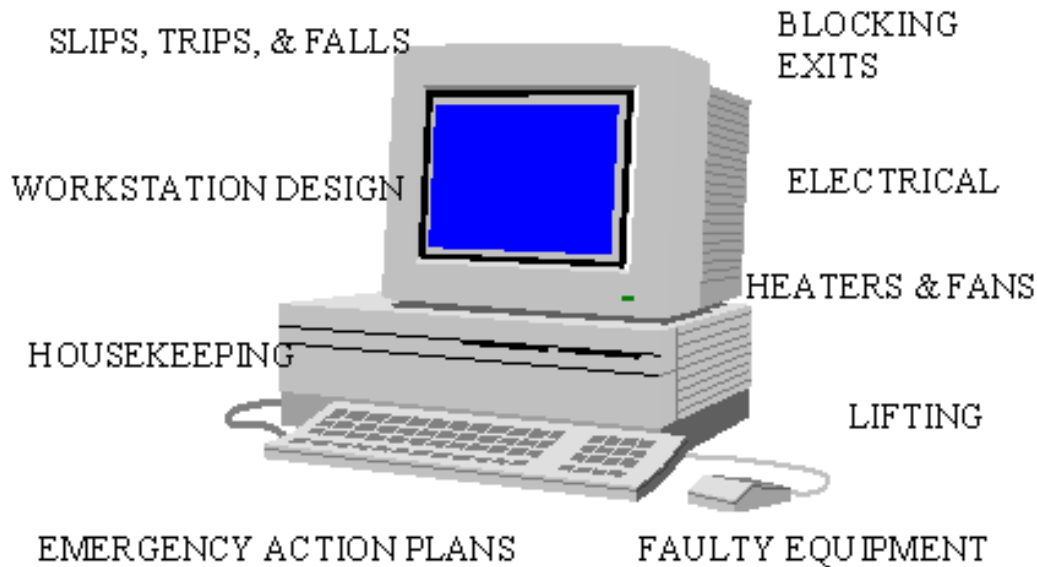


Dundalk Institute of Technology (DKIT)

School of Business and Humanities Office Safety Manual

OFFICE SAFETY





Compiled by :

Approved by:

Revision No.	Date	Circulation
001		Patricia Moriarty Seamus Rispin Shane Hill David Getty Brianain Erraught Anton Barrett Tony Richardson Deidre Mulligan Annmarie mcHugh Business Studies Office (S240) Health and Safety File (S239)

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1.0 Introduction

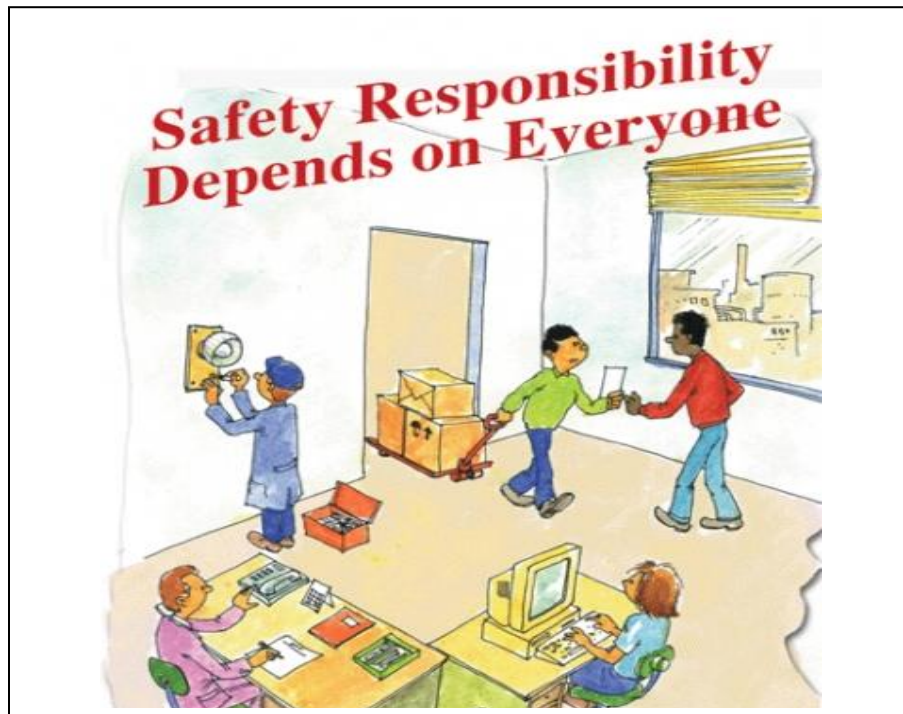
This safety .manual is a working document and must be read in conjunction with the “**Parent Safety Statement**” and “**Ancillary Safety Statement**” for the School of Business and Humanities, available at <https://www.dkit.ie/safety/safety-statements>.

1.1 General statement

The School of Business and Humanities will ensure as far as reasonably practicable the safety, health and welfare at work of all its employees at their office locations.

The safety, health and welfare of the people at work will be secured by the means of:

1. Safe place of work;
2. Safe systems of work;
3. Safe access and egress to and from work;
4. Safe procedures of work.



The School of Business and Humanities will update this document if there are changes in legislation, location of offices, or in work practices.

2.0 Assignment of Responsibilities

The 2005 Safety, Health and Welfare Act and the associated 2007 General Applications Regulations have placed particular responsibility on managers to conform with and where necessary to **Enforce Acceptance and Compliance** of these acts on those engaged in their employment.

As managers, the Head of School and Heads of Departments must accept their responsibilities for the safety of employees, students and visitors under their control.

In terms of what is **“Reasonably Practicable”**, the Head of School and Heads of Departments must do all that is reasonable to secure and provide a safe and healthy work environment.

Heads of School must record details of any accidents, incidents or dangerous occurrences that may arise in the place of work. Forms are provided for the above mentioned e.g., Accident Report Form 3.1 and Dangerous Occurrence Form 3.2 (Appendix 1).

It is the duty of Heads of Departments to ensure; so far as reasonably practicable that all work that is carried out by employees at its office locations is carried out in a safe manner and will not pose a risk to other employees/students or members of the public.

Head of School of Business and Humanities:	Ms Patricia Moriarty
Head of Departments:	Mr Shane Hill
	Mr David Getty
	Ms Brianain Erraught
	Mr Anton Barret
Main Reception:	Dial “500” to alert caretaker on duty of accidents/incidents
First aid responsibilities:	A full list of First Aiders is displayed Appendix 2
Doctor - Shane Gleeson :	Ext: 2702/ 042 9320038
Campus Nurse – Brid Rust:	Ext: 2777/ (087)9924637

In the event of an accident taking place in the office area, please follow the guidelines outlined in the **First Aid Incident/Accident Procedure** which is displayed beside all First Aid Stations within the Business School. This procedure is also contained in Appendix 3 of this document.

2.1 Duties of Employer

The School of Business and Humanities will provide employees with:

1. Safe place of work;
2. Safe systems of work;
3. Safe access and egress to and from place of work;
4. Safe equipment, make sure it is maintained in safe working condition and all maintenance records are retained;
5. Sufficient lighting, ventilation and welfare facilities to comply with current legislation and codes of practice;
6. Information on the procedures to follow in the event of fire evacuation or other major emergencies evacuations;
Information and training on safety and health issues related to their working environment.

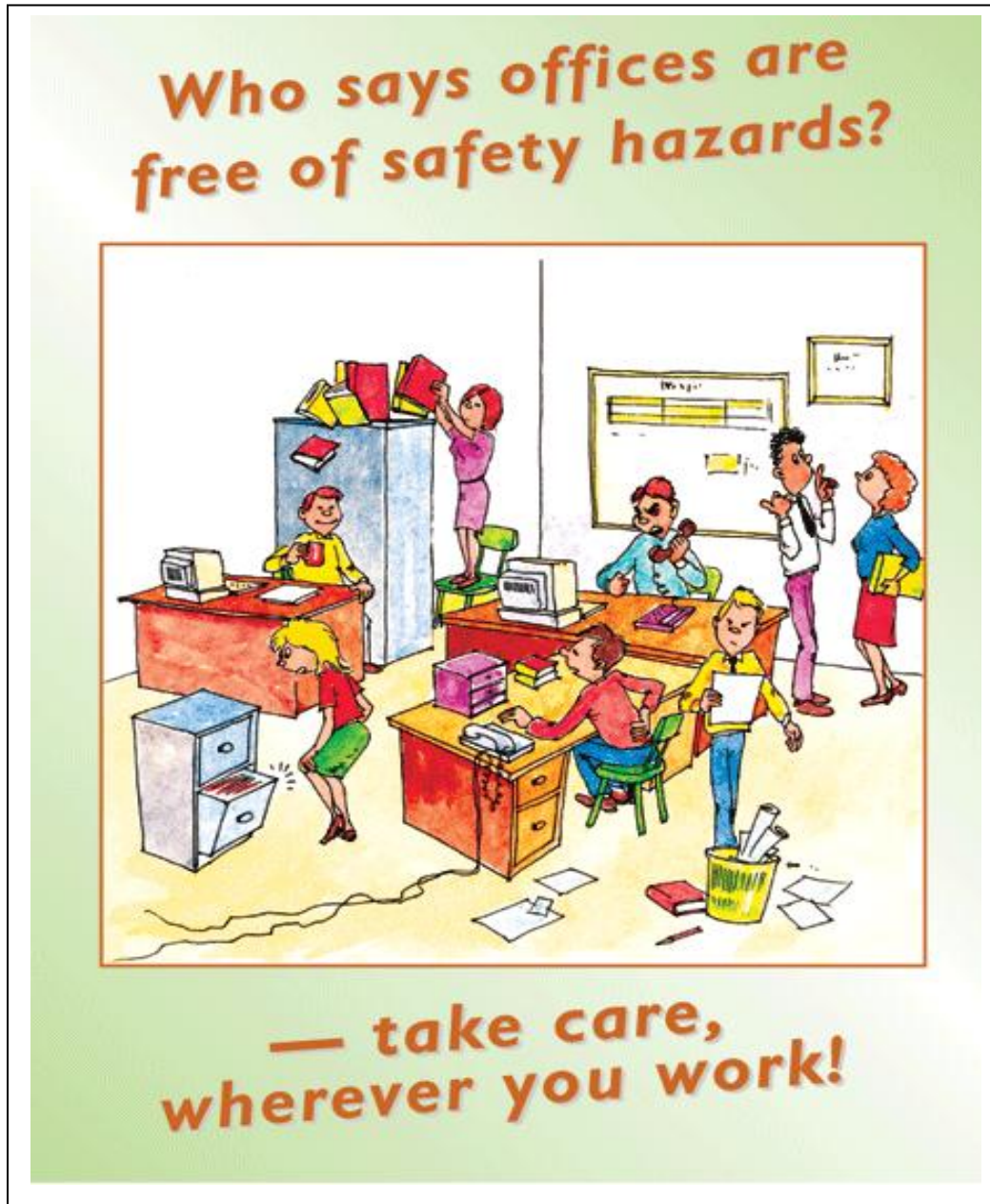
2.2 Duties of Employees

The Safety, Health and Welfare 2005 Act (section 13) gives rise to the duties of the employee which are:

1. To comply with statutory provisions that protects the safety health and welfare of themselves and other employees;
2. Not to be under the influence of intoxicants or alcohol;
3. To attend any training that the employer deems necessary for them to carry out their duties in a safe manner and in accordance with current safety and health legislation;
4. The employee has a duty to report any defects of equipment, systems of work or place of work or any work that may endanger the safety, health and welfare of themselves or others;
5. Employees must not interfere with or misuse any equipment or machinery or personal protective equipment or any other means provided to protect the safety, health and welfare of themselves or others;
6. An employee shall not misrepresent themselves to an employer with regard to the level of training;
7. An employee must not engage in an improper behaviour that is likely to endanger his/her own safety, health and welfare or that of any other person;
8. More detailed regulations on safety and health, including the general applications regulations (S.I. 299) impose specific duties on employees to comply with safety procedures implemented by the employer (follow link http://www.hsa.ie/eng/Legislation/Acts/Safety_Health_and_Welfare_at_Work/General_Application_Regulations_2007/General_Application_Regulations_2007_SI_2007_Unofficial_Copy.pdf)

3.0 Office Hazards

Office work is not considered a high risk activity by many people, but unsafe work systems or poor office layouts may give rise to or result in accidents and injuries to office workers.



The most common office hazards are:

1. Display Screen Equipment (DSE);
2. Manual handling;
3. Housekeeping (Slip, trips ,falls and fires);
4. Office equipment (photocopier, shredder);
5. Office Chemicals;
6. Fire.
7. Electricity

3.1 Display Screen Equipment

Hazards associated with Display Screen Equipment are as follows:

1. Poor posture;
2. Visual discomfort;
3. Work station equipment (e.g. chair, monitor, keyboard and desk);

3.1.1 Poor Posture

Incorrect workstation layout can lead to poor posture and associated musculoskeletal / physical complaints. To minimise the risk of poor posture the correct equipment must be used and this equipment must be set up in an appropriate manner.

3.1.2 Visual discomfort:

Visual discomfort may be due to a number of factors, including;

1. User eyesight problems;
2. Screen glare;
3. Inadequate lighting in the work area;
4. Poor clarity of characters on the screen.

3.1.3 Work Station Equipment

Chair:

The chair used at a workstation must comply with the minimum standards which include:

1. The seat height and the back rest of the chair must be adjustable;
2. The base of your spine should be supported by the back of the chair;
3. The chair seat should reach to within a hand width of the back of your knees;
4. Feet should be flat on the floor and thighs should be parallel with the floor;
5. There should be adequate knee and thigh clearance beneath the worktop to comfortably allow you get your upper legs under the desk.

Monitor Position:

To make sure your workstation monitor is set up in the optimum position to ensure good posture you should ensure that:

1. The monitor is positioned directly in front of user;
2. Eyes should be level or just below (5 – 8 cm) the top of the screen;
3. The monitor should be located between 400mm – 700mm away from user;
4. If a document holder is being used it should be placed in line with the computer screen , approximately 100mm to the side of the screen;
5. The screen should have a swivel and tilt facility.

Screen characteristics:

1. There should be no screen flicker;
2. The screen should be clean;
3. Images should be sharp;
4. The screen brightness / contrast should be adjusted by the user depending on their preferences;
5. The screen should be free from glare and any other source of light;
6. Screen characters should be sharp and in focus.

Keyboard:

1. The keyboard should be tilt able;
2. The keys should be readable;
3. There should be approximately a 100mm space in front of the keyboard for resting wrists.

Desk:

1. The work station desk should be large enough to accommodate all computer hardware, paperwork, document holder, telephone and any other material or equipment that has to be positioned on it;
2. All material and equipment on the desk should be positioned so as to allow a comfortable position to be adopted;

Visual discomfort:

Working at display screen can give rise to eye problems including eye fatigue and dry eyes. Blinking is an automatic function which we do on average 12 – 15 times / min under normal conditions. We fail to blink at this rate when we are concentrating on display screen equipment thus causing the eyes to dry out. It is very important that the user is advised to blink frequently to avoid the eye drying out. Micro breaks should be taken every 10 minutes for 20 seconds at a time and focus at a point of at least 20 feet.

Eye tests and glasses:

The Institute offers eye sight tests for staff who work at display screen equipment for more than one hour continuously during their working day. The human resource department can provide further details on eye tests (contact Loretto Gaughnan Ext 2631).

Laptop use:

Where laptops are used by staff within the office environment, the School will supply a laptop docking station, which includes a separate keyboard, mouse and screen. The work station can then be risk assessed as per display screen station requirements.

Helpful hints

20 – 20 Rule: 20 seconds in every 10 minute, look at least 20 feet away, refocusing your eyes on a distant object

Mini break: 1- 2 minutes every hour stand and stretch.

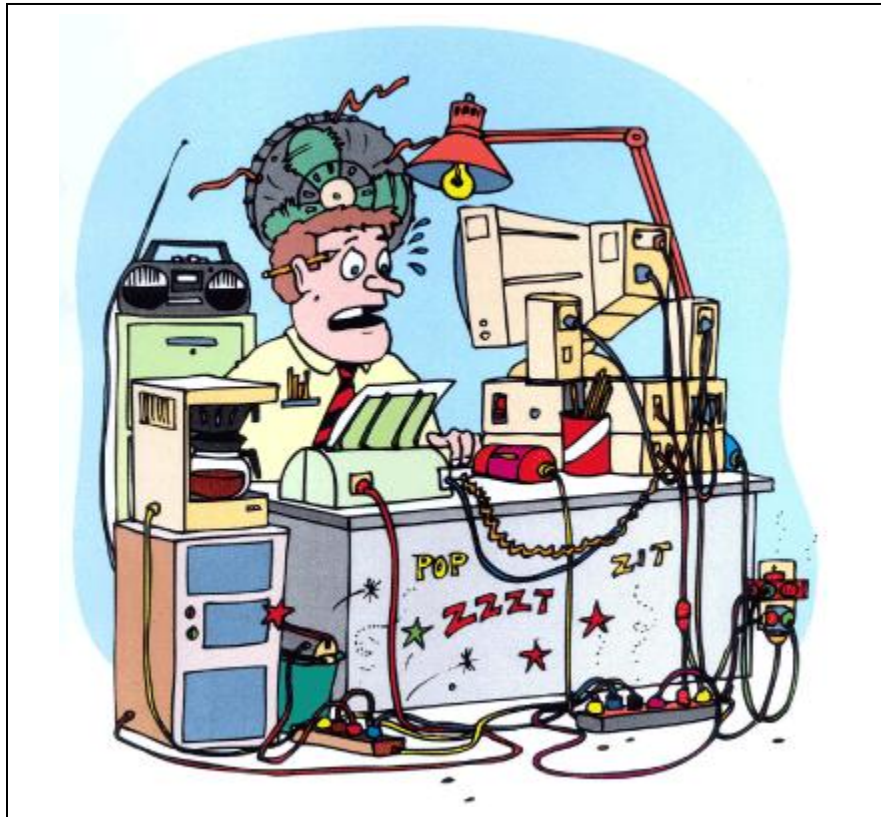
It is advisable when looking at DSE screen for any length of time that you blink, as this will help dilate the eyes, alleviating any irritation of the eye.

Work station assessments:

On joining the Institute a workstation assessment will be carried out and new staff member will be shown the correct workstation set up. A copy of the assessment will be kept in the Business School Safety File and a copy made available to the staff member. A further analysis of the workstation is required if:

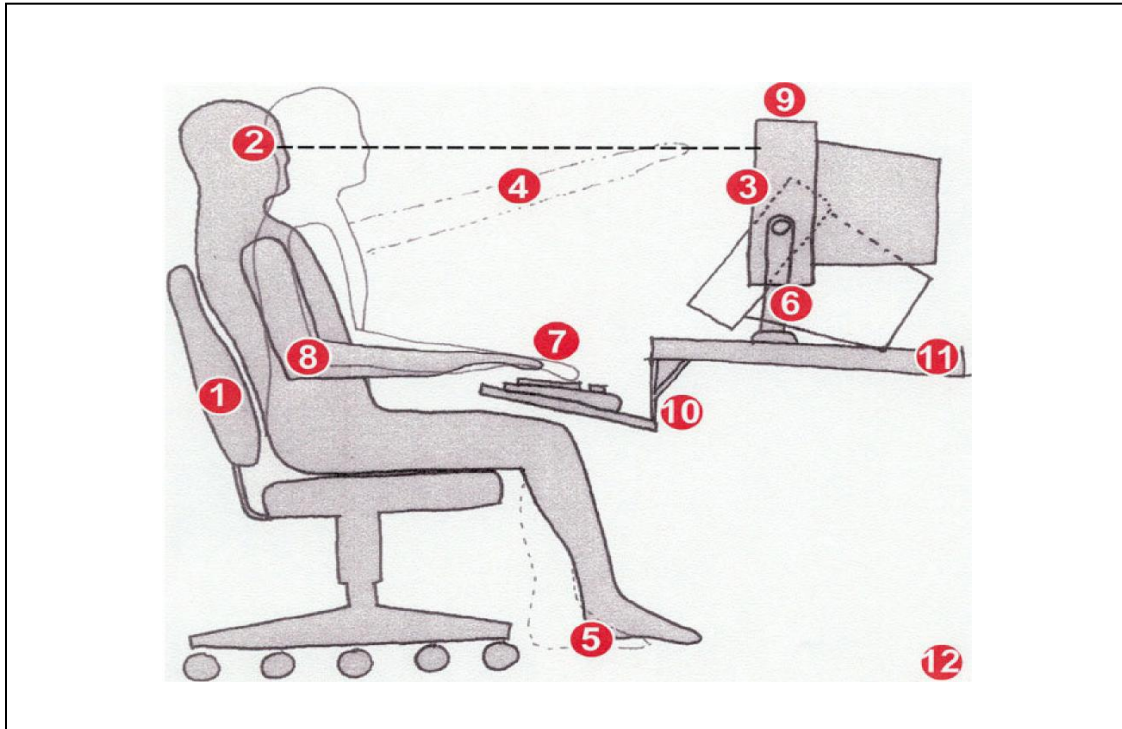
1. The staff member transfers to a new work station;
2. Significant new work equipment, change of equipment or new technology is introduced to the workstation.

If your workstation has not been assessed, staff members should contact should contact the Business School Health and Safety Officer, Danny Sherry on Ext 2146, to arrange an assessment.



Do you need a workstation assessment?

Work station quick set up guidelines:



1. Use an adjustable chair
2. Top of monitor casing 5-8 cm approximately above eye level
3. Ensure no reflections or glare on screen
4. Sit at arm's length from monitor
5. Place feet flat on floor or footrest
6. If using a document holder keep in-line with the computer screen
7. Keep wrists flat and straight in relation to forearms to use keyboard and mouse
8. Keep the arms and elbows relaxed and close to the body
9. Centre the monitor and keyboard in front of you
10. Use a tiltable keyboard
11. Take frequent short breaks (micro breaks)
12. Remember to keep a 10cm space in front of the keyboard for resting wrists

3.2 Manual Handling



Don't put your own health at risk

Regulations 68 (2007 General Application Regulations) defines manual handling as:

"Any transporting or supporting of a load by one or more employees, which include lifting, putting down, pushing, pulling, carrying or moving a load by reasons of its characteristics and unfavourable ergonomic condition will involve injury in particular to the back area of employees".

Many office workers may not consider manual handling as a risk in their work places but manual handling injuries are suffered by workers in all working environments. Even the lightest of objects can also cause injuries if incorrect lifting methods are used. Lifting a light weight on a regular basis can give rise to manual handling issues. The individual risk factors of those who carry out manual handling are:

1. Capabilities;
2. Flexibility;
3. Fitness;
4. Training;
5. Posture;
6. Clothing.

Employees who engage regularly in manual handling operations will receive manual handling training to comply with the Safety, Health and Welfare at Work Act 2005 and the General Applications Regulations of 2007. This training is organised through the HR Department (contact Loretto Gaughnan Ext 2631)

3.2.1 Injuries Associated with Incorrect Manual Handling:

1. Slipped discs and back strain;
2. Hernias;
3. Lacerations and crushing of hands and fingers;
4. Musculoskeletal disorders;
5. Foot injuries;
6. Sprains and strains.

Risks are exacerbated when:

1. Incorrect methods of lifting are used;
2. Excessive weights are handled;
3. Loads with sharp or awkward edges are handled;
4. Loads are lifted in confined spaces.

3.2.2 Control Measures

Regulation 69 for the manual handling of loads states that employers shall:

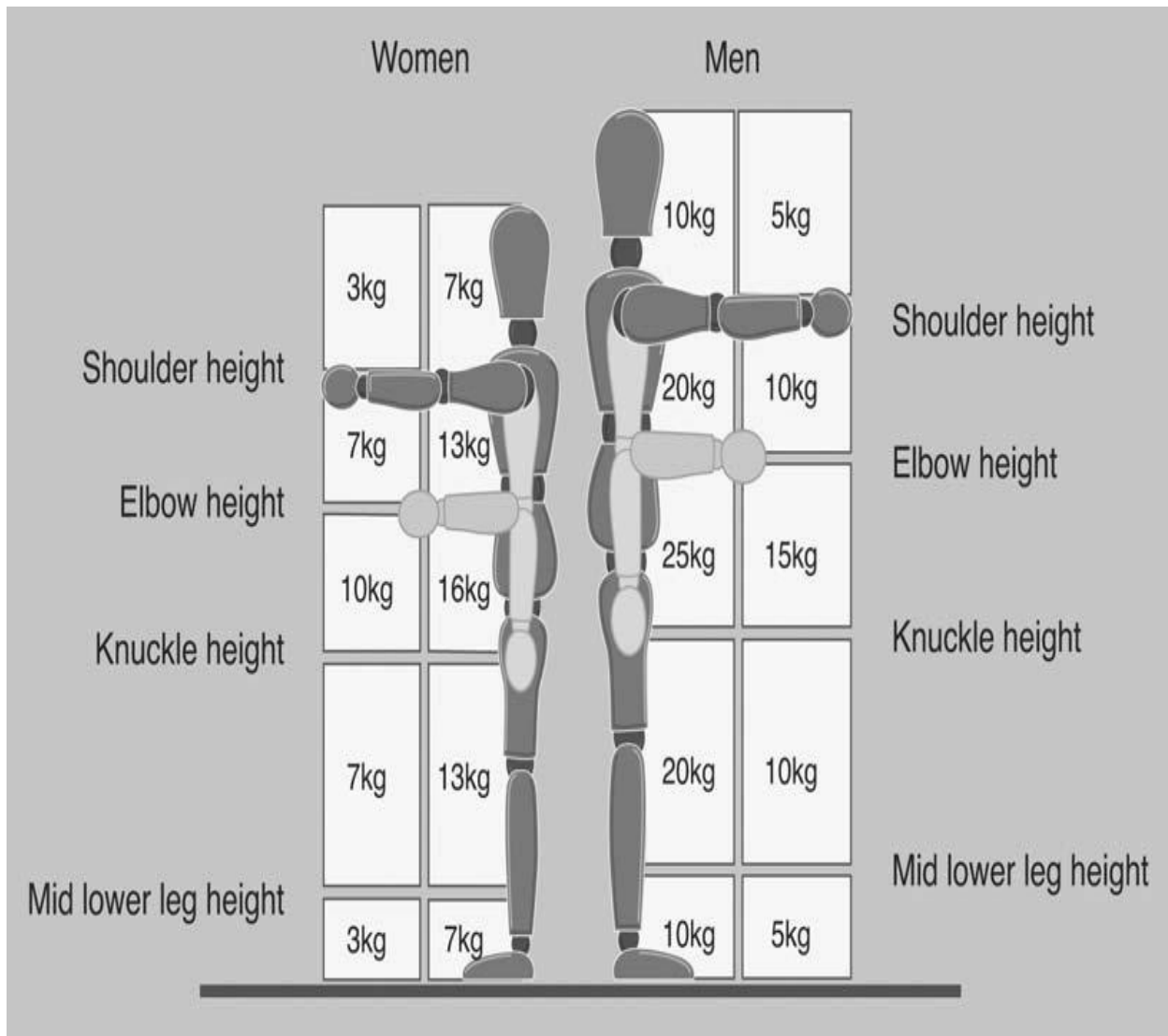
1. Take appropriate measures to avoid the need for manual handling;
2. Carry out a risk assessment where manual handling is unavoidable;
3. Whenever manual handling is unavoidable, workstations should be organised to take account of the general risk factors for manual handling of loads – stability, size and shape;
4. Individual risk factors for manual handling of loads – age, gender, fitness, flexibility and capability should be taken into account when assessing the risks from manual handling.

Office staff:

1. Design work environment and practices to minimise the requirement for manual handling;
2. Consider the size, shape, weight, and condition, contents of the load to be handled, pushed or pulled;
3. Where possible mechanical aids should be used when transporting loads;
4. Avoid carrying loads down stairs unless the loads are light and small;
5. Where necessary staff should wear gloves when handling loads with sharp edges.

The storage of any materials under desks and confined spaces should be avoided at all times. Ease of access should be prioritised when storing or moving large or heavy items.

Guideline weights issued by the Health and Safety Authority



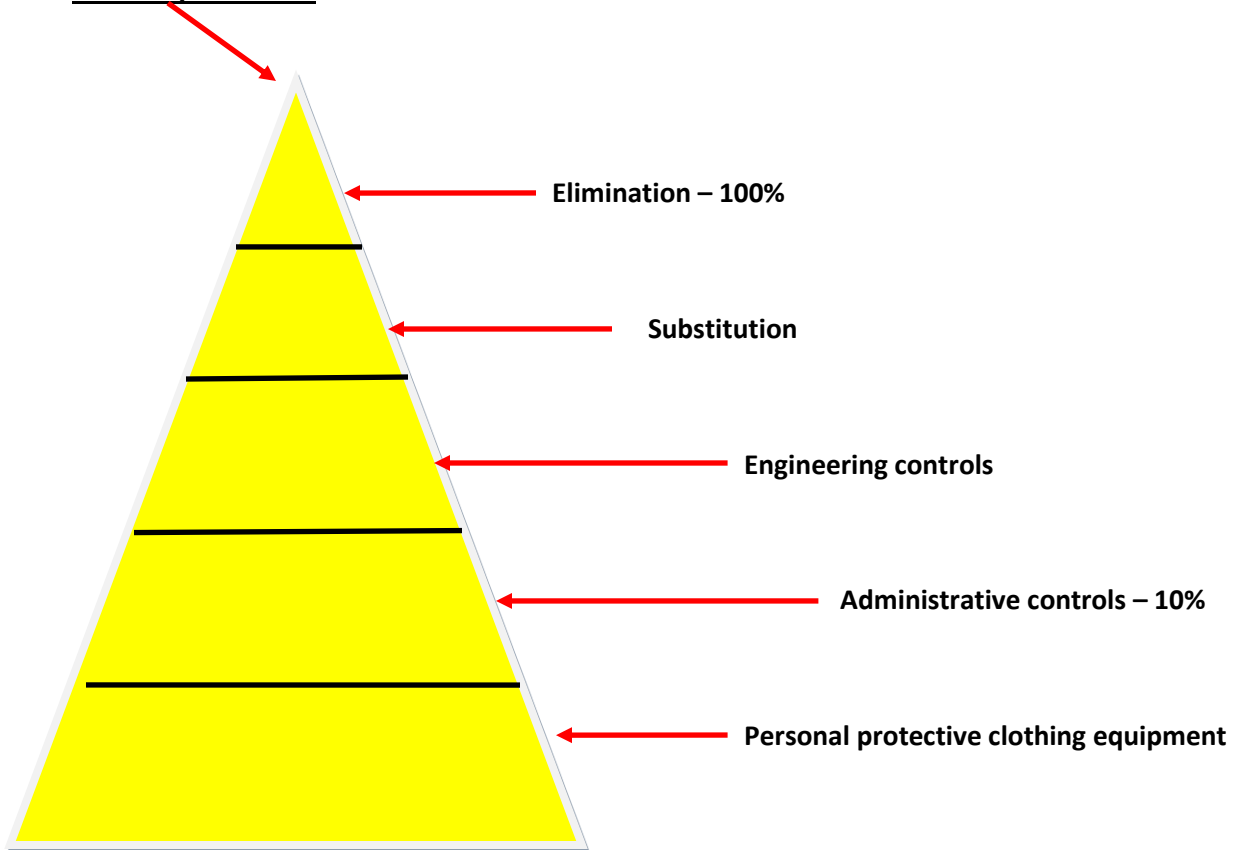
Pregnant employees are at particular risk of injury from manual handling and should not engage in any manual handling tasks unless a risk assessment has been carried out. Once notification of pregnancy has been received, a workplace risk assessment for pregnant employees will be organised and all necessary steps undertaken to ensure the health and safety of pregnant employees.

3.2.3 Manual Handling Risk Reduction Measures

The principle means of protecting employees from manual handling injuries is to avoid the manual handling task if possible. Work stations should be designed to minimise the requirement for manual handling and the measures outlined below should be taken into account where possible:

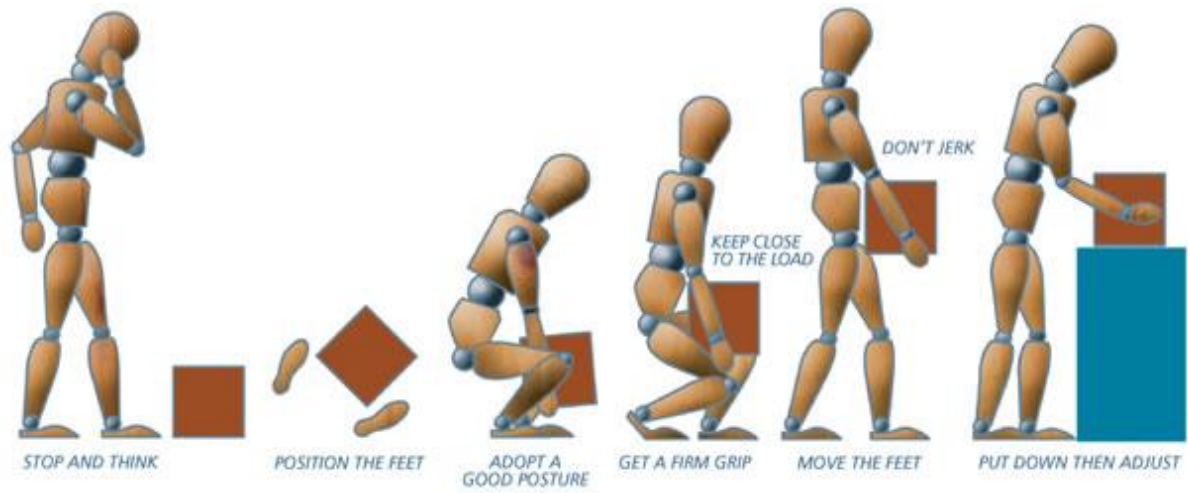
1. **Elimination of the risk – does the load have to be moved?**
2. **Substitution with smaller loads (e.g. less weight to be lifted);**
3. **Engineering controls - use mechanical aids such as trolleys, hoists or trolley jacks design work station to minimise the risk of twisting or stretching;**
4. **Administrative controls – provision of appropriate manual handling training;**
5. **PPE – personal protective equipment - provision of safety gloves.**

Hierarchy of control



3.2.4 Manual handling Techniques:

The Dos



The Don'ts



3.3 Office Housekeeping

Poor housekeeping may pose many risks to the safety and health of every employee. The most common of all hazards are slips, trips and falls which are caused by poor housekeeping, inadequate planning and inappropriate storage of materials.

Storage practices may lead to the narrowing or blockage of emergency exits and can also impact on the safe access and egress for employees to their work stations. The storage of any material directly above employees heads should be avoided as objects may fall and cause impact injuries. Excessive amounts of combustible material should not be stored as they may increase the risk of fire, with frequent disposal of such material recommended in order to reduce the fire hazard within the office setting.

Don't let poor housekeeping put you or your colleagues at risk



Under current legislation, all employees have an obligation not to endanger themselves or any other employees whilst at work through any act or omission that they may make, which includes poor housekeeping as per Safety, Health and Welfare at Work Act 2005.

Helpful hints

1. All sharp edges should be cushioned;
2. There should be no trailing cables across the floor area;
3. Always use a step ladder or kick stool to access any high shelving to avoid injury from overstretching, lifting or moving a load;
4. All damaged floor coverings must be repaired or removed immediately to avoid any injuries from slips and trips and falls;
5. Any spillages must be cleared immediately;
6. Under no circumstances should any member of staff attempt to repair or modify any electrical appliances for which they haven't received training;
7. Work on electrical appliances by contractors or work requiring isolation of electrical supplies requires an Electrical Work Permit (Estates must be contacted);
8. All equipment must be used to the manufactures instructions and maintained to the same specifications as set down by the manufacturers guide;
9. Never block any emergency exits and keep all doors ways clear from obstruction;
10. Always use a "hop up" or step ladder to access shelves and avoid stretching and twisting of trunk.
11. Storage of combustible material should be minimised.

3.4 Office Equipment Safety

Photocopiers:

When using photocopiers the following must be adhered to:

1. Photocopiers must be placed in well ventilated areas;
2. The photocopier should not be used when any of its lids or doors are opened;
3. Be aware of hot surfaces inside the machine;
4. In the event of paper jams, always follow instructions on photocopier screen;
5. When filling the photocopiers with ink toner ask for designated person to refill (**Tony Richardson**);
6. Never try to manoeuvre the photocopier on your own for any reason.

Shredders:

When using shredders the following must be adhered to:

1. Turn off power supply when clearing blockages or emptying bins;
2. Be careful when wearing loose clothing (especially ties) as it may get caught up in the shredder unit;
3. Never place fingers inside any moving parts of the shredder.

3.5 Office Chemicals

The office environment may have small quantities of hazardous chemicals found in ink toners, cleaning chemicals and correction fluids. Hazardous chemicals can cause injury to the eye and skin, or through the inhalation of the vapours. The following points should be considered when using chemicals in the office setting:

1. Staff should familiarise themselves with the safety information contained in the Safety Data Sheet (SDS) for each chemical. SDS's for chemicals used within the Business School are stored in the Health and Safety cabinet in Room S239;
2. Chemicals used in the office area must never be allowed to come into contact the skin or eyes, with the use of safety glasses and gloves advisable when handling chemicals;
3. Photocopier toner ink is in dust form, with the wearing of a dust mask advisable when re-filling toner;
4. Good hygiene practice must be adhered to at all times when working with chemicals. Hands should be washed immediately after handling chemicals, especially when refilling ink toners.
5. Any employees who may develop a reaction to a substance at work e.g. skin irritation or experience breathing difficulties, must stop the work practice immediately, report the incident to their manager and seek medical advice.

3.6 Fire

There is always an ever-present risk of fire occurring in all workplaces. Common fire hazards include: improperly stored combustible or flammable materials; the use of naked flames; faulty electrical equipment; the use of flammable fuels; the use of inappropriate equipment; the build-up of flammable materials or wastes in the workplace.

The Institute is committed to providing a fire safety programme that guards against the outbreak of fire in all areas and also makes provisions for the safety of all persons in the event of a fire. The Institute would like to reiterate to all staff at this point that every employee has a responsibility to guard against the outbreak of fire in the workplace through the implementation of good fire safety practises and where applicable the adherence to the control measures outlined in the Fire Safe Work Practice Sheet (Ancillary Safety Statement).

To guard against the outbreak of fire in the office the following must be adhered to:

1. Employees should make themselves familiar with the location of fire alarm activation points and escape routes in their working areas, offices, workshops and laboratories (Evacuation plans and Exits points are highlight throughout the Business School). Follow this link for the Institute Emergency Evacuation Manual: <https://www.dkit.ie/safety/emergency-evacuations-procedures-manual>
2. The amount of combustible materials stored within every workplace should be kept to a minimum.
3. It is prohibited to disengage a fire detection device or remove a fire extinguisher from its designated location without the express permission of Head of School.
4. In the event of an evacuation all persons must leave the work area without exception and assembly at their designated assembly point.
5. Employees must adhere to any instructions given by fire wardens or emergency services personnel in the event of an emergency.
6. Persons must not fight workplace fires unless they have been trained to do so and it is safe to do so.
7. It is the responsibility of all employees to ensure that escape routes and emergency exits in their working area are kept free from obstruction.
8. All employees are reminded of their statutory obligation to protect their own and their co-workers safety by guarding against the outbreak of fire in the workplace through the use of safe systems of work.

3.7 Electric Safety

In the office environment the main hazard from electricity is electric shock, which can lead to electrical burns, shock, asphyxia and death. Electricity is also a major cause of fire and electrical wiring can also present a trip hazard. To ensure safe working with electricity please adhere to the following precautions:

1. All faults concerning electrical equipment and wiring must be reported to maintenance (follow link <http://www.dkitstates.ie/mrs/> and select required option).
2. To prevent damage to electrical connections, equipment must not be pulled or lifted by the cable;
3. Where electrical wiring must run across floors it should be protected by saddles, or other safety features.
4. Extension cables, when used, must be routed to avoid causing trip hazards.
5. All electrical equipment should be turned off when not in use, unless this is not possible for safety or operational reasons.
6. Under no circumstances must untrained employees attempt to carry out repairs to electrical equipment, please inform maintenance of requests.

4.0 Accident / Dangerous Occurrence Reporting

All staff and students are required to report accidents, dangerous occurrences and 'near-miss situations' that they are involved in. Accident Report Form 3.1 and Dangerous Occurrence Form 3.2 are available from Tony Richardson (S222) or Alan Smith (H105) with copies of both forms also contained in appendix 1 of this document. Forms are also available online at: <https://www.dkit.ie/safety/incidents-accidents-reporting-procedures>

Forms should be completed as soon as practically possible after an accident or incident, with completed forms forwarded to the Head of School, Patricia Moriarty.

5.0 Emergency Evacuation

All staff should familiarise themselves with the contents and provisions of the Institute's Emergency Evacuation Plans Manual.

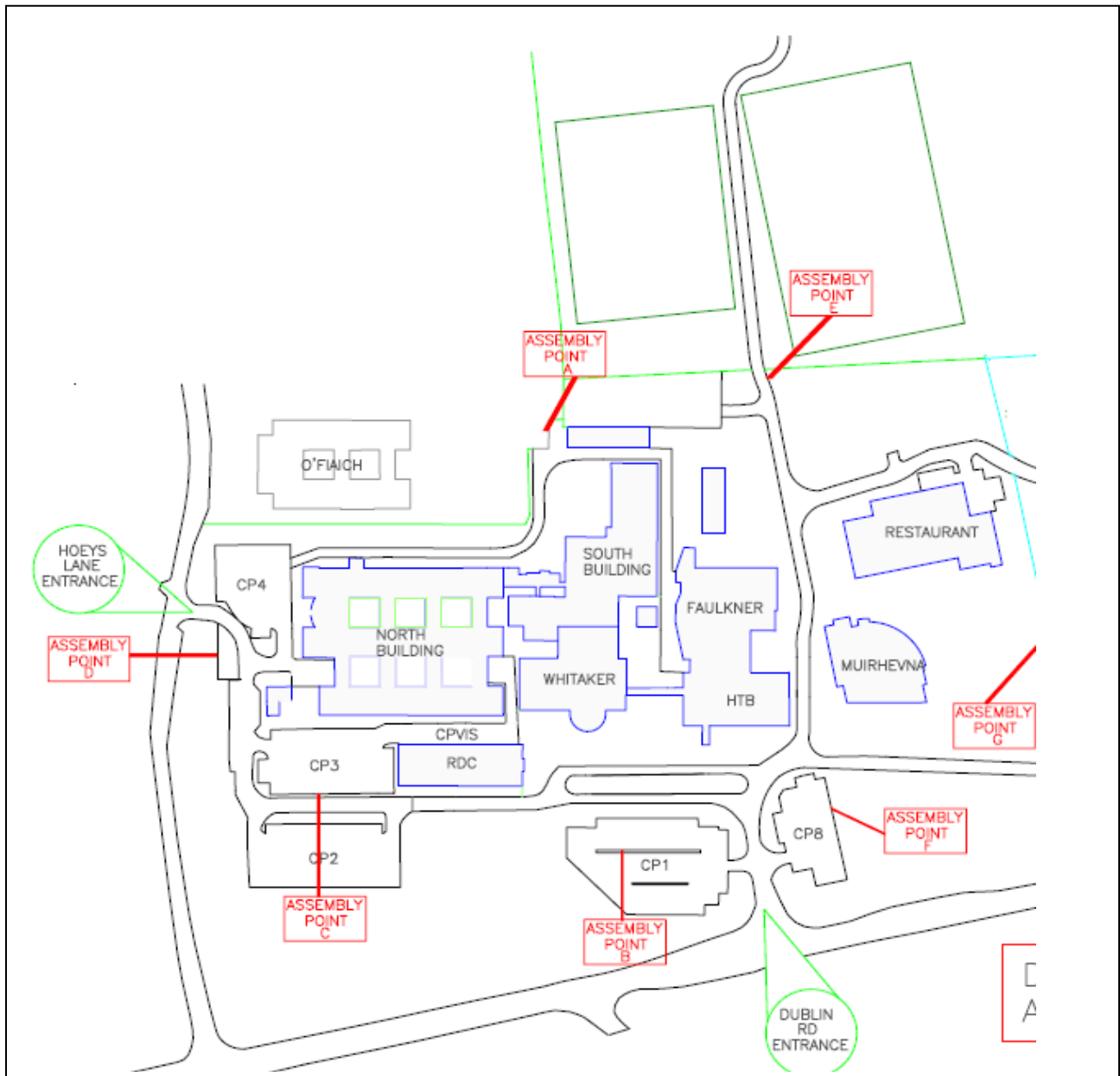
On hearing the fire alarm sound **intermittently** all persons should prepare to evacuate the building. If after 3mins of intermittent sounding the system goes into full alarm mode, a **continuous** bell signal, all staff must adhere to the following procedures:

1. Immediately vacate the premises and proceed as directed to the appropriate Assembly Point for their area.
2. Direct students and the general public to the nearest escape route.
3. Close all windows and doors as areas are vacated, checking nobody is left behind.
4. Follow any directions or instructions issued by Fire Wardens.
5. Advise the Fire Wardens of any persons left behind in the building.
6. Do not attempt to leave the grounds or re-enter the premises until it has been signalled by the Fire Wardens that it is safe to do so.
7. Report any faults/observations/comments to Estates Office or Head of Functional Safety Area.

See page 20 for Assembly point information

5.1 Assembly Points

Building	Assembly Point	Location
South Building	A or E	Playing Fields
Hospitality Building	B or F	Car park 1/Car park 8
Whitaker/Library	B	Car park 1
Faulkner /MPC	E or F	Playing fields/Car park 8



Appendix 1 Incident/Accident Report Forms

ACCIDENT REPORT FORM 3.1

(This form should be completed whenever an accident involving injury to person or damage to property occurs)

(i) Name of person involved in accident: _____

(ii) Address: _____

Phone: _____

(iii) Occupation: _____

(iv) Employed at Dundalk Institute of Technology: Yes: No:
Put an 'x' in the appropriate box

(v) If an employee of the Institute please state Department: _____

(vi) If no, please elaborate: _____

(vii) Particulars of accident: _____

(viii) Place: _____

(ix) Time: _____ Date: _____

(x) Witnesses: _____ Phone No.: _____

Address: _____

Witness: _____ Phone No.: _____

Address: _____

Record names, addresses and phone numbers of other witnesses overleaf

(xi) When and to whom was the accident initially reported: _____

(xii) Particulars of accident: circumstances under which it occurred: _____

use additional pages if necessary

(xiii) Details of injury:

Indicate type of injury (put an 'x' in one box only)

Bruising, contusion

Suffocation, asphyxiation

Concussion

Gassing

Internal injuries

Drowning

Open wound

Poisoning

Abrasion, graze

Infection

- | | |
|--|---|
| <input type="checkbox"/> Amputation | <input type="checkbox"/> Burns, scalds and frostbite |
| <input type="checkbox"/> Open fracture (i.e. bone exposed) | <input type="checkbox"/> Effects of radiation |
| <input type="checkbox"/> Closed fracture | <input type="checkbox"/> Electrical injury |
| <input type="checkbox"/> Dislocation | <input type="checkbox"/> Injury not ascertained |
| <input type="checkbox"/> Sprain, torn ligaments | <input type="checkbox"/> Other, _____ please
specify _____ |

(xiv) Indicate part of body most seriously injured (put an 'x' in one box only)

- | | |
|---|---|
| <input type="checkbox"/> Head, except eyes | <input type="checkbox"/> Fingers, one or more |
| <input type="checkbox"/> Eyes | <input type="checkbox"/> Hip joint, thigh, knee cap |
| <input type="checkbox"/> Neck | <input type="checkbox"/> Knee joint, lower leg, ankle |
| <input type="checkbox"/> Back, spine | <input type="checkbox"/> Foot |
| <input type="checkbox"/> Chest | <input type="checkbox"/> Toes, one or more |
| <input type="checkbox"/> Abdomen | <input type="checkbox"/> Extensive parts of the body |
| <input type="checkbox"/> Shoulder, upper arm, elbow | <input type="checkbox"/> Multiple injuries |
| <input type="checkbox"/> Lower arm, wrist, hand | <input type="checkbox"/> Other, _____ Please
specify _____ |

(xv) Consequences of the accident

				Anticipated absence if not back		
Fatal	<input type="checkbox"/>	Date of resumption of work if back			4-7 days	<input type="checkbox"/>
Non-Fatal	<input type="checkbox"/>	Year	Month	Day	8-14 days	<input type="checkbox"/>
		_____	_____	_____	More than 14 days	<input type="checkbox"/>

(xvi) Treatment _____

(xvii) Doctors report and recommendation_____

(xviii) Steps taken to prevent reoccurrence of this type of accident:_____

Signature of person completing report: _____ Date:_____

Print name and job title:_____

Signature of Head of School/Function:_____ Date:_____

Print name:_____

Please circulate the completed form to the following list via internal post to:

The respective Head of School

Institute Health & Safety Co-coordinator

Estate's Office – Conor Lait

Secretary/Financial Controller – Peter McGrath

DANGEROUS OCCURRENCE FORM 3.2

(This form should be completed whenever an incident ('near miss' but without injury to person or damage to property) occurs.)

1. Location where incident took place (room no. building or area): _____

2. Type of work being undertaken at the time of the incident: _____

3. Circumstances of the incident (description and cause): _____

4. Steps taken to prevent a reoccurrence of this type of incident: _____

Signature of person completing report: _____ Date: _____

Print name and job title: _____

Signature of Head of School/Function: _____ Date: _____

Print name _____

Please circulate the completed form to the following list via internal post to:

- The respective Head of School**
- Institute Health & Safety Co-ordinator**
- Estate's Office – Conor Lait**
- Secretary/Financial Controller – Peter Mc Garth**

Appendix 2 List of Trained First Aiders

<u>Surname</u>	<u>Forename</u>	<u>Department</u>
Boland	Jody	Estates
Brady	Conor	Humanities
Carolan	Robert	IT Services
Carragher	Jean	Engineering
Cervi O'Reilly	Sandra	Computer Services
Connolly	Jim	Engineering
Connolly	Martin	Student Services
Crawley	Gerard	Finance
Curtis	Shauna	-
Devine	Orlagh	Engineering
Duffy	Pairic	Engineering
Egan	Paul	Engineering
Faulkner	Barry	Student Services
Fearon	Mark	Business Studies
Flanagan	Paddy	Library
Fitzpatrick	Amy	-
Fox	Kathleen	Library
Hoey	Sonia	Business & Humanities
Hutchinson	Francis	Human Resource
Kearns	Niall	-
Keegan (I)	Olly	Exams
King (I)	Briege	Nursing
Kneel	Geraldine	Applied Science
Larkin	Patricia	Nursing
Maguire	Fiona	Science
Lynch	Eileen	Registrars
McCarthy	Siobhan	Science
McConville	Jason	Student Services
McCourt	Martin	Computing
Mc Daid	Geraldine	Midwifery
McEnaney	Peter	Estates
McEvoy	Alvin	Nursing
McGeough (I)	Lorraine	Nursing
Mc Kenna	Peter	Library
McManus	Anne	Library
Mc Nelis	Margot	Midwifery
Moore	Niall	Library
Morris	Brian	Business Studies
Murphy	Maurice	Business Studies
Ni Eigeartaigh	Aoileann	Business Studies
O'Connor	Geraldine	Nursing
O'Connor (I)	Sinead	Nursing
O'Farrell	Michael	Engineering
O'Neill	Michael	Estates
Power	Fionnuala	Science
Redmond	Alice	Library
Reilly	Paula	Business Studies
Quinn	Eileen	Life Long Learning
Treacy (I)	Joe	Nursing

Van Rossum	Arjen	Applied Science
Woods	Cocepta	Library
Partel	Kulli	RDC
Higgins	Mary	RDC
Ping	Cao	Business Studies
Rispin	Seamus	Business Studies
Nordon	Adele	Finance Dept.
Mc Cahill	James	Computer Services
Bailey	Niall	NMHS
Mc Corry	Michael	Humanities
Cranny	David	Humanities
Paterson	Ciara	Student Services
Ni Eicartaigh	Aoileann	Humanities
Mc Ilveen	Bille	RDC
Tuohy	Sharon	NMHS

Appendix 3 First Aid Procedure

First Aid Station

Incident/Accident Procedure

1. Contact the DkIT Health Unit or trained Department first aiders by Dialling (042) 9370200 and selecting the required Ext No. below.

Station Location: Ground Floor South Building

First Aider	Location	Contact / Ext No.
Brid Rust	Health Unit	Ext No – 2777
Patricia Smyth	Health Unit	Ext no – 2990
Brenda Murnaghan	Health Unit	Ext no – 2886
Ollie Keegan	Examinations Office (S111)	Ext No – 2888
Seamus Rispin	South Building S219	Ext No – 2899
Brian Morris	South Building (S232)	Ext No – 2938
Eileen Quinn	Business Studies Office (S240)	Ext No – 2587
Henry McLoughlin (Caretaker Foreman)	Main Reception	Ext No – 500 087 2802521

2. After assessment by Health Unit staff or trained first aider, if necessary call the emergency services (phone 999, mobile 112).
3. Contact Reception (Ext 500) to inform caretakers of your Station Location.

Follow up procedure:

1. Report incident/accident to Head of Department/ School.
2. As soon as practically possible complete Accident Report Form 3.1
(Forms available from Tony Richardson in South Building room S222, Ext. 2950).