



HEALTH & SAFETY INFORMATION

DIT RATHMINES 143-149

Welcome to DIT Rathmines 143-149. During your time here we want you to be as safe as possible. Please take a few minutes to read the following important information.

DEMOGRAPHICS & ORGANISATIONAL STRUCTURE

DIT Rathmines 143 – 149 has the following functions:

1. *Human Resources*

- ✓ HR Operations
- ✓ Industrial / Employee Relations
- ✓ Pensions

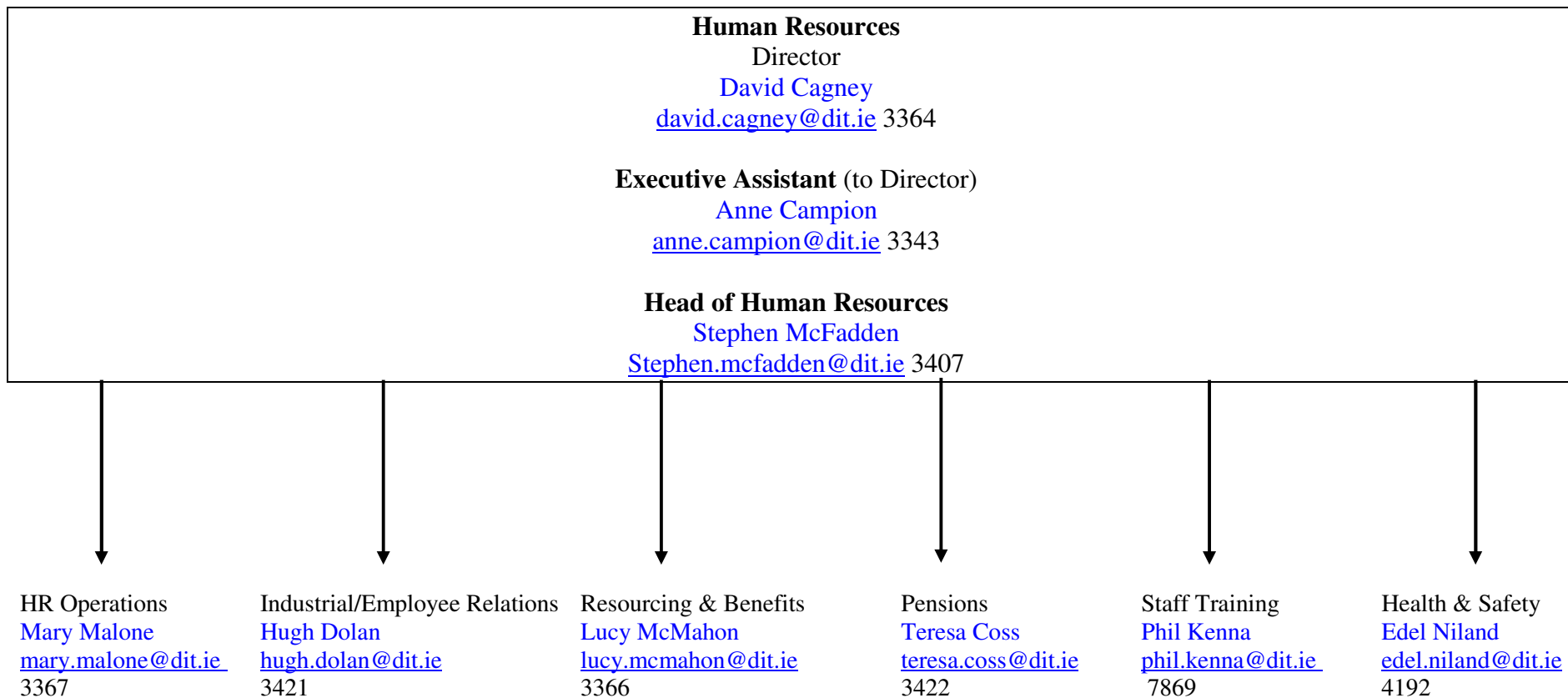
2. *Finance and Resources*

- ✓ Finance
- ✓ Information Services
- ✓ Estates
- ✓ Legal Affairs
- ✓ Governing Body Support

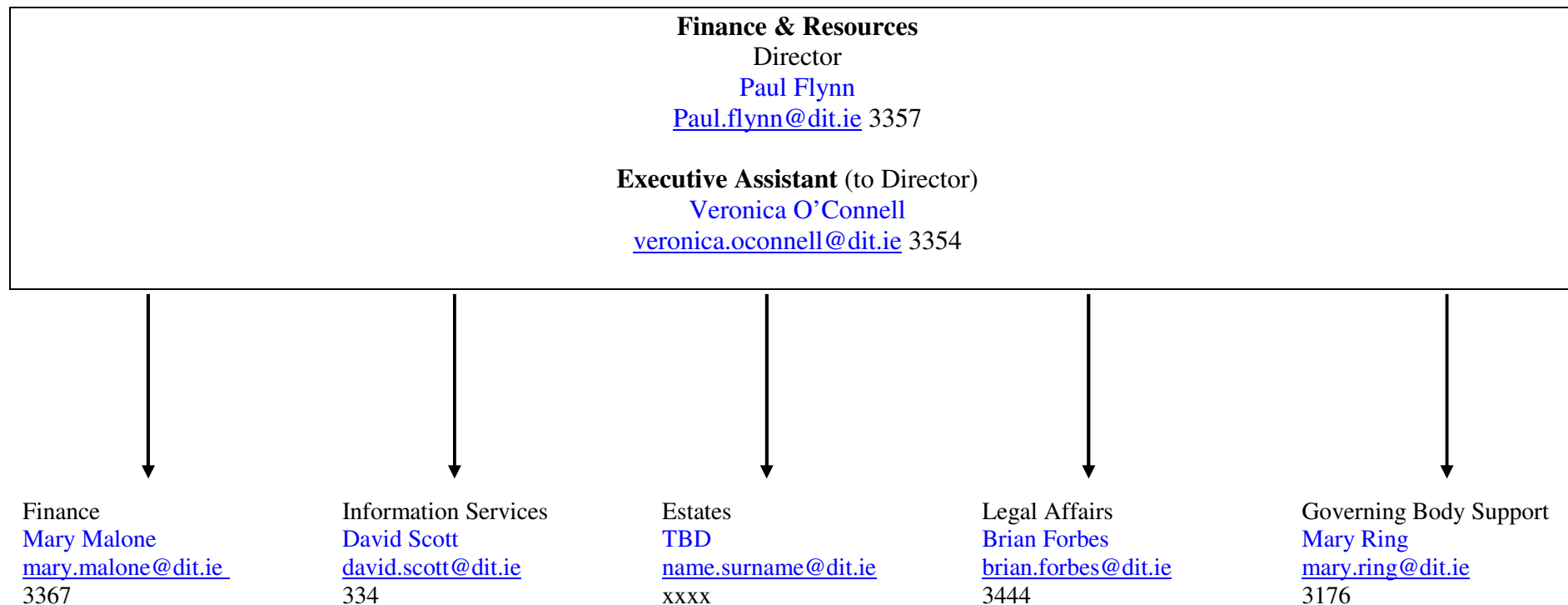
3. *Academic Affairs and Registrar*

Building	Address	Floor Area (m2)	Storeys	Porter on Duty	Approved for Lone/ Out of Hours Working
Rathmines 143-149	Lower Rathmines Road, Dublin 6	2,341	4	Yes	No

Human Resources



Finance & Resources



Academic Affairs & Registrar

Academic Affairs & Registrar

Director

Michael Mulvey

michael.mulvey@dit.ie 3417

Executive Assistants (to Director)

Joan Reddy

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Noelle O'Carroll

noelle.ocarroll@dit.ie 3418

↓
Academic Records
& Quality Assurance
Bill Grimson
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7510

↓
Academic Strategy
& Policy

↓
Enrolment Planning
& Admissions
Frank Costello
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3304

↓
Library Service
Philip Cohen
philip.cohen@dit.ie
7803

↓
Learning, Teaching &
& Technology Centre
Jen Harvey
jen.harvey@dit.ie
7883

↓
Academic Council
Support

↓
Higher Education
Liaison

KEY CONTACTS & EMERGENCY NUMBERS

Porter's Desks / Reception Area	Main reception desk	01 402 3349
Building Maintenance Manager	TBD	
Building Services Supervisor	Ciaran Stone	01 402 7666 087 667 5703
DIT Buildings Officer	Paul McDunphy	01 402 8010 087 225 0015
Student Health Centre, DIT, Aungier Street (students only)	Nurse/Doctor	01 402 3051
Occupational Health Officer	Yvonne McArdle	01 402 4603 087 9809135
DIT Health & Safety Officer	Edel Niland	01 402 4192 086 389 1080
Chaplain		01 402 4112
Urgent Out-of-Hours GP/Doctor	DL-DOC	01 663 9869
Local Hospital/A&E	St James Hospital	01 410 3000
	Rapid Injury Clinic Smithfield	01 657 9000
Emergency Services	Fire Brigade/Ambulance/Gardaí	999 or 112
Bord Gáis	Gas Leak / 24 hour Emergency	1850 20 50 50
ESB	24 hour Electrical Emergency	1850 372 999
Health & Safety Authority	Workplace Contact Unit	1890 289 389

Health & Safety Contacts

DIT Health and Safety Officer

Edel Niland

Tel: 01 4024192

Mob: 086 3891080

E: Edel.Niland@dit.ie**Local Occupational Health Officer**

Yvonne McArdle

Tel: 01 402 4603

Mob: 087 9809135

E: kevinst.occhealth@dit.ie**Local Staff Safety Representative**

Helen Lamb

Tel: 01 402 7876

E: helen.lamb@dit.ie

Safety Committees

Safety Teams are in place for the functions within DIT, 14 Upper Mount Street. They have a shared responsibility for the operational and structural safety of the campus, including coordinating fire and emergency plans and arrangements. The composition of the teams is as follows:

Human Resources, 143 – 149 Rathmines Road, 169 Rathmines Road and Chatham Row

Chair	David Cagney
<i>Nominated member from each of the following functions</i>	
Human Resource Operations	TBD
Industrial / Employee Relations	TBD
Pensions	TBD
Staff Training and Development	TBD
Health and Safety	TBD
Elected Safety Representative	
Building Maintenance Manager	TBD
Occupational Health Officer	Yvonne McArdle
Canteen	

Finance and Resources

Chair	Paul Flynn
<i>Nominated member from each of the following functions</i>	
Finance	TBD
Information Services	TBD
Estates	TBD
Legal Affairs	TBD
Governing Body Support	TBD

Academic Affairs and Registrar, 14 Upper Mount Street

Chair	Ellen Hazelkorn
<i>Nominated member from each of the following functions</i>	
Academic Records & Quality Assurance	TBD
Academic Strategy & Policy	TBD
Enrolment Planning & Admissions	TBD
Library Service	TBD
Learning, Teaching & Technology Centre	TBD
Academic Council Support	TBD
Higher Education Liaison	
Elected Safety Representative	Helen Lamb
Building Maintenance Manager	TBD
Occupational Health Officer	Yvonne McArdle

The Terms of Reference for all safety committees is available on the DIT Health and Safety website (www.dit.ie/safework).

FIRST AID & AED ARRANGEMENTS

- First aid stations are identified by a white cross on a green background.
- A **First-Aid Kit** and an **Automated External Defibrillator (AED)** are located at:
 1. Porter's / Reception Desk
- First-Aid kits are also available in various areas throughout the building.
- There is a designated first-aid room in the building.
- Details of staff members trained in Occupational First aid and Defibrillator use are in the table below. Please see the most up to date listing on www.dit.ie/safework

Staff Trained in First Aid

Surname	Name	Extn	Location	Expiry Date
Caulfield	Yvonne	3328	Finance – 3 rd Floor	08.12.2012
Clarke	John	3322	Information Services	23.02.2012

Staff Trained in the AED

Surname	Name	Extn	Location	Expiry Date

Emergency First Aid Procedure

First aid and AED training is available to all DIT staff.

1. Safeguard your own safety, then assess the nature of the incident:

Slight

- **For straight-forward injuries that can be dealt with immediately:**
 - ✓ Contact **First Aider:**
 - **Porter's Desk:** 3349
 - **Departmental First Aider**
 - ✓ Contact **Occupational Health Officer** for advice:
 - **Yvonne McArdle (OHO)** (01) 402 4603 or 087 9809135
(Mon – Fri 9:00am – 5:00pm)

Worrying

- **If the incident requires immediate medical attention:**
 - ✓ Arrange transport for the staff/student to their **local GP** or **A&E Department**
 - Nearest A&E is **St. James Hospital: Tel: (01) 410 3000**
 - ✓ Sick / unwell / injured students can attend the **DIT Student Health Centre**
 - **Aungier Street: Tel: (01) 402 3051** (Mon – Fri 9.00am – 5.00pm)
 - ✓ For urgent out of hours GP service in the South Dublin area
 - **DL DOC: Tel: (01) 6639869** (Mon – Fri 6.00pm – 8.00am, Sat/Sun 24 hours)
 - ✓ If there is any doubt about the severity of the injury/illness
 - Contact **Emergency Services** on **112 or 999**
 - ✓ A friend / responsible person should accompany staff member/student to hospital

Serious

- ✓ Contact **Emergency Services** immediately at **112 or 999**
 - ✓ Keep the person comfortable until the ambulance arrives
 - ✓ A friend / responsible person should accompany staff member/student to hospital
2. If there is any doubt regarding the severity of an injury/illness, contact the emergency services: 112 or 999
 3. A first aid kit, AED and incident report book are available at the Porter's desk.
 4. Once immediate first-aid treatment has been given, and an ambulance may not be necessary, but a visit to A&E / Doctor is advisable: send the injured person in a taxi accompanied by a friend/responsible person.
 5. First Aider shall ASAP inform the person's supervisor & OHO of the action taken.
 6. Complete Incident Report Form ASAP and forwarded to the Health and Safety Office.

WELFARE FACILITIES

Student Health Centre

The Student Health Centre is available to DIT students (who may be visiting Rathmines).

Location: Room 2051, DIT, Aungier Street

Contact: 01 402 3051

Times: 09:00am – 5:00pm Monday to Friday during term-time

Occupational Health

- At the recruitment stage all staff members are required to undergo a pre-employment medical. This is arranged by the Institute's Human Resources department.
- Health surveillance is made available to staff appropriate to occupational risks.
- A referral system is also in place with a designated independent occupational health physician so that expert advice may be sought where there is a concern about an individual's health and safety in relation to their work.
- Eye and eyesight tests are made available to all staff members at the National Optometry Centre (NOC) at DIT, Kevin Street. For further information please see the "Policy on Provision of Eye & Eyesight Tests to PC/VDU Users" which is available on the website www.dit.ie/safework

Pregnancy

- Pregnant staff members and students should contact their local Occupational Health Officer for a confidential risk assessment in order to ensure the safety and wellbeing of both mother and child.

Occupational Health Referrals

- Where appropriate a staff member/student may be referred to Medmark. Medmark provide specialist occupational health and medical advice for employers and employees. Medmark also carry out Hepatitis B vaccinations and hearing tests for specialist areas of DIT.

INCIDENTS & HAZARDS

Incident Reporting

- All incidents (including personal injuries, dangerous occurrences, and near-misses) must be reported immediately and recorded on a DIT Incident Report Form.
- Incident Report Forms are available from:
 - Porter's Desks/Reception Areas
 - Occupational Health Office
 - College Administrator's Office
- The Institute's Procedure for Reporting Incidents is available on website www.dit.ie/safework
- The DIT Health & Safety Office maintains a central record of all incident reports received.
- The local Occupational Health Officer produces periodic incident analysis reports.

Hazard Reporting

- To report a hazard, go to the website www.dit.ie/safework and submit an online report directly to the Health & Safety Office.

FIRE & EVACUATION

Signage & Notices

- Emergency Floor Plans and Fire Action Notices are displayed on each floor in a prominent position. Emergency Floor Plans for the building are also available on the website www.dit.ie/safework.
- Safety Notice Points in corridors and common areas in each building highlight site-specific safety information e.g. the location of the safety notice-board, local Occupational Health Officer, local Safety Representative, location of AEDs etc.

Fire Register

- The Fire Register has been produced to keep records of various checks, tests and inspections that are required to be carried out. The Building Maintenance Manager will designate a porter to maintain the Fire Register. All data relating to inspection, testing and maintenance of fire protection systems and equipment will be recorded in the Fire Register.
- The Register is kept at the porter's desk/reception for each building so as to be available for inspection by an authorised officer of the Fire Authority or Health and Safety Authority.

Smoke-Free Policy

- Smoking is strictly prohibited within all DIT buildings and within 6 metres of all main entrances, doors and windows.
- Please use the designated smoking areas provided and kindly dispose of your cigarette butts in a clean and safe manner.
- DIT's Smoke-Free Policy is available on the health & safety website: www.dit.ie/safework

Evacuation Drills

- Evacuation drills are held twice per semester, one during the daytime and one during the evening / night-time (depending on the opening hours of the building).
- Drills during semesters September to December and January to May are announced to relevant staff members.
- The Occupational Health Officer in cooperation with the Local Health & Safety Team organises the evacuation drills.
- Details of evacuation drills are recorded by the Building Services Supervisor and Occupational Health Officer (where necessary).

Evacuation Procedure

- Shut down equipment (gas/electricity) if safe to do so and time permits.
- Close windows and doors to confine smoke/fire.
- Evacuate the building* immediately by the nearest available exit “sweep searching” areas as you go.
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear.
- Do not delay or stop to collect personal belongings.
- Do not use the lift.
- If heavy smoke present, try to find another exit or crouch low to the floor.
- Report to your Assembly Point.
- Report details of any casualties or people needing assistance with evacuation to the Incident Controller.
- Do not return to the building until instructed to do so by the Incident Controller.

Evacuation Marshals

Evacuation Marshals Rathmines House

- ✓ Christina Giles
- ✓ Raymond Tyrrell
- ✓ Mark Russell
- ✓ Matt Lysaght
- ✓ Pamela Butler
- ✓ Paul Kilkenny
- ✓ Helen Jones
- ✓ Phyllis Prendergast
- ✓ Anne Campion
- ✓ Hugh Dolan
- ✓ Linda Murray
- ✓ Joan Reddy
- ✓ Bronagh Lowe
- ✓ Grainne Hurley
- ✓ Paul Carroll
- ✓ Jim Behan
- ✓ Niamh Frawley
- ✓ Gabby Lynch
- ✓ Deirdre Corcoran
- ✓ Brian Gormley
- ✓ Brian Forbes
- ✓ Michelle O'Brien
- ✓ Caroline Cooper
- ✓ Colm Whelan

Note: All staff shall act as Evacuation Marshals

Assembly Point(s)

Assembly points are upon by the DIT Health and Safety Committee in consultation with the local Local Health & Safety Team. The assembly point is a designated area of safety where people should assemble in the event of an emergency.

The Assembly points for DIT, 14 Upper Mount Street are:

1. Rathmines Square (front and rear)

Rathmines Square: Front and Rear



Evacuation for People with Disabilities

The emergency evacuation requirements for a person with a disability will be assessed by the Local Occupational Health Officer in consultation with the Disability Support Service. If appropriate, a Personal Emergency Egress Plan (PEEP) will be developed. The purpose of a PEEP is to identify any additional arrangements that may reasonably be made to enable their effective evacuation in an emergency. This specific plan will reflect the unique characteristics of the buildings that they need to visit and the persons own requirements. Staff and students are encouraged to contact their local Occupational Health Officer if they have a disability whether it is permanent or temporary.

Evacuation Evaluation

An evaluation of each evacuation will take place subsequent to the evacuation. The Occupational Health Officer will arrange the circulation of evaluation report forms to all staff for completion, where possible, and then compile an overall report on the effectiveness of the evacuation. An online facility is also available on the website (www.dit.ie/safework) for submission of feedback on evacuation drills by staff, students and visitors.

INFORMATION & TRAINING

Safety Statements & Risk Assessment

- The Institute's Health & Safety Statement is available electronically on the website www.dit.ie/safework . Section 2 outlines the safety management structure and assignment of responsibilities within DIT.
- Hardcopies of the Health & Safety Statement are also available locally in 14 Upper Mount Street from the following:
 - David Cagney, Director (Human Resources)
 - Paul McDunphy (Buildings Officer)
 - Yvonne McArdle, Occupational Health Officer
- Risk assessments are detailed in each local School Safety Statement, which together form an overall College Safety Statement.

Communication of Information

Health and safety information is communicated to staff, students, contractors and visitors in a variety of ways:

- ✓ Desktop Emergency Response Flip charts
- ✓ Health & Safety notice boards
- ✓ Health & Safety Newsletters
- ✓ Signage:
 - Safety notice points
 - Emergency first aid procedure signs
 - Emergency floor plans
 - Assembly point maps
 - Fire actions notices
- ✓ Emergency Response posters
- ✓ Safety booklets
- ✓ Safety wallet cards
- ✓ Website www.dit.ie/safework

Staff Training and Information

The Institute's Policy on Health & Safety Training for Staff can be found in the appendices of the DIT Parent Health & Safety Statement and on the website www.dit.ie/safework. Health and safety training courses are scheduled on a regular basis and dates are advertised to all staff via email, the website and noticeboards. Training records for all staff of the Institute are held centrally by the Staff Training & Development Office at DIT 14 Upper Mount Street.

Information is available on the DIT Health & Safety website on www.dit.ie/safework.

Student Work Placement & Field Trips

- Risk assessments are completed for field trips.
- Occupational Health Offers are available for work placement induction for students and also provide work placement factsheets for parties involved.
- Details of insurance cover are also provided.
- Online training will be made available to students on request from their tutor.

Student Training

- The Health & Safety Office offers student induction at the beginning of term.
- The Health & Safety provide details of training providers to Colleges/functions where requested.