



Code: QA150
Title: **Safety Training**
Date: November 28th, 2020
Approval: University Management Team

1.0 Purpose

Certain health and safety training is mandatory to ensure that staff at all levels of NUI Galway are:-

1. Aware and understand their health and safety role
2. Competent in the safety and other skills they require at work
3. In place to implement the required risk reduction measures
4. In place for the required safety roles such as emergencies, assessors, etc.

The purpose of this policy is to set out how University Management ensures it staff are competent in health and safety practices; this is devolved to Heads of Units*(and Principal Investigators in the case of their Research Staff) to identify the health and safety training required by each of their Unit staff and ensure that attend this mandatory training. In this way, NUI Galway and its employees will comply with the Safety, Health and Welfare at Work Act 2005 requirement to have competent, informed staff.

2.0 Legislation

Section 10 of the Safety, Health and Welfare at Work Act 2005 requires that the employer provides adequate instruction, training and supervision in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employees concerned, so as to ensure in so far as is reasonably practicable, the safety, health and welfare of the employees. Staff will require periodic updating in this safety training. Section 13 requires employees to attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee.

3.0 Description

The University's Safety Management System must therefore ensure that the work of the organisation is carried out by competent persons. In practice, this is devolved to Units and requires that suitable central training be made available where required and that Units take responsibility to organise their own specific safety training, with the support and guidance of the Health and Safety Office where required. Accurate safety training records must be maintained by the Unit Head or Principal Investigator as evidence of compliance. The NUI Galway Safety Training Cycle is summarised in the chart below and in the following steps.

4.0 NUI Galway Safety Training Cycle



1. On recruitment or change of role, a Unit staff member nominated by the Head of Unit, must complete the **safety induction** of the new employee. This is documented using the Employee Induction Checklist. At induction the employee's safety training needs over the next 12 months are also listed. This list of training (which must include fire safety) is regarded as the mandatory training for that employee. Induction training must be provided before the employee is exposed to the workplace risk(s) e.g. that they complete manual handling training and see the relevant risk assessments before they start work in the store.
2. Mentoring should include the employee's safety skills.
3. All Units must identify their **Safety Training Needs** and attendance. This must be included in their Unit Safety Statement Policy which must be submitted to Health and Safety Office annually in January of each year.
4. The Units safety training needs will be used by the Health and Safety Office to prioritise the **central safety training courses** to be held for the following year. It is the responsibility of each Head of Unit to follow up with their staff and to ensure that they attend all of the mandatory safety training identified for their work in the Unit.
5. The **course durations** are defined either as prescribed by the Health and Safety Authority or equivalent agency or in accordance with best practice. As examples the initial occupational first aid course takes 3 days while Safe-Pass is a 1 day course. This safety course information is provided in this [link](#).
6. Safety training is provided in many different ways (e.g. a Unit staff member giving a 15-minute tool box talk to colleagues) and in different forms (e.g. an external trainer giving a 1 day course to 150 staff). The key outcome is that the safety of staff has improved and the safety training is properly recorded at Unit or University level as appropriate.
7. Each year the staff attendance at **safety training will be reported** to the Safety Working Group and UMT at a University and Unit level, as part of the Annual Safety Report.
8. Briefings, access to records and training methodologies will be **reviewed** by the Health and Safety Officer to assist in the training take up and effectiveness as far as possible.

5.0 Responsibilities

Name	Responsibility
University Management Team	<ul style="list-style-type: none"> • Agree this policy. For noting by Údarás as approved by its sub-committee
Chief Operating Officer	<ul style="list-style-type: none"> • Oversee health and safety systems including effective safety training in NUI Galway.
Health & Safety Officer	<ul style="list-style-type: none"> • Prepare Annual Safety Report. • Supporting Units to assist them in complying with their training obligations.
Health and Safety Training Co-ordinator	<ul style="list-style-type: none"> • Develop and deliver annual Central Safety Training Programme. • Promote Safety Training and, assist and support Heads and Safety Co-ordinators with their safety training needs.
Heads of Units* (All Colleges, Schools, Research Institutes and Support Services) and Principal Investigators in the case of their Research Staff	<ul style="list-style-type: none"> • Completing and recording Unit safety Induction of new staff. • Identifying Unit staff safety training needs, which become the mandatory training for their staff members. • Organising Unit specific training including induction. • Following up to ensure training attendance by Unit staff. • Maintaining safety training records.

6.0 Related documents

Employee Induction Checklist

Unit Safety Statement Policy

Safety Training Needs Assessment Form