

The University of Dublin

Trinity College

Minutes of the College Safety Committee Meeting held on 21st November 2007 in the Boardroom

Present Mrs. M. Coffey (in the Chair), Vice Provost (Prof. R. Byrne), Mrs. I. Hook, Mr T. Kearney, Mr. T. McMahon, Dr. M. Bridge, Dr. R. Russell, Mr. D. Buggy, Mr. A. Frenda, Mr. N. Leddy, Mr. P. Mc Donnell, Mr. T. Merriman.

Apologies Dr. E. Doorly, Dr. L. Bradley, Mr. P. Mangan, Dr. D. McGrath, Mr. P. Nowlan, Mr. B. Garrahan, Ms. U. Faulkner, Dr. F. Falkiner.

SA/07-08/01 – Minutes

The minutes of the meeting held on 19th June 2007 were approved by the Committee and signed by the Chairman.

SA/07-08/02 - Matters Arising

Matters arising from the minutes were discussed and are recorded below (see minutes SA/07-08/03 to SA/07-08/04)

SA/07-08/03 - Fire in Pharmacy Building

The Deputy Director of Buildings reported that the architect for this building is pursuing the contractor regarding works required as a result of problems with the original building. He said that necessary remedial works will be carried-out in consultation with the building users. The Committee agreed that initial cost cutting in the construction of new buildings can lead to higher running and maintenance costs later on. The Deputy Director of Buildings said that new procurement legislation provides for tighter controls on project management responsibilities of design teams and contractors. The Committee noted that closer supervision, along with the involvement of the Safety Office throughout the project, will prove beneficial both in terms of costs (short and long-term) and in the overall integrity of the building in question.

SA/07-08/04 - Hazardous Materials Facility

The College Safety Officer reported that he is continuing to try to secure a date for a Health and Safety Authority inspection of the Hazardous Materials Facility on the top floor of the Panoz Institute. It was noted that it has been approximately 9 months since this inspection was first sought and that the HSA should be pressed to commit to a date by the College Safety Officer.

SA/07-08/05 – College BioSafety Committee

The College Safety Officer reported that an initial meeting of the College BioSafety Committee (CBSC) had taken place on Nov 14th 2007 and had agreed terms of reference to be put before the College Safety Committee. The Committee agreed that the continued operation of the BioSafety Committee is

necessary, especially in view of concerns raised from the Environmental Protection Agency. The appointment of Dr. Michael McKillen (Biochemistry) as Chairperson of the CBSB was confirmed. The Committee approved the revised Terms of Reference for the BioSafety Committee, as circulated and suggested that the BioSafety Committee should endeavour to meet before Christmas 2007.

SA/07-08/06 – Health & Safety Authority Guidelines

HSA Guidelines for Directors and Senior Managers for Workplace Safety and Health were circulated to the Committee for consideration. The Committee agreed to request the Secretary to circulate this document to Board, Executive Officers, Heads of Schools and Heads of Administration Areas. The College Safety Officer highlighted the culpability element of the guidelines, indicating that all members of staff in a position of authority are responsible for ensuring the guidelines are adhered to.

The College Safety Officer undertook to review the guidelines and to issue advice and assistance required by managers in implementing the guidelines. The Committee agreed to set up a Sub-Committee to assist in this review as follows;

Dr. R. Russell
Dr. M. Bridge
Mr. Tom Merriman, College Safety Officer
Mr. Pat McDonnell, Deputy Director of Buildings

The issue of Unit Safety Officers was discussed by the Committee and the College Safety Officer circulated a list of current, trained Safety Officers throughout the College.

The College Safety Officer undertook to write to the Faculty Office offering assistance in setting up the Faculty Safety Committees.

SA/07-08/07 – College Risk Reduction Budget

The College Safety Officer told the Committee that, taking in to account the savings made in this year's insurance renewal, the Risk Reduction Budget has been increased to €600,000. The additional funds are being provided specifically to deal with issues identified by insurers.

It was suggested that the risk reduction costs associated with the Hazardous Materials Facility should be met by Research Contract Funds and the Committee discussed the notion that there should be a surcharge applied to users of this facility. The Vice Provost suggested that a representative of the CSC should investigate where the responsibility of payment for use of this facility should lie. The College Safety Officer undertook to discuss this with the Director of Bio Resources and said that he will put together a proposal for the Risk Reduction budget for the next meeting.

SA/07-08/08 – College Signage

The College Safety Officer noted that proposals were received for signage in the stairwells of the Panoz Building that includes room numbering signs which will aid in evacuations situations. In addition the Buildings Office is proposing to erect new building identification and wayfinding signage. The Committee agreed that a report should be sent to SFC highlighting the difficulties in locating affected areas for Emergency Services when responding to calls. He said that the Fire Safety Officer is in the process of creating comprehensive pre-fire plans for College to assist the emergency Services to respond to fires.

The Committee agreed to invite the Fire/Safety to make a presentation at the next meeting

SF/07-08/09 – Procurement

It was agreed by the Committee that the Procurement Office should be required to consult with the Safety Office in relation to procurement where safety issues are a consideration. The College Safety Officer undertook to write to the Procurement Office on behalf of the Committee to make this request.

SA/07-08/10 – Accident Reporting

The College Safety Officer reported that his office is in the process of developing a new online system of reporting incidents and accidents, however the Committee noted that the 'paper trail' is still necessary for insurance claims.

Date of Next Meeting

To be confirmed.

Signed _____
Chair of College Safety Committee,
Mrs. M. Coffey.

Date _____