Safety in University of Galway - Our Priority, Duty and Responsibility

OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

SAFETY FIRST

The law – School & Unit responsibilities	How Health and Safety is implemented	The Health and Safety Office

√	Key Points		Who
☐	The law says the University must manage health and safety to protect staff and students. The **University of Galway Safety Statement** addresses the major safety management, consultation and operational issues.		Ultimate responsibility of the President, Governing Authority and University Management Team
☐	Each Unit must have its own **Unit Safety Statement Policy** identifying hazards, assessing risks and setting out control measures. This must be reviewed and updated annually. All Unit staff are entitled to see it.		Head of School or Unit
☐	The Head of the School or Unit is required to **formally monitor how safety is managed** - to ensure inspections are carried out and an annual internal safety audit is conducted.		Head of School or Unit assisted by Safety Coordinator & Health and Safety Committee (if in place)
☐	**Principal Investigators and those directing staff** and students have particular duties to ensure safety is managed properly and must have documentary evidence of doing this. PI's must provide confirmation to the Head that they have carried out risk assessments and ensure training has been provided and attended.		Principal Investigators (PIs)
☐	The Safety, Health and Welfare at Work Act sets out **specific duties for all staff** including the requirement to mind their own health and safety, not to put others' safety in jeopardy, to attend training, to report accidents and to report safety problems.		All staff including Heads and PIs
☐	**Any staff member can be prosecuted**, fined or imprisoned for breaches of the safety legislation.		All staff
☐	Each Unit Head is advised to appoint a **Safety Coordinator** to assist them with health and safety management. Some Units have a Safety Committee. There are 7 **Safety Representatives** elected by staff.		Safety Coordinator is appointed. Safety Representatives are elected.
☐	**Safety Training requirements** must be identified in risk assessments & staff must attend this identified and therefore "mandatory" training. All staff must receive a **Safety Induction Briefing** relevant to their work.		Head of School or Unit & staff
☐	The **Health and Safety Office assists Units** to fulfil their legal duties. There is an excellent website providing all the tools necessary to comply with legislation as well as being a source of information on the hazards and controls needed.		Health and Safety Officer & Director of Safety

Managing Health and Safety at School/Unit level → Unit Safety Statement → Local Safety Induction → Risk Assessment → Training → Monitoring → **Continual Improvement**

University of Galway Health and Safety Office

Safety in University of Galway - What will **I** do after this training?

ACT NOW!

It is my legal right to work in a safe and healthy workplace.
It is my legal responsibility to play my part in ensuring a safe & healthy workplace.

√ *Take care of my own, others safety:-*

☐ **My Risk Assessments** – Check if the potentially hazardous activities I'm involved in have been risk assessed, e.g. manual handling tasks, use of chemicals. Have room assessments for the areas I use been carried out?

☐ If **risk assessments are not done or up to date**, make sure they are (re)assessed now. I may need to assist with this assessment(s) and in putting the necessary measures in place

☐ If I haven't had my **computer workstation assessment**, arrange for one (Unit Assessors).

☐ Ensure I **do not create hazards** at work e.g. by blocking fire exits, driving for work tired.

☐ Are there **hazards I can remove** from my workplace e.g. fan heater?

☐ **Be informed.** Check out my Unit Safety Statement Policy. Is it clear to me how health and safety is managed in my Unit?

☐ In my work, ensure that I **deal with my specific safety responsibilities for others** e.g. that a lecturer has for students, an event organizer has for participants.

√ *Attend Safety Training*

☐ **My Safety Training** Check what safety training I need – have I had a Safety Induction, Fire Safety training, etc.? If not, follow up with my Head or Safety Coordinator to get it.

☐ When **training is arranged for me – go** and then put what I learn into practice. Attend refresher training when needed.

√ *Reporting Dangers, Defects, Accidents, etc.*

☐ Is it an issue I can reasonably **deal with myself?** (tidy my office or store room).

☐ If I see a health and safety problem that I can't fix myself, **report it**.

☐ If I have an **accident, report it.** If I nearly had an accident but luckily wasn't hurt, report that too – I could save someone else from injury.

☐ Visit **https://www.universityofgalway.ie/health-safety/**

University of Galway Health and Safety Office