

This sheet outlines the basic rules and regulations required to work on campus. It is a description of DCU, how it operates and the necessary measures that must be adhered to when carrying out works within the University boundaries.

DCU Campus and Buildings

The total area of the main campus is approximately 50 acres and is bordered by Collins Avenue, Albert College Park, Ballymun Road, Hamstead Park, Hillside Farm and St. Aidan's School. There are another 35 acres at St. Clare's land on the west side of Ballymun Road. This part of the campus also includes the Sports Pavilion. A further 10 acres (undeveloped) are situated along Griffith Avenue. The names of the various buildings are given in the attached campus map. Each building is assigned a letter(s) for identification purposes and a letter/number(s) for room numbering. For example, the first letter on a room reference identifies the building; the second letter or number indicates the floor, while the remaining numbers indicate the room number. (Room CG05 means room no. 5 on the ground floor of the Henry Grattan Building). The codes for the main buildings are as follows: -

Albert College	A
Business & Innovation Centre (Invent)	B
Henry Grattan Building	C / CA
Bea Orpen / Extension	D
Buildings Office	E
Multi-Storey Car Park	F
An Grianan	G
Health Sciences	H
R&D Building	J
Student Centre / The Hub	K
Computer Applications	L
Interfaith Centre	M
Physics / Electronics	N
Pavilion	P
Restaurant	PR
DCUBS	Q
Administration Building	QA
Crèche	R
Research & Engineering Building	S
Larkin Lecture Theatre	T
Sports Complex	U
Sports Pavilion	UA
Residences 1 & 2	V
Post Graduate Residences	VA / VB
Science Building	X
John & Aileen O'Reilly Library	Y
The Helix	Z

The Buildings Office

The Buildings Office is responsible for the building programme and for providing various services to the University, including maintenance of buildings and grounds, security, portering and the provision for health and safety.

Contact names of relevant personnel are as follows: -

General Enquiries	Reception	01 7005362
Mike Kelly	Acting Director of Buildings	01 7005448
Richard Kelly	Building Services & Facilities Engineer	01 7005204
Jim Kelleher	Assistant Facilities Engineer/Manager	01 7008029
Liam O'Reilly	Buildings & Facilities Co-Ordinator	01 7005337
Ray Wheatley	General Services Superintendent	01 7008015
Michael Woods	Mechanical & Electrical Supervisor	01 7005039
Security Issues	Control Room	01 7008990
Emergency	Control Room	01 7005999

Health & Safety at DCU

Eileen Tully is the Health & Safety Officer at DCU and can be contacted at 01 7008896.

Projects Office

Colm Murphy is the Project Manager at DCU and can be contacted at 01 7005259.

Permits to Work

Prior to carrying out any works on the campus the contractor must obtain and complete a written Permit to Work (PTW) from the Buildings Office. The appropriate personnel on the Buildings Office contact list must sign this.

The DCU Permit to Work System is a formal written procedure used to control the activities of all External Contractors. It is also applicable to DCU employees, who may be involved in hazardous projects.

Table of Permit Requirements

Type of Work	GWO	PTW	HWP
General Maintenance	•		
New Works / Install		•	
Cutting / Welding			•
Other (not defined)		•	

General Work Order (GWO)

- ☐ A GWO is issued to a contractor when a Maintenance Contract is put in place for an agreed preventive Maintenance Schedule, (including replacement of consumable items).
- ☐ The contractor must carry out the risk assessments for all of this work.
- ☐ A copy of the contractors Safety Statement and Public Liability Insurance must be forwarded to the Buildings Office prior to the starting date of the contract.

Permit to Work (PTW)

- ☐ A PTW must cover new works and all other tasks not on a GWO.
- ☐ A *signature* and *date* from the person undertaking the work is mandatory.
- ☐ The permit will be issued when the contractor and the Approved Person finalize the details of the work to be carried out.
- ☐ The PTW must be returned with the contractor advice note when all work is completed.
- ☐ The AP will close the permit and authorise further processing to the finance department.

A Permit to Work will only be issued on receipt of a Comprehensive Method Statement.

Hot Works Permit (HWP)

- ☐ A HWP is an additional control required when tasks require the application of open flames, this includes but is not limited to Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing, Floor Covering etc.
- ☐ HWP must be renewed daily.

Method Statement

It is essentially a document which sets out to identify the hazards and implications for staff / students and DCU activities, of the work to be done and the precautions to be taken. It seeks to promote a proper assessment of the risks and adaptations of appropriate safety procedures. It is a clear record that all foreseeable hazards have been considered in advance and that all appropriate precautions are defined and taken in the correct sequence. It does not, in itself, make the job safe, as it is dependent for its effectiveness on the competence / experience of people concerned to carry out the work as specified / proposed. It is the contractor's responsibility to prepare a Comprehensive Method Statement.

The Buildings Office and Health & Safety Office shall provide training in the Permit to Work System to all contractors and relevant employees.

GWO and PTW Guidance Documents will be provided at the Contractor Induction Courses.

Contractor Induction Courses

All contractors wishing to carry out works on Campus must attend the Contractor Induction Course prior to commencing work. The induction will address specific campus safety requirements under a number of headings: -

- ☐ Working in Public Areas
- ☐ Working at Heights
- ☐ Electrical Safety
- ☐ Personal Protective Equipment
- ☐ Permits to Work
- ☐ Emergency Procedures
- ☐ A photo identification card will be generated following attendance at the Contractor Induction Course.

Hazardous Areas

The following buildings contain laboratories that may store flammable or toxic chemicals, compressed gases, radioactive sources or lasers: -

- ☐ Science Building (X)
- ☐ Physics & Electronic Engineering Building (N)
- ☐ R&D Building (NCTCC) (J)
- ☐ Albert College (A)
- ☐ Research & Engineering (S)

Extreme care must be taken when working in these laboratories and the minimum PPE requirement is safety glasses, gloves and closed toe, non-absorbent footwear. Lone working in laboratories is prohibited.

Signing In / Key Requests

All keys will be issued to the contractor from the Security Control Room located in the Car Park (at exit barrier) on the receipt of a valid Contractor I.D. and Permit to Work.

Contractor I.D.

All contractors will be issued with a photo I.D. on receipt of the Permit to Work. I.D. must be visibly worn at all times.

Safe-Pass Course

All contractors working on campus must have completed a "Safe-Pass" Course by May 2002.

Campus Map

A map of the campus is available on our website www.dcu.ie/buildings

Buildings Office Safety Statement

The Buildings Office has written a Safety Statement describing the safety programme for workplace health and safety at DCU. This statement is available to all contractors engaged in work at DCU. Contact the Buildings Office at 01 7005362 for further details.

Accident / Emergency Procedure

- ☐ In the event of an accident/emergency, contact Security on ext. 5999 for assistance.
- ☐ First Aid assistance is available during office hours.
- ☐ All personal injury accidents must be reported to Security and the DCU Accident Report Form completed.

On Causing / Discovering Fire

- ☐ Break nearest BGU (Break Glass Unit) to evacuate building
- ☐ Use fire extinguisher if confident
- ☐ Leave the building by nearest exit
- ☐ Call security on ext. 5999 from a safe location
- ☐ Proceed to Assembly Point

Car Parking

The following parking regulations are in force for contractors on the campus: -

All contractors MUST park in the Multi-Storey Car Park at the main Collins Avenue entrance.

Parking is not permitted on the University's roadways or pedestrians walkways.

Contractors who need access to the Campus Mall must apply under the Permit to Work System. Discs will be issued from the Security Control Room.

A contractor who is given authorisation to drive on the Campus Mall must obey the following instructions: -

- ☐ Notify Security on arrival.
- ☐ Security will give access to the Campus Mall.
- ☐ Hazard lights must be switched on while on pedestrian area.
- ☐ The speed limit is 10 m.p.h.
- ☐ The vehicle must not be left unattended.
- ☐ When the vehicle is off-loaded, it must be removed to the car park.



CONTRACTOR INDUCTION LEAFLET 2004



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