

ADDENDUM II**SAFE WORK PRACTICE SHEETS**










Estates Office: Safe Work Practice Sheets			
Issue/Revision Date: 29th June 2018		Approved by: Ed Millar	
Ref	Safe Work Practice Sheets	Where Principally Applicable	Last Revised
001	Personal Conduct	Central/Estates Generally	29/6/2018
002	Critical Incident	Central/Estates Generally	29/6/2018
003	Access and Egress	Estates Generally	29/6/2018
004	Fire Safety	Estates Generally	29/6/2018
005	Electrical Safety	Estates Generally	29/6/2018
006	Chemical Agents	Estates Generally	29/6/2018
007	Display Screen Equipment	Central/Estates Generally	29/6/2018
008	Working Off Campus and/or on Designated Constructions Sites on Campus	Maintenance/Porters/Grounds	29/6/2018
009	Cleaning & General Housekeeping	Estates Generally	29/6/2018
010	Prevention of Slips, Trips and Falls	Estates Generally	29/6/2018
011	Lone Person Working	Estates Generally	29/6/2018
012	Access to Roofs & Working on Roofs	Estates Generally	29/6/2018
013	Working at Heights	Maintenance/Grounds	29/6/2018
014	Use of Ladders	Maintenance/Grounds	29/6/2018
015	Manual Handling	Estates Generally	29/6/2018
016	Special Events	Estates Generally	29/6/2018
017	Pregnant Employees	Central/Estates Generally	29/6/2018
018	Traffic Management & Control	Porters/Grounds	29/6/2018
019	Estates Storage Areas	Cleaning/Porters	29/6/2018
020	Needle-Stick Injuries	Estates Generally	29/6/2018
021	Weils Disease	Estates Generally	29/6/2018
022	Maintenance Workshop Safety	Maintenance	29/6/2018
023	Use of Hand Tools	Estates Generally	29/6/2018
024	Use of Woodworking Machinery	Maintenance	29/6/2018
025	Grounds Store and Service Yard	Grounds	29/6/2018
026	Use of Compactors/Balers	Grounds/Porters	29/6/2018
027	Grounds & Landscaping Maintenance	Grounds/Porters	29/6/2018
028	Use of Tractors & Associated Grounds Equipment	Grounds/Porters	29/6/2018
029	Working in Confined Spaces	Maintenance/Grounds/Porters	29/6/2018
030	Use of Estates Van	Maintenance/Grounds/Porters	29/6/2018
031	Hot Works	Maintenance/Grounds	29/6/2018
032	Spare	Spare	

Estates Office: Safe Work Practice Sheet	SWPS No: 001
Title: Personal Conduct	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Gillian Goulden

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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Work Description: All workplace activities.	Potential Hazards: Risk of accidents occurring due to lack of vigilance and awareness.
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

 Gloves	 Face Masks	 Eye Protection	 Safety Helmet	 Hi Visibility Vest	 Appropriate Footwear	 Hearing Protection	 Protective Clothing	 Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk

<p>Controls Checklist:</p> <ol style="list-style-type: none"> 1. Always think before you act, in particular whether actions could represent a risk or be hazardous to yourself and others. 2. Always conduct yourself in a responsible manner in dealing with others as you would expect others to act towards yourself. 3. Refrain from indulging in inappropriate behaviour as it could have serious consequences. 4. Work areas should be kept tidy when in use and left tidy when finished. 5. All accidents, near misses or dangerous occurrences however minor must be reported to immediate line manager and an Accident Report Form completed. 6. DO NOT use machinery/equipment unless you have been trained in its safe use and operation. 7. Report any malfunctioning or dangerous or defective equipment to your immediate line manager without delay. 8. Become familiar with location and use of safety equipment for each area in which you work. 9. Carefully study and adhere to the provisions of the Safe Work Practice Sheets for any work which you are required to undertake.
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<p>Checks/Inspections: Ongoing constant vigilance and awareness</p>
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<p>Further Information, Instruction & Training: Refer also Institute Dignity at Work Policy</p>
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Estates Office: Safe Work Practice Sheet	SWPS No: 002
Title: Critical Incident	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Gillian Goulden

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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Work Description: Everyday working environment.	Potential Hazards: Major injury &/or loss of life.
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

 Gloves	 Face Masks	 Eye Protection	 Safety Helmet	 Hi Visibility Vest	 Appropriate Footwear	 Hearing Protection	 Protective Clothing	 Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

Controls Checklist:

A Critical Incident Management Plan (CIMP) will be activated in circumstances where a serious incident occurs that may cause damage to facilities, lead to injury or loss of life or has a major impact on the normal and ongoing operations of the Institute. The CIMP is co-ordinated through the President's Office and the scenarios which might constitute a critical incident include:

1. Event resulting in significant loss of use of buildings or significant parts of buildings including possibility of serious injuries and/or fatalities (eg fire, explosion, flooding, storm damage, crash/impact collision by vehicle or aircraft, etc).
2. Serious accident or fatality on campus (e.g. as a result of a workplace accident, sports injury, sudden death or RTA).
3. Serious injury or fatality occurring off campus of students or staff members engaged in Institute business (e.g. site visits, international travel, study groups, etc).
4. Exceptional or prolonged loss of critical utility/service (e.g. power, gas or water).
5. Presence on campus of an infectious or communicable diseases likely to be of concern to students, staff and general public (e.g. meningitis, TB, mumps, pandemic influenza swine flu, anthrax, legionella, etc).
6. Suspected food, beverage or water contamination evidenced by a multiplicity of reported cases.
7. Bomb threat communicated by phone to the Institute.
8. Discovery of suspicious device or parcel on campus.
9. Riot, civil unrest or major unplanned protest affecting the Institute's operations.
10. Hostage taking or dealing with person(s) harming or threatening to harm staff member, student or members of the public within buildings or on campus.
11. Release of toxic gas, chemical or radioactive substance or other airborne contaminant (either accidentally or intentionally) leading to airborne contamination on the Institute campus and perhaps to adjoining areas.
12. Serious assault or rape on campus.
13. Suicide or suicide threat.

In the event of a critical incident occurrence all staff are required to comply with instructions from line management and the emergency services who will have overall responsibility for co-ordinating response.

Checks/Inspections:
Constant vigilance required.

Further Information, Instruction & Training:
Refer Critical Incident Management Plan (CIMP)

Estates Office: Safe Work Practice Sheet	SWPS No: 003
Title: Access & Egress	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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Work Description: Entry and exit to buildings and rooms including all circulation corridors, stairs and the like.	Potential Hazards: Slips, trips and falls. Injury to pedestrians and to vehicle operators Delay emergency escape and emergency vehicle access.
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

 Gloves	 Face Masks	 Eye Protection	 Safety Helmet	 Hi Visibility Vest	 Appropriate Footwear	 Hearing Protection	 Protective Clothing	 Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

- Controls Checklist:**
1. In no circumstances should emergency exits be locked from the inside preventing escape.
 2. Keep all doorways and access points clear of obstructions.
 3. Never store materials in protected stairwells.
 4. All passageways and pedestrian routes must be kept clear from obstructions.
 5. Materials should be stored in designated areas away from pedestrian and vehicular routes.
 6. Keep workplaces clean and tidy at all times.
 7. Immediately report spillages to an appropriate person and cordon off area until dealt with.
 8. All cabling and hosing must be neatly tied off or ramped in order to prevent trip hazard.
 9. Floors should be kept in a clean and tidy condition in so far as is reasonably practicable.
 10. Trip hazards should be removed or reported to line manager and temporary signage erected where appropriate in the interim.

Checks/Inspections:
Constant vigilance and awareness.






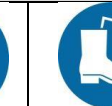



Further Information, Instruction & Training:
Refer Fire and Emergency Evacuation Procedures.

Estates Office: Safe Work Practice Sheet	SWPS No: 004
Title: Fire Safety	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Jerome McElchar

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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<p>Work Description: Particularly high risk activities include:</p> <ul style="list-style-type: none"> • Hot works. • Improperly stored combustible or flammable materials. Faulty electrical equipment. • the use of flammable fuels. 	<p>Potential Hazards: Serious bodily injury or fatality Damaged property or plant Disruption of premises causing loss of facilities</p>
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

<p>Controls Checklist: 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 and in particular:</p> <ol style="list-style-type: none"> 1. Good housekeeping should be observed in all work areas to avoid creating a potential fire risk or obstruction to safe escape. 2. Do not jam fire doors in an open position, for no other reason than to facilitate traffic flow. 3. Always contact supervisor if you plan to undertake activities which may generate significant heat, smoke or dust in buildings. 4. Ensure that any faulty electrical connections and/or equipment are isolated and reported immediately to the Estates Office 5. To not cover or obstruct ventilation grills or other heat generating equipment. 6. Dispose of packaging in a prompt and responsible manner and do not allow obstruction of escape routes. 7. Chemicals and other flammable materials must be stored in an appropriate manner with due regard to manufacturer's instructions and guidance on separation and safe disposal. 8. As a general principle all equipment not in use should be turned off at the socket and not left on standby. 9. Portable electrical appliances and equipment which are not the property of the Institute must not be used on campus unless approved by your line manager. 10. Inspect your work area at the end of the working day for possible fire hazards and report any issues or concerns to the Estates Office
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<p>Checks/Inspections: Fire safety checks are undertaken regularly. Fire evacuation drills are undertaken annually</p>



<p>Further Information, Instruction & Training: Refer Fire and Emergency Evacuation Procedures. Refer SWPS 031 Hot Works</p>

Estates Office: Safe Work Practice Sheet	SWPS No: 005
Title: Electrical Safety	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Jerome McElchar

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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Work Description: Any work associated with electrical services, equipment and/or portable appliances.	Potential Hazards: <ul style="list-style-type: none"> • Electrocution • Electric shock • Burns
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

<p>Controls Checklist:</p> <ol style="list-style-type: none"> 1. Electrical installation and/or repair work may only be carried out by qualified electricians. 2. All work on electrical appliances or work requiring isolation of electrical supplies requires Estates Office permission and must NOT be undertaken by unqualified staff. 3. Flexible cables and extension leads should be adequately protected against external mechanical and heat damage. 4. Flexible cables should not be run across floors or walkways. Where this is unavoidable ramps should be placed over them to prevent tripping and damage to cables. 5. Use of adapter plugs is not allowed other than for small power items such as phone chargers, PC speakers and the like 6. Electrical ducts shall not be used for storage of flammable materials and fuse board cabinets must be kept closed at all times. 7. Report defective electrical equipment and take it out of service 8. Only replace light bulbs if familiar with fitting and where safe to do so. 9. Make sure flexible cables are properly secured in a cable grip at the plug or other termination. 10. In the event of roof leak, burst pipe or other spillage near to any electrical equipment, duct or service DO NOT approach until it has been confirmed as being safe by Estate Office to do so.










<p>Checks/Inspections:</p> <p>Regular inspections of electrical panels undertaken. PAT testing in place for portable appliances.</p>

<p>Further Information, Instruction & Training:</p> <p>Persons carrying out portable appliance testing must be trained.</p>
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Estates Office: Safe Work Practice Sheet	SWPS No: 006
Title: Chemical Agents	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne










Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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Work Description: All cleaning, portering, building and/or grounds maintenance activities involving use of chemical agents.	Potential Hazards: Fatality/serious injury through short and/or long term exposure, ingestion. Environmental damage.
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Personal Protective Equipment (PPE) Required <i>(Check the box for minimum required PPE):</i>								
								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

- Controls Checklist:**
1. All hazardous substances including flammable gasses are be stored in accordance with legislative requirements and safe practices.
 2. Flammable chemicals must be stored in fire safety storage cabinets which satisfy the requirements of EN 14470-1 and quantities of flammable chemicals should be kept to a minimum”.
 3. Always follow correct procedures for handling chemicals.
 4. Always wear appropriate personal protection.
 5. Ensure adequate ventilation present when using chemicals.
 6. Chemical Agent Risk Assessments should be carried out wherever chemicals are employed.
 7. All chemical should have a label that describing the properties of the chemical as set out below:

				
Unstable/Explosive	Flammable	Oxidising	Compressed Gas	Corrosive
				
Acute Toxicity (Poison)	Aspiration Toxicity	Irritant (Skin & Eye)	Aquatic Toxicity	

Further information on Chemical Safety Management & Sustainable Use available at www.hsa.ie

Checks/Inspections:
Chemical stores to be checked yearly to ensure correct storage and labelling.



Further Information, Instruction & Training:
All staff using chemicals as part of the work are required to undertake three yearly training.
Safety, Health and Welfare at Work (Chemical Agent) Regulations 2001 2010 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agent) Regulations 2001
Dangerous Substances & Explosive Atmospheres Regulations 2002 (DSEAR)

Estates Office: Safe Work Practice Sheet	SWPS No: 007
Title: Display Screen Equipment	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Gillian Goulden

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Students	<input type="checkbox"/> Public	<input type="checkbox"/> Contractors	<input type="checkbox"/> Visitors
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Work Description: DSE usage for continuous periods of more than one hour on a daily basis	Potential Hazards: Eye strain Postural problems leading to neck, back and wrist pain Fatigue and Stress
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

Controls Checklist:

Staff should refer to central policy with respect to use of Display Screen Equipment which addresses issues including:

1. Work desk or work surface.
2. Work chair.
3. Display Screen.
4. Keyboard.
5. Provision of eye tests.

Other factors to consider in using DSE include:

6. Ensure adequate lighting and ventilation when undertaking display screen equipment work.
7. Windows in an area where display screen equipment is in use should have blinds or other devices in order to control natural light entering the work area to avoid unwanted reflections on screen.
8. Plan activities in such a way that daily work on display screens is periodically interrupted by breaks or changes of activity, which reduce workload at the display screen.

Checks/Inspections:

Report any defects in equipment to line manager. Defective equipment should be removed from service.

Further Information, Instruction & Training:

Refer Display Screen Equipment Policy
Staff are provided with information about correct set up during the workstation assessment

Estates Office: Safe Work Practice Sheet	SWPS No: 008
Title: Working off Campus and/or on Designated Construction Sites on Campus	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Students	<input type="checkbox"/> Public	<input type="checkbox"/> Contractors	<input type="checkbox"/> Visitors
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<p>Work Description: Any activity undertaken on third party sites.</p> <p>Designated construction sites on campus are deemed third party sites and require use of the PPE noted below as a minimum and such other safety measures required by the third party's safety procedures.</p>	<p>Potential Hazards: Staff may be required to visit third party sites and location under the control of a third party as part of their duties. This may lead to exposure to unfamiliar hazards or others over which staff have no control. In this respect extreme care must be exercised when working on any third party controlled sites.</p>
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

- Controls Checklist:**
1. Whilst on a third party site do not engage in any activity that may place them at excessive risk of injury or illness.
 2. Do not interfere with any plant or machinery, enter areas for which they have not been given clearance or interfere with substances for which they have not been given prior permission whilst on a third party site.
 3. The appropriate personal protective equipment (PPE) required by the third party must be worn at all times.
 4. Do not introduce any chemical agents onto a third party site without prior approval from the party.
 5. Adhere to any instruction given by third party staff whilst on site.
 6. If applicable safety rules must be adhered to when on a third party site.
 7. If driving on a third party site all vehicles must be driven slowly and must adhere to any local vehicular restrictions.
 8. Be aware of all local third party emergency response plans if applicable.
 9. Defects noted in a third parties equipment or facilities should be reported to that party immediately.

Checks/Inspections:
Request copies of Health & Safety Statement prior to commencing work on third party site
Comply with any H & S requests from third party, particularly in respect of any specific risks prior to commencement of work on site.

Further Information, Instruction & Training:
Safety induction to be provided by third party.

Estates Office: Safe Work Practice Sheet	SWPS No: 009
Title: Cleaning & General Housekeeping	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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Work Description: General cleaning and housekeeping activities undertaken in all areas of the Institute	Potential Hazards: <ul style="list-style-type: none"> - Items stored at a height falling on persons below - Handling hazards - - Obstruction of fire exit routes - Slip, trip and fall hazards - Fire - Colliding with poorly stored items
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

 Gloves	 Face Masks	 Eye Protection	 Safety Helmet	 Hi Visibility Vest	 Appropriate Footwear	 Hearing Protection	 Protective Clothing	 Safety Harness
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

- Controls Checklist:**
1. Good cleaning housekeeping practice training to be provided at safety induction.
 2. Use appropriate PPE as required for task to be undertaken.
 3. Latex gloves always worn when cleaning toilets and/or dealing with biological materials.
 4. Following spillages disinfect area, bag and dispose of contaminated materials separately.
 5. Always observe good hygiene practices particularly hand hygiene.
 6. Fire exit routes must never be obstructed even for short periods of time.
 7. Bicycles must not be stored indoors.
 8. Where electrical cables have to be run across open floor areas ramps will be placed over them to prevent tripping and damage to cables.
 9. Items should be stacked or stored so that they are not at risk of falling.
 10. Items stored at a height should be stored securely on shelves that are not at risk of toppling over.
 11. When storing items on shelves where they must be retrieved regularly heavier items should be stored on middle shelves with lighter items on top and lower shelves to minimise the risk of manual handling injuries (see also Manual Handling Safe Work Practice Sheet 014).
 12. The area around desks must be kept clear of personal items, bags and files.
 13. Users of areas which are not part of the regular cleaning schedule must ensure that all rubbish is cleared away when they leave the area.
 14. Items must not be stored in stairwells or under stairs.

Checks/Inspections:
 Staff finding exit routes obstructed or blocked should, where possible remove the offending item immediately, or report to line manager, or appropriate person.
 Fire exit routes are checked during fire exit audit by estates





Further Information, Instruction & Training:
 Cleaning and housekeeping rules should be explained at induction

Estates Office: Safe Work Practice Sheet	SWPS No: 010
Title: Preventing Slips Trips Falls	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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Work Description: All workplace activities	Potential Hazards: Slip hazards may be present on both wet and dry surfaces. Trips can be caused by trailing cables, curled-up or worn carpets, uneven floor surfaces and steps, or discarded work items. Falls may be caused by slips or trips or when adjacent surfaces are at different levels.
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Personal Protective Equipment (PPE) Required (Check the box for minimum required PPE):

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

<p>Controls Checklist:</p> <ol style="list-style-type: none"> 1. Immediately report any slip, trip or fall and complete accident report form. 2. Address leaks and spills as a priority including immediately erecting caution sign and cordoning off effected area. 3. Report any potential slip, trip or fall hazard which cannot be easily or readily removed. 4. Always observe good housekeeping including avoiding trailing leads and using appropriate signage and cordoning off work areas which may constitute a hazard. 5. Mats at entrances provide protection against slips arising from the ingress of moisture, mud and debris in bad weather. Mats should be checked regularly and adjusted as required to avoid becoming a trip hazard. 6. Cleaning should, where practical, be carried out when there are less people around. Allowing the drying of floors after cleaning is most important for the control of slip hazards. 7. Cleaning activity should be organised so as to provide unobstructed paths through areas being cleaned. It is better to restrict access to areas that are being wet cleaned by the use of barriers rather than depending on the use of cones or signs alone. 8. All staff are encouraged to adopt a "sensible shoe" policy i.e. no high heels or loose fitting shoes, so as to reduce the risk of falls and trips. 9. All cleaning, portering, grounds and maintenance staff are provided with safety footwear appropriate to the duties being undertaken and are required to wear these when at work. When purchasing safety footwear, being paid for by the Institute, staff are responsible for ensuring suitability for the conditions under which it is going to be used.

<p>Checks/Inspections:</p> <p>Visual checks undertaken on an ongoing basis Ongoing constant vigilance and awareness</p>
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<p>Further Information, Instruction & Training:</p> <p>Refer to Safe Work Practice 012 Access to Roofs & Working on Roofs, SWPS 013 Working at Heights and SWPS 014 Use of Ladders.</p>
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Estates Office: Safe Work Practice Sheet	SWPS No: 011
Title: Lone Person Working	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Jerome McElchar

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Students	<input type="checkbox"/> Public	<input type="checkbox"/> Contractors	<input type="checkbox"/> Visitors
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Work Description:
Lone working is defined as working in an environment in which if rendered incapacitated or unconscious, a person cannot reasonably expect to be found within 15 minutes.

Potential Hazards:
The main hazard in lone working is that in the event of an accident that incapacitates them, a person will not be able to contact or summon help.

Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

 Gloves	 Face Masks	 Eye Protection	 Safety Helmet	 Hi Visibility Vest	 Appropriate Footwear	 Hearing Protection	 Protective Clothing	 Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

Controls Checklist:
Because of the diversity of Lone Person Working situations across the campus, it is not possible to produce a single generic set of controls or checklist however the following principles should always be observed:

1. Avoid the need to work alone whenever practicable and particularly outside normal working hours.
2. All out of hours lone working should be approved by the staff member's line manager.
3. Restrict lone working to tasks that can be done safely whilst working alone.
4. Work in confined spaces is deemed high risk and **MUST NOT** be undertaken when operating alone.
5. Do not undertake any activity that may place you at risk of injury or harm when operating alone.
6. Staff with pre-existing medical conditions should not undertake lone working outside of normal working hours.
7. Always ensure access to mobile phone and or landline when undertaking lone working.
8. When working alone out of hours inform security of your whereabouts and expected time of finishing work, with an agreement to contact again upon exiting the workplace. In the event that contact not made at the prearranged time security will begin search for the lone worker and if required inform the emergency services.
9. Lone working involving office and clerical type 'paperwork' based activities can be undertaken as long as the general control measures in 5 to 7 above are adhered to. Any other activity that may represent an increased risk must be subjected to a specific *Lone Working Risk Assessment*, to be completed by the person undertaking the lone working and to be lodged in advance with the staff member's line manager.

Checks/Inspections:
N/A










Further Information, Instruction & Training:
Refer SWPS 029 Working in Confined Spaces

Estates Office: Safe Work Practice Sheet	SWPS No: 012
Title: Access to Roofs & Working on Roofs	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk: Staff Students Public Contractors Visitors

<p>Work Description: Routine maintenance/repair work, access to roof plant rooms, cleaning roofs.</p>	<p>Potential Hazards:</p> <ul style="list-style-type: none"> • Falls from height due to unprotected edges. • Slips due to wet, slippery or icy conditions. • Trips due to roof services and obstructions. • Materials falling from or blown off roof. • Working on fragile roofs or roof glazing. • Unable to summon help if working on own. • Unable to summon help if using fall-arrest system and fall over edge of building
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

- Controls Checklist:**
1. Follow control measures set out in SWPS 010 Prevention of Slips, Trips & Falls, SWPS 011 Lone Person Working and SWPS 013 Working at Heights when accessing any roof.
 2. Where roof access requires access by ladder follow SWPS 014 Use of Ladders.
 3. Where edge protection on roofs has not been provided safety harness or other safe access measures provided must be utilised.
 4. Under no circumstances venture near limited or unprotected edges which may place you at risk of falling from height.
 5. Never walk or climb onto glazed roof lights or sloping roof glazing.
 6. Never venture outside roof edge protection barriers.
 7. Always wear footwear with good grip when accessing roofs.
 8. Tools, materials and/or equipment should not to be left loose or unsecured on roof areas.
 9. Always secure door/hatch when leaving roof area.
 10. Do not access roofs in high winds and use particular caution during wet and/or wintry conditions. **(Note that there may be ice on roofs when none at ground level).**

Checks/Inspections:
Fall prevention system is checked and re-certified annually by an external contractor.
Regular roof inspections
Ongoing constant vigilance and awareness

Further Information, Instruction & Training:
Refer SWPS 010 Prevention of Slips, Trips & Falls, SWPS 011 Lone Person Working, SWPS 013 Working at Heights and SWPS 014 Use of Ladders

Estates Office: Safe Work Practice Sheet	SWPS No: 013
Title: Working at Heights	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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Work Description:
 Work at height is defined as work in any place, including a place at, above or below ground level, where a person could be injured if they fell from that place or cause injury to others passing below. and includes:

- Working on trestles, mobile scaffolds or Mobile Elevated Work Platforms (MEWP)
- Working on roofs, balconies or atriums.
- Working on a ladder (Refer SWPS 014)
- Working at ground level adjacent to an excavation.
- Working near or adjacent to fragile surfaces

Potential Hazards:

- Falls from height resulting in injury including possible serious personal injury or fatality.
- Dropping materials from height risking serious injury or fatality to others below.

Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

Controls Checklist:
 All work at height must be risk assessed before each individual task is undertaken. Individual risk assessments should take account of the particular circumstances present and include consideration of the following:-

1. Nature of work/task to be undertaken and equipment required to safely undertake it.
2. Risk to those passing below where the work/task is being undertaken.
3. Working at height should be planned, organised and only carried out by competent persons.
4. Where possible access equipment which includes measures to prevent falls such as guard rails, safety harness should be used.
5. Only use equipment if competent and trained to do so.
6. Formal MEWP training is required before operating a Mobile Elevated Work Platform.
7. Equipment used whilst working at height should be properly maintained and inspected prior to each use.
8. Always follow the general principles of prevention for managing risks and take steps to avoid, prevent or reduce risks when working at height.
9. Risks associated with working off fragile surfaces such as glazed roof lights require particular caution and associated risk assessment must be signed off on by the estates office in all circumstances before being undertaken.
10. Do not stand on swivel chairs or other non-stable furniture to access high shelves or the like.

Checks/Inspections:
 Particular vigilance and awareness when undertaking any work at heights.

Further Information, Instruction & Training:
 Formal **MEWP** training must be completed before using Mobile Elevated Work Platform
 Refer SWPS 011 Lone Person Working, SWPS 012 Access to Roofs and Working on Roofs and SWPS 014 Use of Ladders










Estates Office: Safe Work Practice Sheet	SWPS No: 014
Title: Use of Ladders	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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Work Description:
Working off ladders is also defined as working at heights and covered by SWPS 013.

Potential Hazards:
There is always a risk of falling from a height when using a ladder. There is also a risk of objects falling from the ladder onto persons below. The person using the ladder is at greatest risk of injury however persons operating on the ground close to the ladder are also at risk of injury in the event of falling objects or persons.

Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

- Controls Checklist:**
Local visual risk assessments should be undertaken before using ladders taking account of the particular circumstances present, the work to be undertaken and should include consideration of the following:-
1. The use of stepladders is always preferable to the use of single piece ladders.
 2. If ladders are more than 3 meters in height they must be secured or supported by a second person at the bottom and where possible tied off at the top.
 3. In no circumstances should ladders be used to access a vertical height of more than 5 meters.
 4. Ladders must be supported on stable, firm ground and the area around the base cordoned off if necessary.
 5. Always face the ladder when climbing and never stand on the top rung.
 6. Ladders may only be used for short periods of time for low risk work, i.e. work of less than 20 minutes.
 7. Ladders must be kept in a good condition and inspected for damage before each use.
 8. If ladders are being used to access a working platform or roof then the ladder when in use must extend at least one metre above the height of the last rung to be used as a foothold.
 9. Never carry materials or tools while climbing a ladder when there are other people in the vicinity use a shoulder bag, tool belt or hoist up or lower afterwards.
 10. Ladders must be checked before use for cracks, loose or missing rungs, damage, missing stays, missing feet rubbers, rungs supported by nails, screws, decayed timber or corrosion of fittings and must be taken out of service if any of these are found

Checks/Inspections:
Particular vigilance and awareness is required when undertaking off a ladder.

Further Information, Instruction & Training:
Refer SWPS 013 Working at Height

Estates Office: Safe Work Practice Sheet	SWPS No: 015
Title: Manual Handling	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne










Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Students	<input type="checkbox"/> Public	<input type="checkbox"/> Contractors	<input type="checkbox"/> Visitors
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Work Description:
Any work involving lifting or moving of heavy or awkward items including equipment, furniture and fittings.

Potential Hazards:
Injury including back strain, slipped disc, hernia, lacerations, crushing of hands or fingers, repetitive strain injury, bruised or broken toes or feet, sprains, strains, etc arising from:

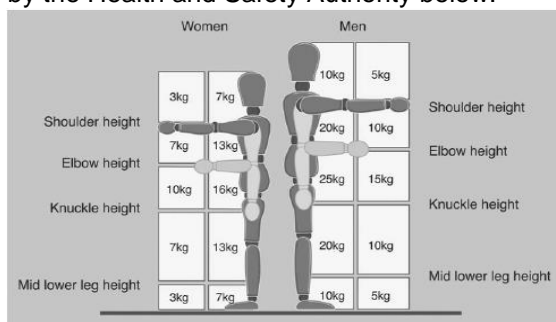
- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

Personal Protective Equipment (PPE) Required (Check the box for minimum required PPE):

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

- Controls Checklist:**
1. Visual risk assessments should be carried out before undertaking manual handling tasks.
 2. As a rule of thumb an assessment is required where weights are above the guideline weights set out by the Health and Safety Authority below:-



3. Manual handling should be avoided where possible and mechanical or other means of moving or lifting such as trolleys or winches should be considered in the first instance.
4. Staff are required to undertake regular manual handling training where manual handling is a regular part of their job.
5. Always seek assistance where possible when lifting heavy items.
6. Consideration should always be given to the arrangement of stored items so that heavier items are not stored near floor or above shoulder height.

Checks/Inspections:
Constant vigilance and awareness.

Further Information, Instruction & Training:
Manual Handling Training provided to staff


Estates Office: Safe Work Practice Sheet	SWPS No: 016
Title: Special Events	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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Work Description:
Special events which involving staff and/or students which may impact on them and others if prior relevant risk assessment is not carried out. These events can involve external organisations and contractors.

Potential Hazards:
Accidents as a result of events being organised without proper risk assessment. These can be events organised by staff and/or students and can involve external groups or organisations.

Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

 Gloves	 Face Masks	 Eye Protection	 Safety Helmet	 Hi Visibility Vest	 Appropriate Footwear	 Hearing Protection	 Protective Clothing	 Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

Controls Checklist:

It is the responsibility of the function organising events to undertake the required risk assessments. In supporting such events the estates staff should consider the following:-

1. Ability of venue to cope with numbers
2. Suitability of venue for planned event
3. Access and egress
4. Crowd control
5. Traffic control and Parking
6. Supervision
7. Security & safety measures
8. Notification to local Gardai, Emergency services
9. Loading/unloading equipment (Refer SWPs 015)
10. Impact on other students and staff
11. Emergency Evacuation

Checks/Inspections:

Constant vigilance and awareness.

Further Information, Instruction & Training:






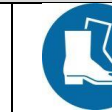



N/A

Estates Office: Safe Work Practice Sheet	SWPS No: 017
Title: Pregnant Employees	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Gillian Goulden

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff <input type="checkbox"/> Students <input type="checkbox"/> Public <input type="checkbox"/> Contractors <input type="checkbox"/> Visitors
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<p>Work Description: Any work activity undertaken by pregnant member of staff.</p>	<p>Potential Hazards: A pregnant employee and her unborn child may be at risk if they are exposed to certain hazards, including but not limited to:</p> <ul style="list-style-type: none"> • Hazardous materials (chemical, biological and radioactive agents). • Excessive or strenuous manual handling. • Extremes of temperature • Movements or posture that may give rise to excessive fatigue.
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

<p>Controls Checklist: Staff should refer to central policy with respect to safety during pregnancy and in particular:</p> <ol style="list-style-type: none"> 1. It is strongly advised to inform supervisor as soon as is reasonably practicable after they becoming aware of pregnancy. 2. Once notification of pregnancy has been received, a Pregnant Employee Risk Assessment will be organised and all necessary steps undertaken to ensure the health and safety of pregnant employees. 3. The employees supervisor will keep in close contact with the pregnant employee throughout her pregnancy to ensure that the tasks assigned to her throughout her pregnancy are suitable and do not pose a risk to her or her unborn child's safety.
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<p>Checks/Inspections: Pregnant employee risk assessment to be undertaken as appropriate.</p>
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<p>Further Information, Instruction & Training: Refer Institute Pregnancy at Work Policy</p>

Estates Office: Safe Work Practice Sheet	SWPS No: 018
Title: Traffic Management & Control	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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<p>Work Description: During the year a heavy volume of traffic traverses the Institute. This is particularly so during the academic terms with peak periods between 8.30am to 9.30am, 12.30pm to 2.30pm and 4.30 to 5.30pm</p>	<p>Potential Hazards:</p> <ul style="list-style-type: none"> • Traffic accidents as a result of poor driver, pedestrian and/or cyclist behaviour. • Reduced traffic movement and visibility caused by improper & inconsiderate parking. • Pedestrians and mobility impaired persons being forced to walk on roads due to blocked footpaths. • Blockage of emergency access routes. • Drivers not observing traffic directional flow arrows in car parks. • Vehicles parked in set-downs areas and delivery areas thereby obstructing delivery of goods to campus. • Poor light levels in external areas at night.
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

<p>Controls Checklist:</p> <ol style="list-style-type: none"> 1. Be particularly alert for pedestrians and cyclists on campus roads, car parks, at junctions and particularly at pedestrian crossings. 2. Always give pedestrians and cyclists right of way and priority status on campus. 3. Always be alert for passengers alighting from buses and coaches. 4. The campus speed limit of 15kph should be observed at all times. 5. All road markings, speed limits and traffic signs must be observed. 6. Restrictions apply to parking on campus – you can only park in designated car parks and where required, a valid parking permit must be displayed on your vehicle. Cars that are found to be illegally parked will be clamped and/or removed from campus. 7. Observe measures for the separation of vehicular traffic and pedestrians routes e.g. footpaths, barriers, bollards, pedestrian crossings. 8. Private vehicles brought on campus must be fully roadworthy, taxed and insured and have a valid NCT where appropriate. 9. Ensure external lighting is adjusted for seasonal daylight changes and maintained working.
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<p>Checks/Inspections: Where appropriate, speed reduction measures are in place (speed ramps) Regular ongoing traffic inspections undertaken including clamping regime.</p>
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<p>Further Information, Instruction & Training: N/A</p>
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Estates Office: Safe Work Practice Sheet	SWPS No: 019
Title: Estates Storage Areas	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff <input type="checkbox"/> Students <input type="checkbox"/> Public <input type="checkbox"/> Contractors <input type="checkbox"/> Visitors
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Work Description: All work in and associated with estates controlled storage areas.	Potential Hazards: May include slips, trips, falls, cuts, back injury, sprains, falling objects, fire etc.
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Personal Protective Equipment (PPE) Required *(Check the box minimum for required PPE):*

 Gloves	 Face Masks	 Eye Protection	 Safety Helmet	 Hi Visibility Vest	 Appropriate Footwear	 Hearing Protection	 Protective Clothing	 Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

- Controls Checklist:**
1. Do not climb on shelves to reach heights – use stepladders only
 2. Keep aisle ways and emergency exits clear.
 3. Do not keep any hazardous materials and substances in general storage areas – they must be kept in designated protected storage facilities, Refer SWPS 006 Chemical Agents.
 4. Keep all hazardous materials and substances, papers, boxes, etc. away from electric heaters.
 5. Have regard to SWPS 014 Manual Handling when storing and moving items.
 6. Do not attempt to lift any loads unless you have received appropriate training in safe manual handling techniques.
 7. Store items on shelves in such a way that they cannot fall off.
 8. Storage areas to be kept locked at all times.
 9. Eating and drinking is prohibited in all storage areas.
 10. Do not use service ducts, boiler/plant rooms, comms rooms, fire exits, or protected fire staircases, for storage under any circumstances

Checks/Inspections:
Constant vigilance and awareness .

Further Information, Instruction & Training:
Refer SWPS 006 Chemical Agents, SWPS 010 Prevention of Slips, Trips & Falls and SWPS 015 Manual Handling

Estates Office: Safe Work Practice Sheet	SWPS No: 020
Title: Needle Stick Injuries	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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Work Description:
Staff may occasionally be required to deal with needles and syringes found on the campus grounds or other areas.

Potential Hazards:

- Hepatitis, HIV and other blood borne diseases
- Cuts / stabs

Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

- Controls Checklist:**
1. If a syringe or needle is discovered or reported stay at scene and call for assistance to prevent any students or members of the public injuring themselves.
 2. Always use a litter picker and protective rubber gloves when handling syringes. Never handle discarded syringes or needles directly.
 3. Needles and syringes should be disposed of in designated sharps box available in the Student Centre for disposal by a specialist clinical waste contractor.
 4. If contact is made with needle, encourage the wound to bleed but DO NOT suck the wound.
 5. Rinse thoroughly with water. If water is not available cleansing wipes provided should be used; cover the wound with a dry plaster / dressing.
 6. Seek medical advice and treatment immediately.
 7. Inform supervisor as soon as practicable and complete accident report form.
 8. Counselling and back up medical assistance will be made available to staff who have received needle stick injuries.
 9. Never put your hand in a waste bin or into areas that you cannot see – there may be hidden needles.

Checks/Inspections:
Litter pickers are provided for all grounds staff

Further Information, Instruction & Training:
N/A






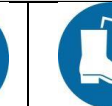



Estates Office: Safe Work Practice Sheet	SWPS No: 021
Title: Weils Disease	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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Work Description:
High risk areas are areas near to waste skips, near water or generally where rats may be present.

Potential Hazards:
Contaminated or contact with rat's urine can cause Weil's disease (Leptospirosis) – a flu like infection that, if not treated properly, can be fatal. Weil's Disease can be contracted through open cuts or through contact with mouth, nose and eyes.

Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

 Gloves	 Face Masks	 Eye Protection	 Safety Helmet	 Hi Visibility Vest	 Appropriate Footwear	 Hearing Protection	 Protective Clothing	 Safety Harness
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

- Controls Checklist:**
1. Cover all cuts and broken skin with waterproof plasters before work.
 2. Where possible wear waterproof gloves.
 3. If there is a risk of splashing eye protection must be worn.
 4. Wash hands before eating, drinking or smoking.
 5. Use particular caution when handling material/objects near skips where rats may be present.
 6. Particular care to be taken when working with sewers, clearing drains etc.
 7. If a person who is working in an area likely to be infested with rats suffers flu – like symptoms they should attend their GP as soon as possible and explain the possibility of having contracted Weil's Disease. (Simple antibiotics can be an effective treatment).

Checks/Inspections:
The Institute has a comprehensive pest control contract in place across the entire campus.










Further Information, Instruction & Training:
Associated training is included as part of Safe Pass Training required to be undertaken by all grounds staff.

Estates Office: Safe Work Practice Sheet	SWPS No: 022
Title: Maintenance Workshop Safety	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Students	<input type="checkbox"/> Public	<input type="checkbox"/> Contractors	<input type="checkbox"/> Visitors
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<p>Work Description: General activities in workshop</p>	<p>Potential Hazards:</p> <ul style="list-style-type: none"> • Injury arising from improper storage leading to falling items. • Obstruction of exit routes, • Manual handling injuries, • Fire. • Use of cutting equipment without extraction can lead to respiratory problems • Eye injury. • Cuts and abrasions, fall hazards • Excessive machine noise
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Personal Protective Equipment (PPE) Required (Check the box for minimum required PPE):

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

<p>Controls Checklist:</p> <ol style="list-style-type: none"> 1. Shelving should be utilised to allow safe storage of equipment. 2. Flammable substances should be stored in appropriately marked containers in small quantities (<10 litres). 3. Diesel or petrol engines must not be operated indoors. 4. Extraction ventilation must be serviced annually. 5. Cutting equipment should be used in conjunction with extraction. 6. Wearing of safety glasses when using cutting equipment is mandatory. 7. Hearing protection must be worn when operating circular and band saw. 8. Always ensure machine guards in place 9. Use Personal Protective Equipment (PPE) when operating machines 10. Exit routes should be kept clear of obstruction at <u>all</u> times.

Checks/Inspections:
Workshop equipment to be regularly maintained and serviced.


Further Information, Instruction & Training:
Refer SWPS 005 Electrical Safety, SWPS 006 Chemical Agents, SWPS 010 Prevention of Slips, Trips & Falls, SWPS 015 Manual Handling, SWPS 023 Use of Hand Tools, and SWPS 024 Use of Woodworking Equipment

Estates Office: Safe Work Practice Sheet	SWPS No: 023
Title: Use of Hand Tools	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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Work Description: Use hand tools including chisels, hand saws retractable knives, hammers, mains and cordless power hand tools, etc	Potential Hazards: <ul style="list-style-type: none"> • Cuts and abrasions • Ejection of material • Eye damage • Stab injuries • Head injuries • Hand-arm Vibration (HAV)
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

 Gloves	 Face Masks	 Eye Protection	 Safety Helmet	 Hi Visibility Vest	 Appropriate Footwear	 Hearing Protection	 Protective Clothing	 Safety Harness
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

<p>Controls Checklist:</p> <ol style="list-style-type: none"> 1. Only use hand tools if you are confident and comfortable in doing so. 2. Where possible cordless tools should be used, particularly outside of controlled areas such as workshops. 3. Portable mains electrically operated tools must be PAT tested annually. 4. Where there is a risk of particles hitting the eye, eye protection must be worn. 5. Dust masks to be used where dust occurs using hand tools. 6. Where possible retractable blades or safety knives are to be used. 7. Only use only sharp blades and dispose of old blades in a designated sharps bin with a closable lid and do not put in the general waste. 8. Always cut away from the body keeping the restraining hand well away from the blade. 9. Unsheathed blades must never be carried in pockets or bags or left in drawers or toolboxes 10. Tools should not be left unattended in public areas when going for breaks and should be returned to the workshop or store when work task complete.

<p>Checks/Inspections:</p> <p>Check all tools before each use. Annual electrical test for mains operated equipment.</p>
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<p>Further Information, Instruction & Training:</p> <p>Only competent staff should use hand tools. Training may be provided in house by another competent member of staff.</p>

Estates Office: Safe Work Practice Sheet	SWPS No: 024
Title: Use of Woodworking Machinery	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff <input type="checkbox"/> Students <input type="checkbox"/> Public <input type="checkbox"/> Contractors <input type="checkbox"/> Visitors
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Work Description: Use of woodworking machinery within the maintenance workshop	Potential Hazards: <ul style="list-style-type: none"> • Severe cuts or amputation of fingers • Electrocutation • Unauthorised use of equipment by untrained persons • Inhalation of dust • Hand-arm Vibration
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

 Gloves	 Face Masks	 Eye Protection	 Safety Helmet	 Hi Visibility Vest	 Appropriate Footwear	 Hearing Protection	 Protective Clothing	 Safety Harness
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

<p>Controls Checklist:</p> <ol style="list-style-type: none"> 1. Only authorised and trained persons may use the circular saws, band saws or other woodworking machines. 2. Before use checks carried out to ensure that the following general requirements are in place: <ol style="list-style-type: none"> a. All guards and covers are in place b. There are no visible faults on the machine c. All fixed tools are secured properly d. Cables free from damage e. There are no signs of non-standard joints or over heating f. There are no exposed wires showing on entry to plug or equipment g. Faults should be reported and saw disabled until repairs/replaced. 3. Rip fence should be in place which is adjustable at right angles to the saw blade. 4. Ensure machine securely fixed to the floor/bench 5. The operational area around the machine demarcated with a space of at least 500mm between the machine table at the extreme ends of its travel and any fixed object. 6. Dust extraction provided should always be used during operation.. 7. Dust masks to be used where dust occurs using saw. 8. Maintain areas around equipment clear and tidy at all times.

<p>Checks/Inspections:</p> <p>Check before use as above. Safety stop should be checked every six months. Records of servicing must be kept for 5 years.</p>
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<p>Further Information, Instruction & Training:</p> <p>Only trained staff may operate equipment. Training may be provided in house by another competent member of staff.</p>

Estates Office: Safe Work Practice Sheet	SWPS No: 025
Title: Grounds Store and Service Yard	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Students	<input type="checkbox"/> Public	<input type="checkbox"/> Contractors	<input type="checkbox"/> Visitors
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Work Description: All work in grounds store and Service yard.	Potential Hazards: <ul style="list-style-type: none"> • Injury arising from improper storage leading to falling items. • Obstruction of exit routes, • Manual handling injuries, • Fire. • Eye injury. • Cuts and abrasions, fall hazards
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

<p>Controls Checklist:</p> <ol style="list-style-type: none"> 1. Do not keep any hazardous materials and substances in general storage areas – they must be kept in designated protected storage facilities, refer SWPS 006 Chemical Agents. 2. Keep all hazardous materials and substances, papers, boxes, etc. away from electric heaters. 3. Have regard to SWPS 014 Manual Handling when storing and moving items. 4. Do not attempt to lift any loads unless you have received appropriate training in safe manual handling techniques. 5. Store items on shelves in such a way that they cannot fall off. 6. Store to be kept locked when unoccupied. 7. Shelving should be utilised to allow safe storage of equipment. 8. Only operate diesel or petrol engines indoors with main roller shutter door fully open. 9. Always ensure machine guards are in place 10. Use Personal Protective Equipment (PPE) when operating machines

<p>Checks/Inspections:</p> <p>Workshop equipment to be regularly maintained and serviced.</p>
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<p>Further Information, Instruction & Training:</p> <p>Refer SWPS 005 Electrical Safety, SWPS 006 Chemical Agents, SWPS 010 Prevention of Slips, Trips & Falls, SWPS 015 Manual Handling, SWPS 023 Use of Hand Tools, and SWPS 026 Use of Compactors</p>










Estates Office: Safe Work Practice Sheet	SWPS No: 026
Title: Use of Compactors/Balers	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Students	<input type="checkbox"/> Public	<input type="checkbox"/> Contractors	<input type="checkbox"/> Visitors
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Work Description:
All work associated with main rubbish compactor and cardboard baler.

- Potential Hazards:**
- Crush injuries
 - Severe cuts or amputation of fingers
 - Electrocution
 - Manual handling injuries,
 - Eye injury.
 - Cuts and abrasions

Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

- Controls Checklist:**
1. Only authorised and trained persons may operate compactors or balers.
 2. Ensure all guards and covers are in place before operation.
 3. Check that there are no visible faults on the machine
 4. Check cables free from damage and there are no exposed wires or the like.
 5. Machines should not be operated outside normal working hours, refer SWPS 011 Lone Person Working
 6. Always be careful with associated lifting, refer SWPS 015 Manual Handling.
 7. Always wear PPE, refer SWPS 020 Needle Stick Injuries.
 8. Keep areas around compactor clean and regularly washed down, refer SWPS 021 Weils Disease

Checks/Inspections:
Compactor & baler to be serviced yearly and records retained for 5 years.










Further Information, Instruction & Training:
Refer SWPS 005 Electrical Safety, SWPS 011 Lone Person Working, SWPS 015 Manual Handling, SWPS 020 Needle-Stick Injuries and SWPS 021 Weils Disease.

Estates Office: Safe Work Practice Sheet	SWPS No: 027
Title: Grounds & Landscaping Maintenance	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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<p>Work Description: All grounds work including rubbish collection, litter picking, maintenance of fencing, paving, external cleaning, weed spraying and the like.</p>	<p>Potential Hazards:</p> <ul style="list-style-type: none"> • Trips, slips & falls. • Manual handling injuries including back injury and sprains • Cuts and abrasions • Injury through short and/or long term exposure, ingestion of chemicals. • Environmental damage.
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

<p>Controls Checklist:</p> <ol style="list-style-type: none"> 1. Use of chainsaws by Institute staff prohibited. 2. Formal training required before using boom or knapsack sprayer for application of pesticides and/or weedkiller agents. 3. All weedkillers and other chemicals to be stored separately in locked cabinet. 4. Always wear PPE and have particular regard to SWPS 020 Needle-Stick Injuries and SWPS 021 Weils Disease when collecting rubbish and emptying bins. 5. Given the diverse nature of grounds maintenance works the following particular SWPS should also be observed: <ul style="list-style-type: none"> • SWPS 005 Electrical Safety, • SWPS 006 Chemical Agents, • SWPS 010 Prevention of Slips trips & fall, • SWPS 011 Lone Person Working, • SWPS 015 Manual Handling, • SWPS 023 Use of Hand Tools, • SWPS 026 use of Compactor/Baler • SWPS 028 Use of Tractors & Associated Grounds Equipment.
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<p>Checks/Inspections: Regular check of grounds undertaken to identify potential hazards and risks</p>



<p>Further Information, Instruction & Training: Formal pesticide weedkiller application boom and knapsack sprayer training to be undertaken by grounds staff. Refer SWPS 005 Electrical Safety, SWPS 006 Chemical Agents, SWPS 010 Prevention of Slips trips & fall, SWPS 011 Lone Person Working, SWPS 015 Manual Handling, SWPS 020 Needle-Stick Injuries, SWPS 021 Weils Disease, SWPS 023 Use of Hand Tools, SWPS 026 use of Compactor/Baler and SWPS 028 Use of Tractors & Associated Grounds Equipment.</p>
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Estates Office: Safe Work Practice Sheet	SWPS No: 028
Title: Use of Tractors & Associated Grounds Equipment	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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<p>Work Description: Operation of tractors and other motorised grounds equipment.</p>	<p>Potential Hazards:</p> <ul style="list-style-type: none"> • Falling from tractor or tractor turning over • Damage caused by trailer breaking loose • Injury to pedestrians being run over • Injury due to hydraulic hose failure • Severe injury caused by entanglement – PTO/rotating shaft and associated equipment.
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

<p>Controls Checklist:</p> <ol style="list-style-type: none"> 1. Drivers must be fully licensed and suitably experienced to operate Institute tractors. 2. Always follow equipment manufactures operating manuals and correct operating procedures. 3. Ensure PTO fitted with guard shield, power driven rotating shafts and universal joints securely covered 4. Check all machinery before use and in particular that all guards in proper adjustment. 5. Always wear suitable protective clothing with no loose ends which may become entangled in moving parts. 6. A second member of staff must be present when reversing tractor with trailer attached or when other implement attached which blocks or obscures drivers rear view. 7. Ensure loads are properly secured. 8. Never carry passengers in tractor cab or on trailers. 9. Always observe Institute speed limit of 15k/hr. 10. Always remove key from tractor when parked or unattended.
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<p>Checks/Inspections:</p> <ol style="list-style-type: none"> 11. Tractors and trailers regularly maintained including hoses.

<p>Further Information, Instruction & Training: Staff trained in safer operation of tractors and associated equipment prior to use.</p>
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Estates Office: Safe Work Practice Sheet	SWPS No: 029
Title: Working in Confined Spaces	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Jerome McElchar

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Students	<input type="checkbox"/> Public	<input type="checkbox"/> Contractors	<input type="checkbox"/> Visitors
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Work Description:
 A confined space is defined any place, including any vessel, tank, container, pit, bund, chamber, cellar or any other similar space which, by virtue of its enclosed nature, creates conditions that give rise to a likelihood of an accident, harm or injury of such a nature as to require emergency action due to the presence or reasonable foreseeable presence of:

- flammable or explosive atmospheres
- harmful gas, fume or vapour
- free flowing solid or an increasing level of liquid excess of oxygen
- excessively high temperature
- the lack or reasonably foreseeable lack of oxygen

Potential Hazards:

- Inhalation of toxic gases, fumes &/or /vapour
- Drowning
- Flammable gases causing fire or explosion
- Asphyxiation due to oxygen deficiency
- Loss of consciousness due to heat
- Weils or other disease

Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

Controls Checklist:
 Because of the diversity of Confined Space Working situations across the campus, it is not possible to produce a single generic set of controls however the following principles should always be observed:

1. Where practicable entry to confined spaces should be avoided if a reasonable alternative is available.
2. Work in confined spaces is deemed high risk and **MUST NOT** be undertaken when operating alone; Refer SWPS 011 Lone Person Working.
3. In **NO** circumstances shall **Hot Works** be undertaken in any confined space.
4. **Testing of Atmosphere:** Testing of atmosphere in unventilated spaces must be carried out prior to any access or works commencing.
5. **Isolation from Hazardous Substances:** Ensure space is securely isolated from all sources of ingress of dangerous fumes, liquids, water, steam, materials etc whilst works are being undertaken.
6. **Cleaning, Purging and Ventilation:** Ensure that space has been purged of all dangerous fumes, liquids, water, steam, materials etc. prior to access and any works commencing.
7. **Isolation from Energy Sources:** Ensure that space has been securely isolated from all energy sources including electrical power, mechanical power, heat etc.
8. **Personal Protective Equipment:** Ensure all appropriate PPE is worn when entering or working in confined spaces.
9. Ensure access points are cordoned off to prevent unauthorised enter or accidental

Checks/Inspections:





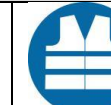




Further Information, Instruction & Training:
 A separate permit to work in confined spaces is provided for contractors operating on campus outside the hoarding line.
 Refer SWPS 011 Lone Person Working and SWPS 021 Weils Disease

Estates Office: Safe Work Practice Sheet	SWPS No: 030
Title: Use of Estates Van	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Peter Byrne

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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<p>Work Description: Use of Estates van.</p>	<p>Potential Hazards:</p> <ul style="list-style-type: none"> • Injury or damage resulting from crash impact. • Injury to pedestrians being run over. • Injury due to loose cargo. • Injury due to entering/exiting vehicle. • Injury or damage due to inappropriate use. • Hazards associated with Lone Working
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Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

<p>Controls Checklist:</p> <ol style="list-style-type: none"> 1. Always wear the safety belt when driving. 2. Passengers are not permitted under any circumstances in the rear. 3. Use particular caution when reversing on campus. 4. Always observe Institute speed limit of 15k/hr when on campus. 5. Always remove key when parked or unattended. 6. Undertake driver pre trip visual checks before driving off campus. 7. Report any mechanical faults . 8. Always use sidelights when driving and headlights as appropriate. 9. Ensure cargo is secured using the eyelets provided. 10. Always park in the space provided on campus or other designated parking areas whilst off campus.

<p>Checks/Inspections:</p> <ul style="list-style-type: none"> • Only approved drivers who have signed the safe use policy permitted to drive estates van. • Vehicle shall be regularly serviced and maintained. • GPS device to locate lone worker and monitor appropriate use.

<p>Further Information, Instruction & Training:</p> <ul style="list-style-type: none"> • All drivers must have a full drivers licence. • Refer SWPS 018 Traffic Management & Control and SWPS 011 Lone Person Working.










Estates Office: Safe Work Practice Sheet	SWPS No: 031
Title: Hot Works	Approved by: Ed Millar
Issue/Revision Date: 29/6/2018	Updated by: Jerome McElchar

Persons Exposed to Risk:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Public	<input type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors
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Work Description:
Hot Works comprises any operation involving open flames or that produces heat / sparks. This includes brazing, cutting, grinding, soldering, torch applied roofing and welding

- Potential Hazards:**
- Serious injury or fatality.
 - Burns and abrasions.
 - Injury to eyes.
 - Smoke or fume inhalation
 - Serious risk of fire -

• **Personal Protective Equipment (PPE) Required** (*Check the box for minimum required PPE*):

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

Controls Checklist:

1. Always first inspect proposed work area for presence of combustibles and never undertake hot works near such materials particularly flammable liquids, polystyrene or similar as used in cladding and wall insulation.
2. Areas where welding/grinding etc is proposed must be screened off to prevent injury to passers-by.
3. Always use correct personal protection (eye protection is mandatory) when undertaking any hot works
4. Ensure adequate ventilation and fume extraction is available before commencing any hot works.
5. In no circumstances shall hot works be undertaken in confined spaces.
6. A fire extinguisher must always be at hand when undertaking hot works.
7. Any smoke detectors disabled whilst hot works being undertaken must be immediately reinstated upon completion.
8. A fire watch inspection must be undertaken one hour after completion and again three hours after the works to ensure no latent ignition source present.
9. Hot works should not be undertaken after 2pm in order to allow adequate fire watch inspections to be undertaken.
10. Ensure workshops and any work areas where hot works regularly takes place are swept daily and kept tidy.

Checks/Inspections:

Only staff trained in the safe operation of welding equipment may undertake any welding or soldering.

Further Information, Instruction & Training:










A separate Hot Works permit is provided for contractors operating on campus outside the hoarding line. Refer SWPS 029 Working in confined spaces

Estates Office: Safe Work Practice Sheet	SWPS No: 031
Title: Spare	Approved by:
Issue/Revision Date:	Updated by:

Persons Exposed to Risk:	<input type="checkbox"/> Staff	<input type="checkbox"/> Students	<input type="checkbox"/> Public	<input type="checkbox"/> Contractors	<input type="checkbox"/> Visitors
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Work Description:	Potential Hazards:

Personal Protective Equipment (PPE) Required *(Check the box for minimum required PPE):*

								
Gloves	Face Masks	Eye Protection	Safety Helmet	Hi Visibility Vest	Appropriate Footwear	Hearing Protection	Protective Clothing	Safety Harness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Controls/Checklist & Measures to Minimise Risk :

Controls Checklist:
Checks/Inspections:
Further Information, Instruction & Training: