

The University of Dublin

Trinity College

**Draft Minutes of the College Safety Committee Meeting held on 18th May 2012 in the
College Board Room.**

Present:

Ms D. Kneafsey – Chief Operating Officer (COO), Chair

Ms N. Murray – Board Representative

Dr M. McKillen – Representative of the College Biosafety Committee

Dr. M. Bridge – Representative, College Chemical Safety Committee

Mr P. Mangan – Pat M.C. Donnell (DDoB) attended for Director of Buildings

Dr D. McGrath – Medical Director, College Health Service

Mr E. Rhatigan – Safety Representative, Facilities

Mr T. Merriman – Secretary, College Safety Officer (CSO)

Mr M. McAndrew – President, Graduate Students Union

Ms K. O' Doherty – Representative, Faculty of Engineering, Mathematics and Science
Safety Committee

Apologies:

Mr T. Mc Mahon – Representative, Human Resources Department

Mr. J. O'Byrne – Safety Representative, Buildings Office

Dr. J. Labrador – Safety Representative, Faculty of Engineering, Mathematics & Science

Ms L. Miller – Students' Union

Ms A. FitzGerald - Representative, Administration and Support Services Safety Committee

Dr J. Richardson – Representative, Faculty of Health Sciences Safety Committee

Mr B. Garrahan – Safety Representative, Library Services

Dr.E.Doorly – Representative of the Radiological Safety Committee

Ms.V.Smith – Representative, Faculty of Arts Humanities and Social Sciences
Safety Committee

In attendance: Ms S. Dixon, Director of Buildings' Office

Section A

SA/11-12/16 – Minutes

The minutes of the meeting held on 24th February 2012 were approved by the Committee and signed by the Chair.

SA/11-12/17 Matters Arising

Follow up on Actions requested from last meeting:

(a) DDoB to follow-up on tracking of lifts breaking down emergency call outs.

Pat Mc Donnell, Deputy Director of Buildings Office reported that he spoke to Buildings Office and they notified him that College has a contract with Irish Lift Services. He spoke to Irish Lift Services and clarified the frequency of checking lifts is once a month. He also confirmed response times for the following:

Entrapment – 1 Hour

General - 4 Hours

With regard to the case in the Long Room Hub, where a person in a wheelchair got trapped upstairs due to lift breaking down there is now a contingency in place for an Evacuation Chair to be available at all times by security in college.

The College Safety Officer informed us that following last meeting two new evacuation chairs had been purchased.

b) CSO to develop guidelines on event management/risk assessment

Tom Merriman, the College Safety Officer provided a sample of a Risk Assessment Form to be included on Webpage.

Section – B

SA/11-12/18 – Annual Report of the College Safety Committee

The CSO brought the Annual Report of the College Safety Committee to be sent to the board. The Annual Report was reviewed at last meeting so appendix F was the only section reviewed.

Appendix F was an analysis of accident reports provide by the college safety officer. There was quite a few comments passed by all members but all were happy with the breakdown. The only change request was that within Types of Accidents Cuts & Needle sticks be divided into Biological & Non- Biological.

The Committee was informed that a web based accident report form is being researched. Some members suggested that maybe have accident report forms in a box beside every first aid kit to be completed every time the first is box is opened to treat a person.

Dr M. McKillen suggested that there be a student Wellness course set-up to inform students of best practices for taking care of their body & mind in order to get the most of their education. (This was after his department noted a lot of students collapsing in labs)

Action: (A) Make requested change to Appendix F
(B) Update at next meeting on web based accident report form

SA/11-12/19 – Membership of the Administrative and Support Services Safety Committee

Following a review of its membership Ms A. Fitzgerald, Chair of the Administrative and Support Services Safety Committee, recommend that a representative from the Science Gallery should sit on that sub-committee. A representative was nominated.

Action: To inform committee of name of representative.

Section – C

SA/11-12/20 – Lack of Consistency in Meetings/Minutes

The COO had pointed to a lack of consistency in the frequency of meetings and in the reporting of various sub-committees of College Safety Committee. She queried the representatives present as to inform her of any updates from various safety sub-committees. . Responses are minuted below.

SA/11-12/21 – Report from the Faculty of Arts, Humanities and Social Studies Safety Committee

No minutes provided.

Action: The sub-committee is to review its terms of reference or increase the frequency of its meetings. It will be re-organised.

SA/11-12/22 – Report from the Faculty of Engineering, Mathematics and Science Safety Committee

Karen o' Doherty the representative of this sub-committee was present. She informed the committee that the sub-committee met on 8th March 2012.

Action: Minutes to be provided.

SA/11-12/23 – Report from the Faculty of Health Sciences Safety Committee

The committee was informed that the sub-committee has met the previous week.

Action: Minutes to be provided.

SA/11-12/24 – Minutes/Report from Administrative and Support Services Safety Committee

A sub-group of this committee has been set up to adjudicate on bids for funding provided by the College Safety Committee.

Action: None

SA/11-12/25 –Minutes/Report from the Radiological Safety Committee

The minutes of the meeting of the 9th May 2012 were provided.

Action: None

SA/11-12/26 – Minutes/Report from the College Chemical Safety Committee

Dr M Bridge informed the committee that the sub-committee met on March 12th 2012 and approved terms of reference.

Actions:

- No action required

SA/11-12/27 – Report from the College Biosafety Committee

Dr McKillen reported that the College Biosafety Committee had met a number of times so far this year and was very busy dealing with Biosafety policies.

Dr McKillen provided a report for the committee.

Action: Formal minutes to be taken for future meetings for submission to the College safety Committee

SA/11-12/29 - A.O.B

No further issues were discussed

Signed.....

Date.....

Ms D. Kneafsey, Chair
Chief Operating Officer