SAFETY HEALTH & WELFARE TRAINING 2018–2019

University Safety Office, Estates and Facilities, West Chapel.
(Revised by University Safety Office, 23rd August, 2018)

It is important that Trinity personnel have adequate information, training and instruction to enable them to perform their work activities in a safe manner and to assist in the prevention of injury or ill-health in the workplace. The provision of various types of safety training to staff, postgraduate students and sometimes undergraduate students in Trinity is a mandatory requirement under various pieces of Safety Health & Welfare legislation. The University Safety Office provides a number of various Safety Health and Welfare training courses on an annual basis to address these training requirements. Details of various training courses are outlined below. Suggestions for additional safety training courses are always welcome. All of the training course times and dates listed below are provisional, and may be subject to change.

To book a place on a training course: e-mail or phone or visit the University Safety Health and Welfare web site at http://www.tcd.ie/estatesandfacilities/health–and–safety/safety–training/ and book online.

For further information with regard to the content, purpose or suitability of any of the following courses e-mail estatesandfacilities@tcd.ie or phone 01–(896)4000.

Places on these training sessions must be pre-booked by e-mailing estatesandfacilitites@tcd.ie

Only persons who have pre-booked places, and received confirmation that a place has been reserved for them may attend these training sessions.

Please seek approval from your Department head prior to booking places.
Fire Safety & Extinguisher Training 2018

Trinity’s policy requires that all postgraduate students or staff employed to demonstrate in laboratories or workshops must have undergone fire extinguisher training in the previous 3 years. This training consists of a brief introduction to fire safety and a hands-on demonstration of the use of fire extinguishers.

**Training Times and Dates**

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<tr>
<th>Session Date</th>
<th>Time</th>
<th>Venue</th>
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<tr>
<td>Wednesday 12 September</td>
<td>09.30am to 11.00am</td>
<td>Arts Building Conference Room – 2026</td>
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<td>Wednesday 12 September</td>
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**Note:** Places on these training sessions must be pre-booked by emailing estatesandfacilities@tcd.ie. Only persons who have pre-booked places, and received confirmation that a place has been reserved for them may attend these training sessions.
Fire Wardens

Each Head of School/Discipline/Department must nominate one or more staff members to act as Fire Warden for buildings/floors occupied by that School. This half-day training session should be attended by all fire wardens appointed in Trinity. The course covers fire safety legislation, structural and building fire safety issues, such as escape routes, compartmentation, fire detection and alarm systems and emergency lighting. It also covers fire safety management rules and policy in Trinity and the role and duties of the fire warden including maintaining the buildings Fire Safety Register.

Training Time and Date:

Thursday 22 November 2018, 9.00am to 12.30pm, Conference Room 2026, Arts Building

To book a place e-mail estatesandfacilities@tcd.ie or phone ext: 4000
Anyone undertaking work activities that involve significant manual handling of loads must attend a formal manual handling training course. Manual handling includes pushing, pulling, lifting, carrying or the physical movement of loads. This 3 hour course covers relevant legislation, the structure of the spine, injury to the spine, risk assessment, fitness for work, and the practical demonstration of various lifting, and pushing and pulling activities.

We can organise a course specifically for your department at a time and date that suits your needs, however we need a minimum of 7 and a maximum of 10 people for each course.

To book a course for your department either e-mail estatesandfacilities@tcd.ie or phone ext: 4000

Refresher Manual Handling

For those who have completed a full manual handling training within the last 3 years a 1.5 hour refresher manual handling only needs to be completed. To book a place e-mail estatesandfacilities@tcd.ie or phone ext: 4000
Voice Care & Vocal Fitness

Does your voice feel tired at the end of the day?
Do you feel hoarse?
Would you like to find more colour, power and variety in your voice?

Whether you are teaching, interviewing, answering the phone or tutoring, frequent use of your speaking voice can lead to strain and fatigue. This workshop, led by a professional voice coach, will enable you to:

- Practice breathing and other exercises to keep your voice in good shape
- Discover a fuller, freer sound
- Understand how to protect your voice from strain
- Describe ways of taking remedial action if your voice is overstressed

Training Time and Date:
Provisionally Thursday 7th February 2019, 9.30am to 5.00pm. Venue to be advised.
To book a place e–mail estatesandfacilities@tcd.ie or phone ext: 4000
Safety Officer / Safety Representative Training

Each Head of School/Discipline/Department must nominate a staff member to act as Departmental / School Safety Officer. The Safety Officer performs various safety duties in their area of responsibility such as safety inspections and audits, risk assessments, accident investigations, deals with ongoing safety issues on behalf of the Head of School and acts as the liaison person between the School and the University Safety Office. This one and a half day training session should be attended by all newly appointed Safety Officers (OR Safety Reps) in Trinity. The course covers health & safety legislation, safety management in Trinity, effective communication skills, role of the Safety Officer, safety inspections, hazard identification and risk assessment, fire safety and emergency procedures, use of fire extinguishers, control of chemical, radiological and biological hazards, safety and security matters and undertaking audits in labs and workshops.

Training Times and Dates:

Monday 3rd December (all day) and Tuesday 4th December (half day, am), 2018. Venue to be advised. To book a place e-mail estatesandfacilities@tcd.ie or phone ext: 4000
First Aid Responders

Please note since September 1st 2017 Occupational First Aiders became Pre-Hospital Emergency Care Council First Aid Responders (PHECC FAR)

First Aid Response or FAR is PHECC’s newest education and training standard. It’s a foundation first aid course that trains course participants to provide first aid for a person who becomes suddenly unwell or injured until the arrival of emergency medical services. FAR also includes the full Cardiac First Response Community standard.

Under the Safety Health and Welfare at Work (General Application) Regulations 2007, trained occupational first-aiders may need to be provided in the workplace, depending on the size of the workplace, special hazards in the workplace, and access to medical services.

The main University campus has an on-site health service, staffed by a doctor and nurses during normal working hours, and the main campus is within a reasonable distance from a number of general hospitals. Many other Trinity staff are located on the grounds of hospital sites or within hospital buildings, and therefore have easy access to emergency medical treatment if required.

Taking the above factors into account in the provision of occupational first aid training at Trinity, priority will be given to staff members such as security staff who could provide after hours
emergency first aid, when the student health service is closed, and to staff members in departments where there are a large number of employees and/or special hazards in existence.

**Guidance on Large Number of Employees:**

One First Aider Responder may be required where there are up to 400 employees, and two where there are up to 700 employees.

**Guidance on Special Hazards:**

Special hazards in departments would include, risk of poisoning from toxic substances, risk of burns from corrosive or oxidising substances, exposure to hazardous chemical, biological or radiological substances, use of hazardous machinery etc.

**Course Content:**

This 3 day course includes emergency management of:

- First Aid in the workplace
- Patient Assessment
- Incident Procedure
- Cardiac First Response – Community Level
- Common Medical Emergencies (asthma, diabetes, seizures, poisoning, fainting)
- Injury Management & Shock
- Care of the Unconscious Patient
- Burns and Electrical Injury Care
- Hypothermia and Hyperthermia
- Communication
- The well-being of the first aider

**Certification**: The participants will receive a Pre-Hospital Emergency Care Council (PHECC) First Aid Response Certificate which is valid for 2 years.

Key features of this course include:

- Courses conform to national safety legislation and codes
- 2 year certification of staff who pass course exam
- European accreditation
- Simulated incidents for confidence building

**Training Times and Dates**:

The next Occupational First Aid Course will take place in Spring/Summer 2019, exact date to be confirmed. If you have an interest in undertaking this course, please provide your details to estatesandfacilities@tcd.ie or phone ext: 4000.
First Aid Responder – Refresher Course

Please note that new guidance is in place since September 1st 2017 (PHECC FAR) and the refresher course is now 2 days.

Persons who have undertaken the Occupational First Aid course must undertake a refresher course within 2 years to update and refresh their skills, and to ensure that their Pre-Hospital Care Emergency Care Council First Aid Responder Certification does not become invalid.

Training Times and Dates:
To be advised. A refresher course must take place within 2 years of First Aid Response Certificate, otherwise the certificate is no longer valid.
Health & Safety Legal Briefing for Managers

This course aims to provide Heads of Discipline/Units/Schools, supervisory and line management staff in Trinity with an overview of fire, health and safety legislation, duties and responsibilities of managers with regard to safety management in Trinity, insurance issues and accident investigation and management, and the costs of poor health and safety performance. The course also provides a discussion forum for managers and supervisors to discuss safety management issues and consult with other managers and the University Safety Office.

Training Time and Date:
Provisionally Tuesday 23rd October 2018, 9:30–12:00. Venue to be advised.
To book a place e-mail estatesandfacilities@tcd.ie or phone ext: 4000
Breathing Apparatus Training

Breathing Apparatus training sessions (3 hours) are to familiarise possible users of the BA sets with the correct and safe use and care of the equipment. The overall aim of the training course is to train and assess the selected persons in the skills and knowledge required to achieve the standards of competence to carry out pre-use inspections and tests, to wear and don the apparatus, and to clean refurbish and restore the equipment. A maximum of 10 people can attend a session. Respro normally carry out this basic wearer training course using our Draeger BA sets.

Course Content:

- Description/ Use
- Putting on the BA set (Donning)
- Pre-entry checks
- Removing the BA set (Doffing)
- After use care
- Routine Inspections

Each candidate will be issued with a certificate which will remain valid for two years.

Note: 5 BA sets are currently located in the following buildings: Fitzgerald Building (Physics: 1 set), SNIAM (Physics: 1 set, Chemistry: 1 set), Chemistry Building (1 set), East End 4/5 (Chemistry, Cocker Lab: 1 set). There are also 2 BA sets in CRANN.

Training Time and Date:

Due May 2020 or subject to sufficient demand this training can be provided.

Please provide names of any individual who might need to attend this training to estatesandfacilities@tcd.ie or phone ext: 4000. Certificate is valid for 2 years
First Responders Emergency Training

This is a health and safety course for First Responders, and the aim of the course is to give additional knowledge that will help to ensure both their safety and the safety of others when attending incidents.

The course aims to provide guidance for first responders (such as security staff, attendants, library guards, residential security attendants, technicians and others) on dealing with emergencies in Trinity that may involve biological, chemical, fire and radiological hazards. The course also covers the University safety management system, fire evacuation and a practical demonstration of fire extinguishers.

Training Times and Dates:

To be arranged and agreed with the Security Services Manager and Campus Services Manager.
Stairway Evacuation Equipment Training

Trinity currently has various manual evacuation chairs, and battery powered 'Stairmates' to assist the mobility impaired, as necessary, during evacuation. Separate training will be provided for each of the equipment types, manual and powered (Approx. 1.5 hours + depending on numbers).

The courses will aim to ensure Trinity has competent in–house stairway evacuation equipment operators to provide assistance to the mobility impaired enabling them to reach a place of safety in the event of a fire or other emergency.

Trainees will obtain a heightened awareness of fire safety issues in buildings and how these may affect the means of escape from fire for the mobility impaired. They will also gain an appreciation of how this equipment fits in and compliments the building evacuation procedures and the PEEPs system.

Training Times and Dates:
To be arranged and agreed with interested parties and the University Safety Office. Contact estatesandfacilities@tcd.ie or phone ext: 4000
Hot Work Permit and Detector Head Isolation Training

This 2 hour course is aimed at those responsible for the on-site supervision of hot work and fire detection head isolation permits (mainly Estates & Facilities Office personnel) issued by the University Safety Office on request during building, repairs and other works on site. The course covers:

- Chemistry of fire
- Definition of hot work
- Hot work Permit system
- Fire alarm detector isolating Permit system
- Forms and procedures
- Hot work risks – DVD

Training Times and Dates:

To be arranged and agreed with interested parties and the University Safety Office. Contact estatesandfacilities@tcd.ie or phone ext: 4000
Safe Use of Cryogenics such as Liquid Nitrogen

This 1½ hour safety briefing covers the safe handling, storage and use of cryogenics such as liquid nitrogen, the characteristics of cryogenics and associated hazards, personal protective equipment, filling dewars, handling cylinders, oxygen depletion and risk assessment. It is recommended that all staff members and post-graduate students using cryogenic liquids should attend this safety briefing.

Training Time and Date 2018:

Thursday 15th November 2018 from 9.30am to 11.00am. Venue to be advised.

To book a place e–mail estatesandfacilities@tcd.ie or phone ext: 4000
Working with Compressed Gases

This half day course covers the safe handling, storage, use, and maintenance of compressed gases. It explains the hazards of working with compressed gases and the University rules including requirements for risk assessment and compliance with the permit to work system. It is recommended that any staff members or post-graduate students using compressed gases should attend this safety briefing.

Proposed Training Time and Date:
Due July 2020 or subject to sufficient demand this training can be provided.
Please provide names of any individual who might need to attend this training to estatesandfacilities@tcd.ie or phone ext: 4000. Certificate is valid for 2 years
University Radiological Protection Workshop

All new research students or members of staff, who may not have prior radiological protection training, and who intend to work with ionising radiation, are required to attend the University Radiological Protection workshop. This annual training workshop takes place over two days and includes practical lab-based sessions. Only one workshop is run per year and attendance is compulsory if one intends to work with sources of ionising radiation in Trinity. The course covers radiation production, detection and dosimetry, protection from internal and external radiation, University radiation safety rules and procedures, practical protection from radiation in a lab situation, problem solving techniques, radiation safety legislation & enforcement, practical workshops on radiation hazards, spills, decontamination & emergency procedures and contamination monitoring.

Training Times and Dates 2019:
Monday (9:30–16:30) 14th January and Tuesday (9:30–13:00) 15th January 2019, TBSI.

To book a place: Contact your School/Departmental Radiological Protection Supervisor.
University Biological Safety Workshop

This is a 1 day workshop for all TCD staff and postgraduate research students working with biological agents (A biological agent is a micro-organism, including those which have been genetically modified, a cell culture or a human endoparasite, which may be able to provoke any infection, allergy or toxicity).

Under the Safety Health and Welfare at Work Act 2005, and the Safety, Health and Welfare at Work (Biological Agents) Regulations 2013, all persons working with biological agents are required to have adequate safety instruction training and information. The course content includes legislation and guidance, infection control and universal precautions, working with biological agents in the lab, including the use of safety cabinets, autoclaves, centrifuges, fumigation and disinfectants, cell culture work, including risk assessment and control, working with animals – biological safety issues, biological waste management and transport of biological agents, GMO registration requirements, biological laboratory design and facilities and a visit to an on-site containment level 3 laboratory.

Training Time and Date 2018:

Provisionally Wednesday 24th October 2018 from 9.30am to 5.00pm.

To book a place e-mail estatesandfacilities@tcd.ie or phone ext: 4000
University Chemical Safety Workshop

This is a one day safety workshop that covers the purchasing, handling, storage, use and disposal of chemicals in a laboratory environment, the safe use and maintenance of fume cupboards, keeping inventories of chemicals in the lab and undertaking risk assessments. It is recommended that all staff members and post-graduate students handling chemicals should attend this safety training course.

Training Time and Date 2018:
Thursday 25th April, 2019 from 9.30pm to 4.00pm. Venue to be advised.
To book a place e-mail estatesandfacilities@tcd.ie or phone ext: 4000
Office Safety / V.D.U Assessors Course

Under Safety Health and Welfare at Work (General Application) Regulations 2007, all persons working with Visual Display Units (VDUs or Computer Monitors), should have their workstation assessed to ensure that any potential hazards related to poor ergonomics, unsatisfactory seating, poor lighting or glare etc. can be identified and rectified at an early stage. In order that such assessments can be undertaken in practice, it is necessary for every school / discipline / unit in Trinity using computer terminals (V.D.U.s) to have one person in their area trained who will then be competent to undertake these VDU workstation assessments in their work area.

This 2 ½ hour course covers the following topics:

Training Time and Date 2019:
Thursday 4th April 2019, from 10.00am to 12.30pm Health & Safety Training Room, 1st Floor, House 10. To book a place e-mail estatesandfacilities@tcd.ie or phone ext: 4000
Laser Safety Training

All users of Class 3 and Class 4 lasers must attend a Laser Safety Training Session in order to become a registered user. It is prohibited to use such a laser in Trinity without having undertaken training and without having signed the laser user register.

All new post-graduate students, post-doctoral researchers or senior sophister students who may be working with or in the same room as Class 3 or Class 4 lasers during their projects require training. It is not sufficient to have undertaken training outside of Trinity. Those who are not using the laser but working in the same room as a Class 3 or Class 4 laser must also attend the University Laser Training Course and sign the Laser User Register. Researchers who have not previously attended the Laser Safety Training Session are required to attend and to sign the Laser User Register, even if they have previously seen the Laser Safety Video.

For further information, please contact, Mr. Christopher Smith, University Laser Safety Officer, School of Physics, ext: 3063, email: chris.smith@tcd.ie

https://www.tcd.ie/Physics/research/facilities/oal/laser-safety/