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Tallaght University Hospital | Ospidéal Ollscoile Thamhlachta

An Academic Partner of Trinity College Dublin

Hospital Safety Statement 2026

Organisational Policy	
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Hospital Safety Statement

CEO Policy Statement

As CEO, I have overarching responsibility under the Safety, Health & Welfare at Work Act, 2005, to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees and those affected by Tallaght University Hospital activities.

I am committed to supporting you in the important work that you do and I am grateful for the ongoing support. I am mindful of the many challenges we face as we will all endeavor to ensure that our patients' safety and wellbeing is protected. They need to be at the heart of everything we do.

An integral component of TUH's safety management system continues to be the clear allocation of responsibility and accountability to managers and employees which is understood, demonstrated and monitored, and where compliance with legal requirements is regarded as the minimum standard to be achieved.

The implementation of this policy will be supported by open communication, engagement and consultation thus enabling an open attitude to health and safety issues, encouraging employees to identify and report hazards and suggest innovative solutions, so that we all contribute to creating and maintaining a safe working environment.

Managers at all levels of the organisation are responsible and accountable for visible and proactive leadership in implementing this policy through the development of department Safety Statements and implementation of occupational safety and health policies.

By providing healthy and safe workplaces we contribute to improving the quality and safety of patient care, retention of healthcare workers and environmental sustainability. As we face the challenges and opportunities of the year ahead, I ask all staff to play their part in achieving and maintaining the highest possible standards of occupational safety and health whilst working together to deliver the Hospital vision.

Signed: Signed by: Barbara Keogh Dunne 5C73FF16F9994D8... Date: 09 March 2026

Ms Barbara Keogh Dunne, Chief Executive Officer

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June 2023	17	HSE issued memo (13/12/22) to TUH sharing the newly launched Corporate Safety Statement (CSS) 2022 and suggested: 'in line with the HSE Code of Governance (2021) Section 38 and 39 hospitals are to adopt the HSE CSS 2022 or develop one which is consistent and provide a statement of assurance to the HSE regarding same. Complete review of exiting Safety Statement 2022. Developed Safety Statement consistent with HSE CSS.	Entire document
October 2023	18	Lead Worker Representative (LWR) 5.3 removed. Reworded as per HSE Corporate Safety Statement (CSS) 2023 (HSA notifications). LWR removed. Reworded as per HSE CCS 2023. Updated Organisational Chart. Updated Risk Management Form Updated Supporting PPPG's. Updated Supporting Publications Updated Definitions.	Table of Contents 4.3 5.3 11 Appendix 2 Appendix 4 Appendix 5 Appendix 7 Appendix 9.
November 2024	19	Title change: Director of Facilities Management, Bio Engineering & Capital Project's changed to Director of Estates & Facilities Management. TSD contractors responsibility updated Reference to Completion of Occupational Safety and Health Risk Assessments Guideline Removed TSD working with heights permit Added NIMS Reference to Occupational Safety and Health Training Policy Remove DMHG, added IHA-Dublin South West and updated	Throughout document 2.6 & 2.11 3.1 4.0 4.3 4.9 6.0

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		Organisational Chart updated Potential hazards list updated Added Risk Assessment form (2024) PPPG's updated.	Appendix 2 Appendix 3 Appendix 4 Appendix 5
March 2026	20	CEO Policy Statement updated Title changes and Directorate/department name changes as required Develop and share non-clinical risk reports (monthly)-added Changed to Directorate and updated as per HSE Safety Statement (2024) Update in line with job description Stakeholder list updated Organisational Chart updated Potential hazards list updated PPPG's updated	Page 2 Throughout document 2.7 2.9 2.10 Appendix 1 Appendix 2 Appendix 3 Appendix 5

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Executive Summary

As required by *Section 20, of the Safety, Health & Welfare at Work Act, 2005,* Tallaght University Hospital (TUH) Safety Statement describes the arrangements in place for safeguarding and maintaining a safe and healthy environment for employees, service users, volunteers, students, visitors and all who come in contact with our services or activities.

The Safety Statement is applicable to all services/departments and all employees throughout TUH and places obligations on both management and employees to ensure the safety management system is fully integrated into day-to-day business.

Section 2 of the Safety Statement places the management of Occupational Health & Safety as a prime responsibility from managers at all levels. The roles and responsibilities of the Chief Executive Officer, Executive Management Team, Director of Infrastructure and Support Services and Senior/Line Managers are clearly outlined.

All employees (including contractors) have a responsibility for their own occupational safety, health and welfare and that of others in the workplace and hence successful implementation is greatly dependent on the full cooperation of every employee. Failure to comply with the terms of the Safety Statement may result in disciplinary action.

Section 2 also describes the support services offered by the Occupational Health & Safety Department, the Occupational Health & Wellbeing Department to include the Employee Assistance Programme, the Risk Management Department, the Hospital Fire Officer, the Technical Services Department and the Environment & Hygiene Service Department.

Section 3 outlines the risk management process adopted by TUH. The management of safety, health and welfare at work is integral to TUH's approach to risk management and, in accordance with Section 19 of the Safety, Health and Welfare at Work Act 2005, requires that all hazards at the place of work are identified and risk assessed.

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Section 4 details TUH's organisational arrangements to fulfill its statutory duties and reduce the risk of injury and ill health, so far as is reasonably practicable, to employees and all others affected by its activities.

Section 5 recognises the importance of employee participation in all aspects of the safety management system and TUH is committed to consulting with employees and Safety Representatives in advance and in a timely manner. The section also outlines the purpose and function of the Health & Safety Forum.

Section 6 re-states TUH's commitment to allocate resources for the effective implementation of the safety management system.

Section 7 details how the Safety Statement will be brought to the attention of all employees and requires managers to maintain records of persons to whom the Safety Statement has been communicated.

Section 8 will assist with the implementation of an effective safety management system, which will be supported by Service/Department Safety Statements. Management are responsible to ensure that the contents of the Safety Statement are appropriately communicated, implemented and made available to all employees.

Section 9 advises that it is the responsibility of the Director of Infrastructure & Support Services to ensure that the Safety Statement is reviewed at least annually or when there has been a significant change in the matters to which it refers.

Section 10 provides a framework for measuring performance and ensuring continuous improvement through the establishment of Key Performance Indicators and auditing.

Finally, Section 11 outlines the role of the Health and Safety Authority.

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1 Introduction

Section 20 of the Safety, Health & Welfare at Work Act 2005 requires TUH to prepare a written Safety Statement describing the arrangements in place for safeguarding and maintaining a safe and healthy environment for employees, service users, volunteers, students, visitors and all who come in contact with our services and/or may be affected by our activities.

The aim of the Safety Statement is to formally set out the high-level responsibilities, structures and resource requirements for achieving the above and emphasise the obligation to place hazard identification and risk assessment at the foundation of the safety management system.

It is a requirement of the Safety Statement that all services/departments within TUH have in place a Service/Department Safety Statement. The Safety Statement identifies the persons responsible for ensuring that the safety management system is successfully embedded within their respective service/department and that arrangements are in place to monitor the effectiveness of the safety management system on an ongoing basis.

TUH promotes the principles outlined in the Health and Safety Authority's "*Guidance on the Management of Safety, Health and Welfare in the Health Sector, 2006"* and the internally developed audit tools, to assist in the continuous development and implementation of the safety management system. Auditing will provide a source of evidence to measure compliance with legislation.

1.1 Scope

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The Safety Statement is applicable to all services/departments and all employees throughout TUH.

The Safety Statement places obligations on both management and employees to ensure that TUH safety management system is fully implemented to secure the safety, health and welfare of all employees, those affected by TUH activities and to support the continuous improvement of service quality.

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2 Organisational Roles and Responsibilities

2.1 Chief Executive Officer (CEO)

The CEO has overarching responsibility to ensure, in so far as is reasonably practicable, the safety, health and welfare at work of all employees and others affected by TUH activities. The CEO is accountable for occupational safety, health and welfare and delegates operational responsibility for the day-to-day discharge of statutory duties under the 2005 Act to the Executive Management Team and Senior/Line Managers for all matters within their control.

The CEO will ensure:

- Management arrangements are in place so that the safety management system is effectively integrated across all services and departments
- Mechanisms are in place to promote a positive safety culture which is communicated, successfully implemented and audited throughout TUH
- There is accountability for the management of occupational safety, health and welfare throughout TUH
- The Executive Management Team are given the authority to effect safety and health changes in workplaces covered by this Safety Statement
- Systems of internal control and risk management operate effectively
- The Executive Management Team has sufficient information on the effectiveness of the safety management system
- There is an appropriate system in place to effectively audit and evaluate the safety management system and to take appropriate action where necessary to ensure compliance with health and safety legislation
- In so far as is practicable, appropriate resources are allocated to ensure the effective implementation of the safety management system
- Health and safety factors are taken into account during corporate service design and planning.

2.2 Executive Management Team (EMT)

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An organisational chart detailing the organisational arrangements for the Hospital Executive Management Team is available in Appendix 2.

Whilst the CEO has overarching responsibility as described in Section 2.1 above, the Executive Management Team carry similar responsibility to the CEO for all matters within their control or influence.

Notwithstanding this general position, the Executive Management Team are responsible for ensuring that appropriate structures are in place for the effective integration of occupational safety, health and welfare and the establishment of a positive safety culture across all disciplines and services within their area of responsibility. This includes embracing his/her individual role in providing safety and health leadership for the Organisation by ensuring:

- The systems, processes and resources necessary to manage occupational safety, health and welfare are in place i.e. safe systems of work, safe access/egress
- Accountability for occupational safety, health and welfare has been defined and communicated to relevant persons
- Performance indicators in relation to occupational safety, health and welfare are defined and form part of performance management
- Monitoring the achievement of occupational safety, health and welfare objectives and ensuring compliance with relevant standards. Assurance is sought to ensure that the systems, processes and resources necessary to manage occupational safety, health and welfare are in place and are effective
- Providing leadership and ensure the provision of competent advice, guidance and support with regard to the management of occupational safety, health and welfare
- Supporting managers in the implementation of the safety management system and ensuring it is systematically and consistently communicated throughout TUH
- Ensuring that there is an appropriate mechanism in place for the communication, review and implementation of the Safety Statement

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- Ensuring that appropriate policies, procedures, protocols and guidelines regarding occupational safety, health and welfare at work are implemented throughout TUH
- Ensuring procedures and measures are in place for the purpose of implementing the Major Emergency Plan and the Internal Incident Plan
- Providing assurance to the CEO, that the safety, health and welfare of employees, service users and others affected by TUH activities are appropriately managed and that TUH is compliant with its statutory duties under the Safety, Health & Welfare at Work Act 2005
- Ensuring that appropriate arrangements are in place to proactively engage with relevant statutory and non-statutory regulatory bodies and support agencies
- Ensuring that an adequate number of competent health and safety professionals are in place to provide accurate advice, guidance and support to management
- Overseeing and endorsing the work of the Health & Safety Forum and ensuring adequate resources for successful delivery of the forum agenda.

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2.3 Director of Infrastructure & Support Services

The Director of Infrastructure & Support Services is responsible to act as chairperson of the Health & Safety Forum and keep the EMT up to date on significant risks, incidents, development and any health and safety issues discussed at the forum.

In addition to Section 2.2 above, the Director of Infrastructure & Support Services shall provide leadership and ensure the provision of competent advice, guidance and support with regard to the management of fire safety and infrastructural risk.

The Director of Infrastructure & Support Services will ensure that the Hospital Safety Statement is reviewed at least annually.

2.4 Senior /Line Managers

Senior /Line Managers will be responsible for:

- Ensuring there are adequate and appropriate arrangements in place for the successful implementation, monitoring, evaluation and review of the safety management system
- Ensuring necessary resources are allocated and are available for the implementation of the safety management system
- Ensuring that each service/department has in place a written Safety Statement
- Identifying hazards, assess the risks from those hazards and identify controls to reduce the risk to the lowest level that is reasonably practicable
- Having in place a written assessment of the risks and develop a service/department risk register for the risks (further information on the risk assessment process is available in section 3 or contact the Risk and Incident Management Department)
- Ensuring risk assessments are communicated, monitored, reviewed and updated as appropriate and a rolling agenda item at Directorate/department meetings. Key risks are discussed and notified, as per the Risk Notification Procedure and updated in the event of any significant change in legislation, work activity or place of work

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- Ensuring that health & safety training needs based on risk assessment has been undertaken and training programmes have been and continue to be undertaken to ensure the safety, health and welfare of employees (including contractors) and others affected by the work activities
- Ensuring that suitable arrangements are in place to facilitate effective consultation on matters pertaining to occupational safety, health and welfare i.e. safety personnel, Safety Representative or Occupational Health & Safety Department
- With regard to emergencies or situations of serious or imminent danger, ensuring adequate plans and procedures are in place and periodically tested via drills.
- Ensuring all incidents, accident and dangerous occurrences are reported on the National Incident Management System (NIMS) and managed in accordance with the TUH Risk & Incident Management Policy and appropriate follow up is provided to employees who sustain injury at work i.e. OHWD/ED
- Ensuring that workplaces are designed and maintained in a condition that is safe and without risk to health, that there is a safe means of access to and egress from the workplace and that plant, equipment and other articles are safe and without risk to health so far as is reasonably practicable
- Ensuring that systems of work are planned, organised, performed, maintained and revised as appropriate, so as to be safe and without risk to health so far as is reasonably practicable
- Managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk
- Ensuring adequate personal protective equipment is available
- Ensuring safety, health and welfare legislation forms part of the general conditions of a contractor's work specification at all stages of the procurement process if applicable
- Ensuring that all safety related records are maintained appropriately and are available for inspection

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- Verify that senior/line managers commissioning contractors to engage in work practices/services must ensure contractors/person being contracted are competent to fulfil the contract, are managed appropriately, comply with legislation and hospital policies and procedures (section 2.6 below for further information).
- Auditing the service/department quarterly using the Occupational Health & Safety checklist and action appropriately.

2.5 Employees including Agency Staff, Students and Volunteers

In accordance with Section 13 of the Safety, Health and Welfare at Work Act, 2005 all employees have a responsibility for their own occupational safety, health and welfare and that of others in the workplace.

The improvement of safety, health and welfare within TUH is incumbent on all employees, regardless of role or status. The successful implementation of the Safety Management System will greatly depend on the full co-operation of each employee. Failure to comply with the terms of the Safety Statement may result in disciplinary action.

Key responsibilities of employees:

- Comply with relevant legislation and Hospital health & safety policies and procedures
- Take reasonable care for one's own safety, health and welfare and that of other persons who may be affected by one's own acts or omissions while at work
- Attend training, follow instruction as per training, use suitable equipment, protective clothing, or other means provided for protection as advised by the employer, their deputy or trainer/instructor
- Report without undue delay, to their relevant line manager, any defects in equipment, place or system of work which may endanger the safety, health and welfare of themselves or others
- Not to intentionally or recklessly interfere with any safety measures provided

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- Report any accidents, safety related incidents or hazards on the National Incident Management System (NIMS) as soon as is practicable and inform the relevant line manager
- Ensure that employees are not under the influence of an intoxicant (alcohol/drugs) to the extent that they are in such a state as to endanger their safety, health or welfare at work or that of any other person.

2.6 Contractors

Contractors must comply with the Safety, Health and Welfare at Work (Construction) Regulations, 2013 and all other relevant legislation relating to works carried out by contractors as appropriate.

All contractors are required to:

- Ensure adequate insurance before starting work (Contractor Employer Liability and Public Liability Insurance)
- Submit company's 'Safety Statement' and a 'Method Statement – including contract specific risk assessments'
- Comply with the Hospital Safety Statement and Departmental safety arrangements
- Carry out work in a safe manner, take due care of their own safety, of their employees and all others affected by their work, paying particular attention to areas where visitors or patients are present
- Provide all necessary instruction training (including Safe Pass Training) and information on all health, safety and welfare matters to his or her employees. This also includes sub-contractors working on his/her behalf. The contractor is responsible for the health, safety and welfare of their employees (includes sub-contractors and apprentices) which includes the provision of training and vaccination where appropriate
- Provide all necessary safety equipment and ensure it is used correctly at all times. Plant and equipment brought on to the hospital site by contractors must be safe and in good working order, with all necessary guards fitted to machinery. Contractors

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must not use any equipment or the services of any Hospital employee without prior approval being granted by the Hospital

- Report all injuries, accidents, fires or potentially serious accidents to the department manager responsible for employing the contractor and on NIMS.
- Contractors will adhere strictly to the requirements as laid down under the appropriate legislation governing scaffolding. All scaffold access platforms and ladders must be of sound construction and maintained and used in a safe manner. All scaffolding must be erected by competent personnel using a tagging system. The scaffolding must be inspected weekly with all records available for the Hospital to review.
- The Hospital management reserves the right to stop work that may cause imminent danger to the health and safety of persons, without penalty to the Hospital

2.7 Occupational Health & Safety Department

The Occupational Health & Safety Manager provides strategic direction and assurance to duty holders at all levels of the organisation and combines expert resources with best practices to deliver the highest possible standard of service across the key occupational health and safety support areas.

Key responsibilities include:

- Engagement with line manager to support the development and implementation of a safety management system at department level
- Development and review of occupational health & safety policy, procedure and guideline to include the Hospital Safety Statement
- Recommendation of statutory occupational health & safety training
- Occupational health and safety monitoring, audit, inspection and investigation of corrective action required if instances of non-compliance with safety provisions are identified
- Reporting of incident/dangerous occurrence to the Health & Safety Authority as appropriate
- Provision of specialist occupational health & safety information and advice

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- Develop and share non-clinical risk reports (monthly).

For further information visit the Occupational Health & Safety intranet site.

2.8 Occupational Health & Wellbeing Department

The Occupational Health & Wellbeing Department enables TUH to deliver safe, effective and quality care to all of its service users by optimising the available workforce and the health and wellbeing of that workforce. They provide medical advice on issues where work is affecting health and/or health is affecting work.

Key responsibilities include:

- Promoting compliance with health & safety legislation
- Completing pre-placement health assessments for applicants to ensure they are medically fit to undertake the employment
- Conducting blood borne virus screening of Healthcare Workers required to carry out Exposure Prone Procedures.
- Assess, manage and review employees who sustain work related accidents / incidents as outlined in appropriate standard operating procedure
- Administering appropriate vaccination programme(s) in accordance with the *National Immunisation Guidelines of Ireland*
- Fitness for work assessment and case management of employees absent from work due to illness or injury as per the Attendance Management Policy through management and self-referral pathways
- Providing recommendations on workplace accommodations required to facilitate early and safe return to work.
- Providing an opinion on fitness as required by Critical Illness Protocol, Serious Physical Assault Scheme/Temporary Rehabilitation Remuneration/Injury at Work Scheme
- Conducting ill health retirement (IHR) assessments.
- Providing appropriate health surveillance to employees where risk is identified in the workplace

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- Co-ordination of the Employee Assistance Programme*; provision of information to employees regarding support services available, e.g. counselling, employee coaching and data driven reporting to the organisation of de-identified and generalised trends and themes, to enhance employee wellbeing and the organisational effectiveness
- Coordination of formal structured supports to groups of employees who have experienced distress as a result of a critical incident and/or other issues (e.g. Critical Incident Stress Management (CISM).
- Management of TUH employee health & wellbeing service to include advice on ergonomics in the workplace e.g. desk station assessment
- Supporting the development of evidence-based policies, procedures and guidelines related to Occupational Health and Wellbeing.

* The Employee Assistance Programme (EAP) is a work-based support service for staff in the organisation. It is a confidential independent service that is free and available to all employees. It provides short term counselling for personal and work related issues affecting job performance or home life. EAP also supports employees with complex psychosocial issues (psychological and social factors that influence mental health).

For further information visit the Occupational Health & Wellbeing intranet site.

2.9 Quality, Safety and Risk Management Directorate

The Quality, Safety and Risk Management Directorate promotes a culture of patient-centred care, fostering an environment where continuous improvement is not just a goal but an ingrained philosophy by:

- Building quality and patient safety capacity and capability in practice
- Using data to inform improvements
- Utilising and monitoring the Incident Management Framework (2020) and Open Disclosure Policy 2025.
- Providing a platform for sharing and learning

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- Reducing common causes of harm and enabling safe systems of care and sustainable improvements.

Section 19 of the Safety, Health and Welfare at Work Act 2005 provides that every employer must identify the hazards at the place of work, assess the risks from those hazards, identify controls and have in place a written assessment of those risks as they apply to employees and others affected by the employer's activities. Section 3 below outlines the risk management process.

The Risk and Incident Management Department provide support and guidance on completing written risk assessments and developing department/directorate risk register. For further information visit the Risk & Incident Management Department intranet site.

2.10 Hospital Fire Officer

The Hospital Fire Officer forms part of the Infrastructure & Support Services Directorate, focusing on quality improvement and safety for patients, staff and visitors. The Fire Officer is expected to play a role in the development of the Occupational Health & Safety Department/ Infrastructure & Support Services, ensuring implementation of appropriate actions to achieve corporate and service delivery objectives.

Key responsibilities include:

- Ensure the hospital's full compliance with fire safety legislation, national standards, and best-practice guidelines
- Lead the planning, implementation, and continuous improvement of fire safety systems, infrastructure, and strategies across the hospital campus
- Oversee the maintenance and upgrading for both passive and active fire protection systems and develop innovative engineering solutions to support both existing buildings and new developments
- Provide expert guidance on fire safety design, risk assessment, fire strategy documentation, and operational procedures to ensure a resilient and compliant organisation

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- Review and enhance the existing fire safety training and evacuation programme and develop a comprehensive, fit-for-purpose training framework that meets organisational needs and regulatory requirements.

2.11 Technical Services Department (TSD)

In addition to Section 2.4 above, TSD will ensure:

- Buildings are maintained in safe condition and where appropriate ensure that statutory inspections have been carried out and certified
- Management are kept informed on technical aspects of safety matters which are within their area(s) of responsibility
- Control activities under their remit in connection with building maintenance, by ensuring that all reasonable precautions are taken by contractors and that contractual conditions are complied with to prevent accidents
- Assess safety features of proposed alterations to hospital services under their direct control
- Ensure that all maintenance and engineering work necessary is carried out promptly
- Notify the OH&S Department in respect of proposed construction projects and any health and safety issues that may ensue
- Ensure risk assessments and method statements (RAMS) are received and reviewed prior to contractors commencing any work onsite.
- Contractors associated with TSD must liaise with TSD before starting any works, ensure that all works are detailed and agreed in advance of commencement and follow TSD policies and procedures when carrying out working on TUH sites.

2.12 Environment and Hygiene Services Department

In addition to Section 2.4 above, the Environment and Hygiene Services Department will ensure:

- Waste management are in compliance with legislation and hospital procedures
- Security systems review as required

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- Waste bins are distributed, all waste types including hazardous waste is collected and brought to the designated area for disposal
- Safe practices of handling waste are audited
- Permits are in order in conjunction with the Local Authority and the Environmental Protection Agency
- Adequate security (24-hours) to ensure the safety of employees, patients and visitors while on the premises. A comprehensive security system is in place in the Hospital, which includes CCTV
- Assess security incidents/threats in the Hospital, implement preventative measures and liaise with appropriate personnel as required.

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3 Risk Management Process

The management of safety, health and welfare at work is integral to TUH's approach to risk management and is a requirement of the Executive Management Team in addition to being a legislative requirement, as specified under Section 19 of the Safety, Health and Welfare at Work Act 2005.

Section 19 of the Safety, Health and Welfare at Work Act 2005 provides that every employer must identify the hazards at the place of work, assess the risks from those hazards, identify controls and have in place a written assessment of those risks as they apply to employees and others affected by the employer's activities.

TUH Risk & Incident Management Policy sets out the policy and guidance by which TUH manages risk. The Policy adopts a proactive approach to the management of risk to support both the achievement of objectives and compliance with governance requirements.

3.1 Hazard Identification and Risk Assessment Process

Hazard identification and risk assessment is the process of examining what can contribute/cause harm to people in the workplace so that an informed decision can be made as to whether sufficient arrangements and precautions are in place or additional measures are required to prevent an injury or ill health.

The process involves:

- Identifying the hazards (see Appendix 3)
- Assessing and evaluating the risk using the risk assessment tool (appendix 4)
- Having in place written assessment of the risks and develop a service/department risk register for the risks (refer to the Completion of Occupational Safety and Health Risk Assessments Guideline on Q-pulse for guidance on risk assessments).
- Identifying the inherent and residual risk rating, risk appetite and the current controls that are in place to manage the risk

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- Identifying what additional controls, if any, are required to eliminate the risk or reduce the rating to as low as is reasonably acceptable
- Identifying and assigning a responsible person who has responsibility for ensuring these additional controls are implemented and agree a time frame for implementation
- Communicating and notifying risks that cannot be controlled locally to senior management for assessment/ further mitigation and /or acceptance on to the appropriate Service/ Directorate Risk Register

Control measures are the most significant part of the risk assessment, as they set out the steps that must be followed to protect employees. When deciding on the controls, consideration should be given to the general principles of prevention. These are a hierarchy of controls that set out how to manage hazards. The focus should be to eliminate the hazard, so employees are protected. If this is not possible then it is necessary to work through the principles until it is as safe as reasonably practicable. Reliance on personal protective equipment should be one of the last steps in the process (not the first).



3.2 Review and Monitoring

To ensure that continuous improvement takes place, risk management/assessments should be a rolling agenda item at team meetings. Key risks are continuously monitored and all risks should be reviewed at least annually. Some risks are reviewed in response to changes in legislation, following review of incidents, changes in work

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practices/policies/procedures/guidelines or upon the introduction of new service/technology.

Ultimately, the process should ensure that all identified risks in the workplace, that could cause harm to employees, service users, visitors and all who come into contact with our services and/or who may be affected by our activities, are carefully analysed and managed appropriately.

3.3 Communication and Notification of Risks

Where additional resources are required for the control of a hazard, and such resources are not immediately available, the risks associated with this hazard should be incorporated onto the relevant risk register and prioritised for action or notified to the next level. In the interim, the risk will continue to be managed and monitored so far as is reasonably practicable, at local level and the relevant manager informed of any changing circumstances.

Further information on the risk management process (written risk assessment and developing a department/directorate risk register) is available on the Risk Incident & Management Department intranet site.

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4 Organisational Arrangements

The following section details a non-exhaustive list of the health & safety arrangements in place in TUH to fulfil our statutory duties and to reduce the risk of injury or ill health to employees and all others affected by our activities.

4.1 Access and Egress

- It is the policy of the Hospital to provide safe access and egress to and from any employees/contractors place of work whilst on the Hospital site
- Emergency exit doors are clearly sign-posted and department managers have a responsibility for ensuring that all access and egress corridors and walkways are kept clear of obstructions
- Emergency lighting is provided to aid escape in the event of a lighting failure. All employees are requested to report faulty lighting immediately to TSD
- Where access to high levels is necessary, such as for maintenance work or to access goods stored above head height, the Hospital provides suitable and safe equipment such as ladders, scaffolds, kick-stools or stepladders.
- A regular housekeeping regime has been established to ensure, as far as is reasonably practicable, that wet floors are marked by hazard warning signs
- Where a spillage occurs or is noticed, employees have a responsibility to ensure that a 'wet floor sign' is put in place and the spillage is cleared up in as timely a manner as possible
- The Hospital's Technical Services employees and contractors carry out routine repairs and maintenance for both internal and external areas on the Hospital campus
- Motor vehicle transport to and from the Hospital is well controlled. There is a speed limit of 15km/h through the Hospital campus which must be adhered to. Adequate lighting of all areas around the Hospital, including the car parks, has been provided. Walkways and pedestrian crossings are clearly highlighted.

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- Employees, contractors and visitors are required to take due care and be considerate of all other car park users. Employees are required to report any incidents or concerns to the Security Department Ext. 2100 and on NIMS.

4.2 Safe Systems of Work

The risk assessment process provides management with a systematic approach to the management of risks and enables the identification and prioritisation of subsequent actions necessary for the development and implementation of safe systems of work.

It is the responsibility of senior/line manager in all locations to ensure that safe systems of work are documented, distributed, accessible, understood by employees and consistently implemented.

4.3 Incident Management

TUH aims to:

- Promote a 'just culture' in its approach to incident management and investigation
- Be committed to the protection and wellbeing of its employees, service users and others
- Learn from incidents and ensure that recommendations are actioned to prevent a reoccurrence
- Demonstrate compliance with legislative and regulatory requirements.

It is the policy of TUH that all incidents shall be identified, reported on NIMS, and reviewed in line with the HSE Incident Management Framework 2020. It is the responsibility of employees to report incidents to their line manager after the event occurs and the responsibility of senior/line manager to follow-up as specified in the TUH Risk & Incident Management Policy.

In accordance with the Safety, Health and Welfare at Work Act 2005 and Statutory Instruments S.I. No. 370 of 2016 Safety, Health and Welfare at Work (General

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Application) (Amendment) (No. 3) Regulations 2016 incidents and dangerous occurrences are required to be reported to the Health & Safety Authority (HSA) when:

- A workplace incident causes the death of an employee
- Employees are injured at a place of work and cannot perform their normal work for more than three consecutive days, not including the day of the accident
- Employees are injured while driving or riding in a vehicle in the course of work, and cannot perform their normal work for more than three consecutive days, not including the day of the accident
- Any person in a place of work, or as a result of a work activity, requires treatment from a medical practitioner
- A dangerous occurrence as described in Schedule 15

The above must be reported to the HSA on the approved form as soon as reasonably practicable and not later than 10 working days after the event. In the case of a death, a report shall be made by the quickest practicable means (i.e. immediately by telephone) and subsequently in writing in the approved form within five working days of the death.

The OH&S Department reports and investigates any incident which requires notification to the Health and Safety Authority (as outlined above). All employees are obliged to co-operate with any investigations and to provide any information, which may be useful in establishing the circumstances surrounding any accident or incident. The outcome of any OHS investigations is shared with the senior/line manager for review and follow-up. Recommendations (if any) are made to prevent a recurrence where reasonably practicable.

Under the Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 and 2020, the following must be notified to the HSA:

1. Any work-related sharps injury that could cause severe human infection/human illness. The approved form of *Notification of a Dangerous Occurrence* must be used
2. The employer must ensure that the details are reported as soon as practicable of

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any incident, accident or dangerous occurrence which has or may have resulted in the release of a biological agent which could cause severe human disease, the employer must ensure that the details are reported as soon as practicable.

3. When an employer becomes aware of, or a registered medical practitioner (including a responsible medical practitioner) diagnoses, a case of disease or death of an employee resulting from occupational exposure to a biological agent https://www.hsa.ie/eng/publications

The Occupational Health and Wellbeing Department will notify incident outlined above (1,2,3).

With reference to points 2 and 3 above, a medical practitioner must notify the HSA on behalf of the employer. All incidents must result in some level of internal investigation and where necessary include competent support from relevant specialists within TUH.

4.4 Emergency Plans

Section 11 of the Safety, Health and Welfare at Work Act 2005 requires TUH 'to have in place adequate plans and procedures to be followed and measures to be taken in the case of an emergency or a serious and imminent danger within the workplace' e.g. fire, disruption to water/electricity supplies, flooding, outbreak of illness, adverse weather, etc.

It is essential that plans are in place for all unforeseeable internal emergencies/incidents that may occur. Such plans will reduce the potentially increased risks to employees, service users, visitors and all who come into contact with our services and/or who may be affected by our activities, arising from loss of service, premises and equipment, etc. All plans should be periodically tested and include contingency arrangements.

The TUH Major Emergency Plan and the Internal Incident Plan are available on the TUH intranet homepage in the popular links section. For the purposes of implementing these plans, procedures and measures are required under the legislation.

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4.5 Fire Safety Management

TUH acknowledges its responsibilities and the potential hazards of fire and its associated risks. TUH supports the identification, assessment and management of such risks, which are detailed in the Fire Safety Policy, Major Emergency Plan and the Internal Incident Plan. Further support and assistance with the implementation of the Hospital fire safety programme is available from the hospital fire officer.

4.6 Maintenance of Buildings, Plant and Equipment

Buildings, plant and machinery must be maintained in a condition that is safe and without risk to the health & wellbeing of all who use/avail of TUH services.

It is the obligation of managers to ensure that there is a planned preventative maintenance programme for buildings, plant and equipment. Records in relation to the completion of this programme must be maintained and available for inspection if requested.

Maintenance of plant and equipment should be in full compliance with all legislation, standards and guidance documents.

4.7 Medical Devices/Equipment

TUH is committed to ensuring that uniform policy, standards and procedural guidance are implemented to support the development of a system which assures a designated coordinated approach for the management of Medical Device Equipment throughout the organisation.

4.8 Shared Place of Work

Services/Departments who share a place of work are required by the Safety, Health and Welfare at Work Act 2005 to co-operate in complying with and implementing health and safety provisions and to co-ordinate their preventive activities. They must also keep each other and their respective employees, and Safety Representatives (if any), informed about the risks to safety, health and welfare arising from their work activities, including risk assessment and local policies and procedures.

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4.9 Instruction, Training and Supervision

TUH is committed to providing employees with the necessary skills and knowledge to carry out their roles in a safe manner, developing a skilled and competent workforce and promoting a culture of learning in the workplace.

Under the Safety, Health and Welfare at Work Act, 2005 (Sections 8 and 10) the employer is required to provide instruction, training and supervision to their employees in relation to safety, health and welfare at work.

In line with legislation, Occupational Safety & Health Training must be provided to all employees:

- When they start working in the Hospital
- In the event of the transfer of an employee or change of task assigned to an employee
- On the introduction of new work equipment, new systems of work, or changes in existing work equipment or systems of work
- On the introduction of new technology
- To maintain employee competency

Occupational Safety & Health Training is considered statutory training when it is:

- Explicitly required by law, or
- Required on the instruction of a statutory body (e.g. Health & Safety Authority) on the basis of specific legislation e.g. *Safety, Health and Welfare at Work Act (2005),* or
- Required through the process of risk assessment or training needs assessment. That is where, through either of these processes, the Hospital, deems training to be necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of employees and others.

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Please note that statutory training is mandatory for all identified employees.
A systematic approach to identify training needs is in place in TUH. Managers must ensure that occupational health & safety training needs based on factors outlined below have been undertaken and training programmes have been and continue to be undertaken to ensure the safety, health and welfare of employees (including contractors) and others affected by the work activities;

- Legislative requirements
- The specific work activities undertaken by employees
- The workplace risk assessment to include the work environment, work activities and work equipment
- Consultation with employees, representatives and other stakeholders
- Local and National Policies, Procedures, Protocols and Guidelines
- Relevant findings and recommendations of workplace audits, inspections and incident investigations.

TUH will ensure, as far as reasonably practicable, that all employees are facilitated in attending any statutory health & safety training. There is a reciprocal duty placed on employees to attend such training.

Managers must also ensure that following such training, employees are adequately supervised and monitored to ensure training is being implemented. Training records must be appropriately maintained, managed and available for inspection. Further information available; Occupational Health & Safety Training Policy on Q-Pulse.

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5 Consultation and Communication

TUH actively promotes and supports employee participation in all aspects of the Safety Management System and will consult with employees when establishing arrangements for securing co-operation in the workplace on all matters of safety, health and welfare. Consultation will be made in advance and in a timely manner so as to give employees time to consider, discuss and give an opinion on the matters before managerial decisions are implemented. TUH will consult with trade unions as appropriate.

5.1 Health and Safety Forum

The Health & Safety Forum was convened in pursuance of TUH's obligations in accordance with Section 26 of the Safety, Health and Welfare at Work Act 2005. The purpose of the Health & Safety Forum is to ensure that the implementation of the Hospital's responsibilities on matters pertaining to safety, health and welfare at work are adhered to.

The Health & Safety Forum reports to the Executive Management Team and comprises of a balanced representation of management, staff and Safety Representatives.

The Forum shall have clear terms of reference that specify the function of the forum and the conditions under which it will function.

Key responsibilities of the Health and Safety Forum are to:

- Ensure that the Hospital's Safety Statement complies with the Safety, Health and Welfare at Work Act, 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and other health & safety legislation as appropriate.

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- Evaluate the extent to which the policies and procedures outlined in the safety statement are being fulfilled.
- Review any safety, health and welfare issues, which are perceived to be a potential cause of accidents and/or ill health to staff, contractors and members of the public and make proposals to the Hospital management on means of eliminating, reducing or controlling the risk.
- Review accidents (IR1/IR3 notifications to the HSA, incidents and near misses since the last meeting and consider proposed corrective action to eliminate, reduce and prevent a re-occurrence).
- Assess the adequacy and relevance of education and training programmes with regard to safety, health and welfare. Consider areas where additional education and/or training is desirable and/or recommend to the mandatory committee. Ensure content on current education and training programmes are up to date with regard to current best practice and health & safety legislation.
- Identify and promote topics of general interest on safety, health and welfare e.g. special activities such as 'safety week' and safety promotion on key topics.
- Promote joint ownership of health & safety issues with staff and develop effective communication arrangements.
- Ensure the safety representative, safety contact personnel, local safety committees and staff consultations are facilitated and supported.
- Collaborate and co-operate with other committees and groups (e.g. Infection Prevention and Control Committee, Radiation Safety Committee, Mandatory Education & Training Sub Group, Occupational Health & Wellbeing, etc.) involved in the promotion and maintenance of safety, health and welfare at work.
- Systematically review the audit performance of health and safety with reference to the HIQA National Standards for Safer Better Healthcare and the HSA.

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- Ensure the hospital liaises with appropriate external bodies (e.g. National Health and Safety Function (HSE), Voluntary Hospital Group, States Claims Agency- Enterprise Risk Management, AON Ireland, HSA, etc.).
- Review the health & safety-related risks on the Hospital's Risk Register and oversee the actions plans associated with same.
- Support compliance with licencing arrangements and HSE and HIQA standards.

Organisational procedure and membership of the Health & Safety Forum forms part of the Health & Safety forum's Terms of Reference as is available from the Occupational Health & Safety Department.

The Health and Safety Forum is audited annually (see section 10.2).

5.2 Safety Representatives

Section 25, of the Safety, Health & Welfare at Work Act, 2005 entitles employees to decide on, select and appoint a Safety Representative or, by agreement with their employer, more than one Safety Representative to represent them in consultations with the employer on matters of safety, health and welfare at the place of work.

TUH recognises the importance and the value of Safety Representatives and fully supports the appointment of Safety Representatives from all disciplines within TUH. Safety Representatives will receive training to ensure they have the knowledge and skills necessary to perform their function effectively in accordance with Section 25 of the Safety, Health & Welfare at Work Act 2005.

Safety Representatives may:

- Make representations to their employer on any aspects of safety, health and welfare at the place of work

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- Inspect the place of work after giving reasonable notice to their employer. The frequency and schedule of inspections must be agreed between the Safety Representative and the employer in advance
- Inspect the place of work in the event of an incident, dangerous occurrence or a situation of imminent danger or risk to health and safety
- Investigate accidents and dangerous occurrences provided they do not interfere with or obstruct any person fulfilling their legal duty
- After giving reasonable notice to their employer, investigate complaints made by employees whom they represent
- Accompany a HSA Inspector on a tour of inspection within TUH campus
- At the discretion of the HSA Inspector, accompany the Inspector while they are investigating an incident or dangerous occurrence
- Consult and liaise with other Safety Representatives appointed in the organisation and the Occupational Health and Safety Manager.

Names and contact details for TUH Safety Representative and safety contact personnel is available on the Occupational Health & Safety Department intranet site.

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6 Resources

Adequate resources must be allocated by TUH in order to ensure that occupational safety, health and welfare can be achieved on a sustainable basis. Resources are required to ensure the safety management system is efficient and effective and shall be identified through the risk assessment process.

The CEO will allocate appropriate resources, so far as is reasonably practicable, to ensure the effective implementation of the TUH Safety Management System.

This Hospital Safety Statement places duties on managers at all levels to ensure that adequate resources are made available for the management of occupational safety, health and welfare.

Where, following a risk assessment process, additional resources are identified that cannot be provided/funded locally the lead/manager for the service will evaluate and if the risk remains significant then they should notify the Directorate Lead for further controls/mitigation. The Directorate Lead will assess and assist with further mitigation and lead on making the decision to either accept/ refer back to appropriate department or table at the next Deputy CEO (DCEO) clinical/ non-clinical meeting. If the risk remains ≥15, then it is tabled at the next Executive Management Team (EMT) meeting. Some risks that are rated

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<15 but have a high impact may still be escalated to the DCEO committee and those that are rated high, despite the efforts of the EMT to address, are notified to the Integrated Health Area- Dublin South West/HSE by the EMT and at the discretion of the CEO.

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7 Safety Statement Distribution

The Safety Statement can be found on Q-Pulse and on the Occupational Health & Safety Department intranet site. Updates will be communicated by memo to department managers. Department managers are advised to ensure all employees are aware of the location of the Hospital Safety Statement and updates as communicated.

8 Implementation of the Hospital Safety Statement

The Hospital Safety Statement will assist with the implementation of an effective safety management system, which will be supported by the Service/Department Safety Statements.

Hospital Management are responsible for ensuring that the contents of the Hospital Safety Statement are appropriately communicated, implemented and available to all employees.

9 Revision of the Hospital Safety Statement

It is the responsibility of the Director of Infrastructure and Support Services to ensure that TUH's Safety Statement is reviewed at least annually or when there has been a significant change in the matters to which it refers such as legislative, organisational changes, there is another reason to believe that the Safety Statement is no longer valid, or an inspector in the course of an inspection, investigation, examination, or inquiry directs that the Safety Statement be amended.

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10 Performance Management

Performance measurement is an important part of the safety management system. Intelligence gathered through the performance measurement process informs and sustains the operation and development of TUH's safety and risk management systems.

10.1 Corporate Occupational Health and Safety Key Performance Indicators

TUH will measure, monitor and evaluate safety and health performance against agreed standards using Key Performance Indicators (KPIs) to reveal when and where improvement is needed. Active monitoring will reveal how effectively the safety management system is functioning by providing:

- Information on vulnerabilities in the management system and, likewise, areas where remedial action is required
- A basis for continual improvement
- Feedback and motivation by identifying systems, processes and good practice that promote a positive safety culture.

It is important that health & safety performance is measured at each management level within the Hospital. As described in the responsibilities section of this Statement, managers at all levels have responsibility for monitoring the achievement of Occupational Health & Safety objectives and compliance with any standards for which they and their staff are responsible. Managers and supervisors responsible for the direct implementation of standards are expected to monitor compliance in detail.

10.2 Safety Auditing

The TUH Safety Management System will be audited periodically by the Occupational Health & Safety Manager.

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Adopted/adapted HSE self-assessment audit tool and the HSA audit tool will support this process and ensure a consistent approach across the organisation. The audit tools include:

- Level 1-Department/Ward Checklist (adapted HSE Audit Tool). Audit is performed annually.
- Level 2-Health & Safety Forum Audit Tool (adapted HSE Safety Committee Audit Tool). Audit is performed annually.
- Level 3-Hospital Safety Management System Audit Tool (adapted HSE Hospital Safety Management Safety Audit Tool/HSA Auditing a Safety and Health Management System).

The purpose of this, is to assess systems compliance, provide independent assurance and identify areas for improvement. Implementation of audit findings is the responsibility of local management.

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11 Health & Safety Authority

The Health & Safety Authority (HSA) is the national statutory body with overall responsibility for the administration and enforcement of health and safety at work legislation. The HSA monitors compliance with legislation at the workplace and investigates accidents, causes of ill health and complaints.

HSA Inspectors carry out reactive and pro-active inspections of workplaces. Reactive inspections may arise following an accident, incident or complaint. Pro-active inspections may be routine or targeted.

Section 64 of the Safety, Health and Welfare at Work Act 2005 gives specific powers to Inspectors to take actions where statutory contraventions are observed or where there is a risk of serious personal injury. These actions include:

- **Report of Inspection**

Under Section 77 of the 2005 Act, an Inspector may issue a Report of Inspection setting out areas for improvement and advice about health & safety at work. Failure to comply with this advice and other relevant legal requirements may result in further enforcement action including prosecution.

- **Improvement Direction/ Notices**

Under Section 65 of the 2005 Act, an Inspector is empowered to serve an Improvement Direction in relation to activities to which the Inspector considers may involve risk to safety or health of persons. An employer is required to respond with an Improvement Plan which the Inspector can approve or require to be amended

- **Improvement Notice**

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Under Section 66 of the 2005 Act, an Inspector is empowered to serve an Improvement Notice on the employer stating the Inspector's opinion that the employer or person has contravened a provision of an Act or Regulation, and requiring that the contravention be addressed in line with the direction given in the notice and any accompanying documentation, if any, issued with the notice.

- **Prohibition Notice**

Under Section 66 of the 2005 Act, an Inspector is empowered to serve a Prohibition Notice is where an Inspector is of the opinion that an activity is likely to involve a risk of serious personal injury to any person. This notice takes effect immediately from when the person, on whom the notice is served, receives the notice.

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12 Appendix

12.1 Appendix 1-Stakeholders

Chief Executive Officer

Director of Infrastructure & Support Services

Deputy Director of Infrastructure & Support Services

Environment Service Department/Lead

Executive Management Team

Fire Officer

Hospital Safety Representative

Nursing Directorate Lead (Medical & Surgical)

Occupational Health & Safety Lead

Occupational Health & Wellbeing Department (Physical, Clinical Nurse Specialist)

Technical Services Department/Lead

Quality, Safety and Risk Management Directorate

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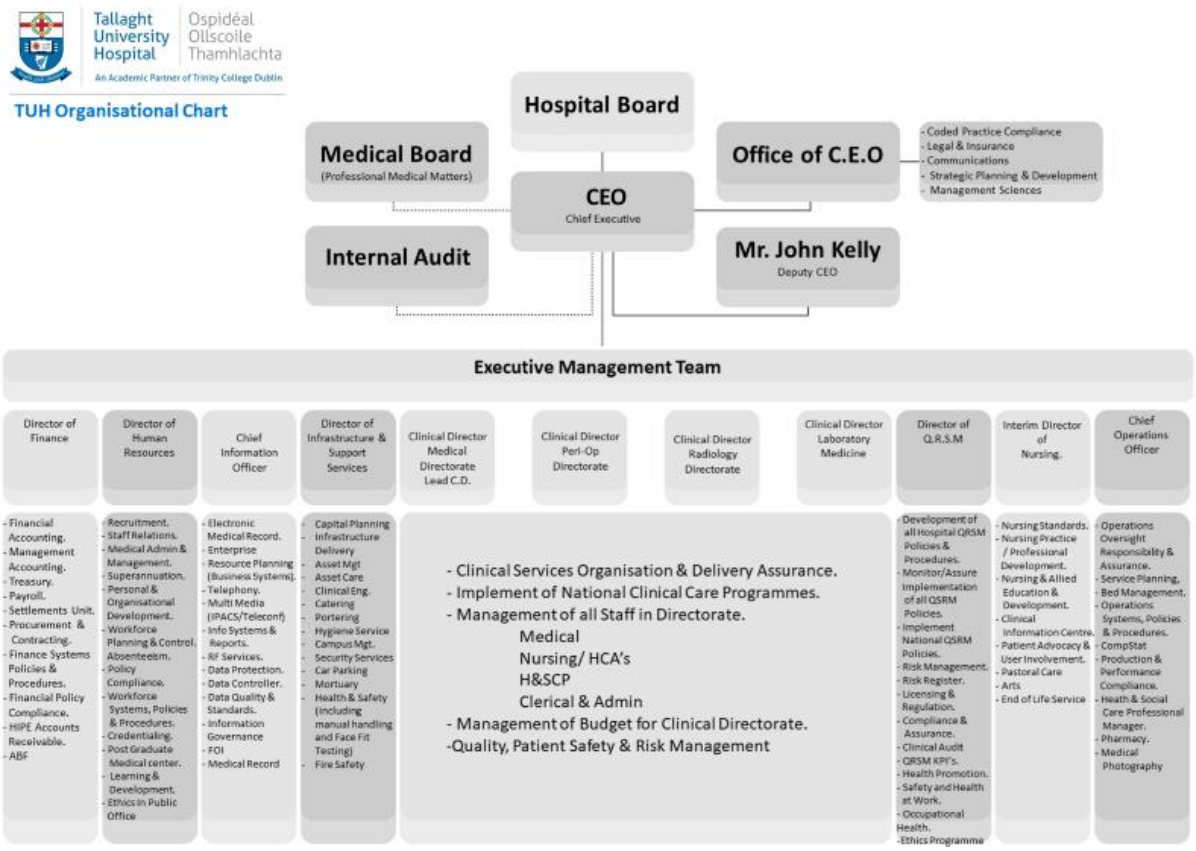
12.2 Appendix 2-Organisational Chart



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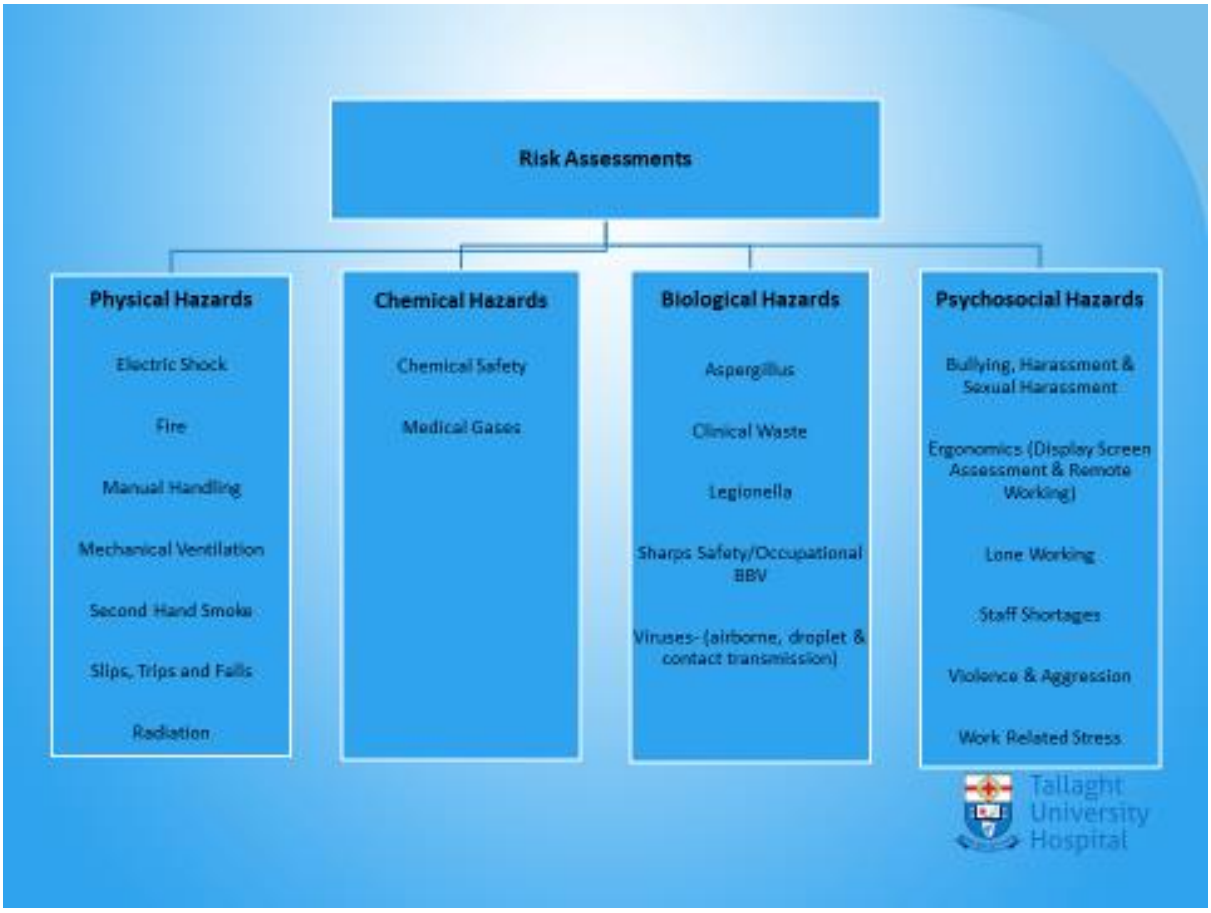
12.3 Appendix 3- Potential Hazards (Non-exhaustive; sample of top 20 risks)



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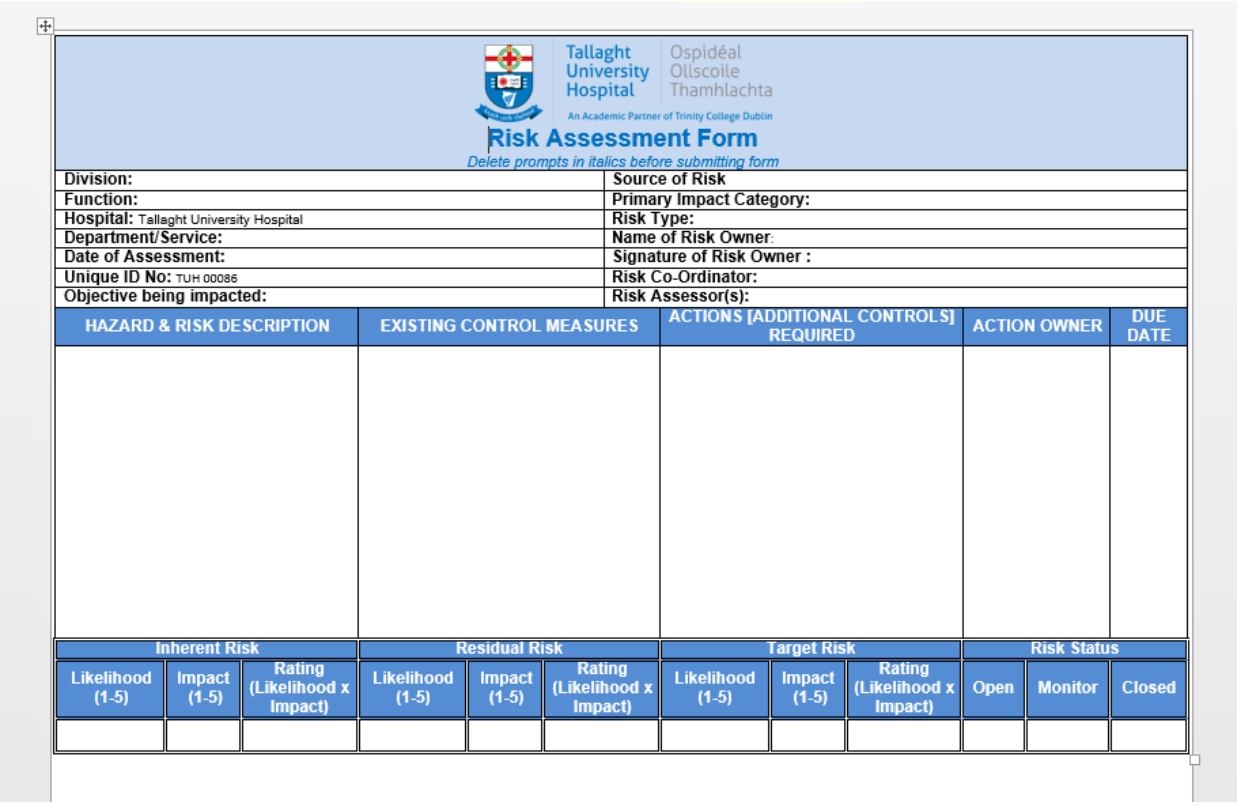
12.4 Appendix 4- TUH Risk Assessment Form 2024



Tallaght University Hospital | Ospidéal Ollscoile Thamhlachta

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Risk Assessment Form

Delete prompts in italics before submitting form

Division:	**Source of Risk**
Function:	**Primary Impact Category:**
Hospital: Tallaght University Hospital	**Risk Type:**
Department/Service:	**Name of Risk Owner:**
Date of Assessment:	**Signature of Risk Owner :**
Unique ID No: TUH 00086	**Risk Co-Ordinator:**
Objective being impacted:	**Risk Assessor(s):**

HAZARD & RISK DESCRIPTION	EXISTING CONTROL MEASURES	ACTIONS [ADDITIONAL CONTROLS] REQUIRED	ACTION OWNER	DUE DATE

Inherent Risk			Residual Risk			Target Risk			Risk Status		
Likelihood (1-5)	Impact (1-5)	Rating (Likelihood x Impact)	Likelihood (1-5)	Impact (1-5)	Rating (Likelihood x Impact)	Likelihood (1-5)	Impact (1-5)	Rating (Likelihood x Impact)	Open	Monitor	Closed

(Available on Risk Management Department intranet site)

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12.5 Appendix 5-TUH Supporting /PPPG's (Non-exhaustive)

- Internal Emergency Plan (popular links home page)
- Major Emergency Plan (popular links home page)
- Manual Handling and People Handling Policy
- Managing the Manual Handling Issues of Patients with Bariatric Needs in TUH Guideline
- Manual Handling Enrolment, Attendance and Certification of Training Procedure
- Risk & Incident Management Policy
- Face Fit Testing Policy
- Fire Safety Policy
- Remote Working Human Resources Policy
- Lone Worker Policy
- Management of Latex Allergy or Sensitivity Policy
- Occupational Safety & Health Training Policy

Occupational Health & Safety Department SOP and Guidelines:

- Medical Gas Cylinder-SOP
- Battery Operated Vehicles-SOP
- Completion of Occupational Health & Health Risk Assessments-Guideline

Occupational Health & Wellbeing Department SOP and Guidelines:

- Pregnant Employee Guidelines and Risk Assessment
- Health Surveillance and Vaccination Protocol

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- Night Worker Guidelines and Risk Assessment
- Remote Working Risk Assessment

12.6 Appendix 6-Supporting Legislation / Codes of Practice

Safety, Health and Welfare at Work Legislation:

Safety, Health and Welfare at Work Act 2005

Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007) Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2007 (S.I. No. 732 of 2007)

Safety, Health and Welfare at Work (General Application) (Amendment) (No. 3) Regulations 2016 (S.I. No. 370 of 2016).

In addition to the above the Health & Safety Authorities website contains an extensive list of health and safety legislation/ regulations and codes of practice can be sourced at:

http://www.hsa.ie/eng/Legislation/List_of_Legislation/

NTMA Act 2000 – Incident reporting

Fire Safety:

Fire Services Act 1981 as amended 2003

Building Regulations 2006, Technical Guidance Document B:

-Fire Safety

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- SI 115 of 2006 - (Part B) - Building Regulations (Amendment) Regulations 2006

- Fire Safety 2017 Volume 2 Dwelling Houses:

- S.I. 57 of 2017 Building Regulations (Part B Amendment) Regulations 2017

Link to Part B Documents: https://www.gov.ie/en/publication/263ee-technical-guidance-document-b-fire-safety/

12.7 Appendix 7-Supporting Publications

Health Information and Quality Authority (HIQA) (2012) National Standards for Better Safer Healthcare

HSE (2020) Incident Management Framework

HSE Policy on Statutory Occupational Safety & Health Training

HSE (2023) HSE Enterprise Risk Management Policy and Procedures

HSE (2023) HSE Corporate Safety Statement 2023

HSA (2006) Workplace Safety and Health Management

HSA (2010) Health and Safety Management in Healthcare Information Sheet

HSA (2017) Safety Representatives Resource Book

HSE (2016) Guideline Document on the Safety Consultation & the Selection/Election of Safety Representatives Revised 2020

HSE (2016) Guideline Document on the Establishment of Local Health and Safety Committees Revised 2020

Department of Business, Enterprise & Innovation and the Department of Health (Jan 2022) Government's

Transitional Protocol – Good Practice Guidance for Continuing to Prevent the Spread of COVID-19

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12.8 Appendix 8-Useful Website

https://healthservice.hse.ie/staff/health-and-safety/national-health-and-safety-function

http://www.hsa.ie

http://europe.osha.eu.int

http://www.hse.gov.uk

http://www.who.int/topics/occupational_health/en/

http://www.hiqa.ie/

http://www.mhcirl.ie/

http://www.ntma.ie/business-areas/state-claims-agency/

http://www.hpsc.ie

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12.9 Appendix 9-Definitions

Accident means an accident arising out of or in the course of employment which, in the case of a person carrying out work, results in personal injury (Safety, Health and Welfare at Work Act 2005)

Agency a business or other organisation providing a specific service

Audit used to seek independent assurance that an appropriate and effective system of managing occupational safety, health and welfare is in place and that the necessary level of controls and monitoring are being implemented (Auditing a Safety and Health Management System a Safety and Health Audit Tool for the Healthcare Sector, 2006)

Biological Agent a micro-organism, including those which have been genetically modified, a cell culture and a human endoparasite, which may be able to provoke any infection, allergy or toxicity, classified into four risk groups according to their level of risk of infection, as follow;

"group 1 biological agent", that is one that is unlikely to cause human disease

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"group 2 biological agent", that is one which can cause human disease and might be a hazard to employees, although it is unlikely to spread to the community and in respect of which there is usually effective prophylaxis or treatment available

a "group 3 biological agent", that is one which can cause severe human disease and presents a serious hazard to employees and which may present a risk of spreading to the community, though there is usually effective prophylaxis or treatment available;

a "group 4 biological agent", that is one which causes severe human disease and is a serious hazard to employees and which may present a high risk of spreading to the community and in respect of which there is usually no effective prophylaxis or treatment available; (Safety, Health and Welfare at Work (Biological Agents) Regulations 2013)

Contractor means a person or firm who contracts to supply materials (any machinery, appliance, apparatus, tool or installation) for use at work as defined by General Application Regulations 2007 or labour (Collins 2000)

Competent Person a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken (Safety, Health and Welfare at Work Act 2005)

Chemical Agent any chemical element or compound, on its own or admixed, as it occurs in the natural state or as produced, used or released, including release as waste, by any work activity, whether or not produced intentionally and whether or not placed on the market (Safety, Health and Welfare at Work (Chemical Agent) Regulations 2001)

Dangerous Occurrence an occurrence arising from work activities in a place of work that causes or results in;

the collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of any work equipment,

the collapse or partial collapse of any building or structure under construction or in use as a place of work,

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the uncontrolled or accidental release, the escape or the ignition of any substance, a fire involving any substance, or any unintentional ignition or explosion of explosives,(Safety, Health and Welfare at Work Act 2005)

Employer- in relation to an employee- means the person with whom the employee has entered into or for whom the employee works under (or, where the employment has ceased, entered into or worked under) a contract of employment, includes a person (other than an employee of that person) under whose control and direction an employee works, and includes where appropriate, the successor of the employer or an associated employer of the employer; (Safety, Health and Welfare at Work Act 2005)

Hazard a circumstance, agent or action with the potential to cause harm (IMF 2020)

Health Surveillance the periodic review, for the purpose of protecting health and preventing occupationally related disease, of the health of employees, so that any adverse variations in their health that may be related to working conditions are identified as early as possible (Safety, Health and Welfare at Work Act 2005)

Incident means an event or circumstance which could have, or did lead to unintended and/or unnecessary harm. Incidents include adverse events which result in harm; near-misses which could have resulted in harm, but did not cause harm, either by chance or timely intervention; and staff or service user complaints which are associated with harm. Incidents can be clinical or non-clinical and include incidents associated with harm to:

- patients, service users, staff, volunteers, students and visitors
- the attainment of Hospital objectives
- ICT systems
- data security e.g. data protection breaches n the environment

Intoxicant includes alcohol and drugs and any combination of drugs or of drugs and alcohol (Safety, Health and Welfare at Work Act 2005)

Likelihood chance of something happening (also described as the probability or frequency of an event occurring) (HSE Enterprise Risk Management Policy, 2023)

Place of work includes any, or any part of any, place (whether or not within or forming part

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of a building or structure), land or other location at, in, upon or near which, work is carried on whether occasionally otherwise and in particular includes vehicles (Safety, Health and Welfare at Work Act, 2005)

Reasonably Practicable "reasonably practicable", in relation to the duties of an employer, means that an employer has exercised all due care by putting in place the necessary protective and preventive measures, having identified the hazards and assessed the risks to safety and health likely to result in accidents or injury to health at the place of work concerned and where the putting in place of any further measures is grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of any circumstance or occurrence that may result in an accident at work or injury to health at that place of work. (Safety Health and Welfare at Work Act 2005, SI 10 of 2005)

Risk is the uncertainty of objectives. In terms of occupational health & safety risk it is the combination of the likelihood of occurrence of a work related hazardous event or exposure(s) and the impact of the injury or ill-health that can be caused by the event or exposure. (Adapted from the HSE Enterprise Risk Management Policy, 2023)

Risk Appetite is the amount and type of risk that an organisation is willing to pursue or retain. (HSE Enterprise Risk Management Policy and Procedures 2023)

Risk Assessment The overall process of risk identification, risk analysis and risk evaluation

Risk Register a database of assessed risks that face any organisation at any one time. Always changing to reflect the dynamic nature of risk and the organisations management of them, its purpose is to help managers prioritise available resources to reduce the risk and target improvements to best effect (HSE Enterprise Risk Management Policy, 2023)

Safety Representative means a person selected and appointed under *section 25* as a safety representative (Safety, Health and Welfare at Work Act, 2005).

Substance any natural or artificial substance, preparation or agent in solid or liquid form or in the form of a gas or vapour or as a micro-organism *(Safety, Health and Welfare at Work Act,*

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