

3. Emergency Evacuation

When the fire alarm sounds:

- ◆ Fire alarms generally have a repetitive oscillating high pitch sound.
- ◆ Upon hearing the fire alarm you must evacuate the building immediately through the nearest exit. Know your escape route and Assembly Point prior to starting work
- ◆ Exits are clearly marked.
- ◆ Go to the designated Assembly Point and await further instruction.

b) Setting off the alarm (Contractors):

- ◆ Sound the alarm from one of the many alarm **break glass units** throughout the premises.

c) Alerting / Contacting the Emergency Services (Contractors):

- ◆ Telephone the Security Centre (**dial 1999** on any internal phone)
- ◆ or, use your mobile phone - **01 896 1999**

d) First Aid (Contractors):

- ◆ There are trained First Aid personnel available to administer first aid when required. A doctor is available for emergencies in the College Health Centre (01 8961556).
- ◆ See your Contact Person or contact the Security Centre (**mobile phone - 01 896 1999**).

e) Spillages / Accidents / Near misses (Contractors):

- ◆ Report any hazardous spillage, accident or near miss to your Contact Person or the Supervisor of the area **immediately**.

Your Contact Person will be overseeing your health and safety while you are on the College premises; however you have a responsibility for your own health and safety and for others who may be affected by your work or actions.

You are obliged to observe all health, safety and environmental precautions while you are on the College premises. Contractors are required to have a **safe system of work** for the work to be carried out and be in possession of an **in date Safe Pass registration card**. Failure to comply puts yourself and others at risk and you may be requested to leave the College premises.

All Contractors must have adequate **Employers / Public Liability Insurance** cover before undertaking any work or services for the University of Dublin, Trinity College.
I/we have read these instructions and fully understand my/our responsibilities:

Signed: _____ (Print name: _____)
Signed: _____ (Print name: _____)
Signed: _____ (Print name: _____)
Signed: _____ (Print name: _____)
Date: _____ Company: _____

Return this signed booklet to your Contact Person on completion of the contract and before leaving the premises. Thank you.

University of Dublin



Trinity College

Health, Safety and Environment Information for Contractors

Please sign and return this booklet to your Contact Person on completion of the contract and before leaving the College premises.

Revision 2 – Sept. 2014 (K.Flynn)

Welcome to the University of Dublin, Trinity College.

Health, Safety and Environmental (HSE) care constitutes an essential element of our College policies. In order to help us maintain our policies, we ask you to abide by the following rules:

1. Admittance to the College Premises

- ◆ All Contractors must first register with Facilities and Services (contact 01 8961216 for information) or the Estates and Facilities Department (contact 01 8962262), unless authorized otherwise, where they will be issued with this HSE leaflet which **must be read and signed by all contractor employees and returned after the visit.**
- ◆ Contractors must wait at Reception until the person overseeing the work (Contact Person) comes to meet them (unless authorized otherwise).
- ◆ The Contractor will then be directed to the specific work area.

2. General HSE Rules

- ◆ Wear your Company's **photo identification badge** and ensure it is visible at all times.
- ◆ Please drive slowly; speed limit is 15km/hr on the College campus.
- ◆ In general there are very restricted parking facilities for non college vehicles. Service/delivery and visitors vehicles parking in marked parking spaces or blocking access routes **will be liable to be clamped.** Limited temporary parking/loading bays for service/delivery vehicles are available at the East End (beside the Biotechnology Building), at the rear of the Arts Building and at East Chapel.
- ◆ Smoking is prohibited in all buildings.
- ◆ **Hot works require a permit.** Any work requiring the application of heat to any substance and includes but is not limited to; electric welding, oxygen cutting or welding, grinding and other fire-producing or spark-producing operations that may increase the risk of fire or explosion.
- ◆ **Do not cover fire detector heads.** If the work could contaminate a detector head (dust from sanding, demolition etc.) request a 'Fire Alarm detector head isolating Permit'
- ◆ Do not interfere with any College safety equipment. Contact the local AEC or your Contact Person for advice.
- ◆ Unless specifically authorized, do not use College equipment (such as ladders, tools, etc.).
- ◆ Do not enter any other areas on the premises without the consent of your Contact Person. Do not enter **Restricted Areas** unless authorized.
- ◆ **Photography is not allowed in buildings** unless permitted by your Contact Person.

- ◆ In-house personal protective clothing may be required in some areas or depending on the nature of the work to be undertaken. You will be instructed on how and when to wear it by your Contact Person.
- ◆ The Contact Person will give instructions regarding College site specific safety and environmental measures (e.g. waste recycling) to be taken.
- ◆ Obey the requirements of any specific safety signs or notices posted inside or outside any premises.
- ◆ Do not dispose of any chemical substance or other wastes to bins, compactor skip or to drains without the consent of your Contact Person or the Supervisor of the area.
- ◆ Emergency exits, walkways, fire extinguishers, safety equipment and switch boxes must be kept accessible and must not be obstructed.
- ◆ Work must not commence until consent has been obtained from your Contact Person.

If you are in any doubt regarding the above instructions please consult your Contact Person.

- ◆ Below are some examples of signs / labels, which may be visible on the premises.

They indicate that a substance is a potential health hazard



Pictograms for labelling