



Safety Health & Wellbeing

T OLLSCOIL TEICNEOLAÍOCHTA
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Quick Reference Booklet

Foreword



This booklet has been produced as a quick reference guide.

It is important that you read the Safety Statement & relevant risk assessments, follow the advice given and also any safety procedures relevant to you.

Remember:

Safety is everyone's responsibility.



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TU Dublin City Campus Occupational Safety and Health Policy

General Statement of Policy

Technological University Dublin (TU Dublin) City Campus is committed to working in accordance with the provisions of the *Safety, Health and Welfare at Work Act 2005*, other associated legislation and the requirements of this Safety Statement, to ensure so far as is reasonably practicable, the safety health and welfare of its employees. In addition, it is our policy to meet our responsibilities under the Act to ensure students and other persons at the place of work but not in our employment, who may be affected by the work activities, are not exposed to risks, injury or ill health.

*As per the General Duties of the Employer under Section 8 of the 2005 Act, we will ensure the following **absolute duties are adhered to:***

- A written Safety Statement is maintained and updated. Hazard identification and risk assessments are carried out taking account of the Principles of Prevention (*Schedule 3, 2005 Act*), reviewed as required and brought to the attention of all employees and relevant persons at least annually/following any amendment;
- Emergency plans and procedures are prepared and revised to deal with an emergency or the presence of serious or imminent danger;
- Welfare facilities are provided and maintained; and
- Accidents and dangerous occurrences are reported as required to the Health and Safety Authority (HSA).

*As per the General Duties of the Employer under Section 8 of the 2005 Act, we will ensure **in so far as is reasonably practicable, that:***

- Work activities are managed and conducted to ensure the safety, health and welfare of employees;
- Identified protective and preventive measures are implemented and maintained;
- Improper conduct or behaviour likely to put an employee's safety and health at risk is prevented;
- A safe place of work is designed, provided and maintained;
- A safe means of access and egress is designed, provided and maintained;
- Safe plant and equipment are designed, provided and maintained;
- Safe systems of work are provided;

- Risks to health from any article, substance or physical agent are prevented;
- The necessary information, instruction, training and supervision is provided to ensure the safety, health and welfare of employees and students;
- Where risks cannot be eliminated or adequately controlled, or in such circumstances as may be prescribed, suitable protective clothing and equipment is provided and maintained; and
- The services of competent personnel are obtained where necessary for the purpose of ensuring the safety, health and welfare of employees and students.

The successful implementation of this policy requires the full support, commitment and active co-operation of all managers, employees, students, visitors, contractors/service providers and other campus users.

TU Dublin City Campus will allocate the necessary resources (financial, equipment, personnel and time) and structures to safeguard employees and all campus users against the risks arising from activities in the workplace. It is the strict duty of all employees to conform to safety policies and practices/procedures and to carry out their responsibilities as detailed in this document and in accordance with any other relevant legislation. Employees with specific responsibilities for safety, health and welfare must properly delegate these in their absence.

Each employee is expected to make themselves familiar with the contents of this Safety Statement. In addition, employees and students must also make themselves familiar with their School/Function risk assessments, safety documentation and local safety arrangements. Employees who fail to cooperate with safety procedures are subject to the normal disciplinary procedures.

Systems are continuously developed for effective communication and employees are consulted on matters relating to safety, health and welfare at work. Employees and others are encouraged to put forward suggestions for improvement to the Safety Statement.

Professor David FitzPatrick

President, *Technological University Dublin*

Professor Brian Norton

Principal, *Technological University Dublin City Campus*



Section

1

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Safety Management



A safety management system has been devised to achieve our health and safety objectives.

One of the components of the safety management system is the Safety Statement. To deal with the complexities of the University, the Safety Statement takes the format of a main policy statement, which addresses the generic issues. This is supplemented with risk assessments for each area with appropriate local procedures and codes of practice.

A copy of the Safety Statement and risk assessments are available from the safety website and from local management.

Copies of all relevant safety information may be downloaded from the safety website.

Responsibilities for Safety



While the President and Directors have ultimate responsibility for safety, health and welfare at TU Dublin, we all have a responsibility in accordance with safety, health and welfare legislation.

Each Director/Head of School/Function has specific responsibilities in relation to health and safety. Details of those with listed responsibilities are outlined in the Safety Statement.

The Estates office have overall responsibility for the structural safety management of the buildings, including management of contractors, permit systems, repairs and maintenance.

Visitors are the responsibility of the people whom they are visiting.

Safe Systems of Work

As some work activities give rise to risks which can only be controlled by adherence to certain procedures, safe working procedures have been developed and should be adhered to at all times.

Accident Reporting and Investigation

All accidents, near misses and dangerous occurrences must be reported immediately using the appropriate report form, available on the safety website.

Hazard Reporting

Please report all hazards using the hazard report form. If you notice anything which you think could give rise to a risk of injury or cause ill health – for example:

- Faulty wiring
- Faulty equipment
- Spillage

If a hazard can be corrected on the spot please do so, if not report this immediately.

Section

2



Electrical Equipment:

- Do not let electrical leads trail where someone might trip over them.
- Switch off and unplug electrical equipment.
- Report frayed or damaged wires at once.
- Adhere to operator instructions for office equipment such as laptops, guillotines, photocopiers, etc.

Remember One socket = one plug. Do not overload sockets.

Access:

- Keep a clean and tidy workplace. Most office accidents result from falling, tripping or walking into obstructions.
- Do not leave the drawers of desks and filing cabinets open.
- Keep passageways clear.
- Look where you are going when ascending and descending stairs. Use handrails and walk - don't run.



Shelves:

- Never overload shelves.
- Use a stepladder to reach high shelves.

Manual Handling:

- PC's and other office equipment can be heavy and difficult to carry, follow your manual handling training. For advice, read the manual handling section.

Fire and Emergencies:

- Ensure you are fully familiar with the procedures or actions to be taken in the event of an emergency, especially the location of your nearest exit, fire extinguisher and assembly point.

Hazardous Substances:

- Follow manufacturer's instructions for all substances such as cleaning fluid solvents, correcting fluid, solvents, etc. – read all labels and safety data sheets carefully.

General:

- Report defective chairs and desks immediately.
- Never adjust or clean a piece of office equipment while it is in operation.

Contact the Health & Safety Office for a workstation risk assessment or to be enrolled on an e-learning training programme.



Every year slips and falls account for a large proportion of injuries. The biggest contribution you can make in preventing such accidents is by keeping your workplace clean, tidy and free from obstructions.



DO!

- ✓ Keep your workplace tidy. If you spill anything, clean it up immediately
- ✓ Use proper routes and walkways. Avoid shortcuts and make full use of handrails
- ✓ Wear sound footwear
- ✓ Report defects, damage or obstructions to local management



DO NOT!

- ✗ Leave obstructions in walkways
- ✗ Allow the leads of portable equipment to trail where someone may trip over them
- ✗ Walk blind, make sure that you can see around or over anything you are carrying



- Familiarise yourself with the names of first-aiders in your area and the location of your nearest first-aid kit
- A list of first-aiders is available on the safety website
- A first-aid kit and an Automated External Defibrillator (AED) is available at each front desk/reception area. First-aid kits are located in each laboratory, kitchen and workshop
- If you are injured or feeling unwell, you should seek early treatment/ advice from the below:



Student Health Centres (students only)

Monday - Friday 9.00 - 5.00pm (during term time only)

Northside (Linenhall) 01 402 3614

Southside (Aungier St) 01 402 3051

Outside of these hours please attend your local GP or A&E Department.
In an emergency dial 112 or 999: Dial 0 first from a TU Dublin landline.

Familiarise yourself with

- The location of your nearest fire alarm point/break glass unit.
- How to raise the evacuation alarm.
- The location of your nearest escape routes and emergency exits.
- The location of your designated Assembly Point(s).
- The location and type of extinguisher in your area.
- Emergency telephone numbers - 112/999



In the Event of Fire/Emergency

(All staff, students, visitors, contractors/service providers etc.)

- Activate the nearest fire alarm point/break glass unit.
- Leave the building using the nearest exit route. Do not return for personal belongings.
- Disperse from the building and move away to place of Safety/Assembly Point.
- Do not use the lift.
- Do not re-enter the building until the “all clear” has been given.



Recommended Response

(All staff, students, visitors, contractors/service providers etc.)

1. On suspecting a fire i.e. smelling or seeing smoke
 - a. Do not investigate alone.
 - b. Alert front desk and wait for further instruction.
2. On discovering a fire:
 - a. Activate the nearest alarm call point or break glass unit, after which
 - b. Contact the front desk or emergency services.
 - c. Fight the fire with the appropriate fire extinguisher.
 - d. Only attempt to extinguish a fire if it is safe to do so and if:
 - i. The fire is small (i.e. not greater than the size of an average waste paper basket)
 - ii. There is an exit to your back.
 - iii. You have the correct extinguisher and know how to use it.



- 3.** On hearing an alarm activation or other warning:
- Shut down equipment (gas/electricity) if safe to do so and time permits.
 - Close windows and doors to confine smoke/fire.
 - Evacuate the building immediately by the nearest available exit “sweep searching” areas as you go.
 - Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear.
 - Do not delay or stop to collect personal belongings.
 - Do not use the lift.
 - If heavy smoke present, try to find another exit or crouch low to the floor.
 - Report to your Assembly Point.
 - Report details of any casualties or people needing assistance with evacuation to the Incident Controller.
 - Do not return to the building until instructed to do so by the Incident Controller.
- ⊖ All visitors should be escorted to safety by the person they are visiting.
- ⊖ Separate Personal Emergency Egress Plans (PEEP) are prepared for people with disabilities.
- ⊖ In addition to the above responsibilities for all staff, it is also the responsibility of academic staff to:
- Highlight the location of escape routes and emergency exits to students under their supervision.
 - Evacuate and lead students to the designated Assembly Point.
- ⊖ Always complete an evacuation evaluation form available from the Safety Website.

FIRE SAFETY



Always report to management:

- If you do not hear the testing of the alarm.
- If any exit door is blocked or obstructed
- If the extinguisher is missing, damaged or obstructed.

Emergency Number

If you discover a fire, an injured or seriously ill person or another situation you consider to be an emergency, go to the nearest telephone and dial.

A graphic with a dark blue background. On the left, there is a teal smartphone icon and a teal telephone handset icon. To their right is a pink circle with the word "Call" in white. Further right, the numbers "112 or 999" are displayed in large font, with "112" in teal and "or 999" in pink. Below the numbers, a white text box contains the instruction: "You may need to dial '0' for an outside line if dialling from a campus landline".

Call

112 or 999

You may need to dial "0" for an outside line if dialling from a campus landline

Smoking on Campus

Smoking (including the use of electronic cigarettes) is prohibited in all buildings. People are requested to move away from entrances, exits and window openings whilst smoking, to avoid smoke filtering into the buildings.

Contractors / Service Providers

The Estates Office is responsible for contractors.

Visitors

It is important that all visitors use protective clothing/equipment as appropriate, obey the safety rules and regulations and read this safety booklet.

Staff must identify any hazardous areas and indicate procedures to be taken by all visitors in the event of an emergency such as a fire.

Visitors must report to reception and sign in when they arrive at the premises.

Some operations/activities may require that you use personal protective clothing and equipment (PPE) e.g. lab coats, gloves, goggles etc. If this is the case, ensure the protective equipment meets the necessary requirements.



- ✓ Use the protective clothing and equipment when required, for chemicals check section 8 of the safety data sheet
- ✓ Make sure it offers adequate protection for the job
- ✓ Follow any instructions for its use
- ✓ Take good care of it and report any defects to your supervisor
- ✓ Make use of barrier creams where appropriate
- ✓ Make sure you know the location of emergency equipment



- ✗ Use damaged/defective or contaminated equipment
- ✗ Return defective equipment

Protective clothing and equipment is in principle intended for ones personal use only.

If worn or used by more than one person, measures should be taken to ensure such use does not create any health/hygiene problems.



Correct manual handling can do a lot to prevent back injuries, which account for a very high proportion of work related injuries. Once your back has been injured that weakness can remain with you for the rest of your life. You can avoid this type of injury by following these guidelines.



DO!

- ✓ Assess the weight of the load and get help if it is beyond your capacity. Where appropriate, use mechanical aids provided
- ✓ Size up the job – remove any obstructions; note any snags and make sure there is a clear space where the load has to be set down. Ensure that you can see over the load when you are carrying it
- ✓ Look out for any splinters, projecting nails, sharp edges or wire
- ✓ Wear gloves where appropriate
- ✓ Stand close to the object and with your feet 8 to 12 inches apart, pointing in the direction you intend to move
- ✓ Put your chin in – avoid moving your head backwards or forwards
- ✓ Bend your knees to a crouching position, keeping your back straight (not necessarily vertical)
- ✓ Get a firm grip at opposite corners of the load with the palm of your hand and the roots of your fingers, arms as close to the body as possible
- ✓ Lift with your thigh muscles by looking up and straightening your legs
- ✓ Apply the above principles to any movement of loads such as pushing, pulling, digging, shovelling etc.
- ✓ Use the reverse procedures when setting down the load



DO NOT!

- X** Change grip while carrying
- X** Twist your upper body. Always move your feet in the direction of travel
- X** Continue to work if you feel strain. Instead stop working and report to your supervisor

Training

As some work activities give rise to risks which can only be controlled by adherence to certain procedures, safe working procedures have been developed and should be adhered to at all times.

Staff members with manual handling duties complete practical manual handling training.

Manual handling risk assessments are available on request from the Health & Safety Office. An elearning programme also outlines the principles of good manual handling techniques.

REMEMBER:

When you lift the right way, the most powerful muscles in the body - those in the legs - take the load.



Some chemical substances can be potentially harmful. They can, however, be used safely providing that the appropriate precautions are taken. The following guidance is applicable to all chemical substances. For more detailed information you should refer to the safety data sheets. These give detailed guidance on the hazardous properties, and the precautions to be taken for substances you will encounter.



- ✓ Always read the label on any container and safety data sheet and follow instructions. Label any container you fill with a chemical with a copy of the label from the original container. See section 2 of the safety data sheet
- ✓ Before handling a chemical make yourself familiar with the hazards and risks. Plan how you will use the chemical and identify your emergency procedures
- ✓ Wear the recommended protective clothing and equipment when working with chemicals.
- ✓ Carry out instructions carefully when transferring chemicals from one vessel to another. The use of contaminated containers may be dangerous
- ✓ Always use the earthing leads provided when transferring flammable liquids from a metal drum to another container
- ✓ Keep all toxic materials in clearly labelled, well sealed containers, in a locked location
- ✓ Plan what you will do with the waste container and any waste chemical that you may have
- ✓ Store flammables and oxidisers separately



DO NOT!

- ✗ Taste or smell any chemical or let it come in direct contact with your skin
- ✗ Eat, drink or smoke while working with hazardous agents
- ✗ Use flammable chemicals near sources of ignition
- ✗ Mix chemicals unless you are certain they don't react and you have been trained or know what reaction will take place
- ✗ Store oxidisers and flammables together



Toxic



Longer term health hazards such as carcinogenicity



Caution - used for less serious health hazards like skin irritation



Dangerous to the environment



Oxidising



Corrosive



Explosive



Gas under pressure



Flammable

These are just some examples of the warning pictograms.
GET TO KNOW YOUR PICTOGRAMS!

If correctly used, a portable ladder can provide a safe means of access when working at heights. Incorrect use can, however, cause severe injury. Ladders should only be used for temporary work or for work of short duration. Every time a ladder is used, you must ensure that work is planned, organised and a risk assessment completed.



DO!

- ✓ Choose the correct ladder for the job. Remember it must extend at least one metre above the landing or workplace
- ✓ Inspect the ladder for defects. Wooden ladders must not be painted, as paint will conceal any defects
- ✓ Make certain that no overhead power lines are within your reach or within reach of the ladder. Metal ladders must not be used where there is a risk of accidental contact with live electrical apparatus
- ✓ Always get help if you want to move a long ladder
- ✓ Stand the ladder on a firm base. Position it so that it rests at an angle of at least 70 degrees i.e. one foot out for every four feet up
- ✓ Get a colleague to foot the ladder while you securely lash the head.
Ladders Must Always Be Lashed Or Footed
- ✓ Hold the rungs rather than the sides of the ladder when climbing or descending



DO NOT!

- ✗ Over-reach from a ladder – Move it and be safe
- ✗ Allow more than one person on the ladder at one time
- ✗ Carry materials up the ladder. Use a tool belt or hoist line
- ✗ Lengthen extending ladders beyond the safe overlap marked on the sides
- ✗ Aluminium ladders can produce a spark when brought into contact with rusty steel and therefore should not be used in hazardous areas

Fixed Ladders



The rules for correct and safe use of portable ladders apply equally when climbing or working off fixed metal ladders. Remember to close the safety gate or drop bar when you are on an elevated platform.

Work on Roofs



Working on roofs is covered by very strict rules, designed to prevent you from falling. A permit to work and a method statement, which will specify the detailed precautions to be taken, will cover such work. These are available from the Estates Office.



Special care is required for the storage and use of gas cylinders. Their contents may be at high pressure, flammable or potentially harmful. The following guidelines are applicable to most cylinders, but you should also refer to information provided by suppliers and relevant risk assessments.



- ✓ Store cylinders correctly in a well-ventilated area – away from sources of heat, out of direct sunlight
- ✓ Ensure all gas cylinders are labeled and that the colour codes are understood
- ✓ Store oxidizing gases separate from flammable gases, full cylinders separate from empty cylinders
- ✓ Ensure that cylinders stored in an upright position are secured in a way to prevent falling.
Some cylinders like acetylene must always be stored in the vertical position. Remember, an acetylene cylinder is never empty
- ✓ Clearly label and segregate full and empty cylinders
- ✓ Always open the cylinder valve slowly; close the cylinder valve only sufficiently enough to shut off the gas. Do not use excessive force – use only the standard key provided
- ✓ Report leaking cylinders immediately to your supervisor
- ✓ Keep cylinders and valves clean. Clear out any grit or liquid by opening the cylinder valve momentarily before attaching regulators or fittings; stand clear of outlet. If the gas is flammable or toxic the valve must be cleared in the open air. Remember the cylinder head (Valve to release gas) will differ for flammable gases and inert gases
- ✓ Keep the cylinder key with the cylinder and turn the cylinder off after use



DO NOT!

- ✗ Drop cylinders or allow them to strike each other violently
- ✗ Allow oil or grease to contaminate a cylinder and its fittings, as these can ignite violently in the presence of compressed air or oxygen
- ✗ Use cylinders as rollers, work supports, etc.
Keep cylinders on wet surfaces or soft earth – it will accelerate corrosion.
- ✗ Open a high-pressure hydrogen cylinder directly to the atmosphere – it may ignite.
- ✗ Mix gases in a cylinder
- ✗ Test for leaks with a flame – use soapy water
- ✗ Use cylinders with leaking or damaged connections
- ✗ Tamper with safety devices on valves or cylinders



The main causes of most injuries involving hand tools are the use of unsuitable tools, their incorrect use or their incorrect storage.



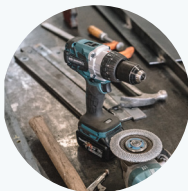
DO!

- ✓ Use the correct tool for the job
- ✓ Keep your hands behind the cutting edge when using cutting tools
- ✓ Keep unsheathed knives, chisels and other sharp tools in a safe place – not in your pocket
- ✓ Ensure that all electrical equipment is properly grounded and subject to periodic inspection
- ✓ Inspect cords of electrical equipment regularly
- ✓ Wear suitable PPE when using power tools
- ✓ Store tools in a safe and tidy fashion



DO NOT!

- X** Lift or drag power tools by their cables
- X** Attempt to change or dress an abrasive wheel unless you are authorised and competent to do so
- X** Force a portable grinder against the work, as dangers on the wheel may develop
- X** Take your eyes off the job – pay attention to what you are doing
- X** Alter, adapt or interfere with the design function of tool



Misuse of electricity can result in fire, explosion, electrocution, personal injury and even death. It is essential therefore that a standard code of behaviour be observed with all electrical equipment, in order that it be treated with the respect it deserves. Only competent, authorised personnel are permitted to work on electrical systems or maintain electrical equipment.



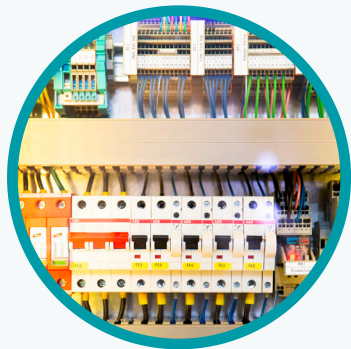
DO!

- ✓ Report broken, ineffective, or damaged electrical equipment, such as loose connections and frayed cables, to your supervisor
- ✓ Ensure that no one can come into contact with such equipment until it is repaired
- ✓ Ensure that there is clear access to switchboards and other similar installations, in case isolation is required in an emergency
- ✓ Assume all electrical circuits are alive
- ✓ Keep scaffolding poles, cranes, vehicles and ladders well away from overhead wires
- ✓ Switch off at the socket before removing the plug
- ✓ Learn what to do in case of electrical shock. Before attempting rescue first ensure that the source is isolated
- ✓ Switch off when you have finished with the equipment



DO NOT!

- X** Attempt unauthorised use, repair or maintenance
- X** Interfere with a junction box. (e.g. jam wires in socket with matchsticks or nails)
- X** Run power tools from lamp sockets so they cannot be earthed
- X** Hang cables on nails or leave them lying around where they can get damaged or wet
- X** Use equipment with the earth wire pulled out of its terminal
- X** Misuse an earthing clamp on welding sets



Section

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Individual Health & Safety Issues

Harassment and Bullying



TU Dublin is committed to promoting an environment that is free of harassment and bullying and one in which all members have a right to be treated with dignity.

Relevant policies are available from Human Resources.

For further information on this contact Human Resources.



Stress



In recent years there has been increasing concern about stress at work and its effect on workers. TU Dublin's Employee Assistance Program (EAP) is available to all staff. The EAP provides a counselling/guidance services to staff, which is free and confidential. TU Dublin offers a free, strictly confidential counselling and information service (Employee Assistance Programme) provided by VHI Corporate Solutions.

In addition the Staff Development Office arranges courses on stress management, time management, dealing with conflict and wellbeing.

For further information or counselling service call freephone 1800 995 955

Whether you decide to get in touch with VHI over the phone or via email, **support is available 24 hours a day, 365 days a year.**

The service being provided by VHI is being managed through the Leave and Benefits team within HR.

Leave and Benefits Team at
hr.grangegorman@tudublin.ie



Ergonomics

All new equipment and work methods should be assessed for ergonomic hazards prior to purchase and commencement of work. Local management should ensure that this happens and that corrective action is put in place where existing problems are identified as part of the Risk Assessment process.

DSE/VDU & Workstation Risk Assessments are available on request from the Health & Safety Office.

Work Permits

Certain tasks require a permit to work, for example; confined space work, electrical work, hot work involving heat generation, access to certain areas, work at a high level, excavation etc. The objective of the permit to work system is to ensure that all hazards are recognised and all the necessary precautions have been taken.

If you are involved in a 'Permit of Work' activity, the local Estates Office will provide information/guidance on this.

Disability

Please contact the Health & Safety Office if you have a temporary/permanent disability. An assessment of your needs can be carried out in relation to your activities while at work/college.



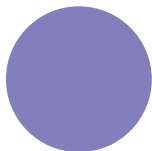
Pregnant & Breastfeeding Mothers

You should advise your manager/supervisor if you are pregnant as soon as possible. Management will ensure that tasks that present a risk to pregnant or breastfeeding employees and students are identified.

Following an assessment of those risks, changes/controls will be introduced, where practicable to reduce/eliminate the risks. Please contact your Health & Safety Office for a pregnancy risk assessment.

Vehicle Parking

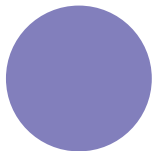
- Park all vehicles in designated areas, reverse into bay.
- Don't let your vehicle obstruct exits, passageways or other vehicles.
- Drive with due care at all times.
- Be aware of working vehicles.
- Obey site specific procedures.
- Obey speed limits.



Consultation Procedures

Communicate safety matters through:

- Local Management.
- Safety Team Members.
- Health and Safety Representatives.
- Health and Safety Office.
- Occupational Health Advisors.
- Student Safety Representatives.
- Estates Office



Section

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Medication

Carry on your person at all times any medication required e.g. antihistamines and EpiPen.

'EpiPen' is an injection containing epinephrine, a chemical that narrows blood vessels and opens airways in the lungs. These effects can reverse severe low blood pressure, wheezing, severe skin itching, hives, and other symptoms of an allergic reaction.

Signs & Symptoms

SIGNS AND SYMPTOMS OF AN ALLERGIC REACTION (not all may be present);

- Swollen lips, face and tongue
- Coughing tingling (pins and needles) in mouth
- Tightness in throat (feeling that airways are closing)
- Hoarseness or trouble speaking
- Fast heartbeat or pulse
- Anxiety or dizziness
- Severe **reaction**: Anaphylaxis or anaphylactic shock

Anaphylaxis is a life-threatening condition identified by the following criteria; sudden onset and rapid progression of symptoms, difficulty breathing, diminishing consciousness, red, blotchy skin.



anaphylaxis

How You Can Help



- If you require assistance, ask students/bystanders to go to the front desk/reception to call for a first-aider
- Do not leave the person alone until help arrives
- Ask students/bystanders to leave the area

1. MINOR REACTION

- When or if symptoms appear the person may take antihistamines to manage the reaction and to prevent it worsening
- Following a minor allergic reaction send the person to the Student Health Centre or to their own GP

2. SEVERE REACTION (ANAPHYLAXIS)

If Conscious

- Call Emergency Services immediately, dial 999 or 112 (you may need to dial 0 from a TU Dublin landline). If the person is carrying medication e.g. Epipen inform call operator and follow their advice
- If the person is conscious s/he will be able to administer their Epipen
- Make sure the person is comfortable and can breathe as best s/he can while waiting for Emergency Services help to arrive. If the person is conscious, sitting upright is normally the best position

If Unconscious

- If the person becomes unconscious inform Emergency Services
- Put the person into the recovery position
- Check and monitor vital signs

If you are a trained first-aider, follow training procedures.

Signs & Symptoms

SIGNS AND SYMPTOMS OF AN ASTHMA ATTACK (not all may be present);

- Cough
- Wheeze
- Shortness of breath
- Chest tightness
- Too breathless to finish a sentence
- Too breathless to walk, sleep or eat
- Lips turning blue



How You Can Help

- If you require assistance, ask students/bystanders to go to the front desk/reception to call for a first-aider
- Do not leave the person alone until help arrives
- Ask students/bystanders to leave the area

Your aim during an asthma attack is to ease the breathing and if necessary get medical help.

You need to keep the person calm and reassure them;

- If the person has a blue reliever inhaler/inhaler then encourage him/her to use it. It should relieve the attack within a few minutes, if not improved within 10 mins call an ambulance.
- Encourage the person to breathe slowly and deeply
- Encourage the person to sit in a position that s/he finds most comfortable. Do not lie him/her down
- A mild asthma attack should ease within a few minutes of using the inhaler. If it doesn't then assist the person in the use of his/her inhaler (one or two puffs) every two minutes until s/he has had 10 puffs
- Monitor his/her vital signs - breathing, level of response and pulse

Caution:

If the attack is severe, the inhaler is having no effect or the attack appears to be getting worse dial 999 or 112 for Emergency Services (note: you may need to dial '0' to get an outside line if using a campus landline).

If the person becomes unconscious open the airway and check breathing and be prepared to **begin chest compressions and rescue breaths (CPR)**.

If you are a trained first-aider, follow training procedures.

Signs & Symptoms

SIGNS AND SYMPTOMS OF DIABETES (not all may be present);

- Extreme tiredness and loss of concentration
- Severe thirst
- Dizziness or loss of coordination
- Erratic or argumentative behavior
- Pale and/or sweaty skin
- Can seem drunk
- Loss of consciousness if not treated promptly



How You Can Help

- If you require assistance, ask students/bystanders to go to the front desk/reception to call for a first-aider
- Do not leave the person alone until help arrives
- Ask students/bystanders to leave the area

FIRST-AID PROCEDURE DIABETIC EMERGENCY:

1. If Conscious

- If the person is fully conscious give them something sweet to eat or drink. An improvement usually occurs within minutes
- When the person is more alert, offer something more substantial to eat
- Stay with and reassure the person until they have recovered
- Once recovered, advise the person to obtain medical advice
- If the person does not improve or if further deterioration occurs, call Emergency Services 999 or 112 (note: you may need to dial '0' to get an outside line if using a campus landline)

2. If Unconscious

- Support the person on their side (recovery position) and call Emergency Services 999 or 112
- DO NOT give the person anything to eat or drink
- Monitor vital signs (breathing, pulse etc.)
- Stay with the person until help arrives

DO NOT try to give the person a dose of insulin because this can be dangerous unless a medical assessment has been carried out and the patient's blood sugar level tested.

If you are a trained first-aider, follow training procedures.

Signs & Symptoms

SIGNS AND SYMPTOMS OF FAINTING (not all may be present);

- Dizziness
- Weakness
- Sweating
- Blurred vision, seeing spots
- Headache
- Sensation that the room is moving
- Ringing in the ears (see tinnitus)
- Nausea, vomiting



How You Can Help



- If you require assistance, ask students/bystanders to go to the front desk/reception to call for a first-aider
- Do not leave the person alone until help arrives
- Ask students/bystanders to leave the area

FIRST-AID PROCEDURE FOR FAINTING:

1. Raise legs above heart

- Help the casualty to lie down
- If s/he has already fainted, open their airway and check breathing
- Raise his/her legs above heart (chest level)

2. Get fresh air to casualty

- Loosen tight clothing around the neck, chest and waist

3. Reassure casualty

- Once the casualty starts to recover, reassure him/her constantly and help them to sit up slowly
- Treat any associated injuries
- If the casualty does not improve or if further deterioration occurs, call an **Emergency Services 999 or 112**
(note: you may need to dial '0' to get an outside line if using a campus landline)

How You Can Help

- If you require assistance, ask students/bystanders to go to the front desk/reception to call for a first-aider
- Do not leave the person alone until help arrives
- Ask students/bystanders to leave the area

Heart Attack Recognition

- Vice-like chest pain, spreading to one or both arms
- Discomfort, like ingestion, in upper abdomen
- Sudden collapse
- Ashen skin and blueness at lips
- Breathlessness
- Sudden faintness
- Profuse sweating
- Sense of impending doom
- Rapid, then weakening pulse

DO NOT give fluids. If the person loses consciousness, open the airway and check breathing. If the person is not breathing normally or agonal breathing (irregular, gasping breaths) be ready to give rescue breaths and chest compressions.

ACTION:

1. Make the person comfortable

- Help the person into a half sitting position
- Support his/her head shoulders, and knees
- Reassure the person

2. Call emergency services (112/ 999)

- Tell the controller that you suspect a heart attack

3. Give the person medication

- If the person is conscious, give one tablet of aspirin to be chewed slowly
- Aspirin is stored in the AED bag located at the front desk of campus buildings

4. Monitor person

- Encourage the person to rest
- Monitor and record vital signs, level of response, pulse, and breathing, until help arrives

If you are a trained first-aider, follow training procedures.

1. Check response

- **If no response call for help** (Emergency Services 112/ 999). **Ask for the AED.**

2. Open airway

- Place one hand on the person's forehead, and gently tilt his/her head back
- Place the fingertips of your other hand under the point of the person's chin. Lift the chin

3. Check breathing

- Look for chest movement, listen for sounds of breathing, and feel for breath on your cheek. Do this for no more than 10 seconds
- If s/he is breathing normally, check for life-threatening conditions such as severe bleeding. Place in recovery position
- If s/he is not breathing or has agonal breathing, begin rescue breaths

How to Give Rescue Breaths**1. Make sure that airway is still open**

- Make sure that the person's head remains tilted, by keeping one hand on his/her forehead and two fingers on the other hand under the tip of this chin

2. Pinch nose and open mouth

- Use your thumb and index finger pinch the soft part of the person's nose firmly
- Make sure that his/her nostrils are closed to prevent air from escaping
- Open his/her mouth

3. Begin rescue breaths

- Take a breath and place your lips around the person's lips, making sure that you form a good seal
- Blow steadily into the mouth until the chest rises. This should take 1 second. Maintaining head tilt and chin lift, take your mouth away and watch the chest fall. If the chest rises visibly and falls fully, you have given a breath
- Give two rescue breaths

4. Begin chest compressions and rescue breaths (CPR)

- Give chest 30 compressions, followed by two more rescue breaths. Continue alternating rescue breaths and chest compressions until emergency help arrives, the person starts breathing normally, or you are exhausted to continue
- If the person starts breathing normally but remains unconscious, place her/him in the recovery position

Incorporate the use of AED (if trained to do so)

If you are a trained first-aider, follow training procedures.



- If you require assistance, ask students/bystanders to go to the front desk/reception to call for a first-aider
- Do not leave the person alone until help arrives
- Ask students/bystanders to leave the area

FIRST-AID PROCEDURE FOR A PANIC/ ANXIETY ATTACK:

- Remain calm
- Comfort the person in a reassuring but firm manner
- Ask them if they know what is happening and whether they have ever had a panic attack before
- Check medical history of any breathing difficulties e.g. asthma, current illness etc.
- Take them to an open but calm private space and keep bystanders away
- Reassure them that they are safe and that the symptoms will pass
- If experiencing rapid breathing or shortness of breath, direct the person to make a mask with their hands and put them firmly over their nose and mouth (use a paper bag if available but never use a plastic bag)
- Ask the person to concentrate on breathing deeply through the nose and breathing out through their mouth SLOWLY
- It can be helpful to count breaths. Ask the person to breathe in and out on your count. Begin by counting aloud, encouraging the person to breathe in for 2 and then out for 2, gradually increase the count to 4 and then 6 if possible until their breathing has slowed down and is regulated
- If the person is feeling faint sit them on the floor with their back against a wall and direct them to place their head between their knees until the feeling passes
- Stay with and reassure the person until they have fully recovered
- Once recovered, advise the person to rest and obtain medical advice

Call an ambulance 999 or 112 if:

- If this is the person's first time to experience a panic attack or breathing difficulties
- The person does not begin to improve after 15 minutes or further deterioration occurs

If you are a trained first-aider, follow training procedures.

Signs & Symptoms

WARNING SIGNS OF POSSIBLE SEIZURES MAY INCLUDE;

- Odd feelings, often indescribable
- Unusual smells, tastes, or feelings
- Unusual experiences – “out-of-body” sensations; feeling detached; body looks or feels different; situations or people look unexpectedly familiar or strange
- Feeling spacey, fuzzy, or confused
- Periods of forgetfulness or memory lapses
- Daydreaming episodes
- Jerking movements of an arm, leg, or body
- Falling
- Tingling, numbness, or feelings of electricity in part of the body
- Headaches
- Unexplained confusion, sleepiness, weakness
- Losing control of urine or stool unexpectedly



How You Can Help



- If you require assistance, ask students/bystanders to go to the front desk/reception to call for a first-aider
- Do not leave the person alone until help arrives
- Ask students/bystanders to leave the area

FIRST-AID PROCEDURE FOR SEIZURES:

- Stay calm, most seizures only last a few minutes
- Prevent injury by moving any nearby objects out of the way
- **Pay attention to the length of the seizure**
- Make the person as comfortable as possible
- Clear the area (ask students/ bystanders to leave the classroom/ area)
- **DO NOT** hold the person down
- **DO NOT** put anything into his/her mouth
- **DO NOT** give the person water, pills, or food until s/he is fully alert
- **If the seizure continues for longer than 5 minutes call Emergency Services 999 or 112** (note: you may need to dial '0' to get an outside line if using a campus landline)
- Aid breathing by gently placing person in the recovery position once the jerking has stopped
- There may be a risk of vomiting before the person is fully alert. Therefore his/ her head should be turned so that any vomit will drain out of the mouth
- Be sensitive and supportive, and ask students/ staff to do the same
- Stay with the person until s/he recovers

If you are a trained first-aider, follow training procedures.

FRONT DESK RECEPTION CONTACTS

Aungier Street Campus

Aungier Street Entrance: (01) 402 3061

Bishop Street Entrance: (01) 402 7004

Bolton Street Campus

Kings Inn Street Entrance: (01) 402 3607

Linenhall: (01) 402 4000

E-Block: (01) 402 3724

Beresford Street: (01) 8727157

Cathal Brugha Street Campus

Cathal Brugha St.: (01) 402 4302

Sackville Place: (01) 402 7542

Marlborough St.: (01) 402 4500

Mountjoy Square: (01) 402 4100

Grangegorman Campus

Security Control Centre (Orchard House) 24 hour

TU Dublin City (01) 402 4209 / (01) 402 4206 / (01) 838 5892

TU Dublin City Internal Extension: 2999

Rathdown House: (01) 402 4270

Park House: (01) 838 5108

Kevin Street Campus

Main Building: (01) 402 4625

Church Lane: (01) 402 4622

National Optometry Centre: (01) 402 4900

Annexe: (01) 402 4612

Rathmines Campus

163 Rathmines Conservatory: (01) 402 3451

Chatham Row: (01) 402 3576

IMPORTANT TELEPHONE NUMBERS

Emergency Services

112 / 999

(If dialing from a campus landline phone
you may need to dial "0" for an outside line)

Hospital

Northside: (01) 803 2000 Mater Hospital

Southside: (01) 410 3000 St. James Hospital

Dublin City Council	(01) 222 2222
Garda Síochána (<i>Northside</i>)	Bridewell: (01) 666 8200 Mountjoy Square: (01) 666 8600 Fitzgibbon Street: (01) 666 8400 Store Street: (01) 666 8000
Gas Networks Ireland	Kevin Street: (01) 666 9400
24 hour Emergency	Pearse Street: (01) 666 9000
ESB Fault Emergency Line	1850 372 999 / Fault & Emergency: 021 4537000 (open 24 hours, 7 days per week)
Health & Safety Authority	1890 289 389
Samaritans	1850 60 90 90
Environmental Protection Agency	1890 33 55 99
Employee Assistance Programme (VHI Corporate Solutions)	Freephone 1800 995 955 (24 hour/ 7 days a week/ 365 days a year)
National Poisons Information Centre	Members of Public: +353 (1) 809 2166 (8.00 a.m. to 10.00 p.m. 7 days per week)

TU DUBLIN CITY



Central Switchboard	(01) 402 3000
TU Dublin City Chaplaincy	(01) 402 4308
Security Control Centre 24 hours (Orchard House, Grangegorman)	(01) 402 4209 / (01) 402 4206 / (01) 838 5892 Internal Extension: 2999
Student Counselling Service	(01) 402 3352
Estates Help desk	(01) 220 7666
Estates Officer	(01) 220 5034 - 087 225 0015
Health & Safety Advisor	086 389 1080
Public Affairs Office	(01) 402 7138
Student Health Centres:	Linenhall: (01) 402 3614 Aungier St.: (01) 402 3051



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Prepared by the Health & Safety Office