

University College Dublin



Health and Safety Contractor Induction



UCD Contractor Induction

Introduction

Welcome to *University College Dublin (UCD)*.

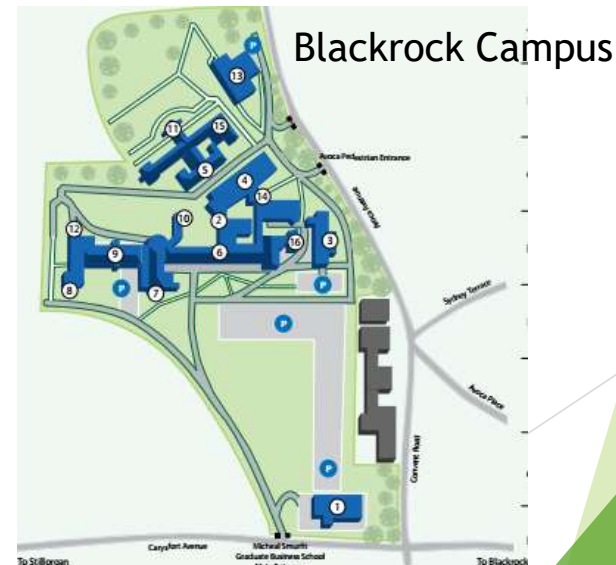
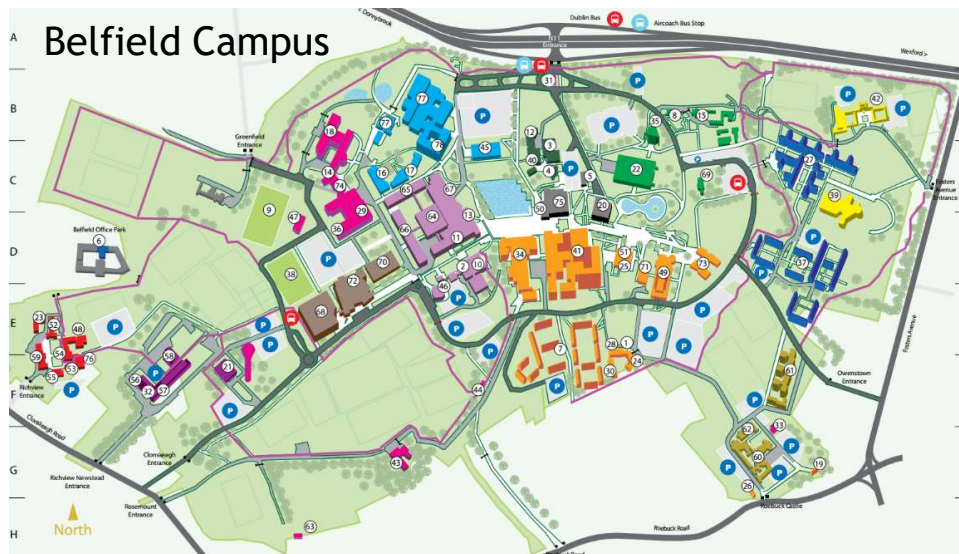
The following topics will be covered in this induction:

- UCD safety rules and procedures,
- Campus Layout
- The Specific hazards that you may be exposed to
- Your Health and Safety responsibilities
- Personnel Protective Equipment requirements
- Accident Reporting Procedures
- Emergency procedure and emergency contact information
- Statutory Training (Safe Pass, CSCS etc.)

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Campus Layout-Introduction

- The University College Dublin estate comprises a significant portfolio of land and properties, with a wide range of asset types and uses.
- The functional estate - 80 buildings, providing over 350,000 m² of space on a 133 hec. campus, accommodating the day-to-day teaching, learning, research and administrative activities of the University, and 3,000 beds for accommodation on campus.
- A significant number of state-of-the-art research buildings that have been developed over the last 10 years. The two main campuses of UCD are Belfield and Blackrock



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Responsibilities

UCD has a duty to cooperate with contractors by providing relevant safety information. This information can then be appropriately assessed and considered by the contracting companies (your employers).

Such information would include identifying potential hazards:

E.g. where there are asbestos-containing materials within an existing building, UCD are required to make this known to any relevant contractors involved.

Your employer's (contractors) responsibility:

- To provide a safe place of work
- To provide a safe system of work
- To provide PPE including Company Identification badge
- To assess the risks and develop a plan to control the risks
- To explain the risk to you and plans to control that risk



UCD ID Badge

Your responsibility as contractor workers:

- To follow UCD Safety rules
- To work according to the agreed system of work
- To wear the correct Personal Protective Equipment (minimum safety shoes/boots & appropriate workwear i.e. no casual wear, no track suits etc)
- Not to interfere with safety equipment
- To look after your own safety and the safety of others
- To report unsafe equipment or methods of work without unreasonable delay
- To co-operate with your management on safety issues

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Responsibilities Continued

- It is the responsibility of individual contractors to ensure that all personnel under their control have received suitable and adequate Health and Safety training, with respect to the operations they are carrying out.
- Contractors must comply with the provisions of their Safety Statement and all relevant Statutory Instruments (N.B. Safety, Health & Welfare at Work Act 2005, and if applicable the Safety, Health and Welfare at Work (Construction) Regulations 2013) whilst working on the UCD Campus.
- Contractors must complete a 'work/job specific' risk assessment(s) and a method statement(s) and submit a copy to the relevant UCD Estate Services representative for their approval/comment prior to commencing any works.
- Young persons (between 16-18 years) may not work on the UCD Campus unless they are under the direct supervision of an experienced person. Young persons are not permitted to undertake high-risk work whilst on the UCD Campus.
- UCD reserves the right to stop work if it is deemed that work will pose a threat to health and safety of persons on site or third parties.

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Permit Requirements

Roof Access Permit:

Any works on roofs in UCD require a Roof Access Permit. This permit can be obtained from UCD Estate Services.

Permit to Dig

Breaking of ground requires a permit to dig. This permit is coordinated by UCD Estate Services.

Hot Works Permit

Hot Work Permits shall be required for ANY welding, brazing, grinding (e.g. use of con-saws creating sparks.), use of naked flames (e.g. torch on felt), or any process that could give rise to heat or sparks that could result in a fire and / or smouldering fires.

Out of Hours Work Permit

This permit is for works required outside of the campus working hours of
8am-10pm (in term)
8am - 5pm (out of term)
Permit must be requested 24 hours in advance of planned out of hours works.

The image shows a 'Hot Work Permit' form from University College Dublin. The form is titled 'University College Dublin Hot Work Permit' and 'Cutting and Welding permit in University College Dublin'. It contains several sections for information entry, including 'Campus', 'Building', 'Location', 'Date', and 'Permission has been granted to'. There are also sections for 'To use' and 'Between the hours of 9:00 am and 5:00 pm'. The form includes a series of 'Yes/No' questions regarding safety measures, such as 'The above location has been examined', 'A person will be standing by with a fire extinguisher while the operation is in progress', 'The area has been adequately cordoned off to protect the public and other workers', 'All combustible materials have been removed or suitably protected against heat and sparks', 'The operator will be in attendance for 60 minutes after the completion of the operation or any scheduled stop to inspect the work area and all adjacent areas to which sparks and heat may have spread and ensure that there are no smouldering fires', 'Adequate personal protective equipment is available', and 'Only correctly trained and competent persons will be carrying out the works'. The form also has sections for 'Permit granted by', 'Date & Time', 'The conditions of this permit have been read and understood', 'Permit Cancelled', 'Signed & Checked', and 'Date & Time'. The form is dated 'November 2002' and is from the 'Building & Services Department'.

Example: Hot Works Permit

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ACCIDENTS / INCIDENTS / NEAR MISS / UNSAFE CONDITION

- Any accidents or incidents must be reported to UCD Estate Services, as soon as possible after the accident / incident.
- If you think any situation / operation / condition is unsafe, report it to UCD Estate Services. UCD encourage this and operate a “no-blame” approach to reporting any unsafe situation/operation/condition.
- You can report any of these unsafe situations including maintenance issues by communicating any observation to your supervisor or UCD Estate Services point of contact
- First Aid is available by calling the 24 hour UNICARE Emergency Line

External Phone Line Dial 01 716 7999

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IN THE EVENT OF A FIRE

- In the event of a Fire
- Operate the Alarm by using break glass units

OR

Call **017167999** to alert FRR(First Response Room)

- Leave the building
- Assemble at the nearest Assembly point
- Do not re-enter the building

ASSEMBLY POINTS

There are assembly points designated for each area of the University. Each building has Fire Safety Notice Posters identifying the buildings respective Assembly point.

IN THE EVENT OF HEARING THE ALARM

- Make your way to the nearest exit & evacuate the building
- Do not re-enter the building until you have been told it is safe to do so
- Assemble at the nearest Assembly Point



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Signage

Obey the instructions of all safety and warning signs.

The following colours indicate:

RED = Danger/Prohibitive **YELLOW/BLACK** = Hazard / **BLUE** = Compliance / **GREEN** = Information



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Carparking

- Contractors' vehicles must only park in the designated parking areas.
- Disabled parking is provided in appropriate locations and clearly marked and signed.
Contractors MUST NOT park in or use disabled parking bays as a laydown/setdown area. Usage of disabled parking bays is reserved for cars displaying a valid disabled parking permit
- Parking is limited on campus and available on a first come first served basis. UCD strongly encourages the use of public transport where possible
- All car parks are designated either permit parking (See Yellow Signs) or hourly paid parking
- Parking charges apply 8:00hrs-17:00hrs, Monday – Friday (excluding bank holidays) during the peak demand periods of semester 1 and semester 2. Outside of these hours all car parking is free of charge except for premium rate hourly paid spaces and spaces in UCD Sports and Fitness
- Parking a car on campus is an implicit acceptance of UCD's Parking Policy and Regulations
- UCD is private property and UCD reserves the right to refuse admission to any or all car parks for whatever reason at any time without notice
- UCD reserves the right to designate parking spaces for categories of parking and to reserve car parking spaces for events as required, without notice
- Parking enforcement measures where cars are parked in breach of UCD Parking Regulations include fines, clamping and towing



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FIRE SAFETY

- Any welding / brazing / grinding / hot work must be carried out under a Hot Work Permit and a task specific Method Statement/Risk Assessment. Permits are available from UCD Estate Services (Belfield House).
- Escape Routes must remain clear at all times
- Fire protection equipment and systems are present on campus
- Tackle the fire with the nearest appropriate fire extinguisher, but only if safe to do so and you have been trained to do so.
- Each type of extinguisher has a specific use. It is important to consider the nature of the fire risk before deciding on which type to use

SMOKING POLICY

- Smoking and vaping/e-smoking in all forms is prohibited in all workplaces throughout the campus with no exceptions.



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Exclusion Zones

PROTECTION OF COLLEGE STUDENTS / STAFF AND MEMBERS OF THE PUBLIC

- Work areas (especially construction areas) within the UCD Campus should have barriers and warning signs erected around the area so as to warn persons of works, and deter them from entering the area.
- Contractor company information signage & appropriate safety signage must be erected on the barriers.
- All plant, machinery, debris, rubbish, materials etc. must be kept within the work area/construction area) at all times, unless being delivered / removed from the site.

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Exclusion Zones Continued...

INTERNAL AREAS

- For Internal Works within the college campus protective barriers and warning signage must be erected around the work area(s).

EXTERNAL AREAS

- For External Works within the college campus 'Heras Fencing', or similar, must be erected around the work area(s). With a minimum of 2 clips to be used to keep connected. Contractor company signage along with appropriate safety signage is to be applied to each Heras fenced exclusion zone.
- When working in external areas contractors are responsible for ensuring that their site (s) are secure against trespass by children, and other unauthorised persons, especially outside of working hours.
- When working at heights all necessary precautions must be taken to protect against objects falling onto / near college students / staff, and members of the public.
- Any excavation in an area open to the public MUST have secure guardrails and warning signage erected at all times.



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VEHICLE / PLANT SAFETY

- All contractors' vehicles must comply with speed restrictions posted within the College Campus.
- Contractors' vehicles must only park in the designated parking areas.
- All Plant must be fitted with visual aids and auxiliary devices specific to that item of plant.
- Contractors' vehicles must not obstruct emergency access routes for use by the emergency services.
- Contractors' vehicles / plant must be left secured at all times whilst not in use on the Campus, i.e. keys must be removed from the ignition, doors must be locked, the vehicle / plant must be immobilised against unauthorised use, and brakes must be applied.



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VEHICLE / PLANT SAFETY Contd.

- Whilst driving on the College Campus the “Rules of the Road” must be followed at all times.
- All loads must be secured on vehicles at all times whilst driving.
- When vehicles are reversing on the College Campus banksmen must be used where the driver’s views may be obstructed.
- All vehicles in use on the College Campus must be road worthy, and serviced according to manufactures’ recommendations.

ANY contractor failing to comply with the above conditions may have their vehicle(s) / plant removed from the Campus, and / or their authorisation to use vehicles / plant on the Campus removed or restricted.

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PERSONAL PROTECTIVE EQUIPMENT

- UCD minimum PPE requirement is safety shoes/boots & appropriate workwear i.e. no casual wear)
- Safety footwear, safety helmets, and high visibility vests must be worn at all times in construction areas.
- Hearing protection must be worn when working with or near noisy plant or machinery.
- Eye protection must be worn when cutting, drilling, and using air tools.
- Contractors must supply Personal Protective Equipment to their own personnel.
- Contractors must carry out their own risk assessment and identify what Personal Protective Equipment is required to be worn by their personnel.



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SAFE ACCESS & EGRESS

- Safe access and egress must be maintained at all times. This means ensuring that rubbish / materials / debris are kept clear of access routes at all times.
- Rubbish / debris must be removed regularly from the work areas.
- Contractors are responsible for any rubbish skips they bring onto the UCD Campus. Skips **MUST NOT** be located near Fire Exits, Canopy's, or areas of High Fire Risk. Contractors are responsible for ensuring that their rubbish skips are kept in a clean and tidy state at all times whilst on the UCD Campus. Skips **MUST** be emptied on a regular basis.
- Emergency exits may not be obstructed at **ANY** time, unless written authorisation has been received from UCD.

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LIVE SERVICES IN UCD

UCD has a large variety of Live services on campus including:

- General Services
- Natural Gas Lines, HPG/LPG (High/Low Pressure Gas)
- Electrical Lines 400V-10kV
- Communications Lines
- Water/drainage Lines



Gas Pipeline



Underground Electrical Lines

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UNDERGROUND SERVICES

- Prior to carrying out any excavations within the UCD Campus ensure that information on the positions of underground services has been requested from Estate Services (Belfield House).
- Underground services should be located and marked using electronic location devices (e.g. a CAT scanner) and physically located by using safe digging techniques to dig trial holes.
- Safety clearances should be observed when using mechanical excavations in an area where underground services are present. Mechanical excavation should not be used within 0.5m of any service.
- All work around underground services must be carried out under the control measures outlined in the UCD Permit to Dig.



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EXCAVATIONS

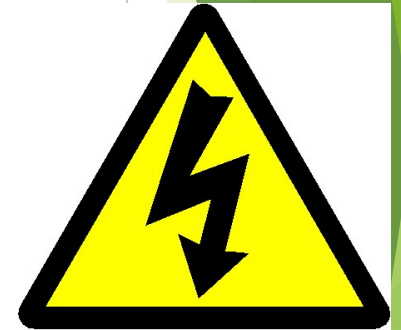
- Excavations over 1.25m deep must always be battered and / or supported against collapse.
- Safe access and egress must be provided to excavations, e.g. by ladder.
- Secure barriers must be provided to prevent persons from falling in.
- Stop blocks must be provided to prevent vehicles over running into excavations.
- Excavations must not affect the stability of adjacent buildings or structures.



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ELECTRICITY

- All power tools on site must be 110v, or less.
- All electrical equipment must be inspected regularly for signs of damage to equipment, leads, sockets, plugs etc. Any defective electrical equipment must be removed from use immediately.
- All electrical connections must be secure and properly made with correct fittings.
- Cables, light fittings, electrical equipment etc. must be protected from accidental / mechanical damage.
- All temporary electrical installations and all extensions are tested/commissioned and certified as safe, by a competent qualified electrician



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SCAFFOLDING

- Scaffolding must only be erected, altered or dismantled by trained and competent persons.
- All Scaffolds must be used, erected, dismantled, altered and tied in accordance with manufacturers' recommendations, and the 'Code of Practice for Access and Working Scaffolds', issued by the Health & Safety Authority.
- Scaffolding must only be used if they are complete. Warning notices must be placed at the access points of any incomplete scaffolds.
- All scaffolding must be inspected weekly, and the GA3 form completed.
- Access ladders must be provided and used on all scaffolds, climbing up scaffolding is strictly prohibited.



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LADDERS

- The use of ladders (all types) is to be avoided unless where a risk assessment shows the use of other work equipment is not practical.
- Ladder inspection must be recorded on GA3 form and all ladders numbered and be clearly identifiable.
- All ladders must be in good condition, unpainted and free from obvious defects.
- All ladders must be secured near the top (including those used for short periods).
- If ladders cannot be secured near the top, it should be secured near the bottom.
- Ladders must rise at least 1m above the place of landing. If not, there should be adequate handhold at the place of landing.
- Stepladders must be used on a suitable firm, level base. A frame ladders are never to be straddled.



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PLANT / MACHINERY

- ALL Plant and Machinery used on the UCD Campus must be in good condition, and serviced in accordance with manufacturers' recommendations.
- Only trained and authorised personnel may use Plant or Machinery on the UCD Campus.
- All guards must be in position whilst using plant or machinery.
- Plant and machinery must only be used in accordance with manufacturers' instructions.

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COMPRESSED AIR POWER TOOLS

- The air receiver (compressor) must be examined within the last 24 months and a certificate available for inspection.
- Pressure gauges must be in working order at all times.
- Hoses, connections and valves must be in good order.
- All tools must be lubricated regularly.
- Hearing Protection and Eye Protection must be worn at all times whilst operating compressed air tools.
- The blowing down clothing, “fooling about” etc. is **STRICTLY** prohibited with compressed air hoses etc.

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CARTRIDGE TOOLS

- Only low velocity indirect action cartridges may be used.
- All personnel must be trained in the use of cartridge tools.
- Discarded cartridges **MUST NOT** be left lying around sites, they must be picked up and stored in a secure storage area.
- Hearing Protection and Eye Protection **MUST** be worn at all times whilst operating Cartridge Tools.
- Cartridge Tools must be cleaned regularly and maintained in accordance with manufacturers' recommendations.



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ABRASIVE WHEELS (e.g. con-saws)

- Abrasive Wheels must be maintained in accordance with manufacturers' recommendations
- Only trained and authorised persons may operate, or change wheels or discs.
- The spindle speed of the tool / machine must be checked regularly.
- Guards must be fitted and in the correct position.
- The floor areas around the machine or where the tool is being used must be kept clean and tidy.
- Hearing Protection and Eye Protection must be worn at all times whilst operating Abrasive Wheels.
- Water suppression must be used for any dusts (e.g. concrete dusts from a con-saw)



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WELDING / CUTTING / HOT WORKS

- A 'Hot Work Permit' must be completed for all Hot Works carried out within the UCD Campus. Copies of the 'Hot Work Permit' are available from the UCD Estate Services Unit (Belfield House).
- Gas Cylinders / Bottles must be secured upright or in a purpose built trolley.
- All hoses must be in good condition with the proper connections securely made.
- Flashback arrestors must be fitted to hoses.
- All gauges must be in working order.
- Screens, non-combustible sheets, protective clothing and equipment must be in place before work starts.
- Adequate ventilation / extraction must be provided, as required.



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LIFTING OPERATIONS

- Cranes must be inspected weekly, thoroughly examined every 12 months and tested and thoroughly examined every 4 years, by a competent person.
- Test certificates and thorough examination certificates must be available for inspection.
- All drivers must be trained, competent and over 18 years old.
- All controls must be clearly marked in the cab of the vehicle.
- The Safe Working Load must be clearly marked on the Jib / Cab of the lifting appliance.
- All Lifting Appliances must be set up on a hard level base.
- All banksmen / slingers must be trained to given signals and to attach loads correctly.
- Test certificates must be available for all items of lifting gear must have been thoroughly examined within the last 6 months.



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HEALTH HAZARDS

- Material Safety Data Sheets must be available on site for any substances hazardous to health used on site by Contractors.
- Contractors must ensure that personnel required to use substances hazardous to health have received adequate training in their correct use.
- Contractors must ensure that personnel using substances hazardous to health wear the appropriate personal protective equipment.



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NOISE

- Noisy works will be curtailed within the UCD Campus at the discretion of UCD. This will be required to facilitate College Examinations and other College activities. Any restrictions on noisy works will be notified to Contractors.
- Contractors must ensure that their personnel are wearing hearing protection whilst involved in noisy works on the UCD Campus.



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WEIL'S DISEASE

- Weil's disease is caused by contact with rat's urine, or water contaminated by rats. The infection may enter the body via damaged skin or by accidental ingestion through the nose or mouth. The disease may be fatal and the symptoms are similar to influenza. Areas that may pose a risk are drains, derelict buildings or areas where rats may be found.
- Personnel working in likely contaminated areas should ensure that any cuts or scratches are carefully cleaned and covered, before starting work.
- After contact with raw water, the hands and forearms should be thoroughly washed especially before eating, drinking or smoking and persons should avoid rubbing their nose, eyes or mouth during work.
- Wherever possible, protective clothing such as gloves must be worn to avoid contact with infected areas.
- Contractors shall ensure that their personnel are trained in the precautions to be taken to prevent Weil's Disease, and that if persons experience Flu-like symptoms they should attend a Doctor immediately, and inform them that they may have been exposed to Weil's Disease.

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SAFE PASS / CONSTRUCTION SKILLS CARDS REQUIREMENTS

The Project Supervisor for the Construction Stage must ensure that all personnel working in Construction projects have a Safe Pass Card / Construction Skills Card.

ALL Construction Personnel (including site security guards) MUST have a Safe Pass Card.

Construction Skills Cards are required for ALL of the following:-

- | | | |
|---|---|---|
| <ul style="list-style-type: none">• Scaffolding - basic;• Scaffolding - advanced• Tower crane operation• Self erecting tower crane operation -• Slinging/signalling• Telescopic handler operation• Tractor/dozer operation• Mobile crane operation | <ul style="list-style-type: none">• Crawler crane operation• Articulated dumper operation• Site dumper operation• 180 excavator operation• Mini-digger operation - where the employee has not been trained in the operation of a 360o excavator digger• 360° excavator operation• Roof and wall cladding/sheeting | <ul style="list-style-type: none">• Built-up roof felting• Mobile tower scaffold - where the employee has not been trained in basic or advanced scaffold• Signing, lighting and guarding on roads• Locating under-ground services• Shotfiring• Assisting in Road-works |
|---|---|---|

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All personnel have a responsibility for their own safety and the safety of others. Contractors must ensure that their personnel act accordingly.

ALCOHOL AND DRUGS

- Contractors, who are under the influence of alcohol and drugs, may not enter University College Dublin.
- Anyone found in breach of the Alcohol and Drugs policy, will be instructed to leave the campus immediately.

HORSE PLAY, BULLYING AND VIOLENT OR THREATENING BEHAVIOUR

- University College Dublin maintains a responsible concern for all people working on campus
- Any un-social activities such as horse play, bullying and violent or threatening behaviour will result in immediate dismissal from site of those involved.

UCD Contractor Induction

Summary

- Dial 01 716 7999 in the Event of an Emergency
- Incidents and Injuries must be reported immediately.
- All contractors are required to comply with campus rules and requirements.
- Look out for your own safety and the safety of others
- If in doubt please ask your supervisor and/or UCD point of contact