

HEALTH AND SAFETY TRAINING POLICY FOR EMPLOYEES

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1. Introduction

Health and safety training is a legal requirement specified by the *Safety, Health and Welfare at Work Act, 2005* and associated Regulations (*Ref: Appendix 1*), **therefore all employees must participate in appropriate health and safety training and assessment as is required.**

Training also serves to develop and improve safety awareness and attitudes that are essential for effective safety management. It is our policy to provide appropriate health and safety training to all within scope.

The on-going health and safety training needs of employees will be identified through training needs analysis carried out by Line Managers/Heads of School/Function in consultation with the Health & Safety Office and the Staff Development Office. Compliance with this policy will be monitored by Heads of School/Function and overseen by the Safety Teams and Health and Safety Sub-committee.

Health and safety training will be provided to those in scope taking into account their duties and their area of work. Training requirements will be based on the hazard identification and the risk assessment process. Training will also be provided following the introduction of new technologies, legislation or any changes/developments in work processes.

2. Scope

This policy applies to all employees of Technological University Dublin City Campus whether whole-time, pro-rata part-time, hourly paid, permanent, temporary, academic, or professional management support staff. All postgraduates working in areas where a policy and risk assessment has determined appropriate training is required are considered for the purpose of this policy to be employees.

3. Responsibilities

In accordance with health and safety legislation (*Ref: Appendix 1*), all employers and employees have individual duties and responsibilities with regard to health and safety training. Overall responsibilities

are outlined in the Safety Statement. Specific responsibilities in relation to health and safety training are as follows:

3.1 President

The President has overall responsibility to TU Dublin Governing Body for the implementation of the policy on health and safety training. This responsibility is in turn delegated to all Officers as below, who will be facilitated by the Head of Staff Development in the discharge of their responsibilities in this regard.

3.2 Directors/Directors and Deans

All Directors/Directors and Deans have responsibility to implement this policy in their respective areas and ensure that it is communicated effectively to all management and employees and adhered to.

Directors/Directors and Deans also have responsibility to:

- Prepare and implement an Annual Health and Safety Training Plan for their areas of responsibility. They will present this plan to the Health and Safety Sub-committee for noting.
- Present an Annual Health and Safety Training Report to the Health and Safety Sub-committee that demonstrates compliance with this policy and includes an evaluation of the effectiveness of the Training Plan.

3.3 Heads of School/Function/Managers/ Supervisors

Heads of School/Function/Managers/Supervisors are required to implement this policy in their respective areas of responsibility by:

- Identifying pre-employment training requirements for new employees and internal transfers;
- Ensuring all new recruits have been enrolled on the mandatory safety induction e-Learning programme;
- Ensuring and monitoring the training for site specific and work processes in your area/ School/ Function
- Providing health and safety information to new employees on their first day of duty;
- Completing a health and safety training needs analysis for all employees;
- Ensuring, through PMDS, that their employees participate in required health and safety training so that they are adequately trained to carry out their duties in a safe manner, taking into particular account areas where specialist training may be required;
- Identifying employees working in high risk areas (such as laboratories, workshops and kitchens and other areas identified by risk assessment) and ensuring that they do not commence work/time-tabled duties until the appropriate specialist health and safety training has been identified and scheduled; and
- Presenting periodic training reports to their Safety Team for review as required.

3.4 All in scope

- All employees have responsibility to undertake and co-operate with training provided, to ensure compliance with health and safety legislation and this policy;
- Employees are also responsible for ensuring that any certificate issued to them following completion of training is carefully retained;
- Where an employee considers their training or skill level for any task inadequate or that they require further knowledge/skills to enhance their competence, they should liaise with their Line Manager/Head of School/Function/Supervisor, who will ensure that the necessary training and development is provided to enable the employee achieve the appropriate level of competence;

3.5 Staff Development Office

The Staff Development Office has responsibility to organise health and safety training courses and to maintain accurate training records in accordance with the Staff Development Records Retention Schedule.

4. Training Arrangements

The annual training programme for health and safety courses is prepared by the Staff Development Office in conjunction with the Health & Safety Office. The courses/workshops are developed to ensure that appropriate content is incorporated and that attention to health and safety policies and procedures is an integral component. Specialised health and safety training will be provided as required and as deemed necessary through further risk or training needs assessments. Priority will be given to high risk activities/areas in the allocation of resources and scheduling of training courses. Where specialist health and safety training is required that is a specific local need, the cost must be met through local budgets.

The Staff Development Office will regularly review the training requirements and source training resources that are deemed to be the most suitable in line with Procurement requirements.

It is the responsibility of Managers to facilitate staff to attend and participate in health and safety training. Common sense arrangements should be made to provide cover for employees attending training courses. In exceptional circumstances, it may be possible to arrange for substitution subject to the agreement of the Line Manager.

The Staff Development Office will keep training records and will provide refresher training when necessary. Training arrangements will be reviewed, monitored and updated as required.

Details of all health and safety training courses organised by the Staff Development Office are listed on the Staff Development website on the Staff Intranet.

5. **Technological University Dublin Health and Safety Training Requirements**

The requirements for employees/others to participate in health and safety training are outlined below. Where risk assessments determine a need outside the specified timeframes, employees/others must comply with the needs so determined.

5.1 Health and Safety Induction Training for new recruits

All new recruits must participate in health and safety induction on commencement of employment by taking the online health & safety induction e-Learning programme. Please refer to the procedure in Appendix 3.

5.2 Emergency Response Training (incorporating Fire Safety)

At least once every three years all employees must participate in Emergency Response Training (ERT).

All whole-time and pro-rata part-time employees must attend the half day Emergency Response Training (ERT) course as soon as possible after commencement of employment.

All hourly paid part-time employees must meet this requirement by taking the online Emergency Response e-Learning training programme.

All employees must also take refresher training every 3 years by taking the online Emergency Response e-Learning training programme.

NOTE: In the case of whole-time and pro-rata employees, only those who have previously attended and completed the half day Emergency Response Training Course (ERT) may take the online version for refresher training.

Please refer to the procedure for online health & safety e-Learning training programmes in Appendix 3.

Categories of Employees	Emergency Response Training (ERT) Every 3 years		Manual Handling Every 3 years	
	Practical half-day course	Online	Practical half-day course	Online

Whole-time and pro-rata part-time employees	Attend in person the first time	Refresher every 3 years	If you have work-related manual handling duties	If you do not have manual handling work-related duties
Hourly Paid employees	N/A	Every 3 years	N/A	Online

5.3 Manual Handling Training

At least once every three years all staff members must participate in relevant manual handling training.

All whole-time and pro-rata part-time employees with manual handling related duties must attend the half day manual handling training course.

Regardless of job category and work duties, all other employees must take the online manual handling e-Learning training programme and survey. The manual handling survey offers employees the option to avail of further training or request a manual handling risk assessment.

5.4 Management Training

At least once every three years all employees in management and supervisory positions (i.e. all those who have employees reporting to them) must participate in training programmes covering legal responsibilities, and also attend legal briefings on a regular basis.

5.5 Specialised Training for Specific Job Categories

Where specialist health and safety training needs have been identified for specific activities or areas, employees must participate in training and/or assessment when required.

5.6 Training for Service Providers/Contractors & others as determined by risk assessment

Specific health and safety training is required for Service Providers/Contractors and others. Their employer is responsible for ensuring they are adequately trained when on TU Dublin City Campus.

The appointed TU Dublin City Campus contact for the Service Provider/Contractor/Other must ensure that they complete relevant health and safety induction and the e-Learning module.

5.7 Emergency First-Aid Training (One Day)

At least once every two years employees who work or supervise in kitchens, laboratories, workshops and other areas identified through risk assessments, must participate in the one day emergency first-aid training course.

5.8 First-Aid Responder Training (Three Day) (formerly Occupational First-Aid)

First-Aid Responder training courses, approved by the Pre-Hospital Emergency Care Council (PHECC), will be run on a regular basis to ensure that there are a sufficient number of certified and designated first-aid responders on all sites as determined by risk assessments. All certified first-aid responders must complete a two day refresher course every two years.

Details of trained first-aid responders are published on the websites of the Health & Safety and Staff Development offices.

5.9 Training for Safety Teams, School/Function Safety committees, Schedule 4 committees, working groups and Statutory Safety Representatives

Appropriate training will be provided to members of health & safety committees, local Safety Teams and statutory safety representatives and others as determined by risk assessment.

5.10 Training for Out of Hours Access

Appropriate training will be provided to those seeking out of hours access in line with the Out of Hours Access Policy and risk assessment for all employees and postgraduate students.

6.0 Audit

The Health & Safety Office and the Staff Development Office in consultation with the Internal Auditor will facilitate appropriate audit procedures to be carried out on a regular basis so as to ensure continued statutory compliance. The Health & Safety Office and the Staff Development Office will carry out periodic reviews of this policy and will take into account changes in legislation, codes of practice, matters raised and any changes in work process, procedures etc. The services of the Health & Safety Office and the Staff Development Office are available to management and staff to facilitate compliance with this policy.

7.0 General Data Protection Regulations

The following personal data will be collected by Staff Development as part of your Health & Safety Training - *Name, Staff Number, Directorate, School/Function, Job Title*, Email address and *Training Date*. This information will only be used to track and confirm your completion of Health & Safety Training Workshops and on-line training for compliance with this policy. Your data will be included in the Health & Safety Training Reports submitted to College/Directorate Senior Management. The Health & Safety Sub-committee and the Operations & Resources Committee will receive anonymised reports on the statistics of the level of compliance.

8.0 Queries This policy is jointly owned by the Head of Staff Development and the Health and Safety Advisor.

Appendix 1:

Legal References

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Procedure for Health & Safety

Training Courses

Appendix 1: Legal References

1.0 Safety, Health and Welfare at Work Act 2005

(S.I. No. 10 of 2005)

➤ *Part 2, Chapter 1, Section 10 (1-6): Instruction, Training & Supervision of Employees*

- Duty of every employer to provide instruction, training and supervision to his/her employees in relation to their safety, health and welfare at work.

➤ *Part 2: Chapter 2, Section 13 (1-2): General Duties of Employees*

An employee, shall:

- attend training, and as appropriate, undergo assessment, as may reasonably be required by his/her employer, or as may be prescribed relating to safety, health and welfare at work, or relating to the work carried out by the employee.

2.0 Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)

➤ *Part 2, Chapter 4 – Manual Handling of Loads*

Regulation 69: Duties of Employer

- Where the need for the manual handling of loads by employees cannot be avoided, an employer shall take appropriate organisational measures, use appropriate means, or provide employees with such means in order to reduce the risk involved in the manual handling of such loads, having regard to the risk factors specified in Schedule 3.

➤ *Part 7, Chapter 2 – First-Aid*

Regulation 165: Provisions for First-Aid

(1) An employer shall:

- Designate at each place of work under the employer's control the number of occupational first-aiders as is necessary to give first-aid at the place of work concerned.
- Ensure that the number of occupational first-aiders and their training is adequate.

Appendix 2: Glossary of Definitions

1.0 Manual Handling

**Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007),
Chapter 4, Regulation 68:**

“Manual handling of loads” means any transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying or moving a load, which by reasons of its characteristics or of unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees.

2.0 Employee

The Safety, Health and Welfare at Work Act 2005 definition of an employee reads ‘a person who has entered into or works under a contract of employment and includes a fixed-term employee and a temporary employee.’

Appendix 3:

Procedure for online Health & Safety

E-Learning Training Programmes

1.0 Introduction

An online learning and assessment system has been implemented to facilitate health and safety e-Learning programmes, and improve compliance with health and safety training requirements. The Health & Safety Office is the master administrator of the system.

It is the responsibility of Line Managers/Heads of School/Function, having regard to the health and safety training requirements specified in this Health & Safety Training Policy, to determine the employees who are eligible to take online training through the e-Learning Health & Safety Training Programme. They must then notify the Health & Safety Office of the names, staff/student number, e-mail (work email preferably) addresses and School/ Function of the relevant employees and request that they be registered for the online training. The requester (i.e. the Line Manager/Head of Function) is also required to notify the employees that they will be enrolled on the course and will receive an e-mail from a service provider with details.

In order to avail of online e-Learning programmes, employees/others must have a valid work email address and access to the internet.

This document is designed to inform all employees/others of the procedure to be followed when requesting and completing e-Learning programmes in health and safety.

2.0 Procedure

- All queries relating to online health and safety e-Learning programmes should be directed to the Health & Safety Office/Staff Development Office.
- On receipt of the relevant contact details of an employee or group of employees requiring training by e-Learning, the Health & Safety Office will register and enrol each employee on the appropriate e-Learning programme.
- The training system will then automatically send an initial enrolment email to each individual employee to inform them that they have been enrolled on an online health and safety e-Learning training programme. The email will also provide a link to the course and instructions on how to log in.
- From the date of enrolment, employees will have approximately a three week period to fully complete the e-Learning programme.
- Over this period the training system will automatically send reminder emails to the employees if they have not yet completed the programme.
- Each e-Learning programme is divided into sections. Employees do not have to complete the entire programme in one sitting. If an employee does not complete the programme in one sitting, the next time they login they can simply complete any remaining sections.

- At the end of each e-Learning programme, participants are required to complete a short test/questionnaire section comprising multiple choice questions.
 - On completion of all elements of the e-Learning programme participants can print a certificate of completion which also gives the test score.
 - Training system will keep a record of all training completed and incomplete, and can generate reports on same.
 - In addition to the online component some e-Learning programmes may also require a follow up practical training session (e.g. manual handling), it is the responsibility of the employee to attend the practical course if advised. If employees do not complete all elements of the e-Learning programme (including, where required a follow up practical session) within the specified timeframe, their training record on the training system will be marked as incomplete, and they will need to re-apply through their Line Manager/Head of School/Function to the Health & Safety Office for registration on the e-Learning programme.
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Appendix 4:

Procedure for Requesting Health and Safety Training Courses

1.0 Introduction

This procedure is designed to inform all employees of the procedure to be followed when requesting/booking and attending health and safety training courses. For Heads of School/Function/ requesting training courses for groups of employees, the procedure outlined below must be followed.

Please note: Individual employees wishing to book a place on a course or to request a course, must apply through the online training application form on the staff intranet or by directly contacting a member of the Staff Development Office by email or telephone.

2.0 Procedure

- Line Managers/Heads of School/Function requesting health and safety training courses should contact the Staff Development Office.
- A minimum of one months' notice must be given when requesting training courses.
- Before any training courses can be scheduled preferred dates/times and a list of names of employees requiring training must be provided by email to the Staff Development Office.
- To ensure efficient use of resources, a minimum of five participants is required in order to run a course.
- There is also a maximum number of participants that can be accommodated at any one training course. This number will vary depending on the type of training course being held.
- Should Heads of School/Function wish to cancel training courses that have been scheduled, at least two weeks' notice must be given to the Staff Development Office. In cases where there is inadequate notice of cancellation of a course, or where employees fail to attend scheduled courses, a fee will be charged directly to the College/Function/School/ budget. Details on this are maintained by the Staff Development Office.
- Where in-house trainers are not available or where other circumstances require it, external consultants will be employed to provide the training where possible.

3.0 Participation of Employees at Health & Safety Training Courses:

- Punctuality is essential as completion of Health & Safety training is certified. Employees who are more than 15 minutes late for a training course will not be admitted and deemed as a 'no show', and are advised to make their own arrangements to re-attend at a later date.
- Where employees fail to attend training courses for which they have been allocated places, a fee will be charged directly to the College/Function/School. Details on this are maintained by the Staff Development Office.
- All employees are expected to maintain courteous and professional behaviour at training courses, and, in accordance with the Dignity at Work Policy, to treat trainers and other course attendees with dignity and respect.

- Participation in all elements of each health and safety training course, including practical exercises and theory/practical assessments, is necessary to complete the course.
 - Certificates of attendance are issued at the end of each training course to those who have completed all elements and the training records of those employees will be updated to record their compliance.
 - Employees with disabilities wishing to attend a training course are requested to notify the Staff Development Office in advance so that all measures can be taken to accommodate them.
 - English is the language through which training is delivered; therefore participants must have a good command of the English language. If an employee wishes to bring an interpreter they may do so but prior notice must be given to Staff Development Office.
 - For health and safety reasons, expectant mothers, or those with known physical injuries/health problems should consult with the course trainer before taking part in any practical elements of a training course. Depending on the individual circumstances, the course trainer may advise the participant not to participate in certain practical elements of the course. Any information disclosed by the employee to the course trainer will be treated in the strictest of confidence. Where possible, alternative arrangements will be put in place during the training course. However, it may be necessary for the employee to complete the practical element of the training course at a later date.
 - If an employee cannot participate in the practical elements of a training course, or if an employee has specific health and safety concerns about their work environment or systems of work, the employee should contact the Health & Safety Office to arrange a follow-up appointment.
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