School of Engineering

Dundalk Institute of Technology

Ancillary Safety Statement

Rev	Issue Date	Issued	Approved	Circulation
1	Dec 20th 2013	ER	ISMC	ISMC, FASCS, EB, Estates, All Staff
2	Nov 17th 2015	CC	ISMC	ISMC, FASCS, EB, Estates, All Staff
3	Feb 16th 2016	CC	ISMC	ISMC, FASCS, EB, Estates, All Staff
4	Jan 2017	CC	ISMC	ISMC, FASCS, EB, Estates, All Staff
5	April 2017	CC	ISMC	ISMC, FASCS, EB, Estates, All Staff
6	July 2018	TD/CC	TD	All
7	July 2019	TD/OD/CC	TD	All
8	July 2020	TD/CC	TD	All
9	July 2021	TD/CC/OD	TD	All
10	November 2022	BB/CC/OD	BB	All
11	June 2023	BB/CC/OD	BB	All

June 2023

This Ancillary Safety Statement is to be read in conjunction with the Parent Safety Statement of Dundalk Institute of Technology

Ancillary Safety Statement Revision List

Revision No.	Date of Rev.	Brief Description of Revision	Location (Section No; Page etc.)
		Note: Previous reviews completed Rev 1 (2013) – Rev 5 (2017) completed annually and as required.	
6	**July 2018**	**Annual Review**	
		• Addition of '*Safety Statement Revision List'* table. • Update to '*Introduction Section'* to reflect current titles of Schools & Functional Areas. • '*Department of Engineering Trades'* updated to '*Department of Engineering Trades & Civil Engineering'*. • Amendment of personnel names to reflect current roles, titles & contact details in Departments and Sections within the School of Engineering. • Reference to '*Inspection Certificates'* removed. No longer applicable. • Update to DkIT '*Organisational Chart & Safety Committee Structure Chart'* to reflect current roles and titles. • List of *Responsible Persons* updated to reflect current roles and titles. • Title of Section 3 updated to incorporate *'Risk Assessment'* i.e. *'Safe Work Practice Sheets and Risk Assessment' Document'* • Current First Aiders for School of Engineering added to First Aiders & Emergency Contacts list.	Revision List Section 1 Throughout Section 5 & Throughout Section 5 Appendix I Appendix II Appendix III Appendix IV
7	**July 2019**	**Annual Review** • Update to Section 5 to reflect new Head of Section's name. Eimear Rice added. • Update to DkIT 'Organisational Chart & Safety Committee Structure Chart' to reflect current roles and titles. • List of Responsible Persons updated to reflect current roles and titles.	Section 5 Appendix I Appendix II
8	**July 2020**	**Annual Review** • Update with regards to Covid 19 Risk Assessments added	Section 4 & Appendix III
9	**July 2021**	**Annual Review** • Update to Section 5 to reflect new Head of Section's name. Gerard Galligan added • Update to DkIT 'Organisational Chart & Safety Committee Structure Chart' to reflect current roles and titles. • List of Responsible Persons updated to reflect current roles and titles	Section 5 Appendix I Appendix II
10	**November 2022**	**Annual Review** • Amendment of personnel names to reflect current roles, titles & contact details in Departments and Sections within	Section 5 & Throughout

		the School of Engineering. • Update to DkIT 'Organisational Chart & Safety Committee Structure Chart' to reflect current roles and titles. • Current First Aiders for School of Engineering added to First Aiders & Emergency Contacts list.	Appendix I Appendix IV
11	**June 2023**	**Annual Review** • Amendment of personnel names to reflect current roles, titles & contact details in Departments and Sections within the School of Engineering. • Update to DkIT 'Organisational Chart & Safety Committee Structure Chart' to reflect current roles and titles. • Current First Aiders for School of Engineering added to First Aiders & Emergency Contacts list.	Section 5 and throughout Appendix I Appendix IV

Table of Contents

1. Introduction

Under the provisions of The Safety, Health and Welfare at Work Act 2005, Dundalk Institute of Technology is required to ensure so far as is reasonably practicable the health, safety and welfare of all its employees and students engaged in work or study, and all visitors to the Institute premises.

In view of the recent extensive expansion that has taken place on the campus and in order to comply with the requirements of the 2005 Act, the Institute has decided to review and update its Safety Statement. Dundalk Institute of Technology's safety management programme consists of a Parent Safety Statement supplemented by seven ancillary Safety Statements, which apply to different functional areas of the Institute. These ancillary Safety Statements take account of the diverse range of activities, which apply across the Institute.

The Institute's overall Safety Statement is comprised of the following documents:

- Parent Safety Statement
- Ancillary Safety Statement – School of Business & Humanities
- Ancillary Safety Statement – School of Health & Science
- **Ancillary Safety Statement – School of Engineering**
- Ancillary Safety Statement – School of Informatics & Creative Arts
- Ancillary Safety Statement – Finance Resources & Diversity
- Ancillary Safety Statement – Academic Affairs Functional Area
- Ancillary Safety Statement – Strategic Planning, Communications & Development Functional Area
- Emergency Evacuations Procedures Manual

The purpose of the Ancillary Safety Statements is to provide details of the specific hazards and control measures which apply in these areas. Each Ancillary Safety Statement should be read in conjunction with the Parent Safety Statement.

2. General Statement of Policy within the School of Engineering

The School of Engineering Functional Area is committed to ensuring that high standards of health and safety are achieved and maintained throughout all areas under our control. The key mechanism for achieving and maintaining safety is Risk Assessment, by which we identify hazards, which have the potential for harming health or causing accidents, evaluate the risks arising and select and implement appropriate precautions.

Throughout the School of Engineering Functional Area, Risk Assessments are carried out in all areas under our control periodically. Risk Assessments must take account of any changes with regard to the structure of the organisation, Academic Staff, work practices; use of machinery, design techniques or equipment all may necessitate periodic changes to this document as well as any periodical amendments or updates to legislation.

It is essential that all staff and students contribute and cooperate to this process, thus ensuring that the School of Engineering Functional Area's stated objective of providing in so far as is reasonably practicable a safe place of work is achieved. Employees are encouraged to contribute to the improvement of health and safety by making suggestions to their departmental manager. The success of this policy depends on the co-operation of all staff and students, and it is therefore extremely important that staff:

Read and understand the safety information provided

Know their role and responsibilities.

Always abide by the arrangements the Institute has put in place to ensure their health, safety welfare, and that of their colleagues and others.

The process of Risk Assessment in the School of Engineering Functional Area enables us to take all relevant precautions to ensure that Dundalk Institute of Technology's legal standard as an employer is fulfilled particularly in relation to:

- Exercising all due care
- Putting in place necessary protective and preventative measures
- Identifying hazards and assessing risks likely to result in accidents or ill-health
- Not being required to take further measures where these would be grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of the circumstances.

Health and Safety is overseen in the School by the Functional Area Safety Committee which contains representatives from all of the areas within the School (See Appendix I for membership details)

Signed on behalf of School of Engineering, Dundalk Institute of Technology,

_____

Dr. Breda Brennan
Head of School of Engineering

3.0 School of Engineering Functional Safety Area: Description

The School of Engineering is divided into Four Departments, one Research Centre.

1. Department of Electronic & Mechanical Engineering
2. Department of the Built Environment
3. Department of Engineering Trades & Civil Engineering
4. Centre for Renewable Energy at DkIT(CREDIT)

The School of Engineering is predominantly located in the following areas of the Institute:

Location	Description	Primary Activity
North Block	Dept. Electronic & Mechanical Engineering	○ Lecture rooms ○ Computer Labs ○ Office based activities ○ Work Placements ○ Laboratories ○ Workshops
North Block South Block	Dept. of the Built Environment	○ Lecture rooms ○ Computer Labs ○ Office based activities ○ Laboratories ○ Fieldwork
North Block South Block The Carroll's Building	Dept of Engineering Trades & Civil Engineering	○ Lecture Rooms ○ Computer Labs ○ Office based activities ○ Drawing Offices ○ Motor Engineering Workshop ○ Plumbing Workshops ○ Carpentry Workshops ○ Electrical Workshops ○ Motor Engineering Lab ○ Electrical Lab ○ Plumbing Lab

Risk Assessment is carried out at least once per year in each location in the School of Engineering functional area under the direction of the Head of School, Dr. Breda Brennan who is the responsible person.

The wide range of workplace activities and the associated risks to health, safety and welfare within the School of Engineering can be broadly categorized as follows:-

- Offices, (Administration and Lecturing Staff) – low to medium risk.
- Lecture Rooms, Drawing Offices, Computer Labs. – low to medium risk
- Workshops – low to high risk

Refer to Appendix II for School of Engineering safety management organizational layout.

Hard copies of this Functional Area Ancillary Safety Statement are available at the following locations:

1. Administration Office, School of Engineering
2. Workshop locations
3. Laboratories

4.0 School of Engineering – Overview of Risk Assessment Process.

This Ancillary Safety Statement covers all activities carried out by the School of Engineering, and should be read in conjunction with the Institute Parent Safety Statement.

Dundalk Institute of Technology will adapt the "General principles of prevention" as outlined in the 2005 Act Schedule 3

When a hazard is identified and the risk assessed, the necessary arrangements are put in place to protect safety and health.

Dundalk Institute of Technology will utilize the hierarchy of controls A series of common sense steps for hazard control (often called hierarchy of control) **where elimination of the risk is not reasonably practical**,

These steps are:

1. Substitute the hazard (e.g. use a less harmful substance).
2. Isolate the hazard.
3. Use engineering controls (e.g. Physical controls).
4. Put in safe work practices (e.g. Instruction, training, supervision).
5. Use Personal Protective Equipment (PPE) such as gloves / overalls.

If a hazard cannot reasonably be eliminated it is the policy to work through this list to minimise exposure to risks. For example, the Institute will try to substitute the hazard first. If this is not possible, will go to the next step and so on. In some cases it may be appropriate to implement a combination of the steps e.g. Steps 3, 4 and 5.

The list above indicates an "order of priority" for remedial measures for any hazard situation which Dundalk Institute of Technology will adapt.

The process of Risk Analysis is by numerical format.

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

The above risk analysis is incorporated into the School's **Safe Work Practice Sheets.**

The Analysis takes into account who is exposed
The initial Risk Rating before controls are implemented
The Reduction Risk Rating after controls is in place

A risk is the probability or likelihood of a hazard actually causing a degree of injury or damage.

A hazard is anything that can potentially cause harm.

After a hazard has been identified, it is evaluated in order to assess what its impact would be if steps to control it were not taken. In practical terms, one determines the likelihood of an accident happening and the consequences of it happening.

There are inevitable difficulties in assessing risks. Some risks such as exposure to e.g.- Chemicals / Manual Handling / Lone Workers / Trainees may require physical or organisational measurements to be taken. Risk depends on many (often related) circumstances:-

Is anyone exposed to the hazard? Is the hazard likely to cause injury?
Is the hazard well controlled? Is the level of supervision adequate?
How long people are exposed and what are are the levels of exposure that should not be exceeded (e.g. Equipment, chemicals, poor lifting techniques)

Risk Assessment will be carried out at least once a year in all of the different sites in the School. The Risk Assessment process adopted by the School of Engineering identifies hazards posed by activities within the School and quantifies the risk posed by same.

In most cases these hazards can be controlled by adhering to procedures detailed in the School's **Safe Work Practice Sheets** (Appendix III) which are developed on an as-needed basis and identified through regular area-by-area risk assessment / Inspection. As part of the annual Risk Assessment process, all Safe Work Practice Procedure Sheets will be reviewed and updated to ensure that they take account of any changing circumstances that have arisen during the course of the year, any changes to work practices, introduction of equipment, changes in legislation will also require updating as is necessary.

Safe Work Practice Sheets are available in the School of Engineering Administrative office, Heads of Departments, Workshop Locations, Laboratories and on the Institute's website

The list of these SWPS is also included in Appendix III of this document. More generic college wide SWPS are also to be adhered to and are available at:

The primary objective of the Safe Work Practice procedures is to eliminate, reduce or control any risks posed as a result of the hazards that exist throughout the School. These Safe Work Practice Procedures are also made available to all staff and students operating in any lab, workshop or classroom environment that is the subject of a risk assessment and safe work practice procedures.

Adherence to the Safe Work Practice Procedures is the primary means of risk control in the School of Engineering. However, hazards may arise from time to time, which are not covered by these procedures. Under Section 13 (h)(i - iii) of the 2005 Safety, Health & Welfare at Work Act,

all staff are required to report any hazards that they notice or observe to their employer. Within the School of Engineering, any hazard noted or observed by any member of staff must be reported to their immediate superior.

Accidents, Near Misses and Dangerous Occurrences must be notified to the relevant supervisor using the forms included in Appendix IV.

Important information regarding Covid-19

Please note that a separate Risk Assessment document has been compiled based on the current Covid 19 restrictions.

5.0 Functional Area Safety Records

Functional Area safety records include but are not limited to the following documents:

1. Ancillary Safety Statement, including Safe Work Practice Sheets
2. Health and Safety Training Records
3. Accident, Incident and Near Miss Dangerous Occurrence Reports
4. Functional Area Safety Committee Meeting Records

(1-4) can be located as follows for:

(a) **The School of Engineering**

Record Type	Building	Room No.	Contact
Ancillary Safety Statement, including Safe Work Practice Sheets	North Building North Building	School of Engineering Office, NC121 <u>Offices</u> Dr. Breda Brennan (HOS) Mr. Pat McCormick (HOD) - Mr. Simon O'Neil (Head of Section) - Mr. Peter Cunningham (Head of Section) Mr. Noel McKenna (HOD) Dr. Paul MacArtain (HOD)	Orlagh Devine orlagh.devine@dkit.ie, ext. 2894 breda.brennan@dkit.ie ext. 2976 pat.mccormick@dkit.ieext. 2551 simon.oneill@dkit.ie ext. 2847 peter.cunningham@dkit.ieext. 2169 noel.mckenna@dkit.ie ext. 2891 paul.macartain@dkit.ie ext. 2574
Training Records	North Building	School of Engineering Office, NC121	Orlagh Devine orlagh.devine@dkit.ie, ext. 2894
Incident & Accident Reports	North Building	School of Engineering Office, NC121	Roisin Breen roisin.breen1@dkit.ie ext. 2641
FASC Meeting Records	North Building	School of Engineering Office, NC121	Orlagh Devine orlagh.devine@dkit.ie, ext. 2894

APPENDICES

Appendix I

Functional Area Safety Committee 2022/2023

Breda Brennan, Head of School of Engineering **(Chairperson)**
Roisin Breen, **(Secretary)**
Orlagh Devine, (Administration Office)
John Lee, Technical Officer (IT Services)

Department of Engineering Trades & Civil Engineering
Pat McCormick, Head of Department
Simon O'Neill, Head of Section of Carpentry/Joinery & Plumbing Engineering Trades
Peter Cunningham, Head of Section of Electrical /Motor Engineering Trades

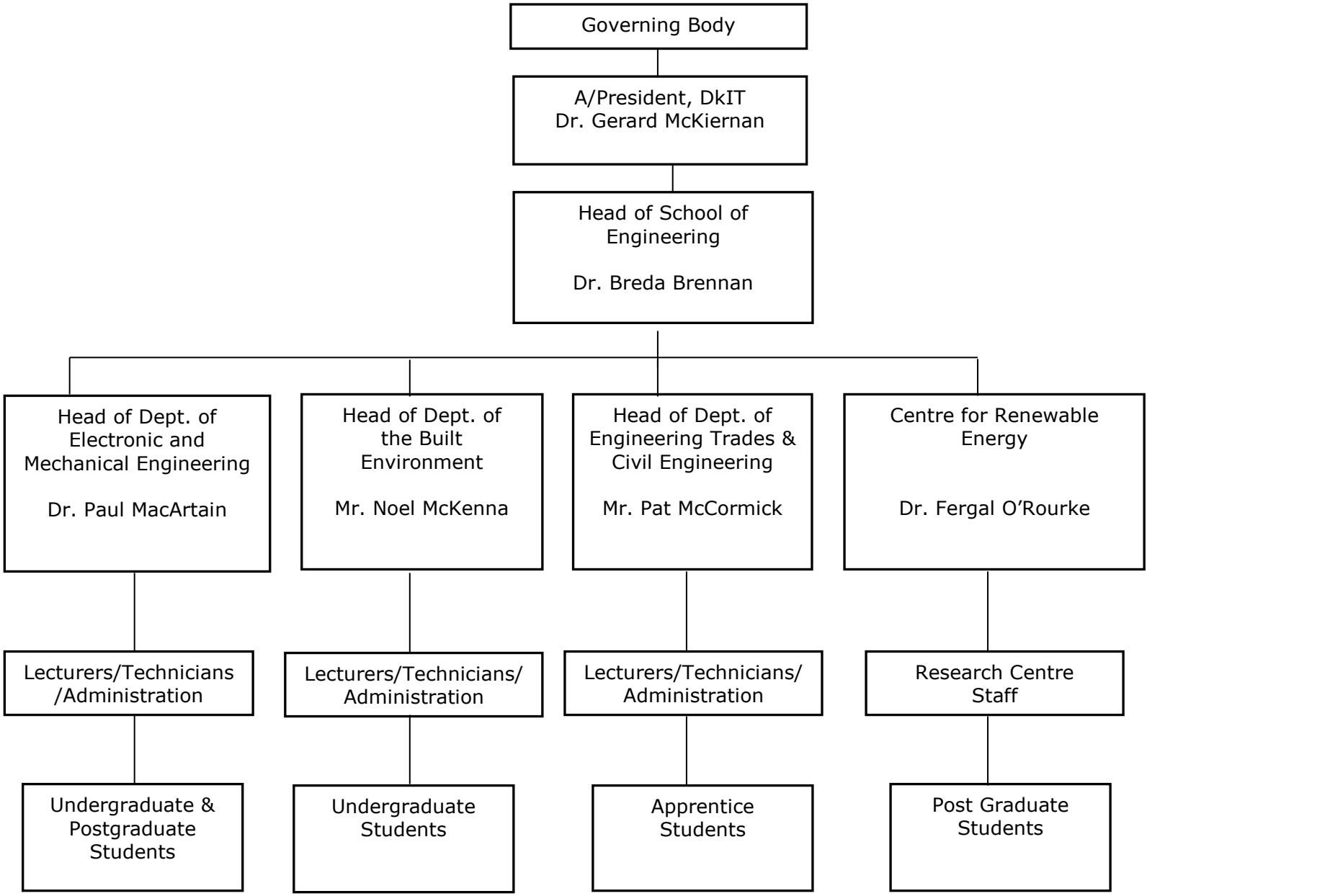
Department of Electronic & Mechanical Engineering
Paul MacArtain, A/Head of Department
Jim Connolly, Senior Technical Officer (Mechanical)
Dermot Clarke, Lecturer (Mechanical)
Paul Durcan, Lecturer (Mechanical)
Harry Donnelly, Technical Officer (Mechanical)
Robert Carolan, Technical Officer (Electronics)
Mike Kenny, Lecturer (Electronics)
Mark Clarke, Lecturer (Electronics)
Sam Mulligan, Technical Officer (Electrical)
Eimear Rice, Lecturer (Electrical)

Department of the Built Environment
Noel McKenna, Head of Department

Appendix II

List of Responsible Persons within the School of Engineering

Head of School	**Dr. Breda Brennan**
A/Head of Dept of Mechanical & Electronic Engineering	**Dr. Paul MacArtain**
Head of Dept of the Built Environment	**Mr. Noel McKenna**
Head of Dept of Engineering Trades & Civil Engineering	**Mr. Pat McCormick**
Head of Section (Carpentry & Joinery)	**Mr. Simon O'Neill**
Head of Section (Electrical & Motor)	**Mr. Peter Cunningham**
Centre for Renewable Energy at Dundalk Institute of Technology (CREDIT)	**Dr. Fergal O'Rourke**



School of Engineering
Safety Management Organisation Chart

Appendix III

Safe Work Practice Sheets and Risk Assessment Document
(Refer to separate 'Safe Work Practice Sheets and Risk Assessment Document')

COVID RISK ASSESSMENT DOCUMENT :Please note that a separate Risk Assessment document has been compiled based on the current Covid 19 restrictions. These will form part of the Institutes Covid Response Plan and will also be available on line.

Appendix IV

Accident / Incident, Near Miss and Dangerous Occurrence Reporting Procedures

ACCIDENT, INCIDENT, NEAR MISS AND DANGEROUS OCCURRENCE REPORTING PROCEDURES

Dundalk Institute of Technology is committed to reducing accidents and ill-health to staff and students of the Institute. Procedures are in place in the Institute to ensure that all Accidents, Near Misses and Dangerous Occurrences are recorded. These procedures not only ensure compliance with the law, but are also used as a basis for analysing trends throughout the Institute, in an effort to reduce accidents and ill-health to staff and students. All reports are reviewed at each meeting of the Institute Safety Monitoring Committee.

The purpose of an investigation is to establish all the facts relating to the incident, to draw conclusions from the facts and to make recommendations to prevent reoccurrence. Each incident will be looked at from the point of view of place, plant, procedures and people, to see where the safety system has failed and to tighten controls. It is important to note the definitions of all incidents (Accidents, Near Misses & Dangerous Occurrences) in order to take the correct action.

DEFINITIONS

An **Accident** is defined as an unplanned event resulting in personal injury or property damage. This could include, but is not limited to:

- Sprain
- Laceration
- Broken bone
- Concussion
- Unconsciousness
- Ill-health
- Sickness due to exposure to a dangerous substance, fumes or gases, fire or explosion
- Sickness due to a chemical spill or environmental pollution
- Damage to building
- Damage to property

A **Near Miss** is defined as an incident in which there was no injury or property damage but where the potential for serious consequences existed.

A **Dangerous Occurrence** is one of a number of specific, reportable adverse events, which are defined within the Twelfth Schedule of the General Application Regulations 2013. Dangerous Occurrences are reportable to the Health & Safety Authority (HSA) using Form lR3 or via the HSA online notification process. Any Dangerous Occurrences which are notifiable to the HSA will be forwarded by the Health & Safety Co-ordinator.

These are incidents with a high potential to cause death or serious injury, but which happen relatively infrequently. Dangerous occurrences usually include incidents involving:

- Lifting equipment
- Pressure systems
- Overhead electric lines
- Electrical incidents causing explosion or fire
- Explosions, biological agents
- Radiation generators and radiography
- Breathing apparatus
- Diving operations
- Collapse of scaffolding
- Train collisions
- Wells
- Pipelines or pipeline works

All Accidents are 'Incidents'. However, the definition of an Incident is wider in that it includes Dangerous Occurrences and Near Misses.

REPORTING PROCEDURES

All incidents must be reported immediately using the DkIT relevant incident report forms. These are located in the Parent Safety Statement and also on the DkIT website at https://www.dkit.ie/safety/incidents-accidents-reporting-procedures. All sections of the form must be completed with as much accurate information as possible.

The immediate supervisor must investigate the cause of the incident, and complete the Institute Accident/Incident Report Form or Near Miss Form. A copy of this form must then be made available to the Head of Department/School/Function for review and final sign off. Copies of the completed form should be forwarded to the Health & Safety Co-ordinator, Secretary/Financial Controller and the Estate's Office. Copies of these forms are contained within this document.

Accidents involving visitors and contractors must be investigated by the staff member to whom the injury was reported, in conjunction with the staff member they are visiting or working with.

Accidents, which involve serious or fatal injuries to an employee, student or any third party must be notified to the Health and Safety Co-ordinator and the HSA without delay.

Any accidents at work that involve an employee being unable to carry out his/her duties for three or more consecutive days, or that involve a third party being injured and requiring treatment from a medical practitioner, are reportable to the HSA and must be notified using Form lR1 or via the HSA online process, as soon as practicable. Dangerous Occurrences are reportable to the HSA using Form lR3 or via the HSA online notification process. Any incidents, which are notifiable to the HSA, will be forwarded to the HSA by the Health & Safety Co-ordinator.

Internal Reporting Procedure

It is the responsibility of each Head of Department/School/Function to ensure that the appropriate investigation procedures take place in the event of an Accident, Near Miss or Dangerous occurrence arising in their area. Heads of Department/School/Function must also ensure that the appropriate forms are completed and forwarded to **each** of the relevant parties (i.e. Estates Office, Secretary/Financial Controller, Health & Safety Co-ordinator).

It is the responsibility of the Health & Safety Co-ordinator to ensure that all reported incidents are tabled and discussed at each ISMC meeting.

External Reporting Procedure

Arising from the internal reporting procedure, any incidents, which are notifiable to the HSA, will be forwarded to that body by the Health & Safety Co-ordinator.

ACCIDENT / INCIDENT REPORT FORM

Note:
This form should be completed whenever an accident or incident occurs which results in injury or damage to personnel or property.
If personnel or property WERE NOT injured or damaged during the Accident/ Incident, do not use this form. Use the NEAR MISS REPORT FORM.

Accident / Incident Report Form			
i	**Name of person involved in Accident/Incident:**		
ii	**Address:**		
	Phone:		
iii	**Who was involved in the Accident/Incident:** ☐ **Student** ☐ **Employee** ☐ **Public** ☐ **Contractor** ☐**Visitor**		
iv	**Occupation:**		
v	**If an employee of the Institute please state Department:**		
vi	**If no, please elaborate:**		
vii	**Particulars of Accident/Incident & circumstances under which the Accident/Incident occurred:** *Use additional pages and/or photos if necessary.*		
viii	**Place:**		
ix	**Time:**	**Date:**	
x	**Witness Phone No & Address:**		
	Witness Phone No & Address:		
xi	**When and to whom was the Accident/Incident initially reported?**		

xii	**Details of injury/damage:** Indicate type of injury (put an 'x' in one box only) ☐ Bruising, contusion ☐ Concussion ☐ Internal injuries ☐ Open wound ☐ Abrasion, graze ☐ Amputation ☐ Open fracture (i.e. bone exposed) ☐ Closed fracture ☐ Dislocation ☐ Sprain, torn ligaments ☐ Suffocation, asphyxiation ☐ Gassing ☐ Drowning ☐ Poisoning ☐ Infection ☐ Burns, scalds and frostbite ☐ Effects of radiation ☐ Electrical injury ☐ Property damage, Specify_____ ☐ Other, Specify_____
xiii	**Indicate part of body most seriously injured (put an 'x' in one box only):** ☐ Head, except eyes ☐ Eyes ☐ Neck ☐ Back, spine ☐ Chest ☐ Abdomen ☐ Shoulder, upper arm, elbow ☐ Lower arm, wrist, hand ☐ Fingers, one or more ☐ Hip joint, thigh, knee cap ☐ Knee joint, lower leg, ankle ☐ Foot ☐ Toes, one or more ☐ Extensive parts of the body ☐ Multiple injuries ☐ Other, Specify_____
xiv	**Consequences of the Accident/Incident:** Fatal ☐ Non Fatal ☐ Date of resumption of work if back Year Month Day ____ _____ ___ Anticipated absence if not back 4-7 days ☐ 8-14 days ☐ More than 14 days ☐
xv	**Treatment:**
xvi	**Doctor's report and recommendation:**
xvii	**Steps taken to prevent reoccurrence of this type of Accident/Incident:**
	Signature of person completing report: / **Date:**
	Print Name & Job Title:
	Signature of Head of Department/School/Function: / **Date:**
	Print name:

(Copies of the completed Institute Accident Report are to be sent <u>separately</u> to the Institute Health & Safety Co-ordinator, the Secretary/Financial Controller and the Estates Office)

NEAR MISS REPORT FORM

Note:
This form should be completed whenever a Near Miss occurs - that is an incident WITHOUT injury to person or damage to property.
If personnel or property were injured or damaged during the incident, do no use this form. Use the 'ACCIDENT / INCIDENT REPORT FORM'.

NEAR MISS REPORT FORM		
i	**Date of Near Miss:**	**Time of Near Miss:**
ii	**Location of Near Miss:**	
iii	**Who was involved in the Near Miss:** ☐ **Student** ☐ **Employee** ☐ **Public** ☐ **Contractor** ☐**Visitors**	
iv	**Name of person(s) involved in Near Miss:**	
v	**Name, Address & Contact details of any witnesses to Near Miss:**	
vi	**Description of Near Miss:**	
vii	**Steps taken to prevent a reoccurrence of this type of Near Miss incident:**	
	Signature of person completing report:	**Date:**
	Print Name & Job Title:	
	Signature of Head of Department/School/Function:	**Date:**
	Print name:	

(Copies of the completed Near Miss Report Form are to be sent to the Health & Safety Co-ordinator, the Secretary/Financial Controller and the Estates Office)

First Aid and Emergency Contacts

	Location	
James Connolly	Plumbing Workshop	Ext 2589
Niall Coburn	Engineering Trades	Ext. 2964
Michael O'Farrell	Plumbing Workshop	Ext. 2964
Alan Gorham	Plumbing Workshop	042 9396510
Fergus Grimes	C&J Workshop	Ext. 2974
Rónan Little	Engineering Trades	Ext. 2524

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- Ambulance/Fire Brigade: 112 or 999
- Health Centre/Campus Nurse: 2777
- Doctor: Dr. Shane Gleeson: 2702/ 042 9320038
- Hospital: Louth Hospital: (042) 933 4701