



**IRISH COLLEGES**  
**TRAINING CENTRE**

# **HEALTH AND SAFETY GUIDELINES FOR LEARNERS**



## HEALTH AND SAFETY STATEMENT

It is the policy of Irish Colleges Training Centre to comply with Safety, Health and Welfare at Work Act 2005, associated regulations and all other safety legislation. We will ensure as far as is reasonably practicable, the safety, health and welfare of all employees & trainees whilst at work, and those persons not employed by the organization who may be affected by our activities.

Resources shall be provided (financial, personnel and time) to ensure:-

- The provision of training and instruction to enable employees & trainees to perform their work safely and effectively.
- The provision of information to enable employees & trainees to perform their work safely and effectively.
- The supervision of employees & trainees.
- The provision of suitable Personal Protective Equipment (PPE).
- Provision of tools and equipment, and to ensure they are maintained and in safe working order.
- The prevention of accidents in general, (including procuring the services of competent persons to assist when required.)
- That there is a process of consultation with staff on safety health and welfare matters.
- Risk assessments are conducted and reviewed on a regular basis.

Persons are reminded that they have a duty under the Safety, Health and Welfare at Work Act 2005 to take reasonable care for the safety, health and welfare of themselves and of other persons who may be affected by their acts or omissions at work.

## REVIEW

This statement of policy will be reviewed annually through a consultative process involving Management and staff, in order to ensure that the document is appropriate to the nature and extent of the business.

Signed



Glen Anderson,  
Director

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## Introduction

This booklet is designed to be used to raise the awareness of Health and Safety for Learners (Learners include Apprentices and Adult Trainees) attending training courses and to give them general information to ensure they have a healthy and safe learning experience. Specific course and training location Health and Safety information and requirements will be provided over the duration of the course.

The contents of this booklet are based on the Health and Safety Authority's publication "Health and safety matters for students embarking on work experience - A short guide for teachers" and are reproduced with their permission.

This guide will assist Trainers in preparing their learners for the health and safety aspect of their learning and work experience programme. It offers practical information and advice on workplace health and safety that can be taught and discussed with learners in the classroom before they embark on learning and work experience. This process will enable learners to commence work/training with a greater appreciation and awareness of health and safety issues.

## Legislation

Health and safety legislation is in place to protect employees (this includes learners on training and work experience) or those who may be affected by work activities.

The safety, health and welfare of employees are covered principally by the **Safety, Health and Welfare at Work Act 2005** and the **Safety, Health and Welfare at Work (General Application) Regulations 2007** and any subsequent amendments. These laws place general duties of care on employers, the self-employed and employees.

**This guide is not intended as a legal interpretation of the law.**

## Safety Statement

One of the key health and safety requirements for any workplace is a Safety Statement. Trainers should help learners identify what a safety statement is and its purpose.

The Safety Statement is prepared by the employer and is a written programme for managing safety and health in the workplace. It should begin with a Safety Policy Statement on how the employer intends complying with the law.

The Safety Statement should be based on an identification of the hazards and an assessment of the risks in that particular workplace.

The controls/precautions necessary to combat these hazards and reduce these risks (including the controls/precautions necessary to protect young or inexperienced employees) should also be included.

Employers must consult with their employees and make the Safety Statement accessible to them. They must also review the statement particularly when there is a major change in the place of work, or in the work to be carried out, to ensure that there is no significant risk to the safety and health of employees or others who may be affected by the work activity.

## Hazards and Risks

Learners will encounter unfamiliar risks from the jobs they will be doing and from the working environment. They may also lack experience or be unaware of how to raise concerns. It is therefore important that everyone involved in the employment/training of young or inexperienced people understands the hazards and risks involved.

- A Hazard is anything at work which has the potential to cause harm.
- A Risk is the likelihood that harm could occur from a particular hazard and its consequences.

**Risk Assessment** is the process of identifying and evaluating the risks in the workplace and putting in place the most appropriate controls/precautions in order to prevent accidents and work-related illness.

Listed below are examples of some of the most common hazards found in workplaces. Learners will find some or all of these hazards addressed in the Safety Statement which should also explain the measures/precautions taken to prevent accidents and ill health arising from these hazards.

### Slips

- Spillages on floors and surfaces
- Icy conditions
- Slipping on a highly polished floor surface



### Trips

- Tripping over something left on the floor such as a box or a stray cable
- Tripping over loose matting or carpet tiles
- Tripping over raised surfaces that you could not see



## Falls

- Falling down steps or stairs
- Falling off stepladders or chairs
- Falls from heights



## Manual Handling and Ergonomics

- Lifting and carrying any load incorrectly
- Lifting a very heavy load
- Poor workstation and equipment design – visual display units / computer workstations
- Poor posture
- Repetitive work injuries



## Working with Hand Tools

- Cuts and lacerations can occur when you work with knives, chisels, etc.
- Impact injuries, bruises, fractures, etc.



## Equipment and Machinery

- Cuts and lacerations
- Amputation
- Entanglement hazards
- Crush Hazards



## Working With Hot Substances or Objects

- Burns water or steam; hot fats, oils or other food products -typically these injuries involve hot equipment such as pots, pans, or trays.
- Working with welding equipment can also be a risk in this area.



## Hazardous Substances

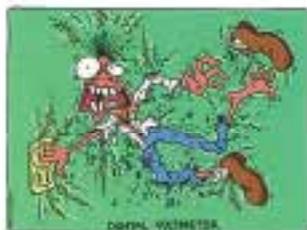
- Chemicals
- Gases and Petrochemicals
- Dusts and Fumes



Toxic

## Electricity

- Electrical Shocks – fatalities, burns
- Fire and explosion



## Noise

- Hearing injuries - tinnitus
- Psychological effects including stress if exposed to high noise levels over long periods of time
- High noise levels can also interfere with communications in the workplace, leading to an increased risk of accidents.



## Temperature and Environment

- Hot or cold working conditions
- Inadequate ventilation or quality of air



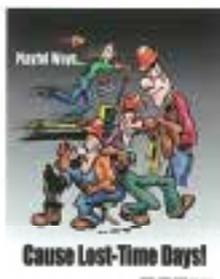
## Fire and Emergency

- Fire is a major hazard in any workplace.
- Pandemic – illness, bird flu etc.
- Major accident – First Aid



## Human Behaviour

- Horseplay
- Bullying and Harassment
- Violence and Aggression



## Work Experience

The following FAQs should help Trainers to clarify Health and Safety matters with learners.

Trainers and learners will also find these useful for:

- selecting suitable work experience companies; and
- preparing learners to become safety aware prior to starting work experience.

**What are the health and safety responsibilities of (a) the employer and (b) the employee?**

Employers are responsible for:

- creating and maintaining a safe and healthy workplace
- safeguarding the health and safety of their employees
- providing information, training and instruction to their employees
- ensuring a written Safety Statement is prepared and made available to all employees.

Employees/Learners have a duty to protect themselves and others. They must co-operate with their employer and must ensure that they:

- are not under the influence of an intoxicant or in such a state that they might be a danger to themselves or others (an employer may prevent an employee/Learner from working if it is apparent that he or she would be such a danger).
- make correct use of any article or substance provided for their use or protection, including protective clothing and equipment; and
- report to their employer or supervisor any matter that could increase the likelihood of an accident or work related-illness occurring.

**How can Learners in Training or on work experience access the company's safety statement?**

The safety statement must be made available to Learners. Some employers give each employee a copy of the statement. Others make it available at a central location e.g. on the company notice board or intra net site. Sometimes the employer may refer to the safety statement as the safety policy.

Learners must read the safety statement carefully, particularly the risk assessment sections relating to their job, and ensure that they fully understand this information. If in doubt, ASK.

**Should all new employees (including Learners on training or work experience) receive induction training?**

Yes, employers must provide instruction, training and supervision. Induction training is an essential part of the learning process when starting in a new job or training programme and the nominated supervisor will tell the Learner how to work safely and will arrange training for each job.

**If a Learner has an accident at work who should report it?**

If a Learner is injured in the course of his or her employment or training and prevented from performing the normal duties of their work for more than three calendar days, not including the date of the accident, the employer must report the incident to the Health and Safety Authority (HSA).

**What is Safe Pass?**

Safe Pass is a one-day safety awareness programme aimed at all who work on construction sites. The Safe Pass programme raises employees' awareness of the hazards on construction sites so that they will not be a danger to themselves or their co-employees. You must successfully complete a SafePass programme if you plan to work on a construction site.

Training courses in training centres are not classed as construction sites

**Do learners and seasonal employees need Safe Pass before working on a construction site? If so, who should pay?**

Yes, the Safe Pass programme is aimed at everyone who works on a construction site, including new entrants. Learners who want to apply for a job on a construction site for seasonal work must have the Safe Pass card. In this instance they would have to pay for it themselves before they are employed.

**What is PPE? Who should supply this?**

PPE means 'personal protective equipment' and includes items such as ear protection, eye protection, safety shoes, and high-visibility vests.

Employers must supply PPE where risks cannot be eliminated or adequately controlled. If PPE is supplied this information will be contained in the risk assessment section of the safety statement. During your training course, appropriate PPE will be provided to you. It is your responsibility to look after the PPE supplied to you and use it appropriately.

PPE must be used correctly. Employees/Learners must comply with the training and instruction given on its correct usage. PPE must be replaced and maintained by the employer when required.

**What are the rules in relation to sitting and standing at work?**

As a general rule, if the job or a substantial proportion of the job can be done properly whilst sitting, the employer shall provide suitable facilities for sitting. A decision on whether you sit or stand will depend on the work activity and a site-specific risk assessment.

**What health and safety provisions should be in place for employees with disabilities?**

Safe access to and egress from and circulation within the workplace should be provided as necessary. Access to all welfare areas, e.g. sanitary facilities, washing facilities, facilities for

taking meals, should also be provided. Employers should ensure that adequate assistance is available for the safe evacuation of those with a disability in the event of an emergency.

#### **What should learners look for when selecting companies for work experience?**

Learners selecting a company for work experience will find it beneficial to know what its main business activity is and where the learner is likely to be employed.

Learners may also wish to find out if there is a health and safety contact person - perhaps a safety officer has been appointed or the employees may have elected a safety representative.

The company may have a human resources (HR) department with responsibility for health and safety matters and may also employ an occupational health nurse.

Some companies may have one or more safety personnel, others have none; however this is not an indication of how well or how poorly health and safety issues are managed.

Companies have different requirements and vary in size and operations. In some cases, particularly in small or low-risk businesses, the employer may manage all health and safety operations.

A safety officer is appointed by the employer to manage health and safety in the workplace. The employer maintains overall responsibility for health and safety in the workplace.

A safety representative is selected and appointed by the employees to represent them in consultation with the employer on matters of safety, health and welfare at the place of work.

Learners may also wish to check if the company has previously taken on learners and if so, ask about the outcome.

The checklist on in **Appendix 1** can be used to assist learner attending work experience to collect essential health and safety information from their host company.

## CLASSROOM RULES

- Adhere to all Break Times
- No Food or Drink in the Classroom
- Respect for each other
- Help each other
- RESPECT INTERNET POLICY
- Adhere to smoking rules, dispose of cigarettes appropriately
- Listen actively and attentively
- Ask for clarification if you are confused
- Do not interrupt one another
- Challenge one another, but do so respectfully
- Critique ideas, not people
- Do not offer opinions without supporting evidence
- Avoid put-downs (even humorous ones)
- Take responsibility for the quality of the discussion
- Build on one another's comments; work toward shared understanding
- Always have your book/readings in front of you
- Speak from your own experience, without generalizing
- If you are offended by anything said during discussion, acknowledge it immediately
- Consider anything that is said in class strictly confidential
- Clean your work area regularly
- Mobile phones to be kept on silent
- If you are expecting an important call let the trainer know
- IF YOU ARE GOING TO BE LATE OR ABSENT YOU MUST CONTACT OR CALL THE TRAINER BEFORE 9.30AM

## KITCHEN RULES

**Wash own cups after use.**

**One learner to clean fridge out every Friday.**

**CLEAN UP AFTER YOURSELF.**

**RULES AGREED AND SIGNED BY ALL AS FOLLOWS:**


# FIRE ACTION

- Operate the nearest Fire Alarm
- Call 999

# WHEN FIRE ALARM SOUNDS

- Leave the Building by the Nearest Exit
- Make sure all Doors are Closed
- Go to designated Fire Assembly Point

# DO NOT

- Collect Personal Belongings
- Do Not Use the Lift
- Do Not Return to the Building

To the fullest extent permitted by the applicable law, Irish Colleges Training Centre nor their employees, contractors and agents nor any other parties accept liability for any loss or damage arising out of or in connection with your use of, or inability to use the materials and/or facilities or services offered on this course, including but not limited to direct, indirect, economic, incidental, special, punitive or consequential losses or damages, or loss or data, income, profit of opportunity, loss or damage to property and claims of third parties

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Location: \_\_\_\_\_

The name of the Health and Safety Officer is: \_\_\_\_\_

Contact Number:

I have been made aware of the:

Safety Policy Statement      Yes       No

Safety Statement      Yes       No

Risk Assessments      Yes       No

Safe Work Methods      Yes       No

Fire & Emergency Procedures      Yes       No

First Aid Procedures      Yes       No

Accident Reporting Procedures      Yes       No

Classroom & Kitchen Rules      Yes       No

In the event of an accident I must report it to: \_\_\_\_\_

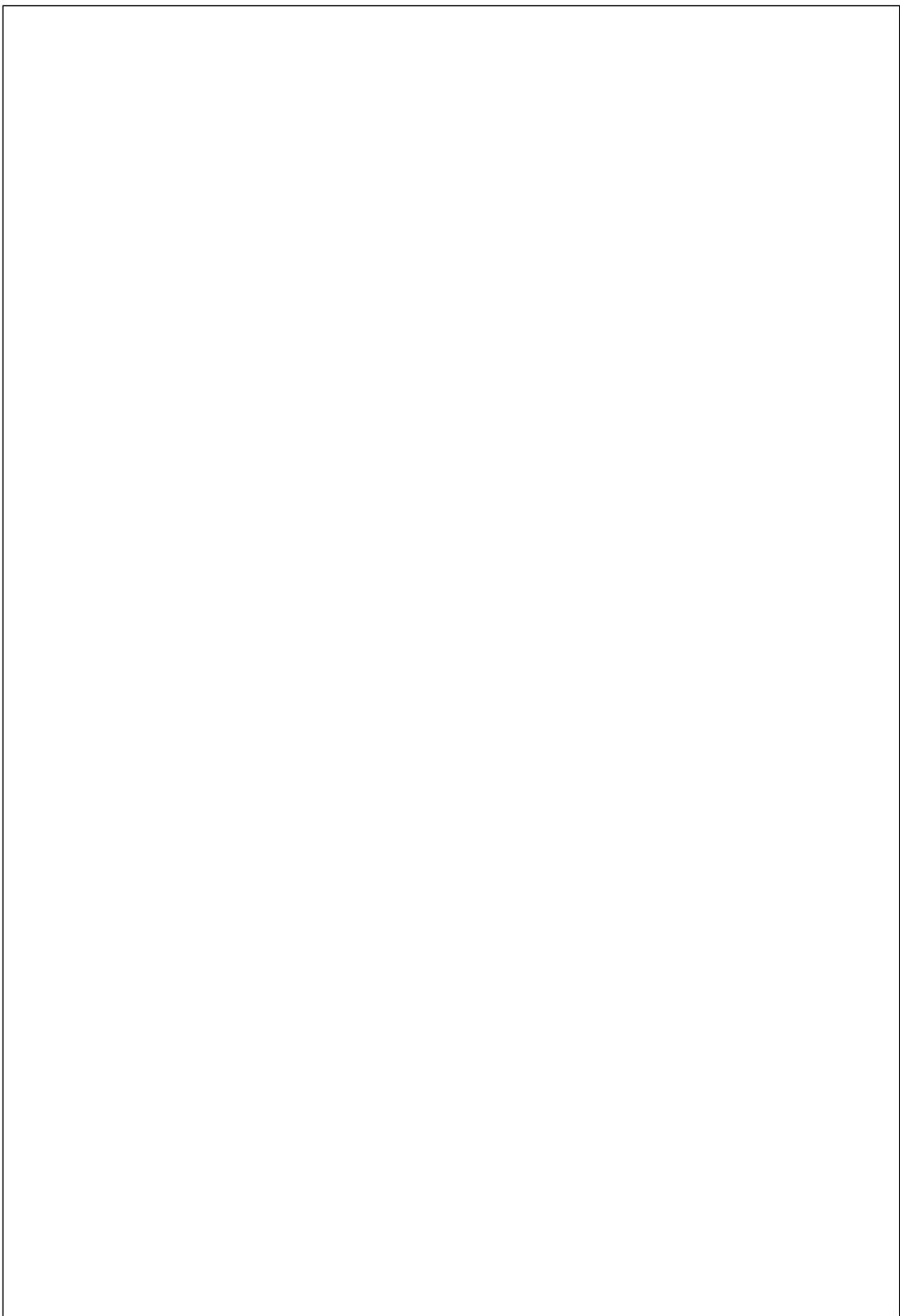
Contact Number:

I have been given induction on how to do my work safely: Yes       No       NA

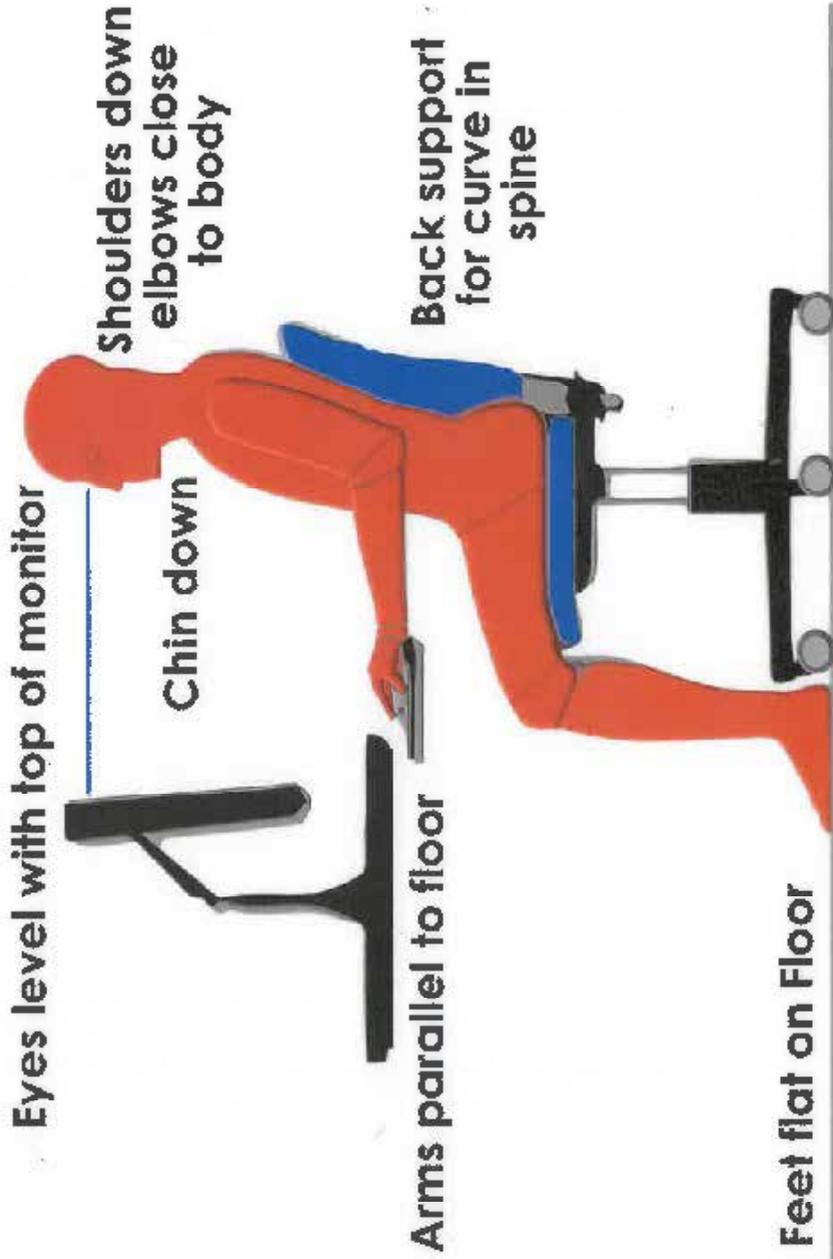
I have been given instruction on safe use of equipment: Yes       No       NA

I have been issued with appropriate Protective Equipment: Yes       No       NA

Signed & Date: \_\_\_\_\_



# Correct Sitting Posture for Computer





Irish Colleges Training Centre  
Parkway House  
Dublin Road  
Limerick

E: [info@ictcireland.com](mailto:info@ictcireland.com)  
T: 00353 (0)61 592 195  
W: [www.ictcireland.com](http://www.ictcireland.com)



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