



# **SAFETY STATEMENT**

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**All DBS Sites**

**Safety Statement for Dublin Business School**

**(Prepared by Safety Officer/Facilities Manager Tony Kenny)**

**TO EACH EMPLOYEE, STUDENT, CONTRACTOR & VISITOR**

This Document sets out the Safety Policy of DBS and specifies the means provided to achieve that policy. Our objective is to endeavour to provide a safe and healthy work environment for all our employees and to meet our duties to Students, Contractors & Visitors who may be affected by our operations. We also endeavour as far as reasonably possible to prevent any improper conduct or behaviour likely to put the safety, health & welfare of employees at risk.

The success of the policy will depend on your cooperation. It is, therefore, important that you read the document carefully and understand your role and the overall arrangements for health and safety at DBS.

## Policy Statement

DBS commits to comply with the current legislation under the Safety Health and Welfare at Work act 2005. Provide adequate resources to achieve a safe working environment and conduct Risk Assessments in all areas of our business. We will specify and identify persons within the organisation who are responsible along with the duties of the company under the General Principles of Prevention.

- The avoidance of risks.
- The evaluation of unavoidable risks.
- The combating of risks at source.
- The adaption of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
- The adaption of the place of work to technical progress.
- The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
- The giving of priority to collective protective measures over individual protective measures.
- The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
- The giving of appropriate training and instructions to employees.

## RESPONSIBILITIES

The overall responsibility for implementing Health & Safety in DBS lies with the Facilities Manager (Tony Kenny).

The Facilities Manager along with the Facilities Team & Security Personnel will have the day-to-day responsibility, inclusive of controlling and monitoring contractors.

DBS is a member of IBEC & NISO who provide professional advice on all matters of Occupational Health & Safety.

All managers and employees within the organisation must adhere to the conditions laid out in this statement with regard to the operation of the business within their own area.

### **Organisational Chart**

**Head Office** – Policy and Strategy

**Senior Management** - Management of systems

**Line Management** – Day-to-day direct management of operations

**Employees** – Co-operation with standards and systems

### **Board**

A. Conlan-Trant, R. Dupont (SG), P. Houllion (UK), A. O’Sullivan,  
L. Nelson (UK), R. Thorn

### **Senior Management**

Andrew Conlan-Trant, Cliona O’Beirne, Dee Roche, Lori Johnston,  
Tony Murphy, Emma Balfe, Darragh Breathnach,  
Eddie Ormonde, Shane Mooney, Julie Sharp

### **Facilities Manager**

Tony Kenny

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### **Facilities Team**

Jamie Mullen -Richard Uzell

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### **Health & Safety Committee**

Tony Kenny – Sarah Sharkey – Kesya Rodrigues – Adam Crowther- Hamza Razaq

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<b>RISK ASSESSMENT</b>
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The Facilities Manager along with the Facilities Team will be responsible for carrying out Risk Assessments, in conjunction with the HR department and line managers as required. Where necessary, the company will make use of competent consultants and bodies with special skills and services to augment the internal audits.

The process will be to identify hazards, evaluate risk, take control of risk and monitor corrective action.

The Safety Auditors will concern themselves with all aspects of our operations and will take account of the following potential hazards.

The Facilities Manager will collate and maintain records of completed Risk Assessments.

- Identify gaps where Risk Assessments have not been completed.
- Provide assistance to Managers to complete assessments.

- Ensure appropriate training is provided for assessments as necessary.

<b>Specific Risk Assessments</b>
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<b>Occupational Hazards Identified</b>	<b>Current Control /Preventive Measures</b>
<p><b><u>Storage</u></b>            Incorrectly stacked goods may fall, injuring staff below.            Overloading shelves/racks may lead to collapse. Persons climbing on racks to retrieve goods may fall and injure themselves.</p> <p><b>Risk Category</b>                    <b>Medium</b></p>	<ul style="list-style-type: none"> <li>• Racking should be capable of supporting intended loads to be properly fixed (e.g. bolted to the floor or wall)</li> <li>• Goods should be properly stacked with heaviest items at the bottom</li> <li>Reduce use of high storage</li> <li>• Monitor use of high storage where required</li> </ul>
<p><b><u>Manual Handling</u></b>            Lifting and moving stock may cause back injury or muscular strain.</p> <p><b>Risk Category</b>                    <b>Medium</b></p>	<ul style="list-style-type: none"> <li>• Avoid or reduce by mechanical means e.g. hoists, scissor tables, pallet trucks etc.</li> <li>• Provide proper safety ladders and training on their use.</li> <li>• Avoid lifting items that are too heavy - use trolleys, lifts or external specialists for moving heavy items</li> <li>• Train staff in proper lifting techniques.</li> </ul>
<p><b><u>Hazardous Substances</u></b>            Some items of stock and chemicals used for cleaning can be harmful.</p> <p><b>Risk Category</b>                    <b>Low</b></p>	<ul style="list-style-type: none"> <li>• Store all hazardous chemicals in original containers.</li> <li>• Provide staff with training, gloves etc. to enable cleaning chemicals to be used safely</li> <li>• Reduce substitute for a less harmful substance where possible - this should be first control measure</li> <li>• Reduce amounts of chemical held in storage</li> </ul>
<p><b><u>Fire</u></b>            Smoke inhalation, respiratory damage, serious burns, death &amp; property damage</p>	<ul style="list-style-type: none"> <li>• Keep all escape routes and fire exits clear, and make regular checks</li> <li>• Evacuation procedures posted</li> <li>• Ensure adequate means of detection and fire fighting equipment and regular maintenance</li> <li>• Complete Fire Drills Bi-annually</li> <li>• Appoint Marshalls</li> <li>• Emergency lighting tested</li> <li>• Qualified Electrician used at all times</li> </ul>

<p><b>Risk Category</b>                    <b>Medium</b></p> <p><b><u>Slips, Trips and Falls</u></b>          Uneven, slippery or obstructed floor surfaces and trailing cables may lead to accidents and injury.</p> <p><b>Risk Category</b>                    <b>Medium</b></p>	<ul style="list-style-type: none"> <li>• Gas boiler serviced regularly</li> <li>• Keep passageways, delivery areas and stairs clear.</li> <li>• Clear up spillages immediately and display warnings on wet surfaces.</li> <li>• Fasten cables securely to the floor or re-route overhead if possible.</li> </ul>
<p><b><u>General Access/Egress</u></b>          Glass doors, particularly automatic doors, can trap or injure customers.</p> <p><b>Risk Category</b>                    <b>Low</b></p>	<ul style="list-style-type: none"> <li>• Mark or highlight glass door surfaces and post warnings if doors revolve or are automatic.</li> <li>• One way system</li> <li>• Separate goods entrance</li> <li>• Goods vehicles with reverse audible alarms/sirens</li> </ul>
<p><b><u>Roof Access</u></b>          Working on antennas &amp; roof repairs</p> <p><b>Risk Category</b>                    <b>Medium</b></p>	<ul style="list-style-type: none"> <li>• Harnesses must be worn</li> <li>• Training on equipment provided</li> <li>• Testing of equipment annually</li> </ul>
<p><b><u>Display Screen Equipment</u></b>          Eyestrain, photosensitive epilepsy, stress</p> <p><b>Risk Category</b>                    <b>Low</b></p>	<ul style="list-style-type: none"> <li>• Assess &amp; reduce risks</li> <li>• Plan work so there are short breaks</li> <li>• Inform &amp; train users</li> <li>• Provide eyesight test &amp; glasses</li> </ul>
<p><b><u>Pregnant Employees</u></b></p> <p><b>Risk Category</b>                    <b>Medium</b></p>	<ul style="list-style-type: none"> <li>• Assess movement &amp; postures</li> <li>• Manual Handling</li> <li>• Ionising radiation</li> <li>• Biological Hazards</li> </ul>
<p><b><u>Violence to Staff</u></b>          Robbery of goods or cash may place staff at risk of violence.</p> <p><b>Risk Category</b>                    <b>Low</b></p>	<ul style="list-style-type: none"> <li>• Consider the use of C.C.T.V., panic alarms and other security measures.</li> <li>• Lone working issues</li> <li>• Varying time of cash collection and</li> <li>• Bank deposits</li> </ul>

## COVID – 19 (CORONAVIRUS) Health & Safety Procedures

### Occupational Hazards Identified

### Current Control /Preventive Measures

<p><b>Respiratory Hygiene</b></p> <p><b>Hand Washing/Sanitising</b></p>	<ul style="list-style-type: none"><li>● Masks are provided in each Lecture room.</li><li>● Notices are in place to remind all persons to catch coughs and sneezes in tissues &amp; avoid touching face, eyes, nose or mouth with unclean hands.</li><li>● Facilities for Hand washing with soap and water are available.</li><li>● Gel sanitisers are provided in any areas where washing facilities not readily available</li><li>● Notices are in place to remind all persons that best practice is to wash their hands for 20 seconds with soap and water.</li></ul>
<p><b>Cleaning</b></p>	<ul style="list-style-type: none"><li>● Housekeepers frequently clean/disinfect objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</li><li>● A recorded monthly Audit is carried out by the Cleaning Contractor Supervisor for each site.</li><li>● Tubs of Antibacterial wipes are provided in each Lecture room for general use by Lecturers or Students.</li><li>● Staff are also provided with wipes for cleaning down workstations as required.</li></ul>



<p><b>Antigen Tests</b></p>	<ul style="list-style-type: none"> <li>● Antigen Test Kits are readily available to Students at the Reception AS &amp; Main entrance CH.</li> </ul>
<p><b>Covid Notices</b></p>	<ul style="list-style-type: none"> <li>● A Do Not Enter Notice is posted on the Main Entrance Doors to each Building</li> </ul>
<p><b>Wearing of Gloves</b></p>	<ul style="list-style-type: none"> <li>● Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</li> <li>● Departments that require gloves are Reception - Facilities - IT – Library - Canteen</li> </ul>
<p><b>Ventilation and Air Conditioning</b></p> <p><b>RiskCategory</b> <b>High</b></p>	<ul style="list-style-type: none"> <li>● Cross-ventilation is a good option for window ventilation as it facilitates the quick exchange of room air for fresh air through widely opened windows opposite to each other, where possible.</li> <li>● Propping open internal doors may increase air movement and ventilation rate</li> <li>● Airing rooms as frequently as you can improve ventilation. Open all the doors and windows fully to maximise the ventilation in a room. This may be best done when the room or area is unoccupied.</li> <li>● Air Purifying units are installed in all PC Labs</li> </ul>

## **General Arrangements**

The consultation with employees takes place at induction and forms part of the HR staff induction plan. All new staff are briefed on Safety, Health & Welfare matters that apply to their employment as well as the responsibilities of their employer.

The Safety Representatives are members of the Safety Committee and are listed in the organisational chart in section (2) above.

### **Main Functions of Committee**

- To monitor and review the practical implementation of new legislative requirements.
- To review unsafe work practices in the College.
- To make suggestions on methods of improving the health and safety of all employees, students etc.
- To discuss issues recorded on submitted incident report forms, ensuring appropriate follow up action has taken place.
- To provide assistance to College Management in the formulation of safety policies and procedures.
- To assist in conducting safety audits.
- To make submissions and requests to management on Health and Safety matters that affect employees.

## Safe Systems of Work

The Facilities Manager retains records of inspections and statutory inspections of plant and equipment. This includes checks to fire detection, alarm systems, fire fighting equipment, emergency lights & exit signs.

It is the policy of DBS to ensure that tasks are within the competence and capacity of the employee. The systems of work will be designed with that purpose in mind. It is the policy of DBS when purchasing new equipment, altering existing equipment or changing a system of work, to study such proposed purchases or changes to ensure so far as is reasonably practicable, that they are without significant hazard.

Systems of work include all normal (production) work, maintenance work and work by contractors on site. They include consideration for the safety and health of visitors / the general public.

Specific training requirements identified are:

- Manual Handling
- Safe Access System (Roof)
- First Aid
- Safety Representatives
- Safety Officer & Coordinator

## First Aid

DBS Staff is trained by the Order of Malta on certificate courses with follow up refresher courses as required.

### **DBS First Aiders 2023**

Amy Fitzpatrick	Library	Aungier Street
Trevor Haugh	Library	Aungier Street
Ruth Egan	Library	Aungier Street
Sharon O'Shea	Library	Aungier Street
Marina Nunes	Library	Aungier Street
Brian Brady	Finance Dept.	Aungier Street
Adam Crowther	Student Services	Castle House
Eddie Ormonde	IT Dept.	Castle House
Olivea Maguire	IT Dept.	Castle House
Richard Uzell	Print Room	Castle House
Lee Richardson	Academic Ops	Castle House
Gracie Moloney	Academic Programmes	Castle House
Heikki Laiho	Lecturer	Castle House
Bernadette Quinn	Lecturer	Castle House

3 x on site Top Security Guards – Castle House & Aungier Street

### **Stocking of First Aid Boxes**

Person(s) responsible are:	
<b>Facilities Department</b>	Richie Uzell
<b>Reception</b>	Manager
<b>Student Services</b>	Adam Crowther

Contents & quantity of items are procured by the Safety Officer (Tony Kenny).

See **(Appendix 1)**

### **Life support equipment**

The Automated External Defibrillators are located in the Student Services office in Castle House and can be transported to sporting events as required.

There is also an AED located in the Library in Aungier Street.

### Health Surveillance

Where health risks due to atmospheric contaminants or the use of hazardous substances or processes arise, it is the policy of DBS to seek suitable occupational medical advice. All employees are expected to co-operate with these arrangements.

The precaution taken may include:

- Special atmospheric monitoring
- Noise or vibration assessment
- Medical examination of employees
- Occupational health training by medical personnel
- Specialist advice on reorganisation or substitution
- HSE are notified of any Pandemics that are active within the College population

### Emergency Procedures

#### **Evacuation procedures**

The Safety Officers (Tony Kenny) role is to arrange & monitor evacuations and check that all staff is familiar with the drill, and a record is kept the same.

#### **Fire Safety**

- Fire Registers are located in the Facilities Office for all DBS sites.
- Fire Evacuation procedures are issued to all Staff by email on regular intervals (Appendix 1).
- Fire safety notices are posted at all sites and are located at fire equipment points. These notices detail what to do in the event of alarm activation & where to assemble (**Appendix 3**).
- All Fire Extinguishers are wall mounted and located at clearly marked Fire points.

- An approved maintenance provider checks each unit annually.
- Fire exit doors are clearly marked by signs and with emergency lighting.
- Emergency & Fire Safety Contact numbers **(Appendix 4)**.

### **Emergencies other than Fire**

We have identified situations other than Fire that could force evacuation, partial evacuation or other emergency action to be undertaken.

<b><i>Other Emergencies:</i></b>	<b>Bomb Threat</b>
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The following action should be taken in the event of a bomb threat:

1: If the threat is internal i.e. Package

Immediate evacuation will take place and all personnel should leave the building by their nearest escape route. This will be followed by a search of the buildings.

2: If the threat is external i.e. Vehicle

All staff should assemble in an area within the building, away from glass for safety.

**Full Evacuation will only take place on the instruction of the Security Services.**

<b>Accident Investigation</b>
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The Facility Manager investigates all accidents and near misses and makes reports to HSA as required.

All incidents must be noted in the accident register located in the Facilities Office. All employees are obliged to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident.

- Accident Report form **(Appendix 5)**

## Contractors - Procedures for Contractors Coming on Site

The Facilities Manager checks contractors insurances in advance.

The following general rules apply:

- \* All Contractors must abide by the Safety, Health and Welfare at Work Act, 2005 and all safety regulations:
- \* All materials used must be pre-approved.
- \* A Safety Statement from a contractor must be available upon request.
- \* A Hot work Permit must be completed and signed in advance (**Appendix 6**)
- \* Contractors must sign in & out visitor's books on arrival to each site.

## Electrical Safety

Electrical equipment is subject to regular inspection and maintenance to ensure that it remains in good condition. As an additional precaution DBS provides PAT testing annually.

### **Safety, Health & Welfare Policy**

Policy is in compliance with the Safety Health and Welfare at Work Act 2005.

This Safety Statement will be reviewed annually by the Facilities Manager and Committee Representatives and amended in accordance with any changes made to the act.

## Cooperation of Employees

### Safety Health and Welfare at Work Act - General Duties of Employees

1. It shall be the duty of every employee while at work to:
  - a) Take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work;
  - b) To cooperate with their employer and any other person to such extent as will enable their employer and any other person to comply with any of the relevant statutory provisions;
  - c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for their use alone or for use by them in common with others) for securing their safety, health or welfare while at work;
  - d) To report to their employer or their immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work, or system of work, that may endanger safety, health or welfare, of which he becomes aware.
  - e) To report all accidents in the workplace to their employer, who will then record all of the details of the incident.
  - f) To ensure that good housekeeping is employed on a daily basis.
2. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant.
3. Statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.



### **Disciplinary Action**

Where advice and persuasion fails to achieve compliance with Safety and Health Rules it is the policy of DBS to pursue the matter through the disciplinary procedure.

### **Pregnant Employees**

The HR Department will carry out a risk assessment for all pregnant employees in line with the checklist form supplied by Kaplan.

Any risks identified will be removed or the employee moved away from them.

### **Bullying in the workplace**

All reports of bullying in the workplace will be dealt with in line with the company grievance procedures.

### **Health & Safety of young people**

A separate risk assessment will be carried out where people under the age of 18 years of age are employed to work in the college. Special consideration will be given to factors such as lack of experience etc.

### **Persons with disabilities**

All appropriate safeguards will be taken by the college to protect the safety, health & welfare of members of staff with disabilities. These will include access and egress, sanitary provisions and work locations used directly by staff with disabilities.

### **Smoking Policy**

DBS operates a no smoking policy in all of its buildings, this includes E-Cigarettes.

<b>Monitoring / Review</b>
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The Facilities Team carry out daily inspections of the buildings and report all issues to be addressed to the Facilities Manager. All Risk Assessments will be reviewed at regular intervals to ensure it remains up to date. It will be revised whenever significant changes occur within the organisation or as a result of the findings of accident or near miss investigation.

### APPENDIX 1

#### Contents in First Aid Boxes

First Aid guidance leaflet			
	1		
Assorted Plasters			
		50	
Medium sterile dressings			
	6		
Large sterile dressings			
			2
No. 3 dressings			
	3		
Safety pins			
		12	
Alcohol-free wipes			
			20
Eye pads			
	2		
Micro porous tape			1
Sterile eyewash 500ml			2
Disposable gloves (pairs)			
	4		

Safety Pins	12
Clinical waste bags	3
Disposable Poly Aprons	4
Emergency foil blanket	1
Scissors	1
Resuscitator	1
Wipes	10
Accident report book	1

## APPENDIX 2

### **[Fire Safety & Evacuation Procedures for all DBS sites]**

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On hearing the Fire Alarm sound, your initial reaction must be that this is a real situation and evacuate immediately. All accidental activations of the alarm or pre arranged Fire Drills should be treated as an opportunity to practice our evacuation procedures.

Target time for clearing everyone from each building is under five minutes. Anything over this time in a real situation will put people's Health & Safety at risk. All Staff must accept a personal responsibility to familiarise themselves with, what it is you are required to do in the event of the alarm sounding.

In preparation for this event, please take the following steps.

- **Stop the class**
- **Ask all to remain calm**
- **Indicate the nearest Fire Exit**
- **Ensure the Students leave the room and evacuate**
- **Then leave the room and evacuate yourself**

Because of the number of buildings we operate from and the various locations of our staff, it is not possible to employ Marshalls to every floor. **It is essential that the Lecturers on duty in classrooms take on the responsibility of directing Students to the nearest exits, quickly and calmly.**

Importantly also is when you reach the outside, move Students away from the exits to Assembly Areas so as to speed up the evacuation from the buildings.

The following is a list of our buildings identifying the Assembly areas:

**Aungier Street**

**Location:**

**Assembly Area:**

**Evacuation Marshalls:**

**Bow Lane East**

3 <sup>rd</sup> Floor	Lecturers on duty
2 <sup>nd</sup> Floor	Library Staff
1 <sup>st</sup> Floor	Lecturers on duty
Ground Floor	Reception, Security Officer & Staff
Basement	Café Staff

**Bow Lane**

**Location:**

3 <sup>rd</sup> Floor
2 <sup>nd</sup> Floor
1 <sup>st</sup> Floor
Ground Floor

**Assembly Area:**

**Evacuation Marshalls:**

Lecturers on duty
Lecturers on duty
Lecturers on duty
Lecturers on duty

**Rear of Aungier Building**

**Castle House**

**Location:**

5 <sup>th</sup> Floor
4 <sup>th</sup> Floor
3 <sup>rd</sup> Floor
2 <sup>nd</sup> Floor
Ground Floor

**Assembly Area:**

**Evacuation Marshalls:**

Facilities & Staff
Student Services & Lecturers on duty
Lecturers on duty
Reception & Lecturers on duty
Security Officer

**Rear of Building at end of Ramp**

No one is allowed to re-enter any of the buildings until told to do so by the Facilities Department, Security, Management or a representative from the Fire Brigade. In a real situation we need to notify the Fire Brigade on their arrival that the building is clear or that people with disabilities have been left in defined refuge areas.

**I would also ask all Lecturers at the beginning of each course or lecture to point out the nearest Fire Exits available to their Students.**

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Tony Kenny - Facilities Manager

### APPENDIX 3

<b>Fire Action</b>	
<b><u>IF YOU DISCOVER A FIRE:</u></b>	
a)	<b>Sound the alarm</b>
b)	<b>Dial 999 or contact Reception to call fire brigade</b>
c)	<b>If possible tackle the fire using appliances provided but do not endanger yourself or others in doing so.</b>
<b><u>IF YOU HEAR THE FIRE ALARM:</u></b>	
d)	<b>Leave the building at the nearest available exit.</b>
e)	<b>Close doors behind you.</b>
f)	<b>Report to the person in charge of the assembly point at:</b>
<b><u>DO NOT</u></b>	
g)	<b>Do not stop to collect personal belongings.</b>
<b>Do not use the lift.</b>	
<b>Never re-enter the building for any reason unless authorised to do so.</b>	
<b>Do not take risks.</b>	

### APPENDIX 4

#### **Emergency Numbers**

Local Medical Centre:	<b>01- 400 5708</b>
Fire /Ambulance /Garda:	<b>999</b>
Electrical Supply:	<b>1850 37 29 99</b>
Gas Supply:	<b>1850 20 50 50</b>

#### **Fire Safety Contractors**

Fire alarm system:	Fire Technology Ireland	<b>01- 858 0967</b>
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**APPENDIX 5**



**Accident – Incident Report Form**

All incidents resulting in personal injury, a dangerous occurrence, damage to property or a near miss which could have resulted in injury must be reported within 24 hours, by completing this form and returning to the Facilities office.

**Report Completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Date of incident	Time	Building	Exact Location

Name of injured Party \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_

Details \_\_\_\_\_

Staff/Student/Other \_\_\_\_\_

Facility \_\_\_\_\_

First Aid Treatment Y/N?

Referred to Doctor Y/N?

Doctors Name &

Address \_\_\_\_\_

Work/Taken to Hospital Y/N?

By \_\_\_\_\_

Hospital \_\_\_\_\_

Admitted or Discharged. Specify

Witness to the incident? Y/N

Name \_\_\_\_\_

Give Details:

Address \_\_\_\_\_

\_\_\_\_\_

Reported By \_\_\_\_\_

Phone No \_\_\_\_\_

Department/Address \_\_\_\_\_

\_\_\_\_\_

Describe the nature and extent of injuries  
suffered \_\_\_\_\_

\_\_\_\_\_

Describe the circumstances of the  
accident/incident \_\_\_\_\_

\_\_\_\_\_

What was the person doing at the time of the  
incident \_\_\_\_\_

\_\_\_\_\_

Other Activity,  
Describe: \_\_\_\_\_

\_\_\_\_\_

Protective clothing worn at the time of the incident?

\_\_\_\_\_

Was any machinery or vehicle involved? Y/N

Phone No. \_\_\_\_\_

Comments or Additional  
Information \_\_\_\_\_

\_\_\_\_\_

Signed on behalf of Facilities Safety Officer:

Date Recorded. \_\_\_\_\_

**APPENDIX 6**

**Hot Work Application and Permit**

A hot work permit is required in advance of any work requiring heat or open flame to be completed within a facility owned, leased or managed by DBS. Hot work procedures include welding, torch cutting, grinding, brazing, flame soldering, thawing pipes with torches, and other work where there is potential for fire. If you are requesting this permit, you should be working from either a work order, purchase order, departmental order or a signed contract. Do not proceed with work if an order or contract has not been issued.

Requestor: (check 1) Employee \_\_\_ Contractor/Vendor \_\_\_

Name of Requestor:	Name of Company
_____	_____
Phone: _____ Pager: _____ Cell #	Address (if external)
_____	_____
-----	Address
	_____

Description of Hot Work to be Performed (be specific):

\_\_\_\_\_

\_\_\_\_\_

Location of Work: \_\_\_\_\_

	Bldg	Floor	Room/Area
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**Start:** Day \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_ AM PM **End:** Day \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Time: \_\_\_\_ AM PM

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This section is to be completed by DBS Facilities Coordinator (Mark all blocks "Yes" or "NA")

- Fire system is operational.
- Floors and surfaces clean of combustibles
- Combustibles and flammable liquids protected with fire-proof tarp or removed.
- Fireproof tarpaulins suspended beneath work to collect sparks and protect pedestrians.
- For wall or ceiling work, combustibles moved away from the opposite side.
- For equipment work, equipment cleaned of all combustibles.
- For equipment work, there is adequate air flow through equipment.
- I have verified with Purchasing that a current certificate of insurance is on file for this vendor.
- I have notified the operator to contact me immediately upon completion of this job.
- Yes**  **No** **A fire watch is required.** (A fire watch is required when the type of work or the work area indicates such a precaution would be prudent and reasonable to protect life and property from fire.)

**There is a mandatory, constant one hour fire watch after completion of the hot works. In addition where smoke detection is not present and active, there should be a further three hour fire monitoring period. Only once the fire watch and monitoring periods have been completed, should the permit be signed off and cancelled.**

All hot work operations must be conducted between the hours of 8:30AM – 4:00PM Weekdays. Any hot work outside of these times will require a manned fire watch. The fire watch person maintains vigilance, looking for the presence of fire or hazardous conditions within the hot work area. After the work is complete, the fire watch will re-inspect the area to make it fire safe. Fire watch personnel should be trained in the use of ABC type fire extinguishers, familiar with the facility and/or equipment, know the procedure for sounding fire alarms, notifying building occupants in case of fire, and notifying the fire department (9-999). If a fire should occur, the fire watch should attempt to extinguish or smother the fire using the extinguisher and/or fire tarp at the work site.)

I have personally examined the proposed hot work area and reviewed this request. I certify that the checked precautions have been taken or will be taken prior to the start of hot work for this job unless I have noted otherwise below. If a fire watch is not required, I will ensure that the work site operator has access to fire equipment and is aware of DBS safety protocol.

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature of Facilities Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

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**Hot Work Permit Approved:** \_\_\_\_\_

Facilities Manager or Safety and Risk Manager \_\_\_\_\_

Date \_\_\_\_\_

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**Final Re-Inspection by Facilities Coordinator or Fire Watch Employee**

Within one hour after the hot work was completed, I re-inspected the area including adjacent areas to which sparks and heat may have spread and found the area to be fire safe.

Signature : \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_