material is not lowered into an excavation if persons are in the excavation. All persons are to immediately report any deterioration in excavation sides.
- (v) The Service Provider/contractor responsible for the excavation must inspect the excavation daily and report this in the weekly AF3 form and submit it to B&E. when requested. Where excavations require protection from collapse, the method used must be decided by risk assessment prior to excavations commencing.

14.0 Roof Work

Service Providers may be required to work on roofs where there are air handling units or condenser units etc. A Permit to Work (**Form SF-007**) must be obtained from B&E. (or nominated representative) before any work is to be carried out on roofs. A detailed RAMS must be submitted and approved before a permit will be issued.

The following minimum requirements must be observed at all times and must be included in the relevant RAMS:

- (i) All doorways leading up to roofs must be locked at all times to prevent members of public or students from gaining access to roofs.
- (ii) Where ladders lead directly to the roof, access should be restricted.
- (iii) Where present, existing fall arrest systems should be used at all times
- (iv) Do not carry plant or materials in your hands while climbing up and down ladders. Use belts, satchel, pulley system and mechanical means of lifting or other safe means.
- (v) Where no handrails/edge protection is in place a 2-metre exclusion from the edge of the roof to be maintained at all times.
- (vi) The roof must be inspected for underfoot conditions prior to any work commencing.
- (vii) No work is to be undertaken on the roof if there is inclement weather (High Winds, Heavy Rain, Ice, frost, Snow, Thunder/Lightening storm etc.)
- (viii) The roof must be adequately protected if Cable Drums are to be moved across it.
- (ix) Service Providers must liaise with B&E regarding protection of roofs
- (x) Task areas to be kept in a clean tidy and safe condition.
- (xi) Any filing, cutting, drilling must be undertaken off the roof area where possible.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 32 of 40

Emergency Evacuation from Roof

In the event of the alarm being raised and personnel having to evacuate from the roof area, the following sequence of events will be followed.

- (i) Cease all work immediately
- (ii) Turn off any equipment which may pose a hazard if left unattended
- (iii) Proceed to the nearest exit point and leave the roof
- (iv) As you enter the building be aware that your exit route from the building may be blocked.
- (v) If your exit route is clear exit the building and proceed without delay to your assembly point.
- (vi) If your exit is blocked return to the roof and proceed to the secondary roof exit.
- (vii) Check your exit route, if it is clear exit the building and proceed without delay to your assembly point
- (viii) If both routes are blocked return to the roof and stay close, if possible, to the area you were working in and wait until you are reached by Emergency response services/ERT.
- (ix) All members of the work party must remain together.

All roof work must be carried out in accordance with the HSA Code of Practice for Safety in Roof Work (2016). All roof work Service Providers must utilise collective, protective measures to prevent falls from roofs where possible.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 33 of 40

15.0 Confined Space Entry

There are a number of designated Confined Spaces across the University Campus. Any Service Provider wishing to enter a confined space, as defined in the Health & Safety Authority Code of Practice for Working in Confined Spaces (2017), must first obtain a confined space entry permit (**Form SF-010**) from B&E. Only competent, trained and medically fit personnel may enter a confined space. A detailed RAMS must be approved by B&E. in advance of any work in a confined space. Refer to **SOP-016 Confined Spaces**.

16.0 Temporary Works on Construction Projects

Temporary Works include any formwork, falsework, scaffolds, supports, props or other element or assembly of elements designed or used to provide support or access during **construction work**. The Construction Regulations 2013 require strict management of all temporary works by the PSDP where appointed.

Where the Service Provider's works involve the use of temporary works the Service Provider shall liaise with the permanent works designer and PSDP (where relevant) and promptly provide them with all necessary design calculations, specifications, drawings, layouts and design codes used, including all requirements for temporary stability, propping, bearing, bracing and loading. A Temporary Works Design Certificate (**Form SF-011**) must be completed for all Temporary Works.

It is the Service Provider's responsibility to provide the information in a timely manner to avoid any delays to the commencement date of his works, or part of his works, requiring temporary works.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 34 of 40

17.0 Electrical Connections

An Electrical Permit to Work (**Form SF-008 or SF-009**) must be in place for all electrical works carried out on campus. A qualified and competent electrical Service Provider/contractor must design and install all electrical connections in compliance with the appropriate current electrical standards and regulations. Prior to undertaking any electrical connections or alterations on UL property the Service Provider must liaise with the B&E Technical Services Team to confirm location of existing cable routes etc.

No work is permitted on any electrical distribution boards without the express permission (and permit to work) from the UL Technical Services Team.

All transformers placed on University of Limerick property must be designed to minimise the trailing of leads, be protected with ply housings and should not be abused or dragged by its cables. All leads and sockets must be in good condition and checked daily for damage. Leads should not be laid across doorways, corridors or in access routes. All hi voltage cables must be labelled at minimum every 3 metres and securely clipped at high level or placed in a PVC duct.

Where possible cordless power tools should be used. All power tools on University of Limerick property must operate at 115volts or less. Where equipment is operating at greater than 115volts (in accordance with the General Application Regulations, 2007) leads must be placed in an SWA protective cable and the connections must be IP67 compliant as a minimum.

Where electrical equipment has been de-energised a Lockout/Tagout procedure must be implemented which prevents any person gaining access and interfering with an electrical panel. All Lockout/Tagout will be subject to a permit to work and will be managed by the Technical Services Team

All overhead power lines must be highlighted and protected in accordance with the Code of Practice for Avoiding Danger from Overhead Electricity Lines

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 35 of 40

18.0 Hot Works & Fire Protection

A Permit to Work (**Form SF-012**) must be in place before undertaking any hot works on campus.

Each Service Provider must ensure that a sufficient number of appropriate fire extinguishers are available if required as part of the works. Fire points erected by University of Limerick are for emergency purposes only and should not be moved, blocked or interfered with.

Any Service Provider carrying out hot works should have their own fire extinguisher and fire blanket in the location that they are working in. A 1hr fire watch must be undertaken after all hot works. Service Providers must liaise with B&E. regarding the masking of smoke heads where necessary. This will be completed under a separate permit to work system.

Note: There is no smoking or vaping allowed on the University of Limerick campus.

19.0 Asbestos

Asbestos surveys have been completed in relevant U.L Buildings and all identified Asbestos Containing Materials (ACM's) have either been removed or assessed as being suitable to be managed in place. The location of all known ACM's is documented in the B&E Asbestos Register which is updated on a regular basis. Service Providers undertaking works must liaise with their B&E contact person regarding the location of all known ACM's on campus. No works are permitted in the vicinity of known ACM's. If the Service Provider scope of work involves the potential to disturb ACM's (drilling, demolition/refurb works etc.) in buildings built pre 2000 then an Asbestos Survey must be completed in advance. If suspected ACM's are encountered during work, the Service Provider must cease work immediately and contact the B&E Department. All employees likely to encounter ACM's must complete Asbestos training.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 36 of 40

20.0 Working in a Live Campus Environment

All Service Providers must be aware of the fact that U.L is a live campus where staff, students and other members of the public are likely to be present at all times. The potential impact of maintenance/minor works on staff, students and members of the public must be assessed as part of the Permit to Work Form. Service Providers are responsible for physically sectioning off any work area as follows:

- (i) Work at height/ open services/ equipment or areas under repair.
- (ii) Work sites in circulation areas.
- (iii) Work sites on roads or footpaths

Service Providers must use temporary barriers or screens of adequate strength, height and stability to ensure the following:

- (i) all persons will not be effected by the work being executed
- (ii) all persons will be able to safely access buildings/ rooms at any time during and after the working day, and for as long as said activity is being executed.

21.0 Lone Working

The following rules must be observed for situations where persons work alone on campus:

- (i) Avoid lone working where possible.
- (ii) Lone working may take place in low risk situations provided the following is in place;
 - a. Someone such as your supervisor or work colleague knows where you are working and when you are due to finish
 - b. There is a means of raising an alarm in the event of an emergency such as a fully charged mobile phone or two-way radio.
 - c. A risk assessment must be completed and communicated to those involved.

For works outside of 8am-5pm, U.L Security must be contacted prior to commencing and on completion of the works. Contact Campus Security 24/7 at 061 234600.

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 37 of 40

Lone working is not permitted for high-risk tasks such as working in confined spaces, working in MEWP's or working in Switch Rooms.

22.0 Vehicle Movements on Campus

The movement of vehicles and interaction with pedestrians and other traffic represents a significant risk on campus. Vehicles include cars, vans, HGV's and mobile plant (excavators, site dumpers and teleporters etc.) The following guidelines apply to all vehicle movements on campus.

- (i) Each Service Provider must ensure that their vehicle movements on campus are risk assessed, documented and submitted to B&E before works commence.
- (ii) Where the drivers vision is restricted in any way, **then a banksman must be present for all movements such as (non-exhaustive list):**
 - a. MEWP movements. Refer to 12.2.1 above
 - b. Forklift operating in pedestrian zones
 - c. HGV reversing in pedestrians zones.

23.0 Work on Campus Roads and Footpaths

If your work involves the reduction of the available road or footpath width to campus users then appropriate measures must be implemented to protect the workers and to warn other drivers or pedestrians. Examples of such work includes but is not limited to the following:

- (i) maintaining lighting posts
- (ii) Hedge trimming
- (iii) Line marking
- (iv) replacing paving slabs on footways,
- (v) carrying out repair to existing mechanical and electrical services,
- (vi) laying pipe work and cabling,
- (vii) repairing paving's and kerbing,

Buildings & Estates Department Safe Operating Procedure (SOP) 001	 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH		
Control of Service Providers and Minimum H&S Requirements	REV: 1.8	DATE: March 2024	Page 38 of 40

- (viii) accessing existing manholes or sewers etc.
- (ix) upgrading, repairing and re-surfacing roads
- (x) MEWP working on campus road.

Service Providers must ensure compliance with the requirements of Chapter 8 of the Traffic Signs Manual when obstructing the available road or footpath width. A traffic management plan must be prepared and submitted to B&E for review. If the work falls under the definition of construction (refer to Section 5.0 above) then a person trained in Signing, Lighting and Guarding at Roadworks must be present at all times when signing, lighting and guarding is being installed, modified or removed. Security must be notified of all works on campus roads and footpaths.

24.0 Security Arrangements

During normal working hours (08h00-18h00 Mon – Fri), Campus Security must be notified where works being carried out will have an impact on the day-to-day activities of the University (i.e. diversion and/or restriction to walkways or vehicle traffic movement). In these circumstances, Campus Security must be informed and an agreed plan put in place before the works commence. For all internal and external works being undertaken outside of normal working hours (08h00-18h00 Mon – Fri) Campus Security must be informed of such works in advance and a copy of a completed “B&E Permit to Work” / “Safe Plan of Action” form submitted to campus security. Copy of the forms may be submitted in hard copy format or soft copy by emailing to

Universitysecurity@ul.ie;

Campus Security will also require the following information in advance of any contractor arriving on Campus;

- (i) Building & Estates contact person (Name & Number) for the works/project.
- (ii) Name & Contact details of the main Contractor.
- (iii) Name & contact details of the foreman/supervisor in charge of the works/project.

- (iv) Details of where the works are being carried and/or which buildings the contractors will require access too and the times access is authorised.
- (v) Confirmation that the Contractor is authorised to sign out key/swipe cards to allow them access the areas required.
- (vi) Confirmation if Roof access is required and permission to Campus Security that it is okay to allow such access.

Campus security must be notified immediately of any incident or Security related issues that occur.

UL Security can be contacted 24/7 at 061-234600 (ext. 4600)

25.0 Declaration

I confirm that I have read this document and I understand the information contained in relation to Service Provider control and minimum health and safety requirements when working on University of Limerick Property. I agree to be bound by the requirements and responsibilities set out herein.

I confirm that all employees including subcontractors working on behalf of our company:

- (i) possess the necessary safety training as outlined in Section 4.4,
- (ii) are competent* to complete the Agreed Works,
- (iii) are covered by our company's or the subcontractor's insurance policies for the purpose of the Agreed Works

Furthermore, I agree to bring the above information to the attention of my employees and other persons under my control such as direct or indirect subcontractors.

Signed: _____

Authorised to sign for and on behalf of the Service Provider named below.

Name: (BLOCK CAPITALS): _____

Position: _____

Date: _____

Service Provider Trading Name: _____

*Competent - for the purposes of the relevant statutory provisions, a person is deemed to be a competent person where, having regard to the task they are required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which they undertake work, the person possesses sufficient training, experience, and knowledge appropriate to the nature of the work to be undertaken.

(Safety Health and Welfare at Work Act, 2005)