Health and Safety Booklet

Version 1

Ollscoil Teicneolaíochta an Oirdheiscirt

South East Technological University

Version 1

Health and Safety Booklet

Contents

Welcome to Health and Safety at Our University

South East Technological University (SETU) is committed to providing a safe and healthy place to work, study, and visit.

Health and safety is a shared responsibility. Everyone in our university community has a role to play. Whether you are working here, attending lectures, participating in sports, or enjoying campus events, we all play a role in looking after ourselves and one another.

This booklet will guide you through essential information on:

- Emergency procedures
- Working and studying safely
- Health and wellbeing resources
- Reporting accidents and incidents

Please take a few moments to familiarise yourself with the contents. Knowing what to do in advance can make all the difference in an emergency situation.

Section 1

Health and Safety Policy

Health and Safety Policy

It is the policy of the University to promote high standards of health and safety and to ensure that the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023, and associated legislation and codes of practices are achieved.

In addition to our commitment to the health, safety and wellbeing of our staff, it is our policy to ensure the safety of students, visitors and members of the public and to discharge our duties to contractors and others who may be affected by our activities.

The University undertakes to ensure that adequate resources are provided to implement the occupational health and safety policy to:

- Provide and maintain safe and healthy working conditions for the prevention of work-related injury and ill health.
- Utilise the Health and Safety Management System as a framework for setting and reviewing health and safety objectives and targets.
- Fulfil our legal requirements and other requirements relating to any occupational health and safety legislation, standards and codes of practice.
- Eliminate hazards where possible and reduce occupational health and safety risks to staff, students and third parties.
- Continue to improve the Health and Safety Management System to enhance the University's health and safety performance.
- Encourage joint consultation and participation of staff and staff representatives. Encourage participation of students, third parties/stakeholders on all health and safety matters relevant to them.
- Communicate this policy and promote awareness of the occupational health and safety responsibilities of all persons working for or on the behalf of the University, and make this policy available to interested third parties, as appropriate.

- Ensure adequate numbers of suitably trained staff are available to undertake all work activities.
- Provide staff with the necessary information and training with respect to health and safety as required to work safely.
- Review and revise this occupational health and safety policy to ensure it remains relevant and appropriate to the University.

The Executive Management Team are committed to the full implementation of this policy and are supported by the Governing Body to do so. The successful implementation of this policy relies on the cooperation of all staff, students, contractors and service providers, visitors and other campus users. All staff are expected to demonstrate their commitment towards a safe and healthy work and study environment by complying with the University's occupational health and safety policy and associated procedures.

Professor Veronica Campbell
President

Section 2

Accident and Near-miss Reporting

Accident and Near-miss Reporting

If you have an accident or near miss while at the University, please report it immediately to one of the following:

- Your line manager
- Your lecturer/supervisor
- The Health and Safety office

What Should Be Reported?

1. **Accidents:** Any event that results in injury or damage to property or equipment should be reported, regardless of how minor it may seem.
2. **Near-misses:** Near-misses are incidents that could have resulted in an injury, illness, or property damage but didn't. These are important to report as they highlight potential risks.

How to Report an Accident or Near-miss?

1. Report the accident or near miss using the following link:

SETU Report an Accident *https://www.setu.ie/staff/report-an-incident*

Or

2. Scan the QR code to complete the accident report form:

Section 3

Emergency Information

Contacting the Emergency Services

If you need to contact the emergency services **Dial 999 or 112**

When connected:

1. Ask for the correct service
2. Give the following information:
    - Your name
    - Telephone number
    - Campus location
    - Exact location on campus
    - Type of incident
    - Type of injury (if known)
3. Don't hang up until the operator clears the line

After you contact the emergency services, please contact the porter on duty or the Security Office and advise them of the situation.

Fire Safety

Fire protection systems are provided to ensure the safety of everyone at the university. Under no circumstances should any individual interfere or misuse any of the fire equipment, fire alarm systems, fire doors or fire extinguishers.

If I discover a fire, what should I do?

Raise the alarm by activating the nearest manual call point (red square box with glass panel). To activate use your thumb to apply pressure on the black dot in the centre panel of the unit.

On hearing the fire alarm all building users must:

- ☑ Ensure the safe shutdown of equipment/electricity/gas in use
- ☑ Evacuate the building by the nearest exit route
- ☑ Close all doors after you
- ☑ Proceed to the assembly point

DO NOT:

- ☒ Do not go upstairs for any reason
- ☒ Do not go to lockers/workstations etc. to collect personal belongings
- ☒ Do not use the lift
- ☒ Do not re-enter the building until the "all-clear" has been given

Always evacuate if you hear the fire alarm, do not assume it's a drill.

Assembly Points

Assembly points are located in the car park areas of each campus. To locate your closest assembly points, check the fire evacuation maps in the room you are in or alternatively proceed to the closest car park where the assembly point will be clearly identifiable.

First Aid and Medical Treatment

First aid facilities and qualified first aid responders are available throughout the university. A full listing of first aiders is available on the **Health and Safety website** *https://www.setu.ie/staff/health-and-safety*.

Automated External Defibrillator (AED)

AEDs more commonly known as a defibrillator is used to administer an electric shock to a person who is having a cardiac arrest. It is designed to allow non-medical personnel to save lives. Two pads connected to the defibrillator are placed on the victim's chest. A computer inside the defibrillator analyses the patient's heart rhythm and determines if a shock is required to save the victim. If a shock is required, the defibrillator uses voice instructions to guide the user through saving the person's life.

AED Locations

Cork Road Campus

1. Engineering & Sciences Building - beside lift in atrium area.
2. Business School Building - beside office F31, ground floor atrium.
3. Tourism and Leisure Building – ground floor atrium area beside porter's desk.
4. Tourism and Leisure Building – 1st floor corridor outside Human Performance Lab.
5. Health Sciences Building – ground floor atrium area beside stairwell.
6. Library – foyer area opposite circulation desk.
7. ICT Building – ground floor atrium area inside main door.
8. Sports Hall – first floor area beside lockers.
9. Flexible Teaching Building – lobby area across from Maths Centre (FTG25).
10. Medical Centre – behind reception desk.
11. Student Services Building – main corridor.

College Street Campus

1. Main Building - across from Porter's desk
2. Main Building – next to room C004.
3. St Dominic's Building – corridor area near Porter's desk

Applied Technology Campus

1. Main Building - atrium area beside AG26
2. Apprentice Building – across from Technician's Store (Plumbing side)

West Campus

1. SETU Xcelerate Centre – behind reception desk
2. Netlabs Building - inside main entrance
3. Carriganore House – kitchen area
4. Land Sciences and Veterinary courtyard area

Granary Campus

1. Granary Building - across from lifts on the ground floor

Kilkenny Road Campus

1. Central Services Building – outside the main Reception
2. Barrow Centre – In the Sports Office
3. Engineering Technology Building – Main foyer

Kilkenny Road Campus

1. GAA Stand – Entrance Hall
2. Physiology Lab (C149) has a mobile unit.

Summerhill Road Campus

1. Main Corridor outside the Library

Art and Design Campus

1. Entrance Lobby

AED Training

AED training forms part of SETU's First Aid Responder training programme which also includes cardiopulmonary resuscitation (CPR). If you would like to receive training in how to use an AED, contact your local Health and Safety Office.

Section 3

Work Safely

Biological Safety

Biological safety is a key part of health and safety management for teaching and research involving biological materials such as microorganisms, human or animal tissues, genetically modified organisms (GMOs), and biological toxins. Effective management protects students, staff, visitors, and the wider community while ensuring legal compliance and supporting safe education and research.

Key laboratory safety practices include:

- Restricted access to laboratories
- Use of appropriate personal protective equipment (PPE)
- Proper hand hygiene before and after handling biological materials
- Safe handling and disposal of sharps
- Use of biological safety cabinets (Class I, II, or III)
- No work with group 3 or 4 organisms
- Reporting incidents involving exposure, spills, or containment breaches.

Risk Assessment

Biological agents are classified into four risk groups (RG1–RG4), with RG1 posing minimal risk and RG4 representing high-risk agents causing severe disease. All work involving biological agents must undergo risk assessment before starting. This should:

- Identify biological hazards
- Assess risks such as infection, toxicity, or allergenicity
- Determine appropriate control measures.

Training and Competency

Personnel handling biological materials must receive documented training, refreshed regularly, including understanding hazards and exposure routes, correct use of PPE and safety equipment and emergency procedures for spills or exposure

Waste Management

Biological waste must be segregated, labelled, and disposed of according to university procedures and regulations. This includes autoclaving infectious waste before disposal, use of designated biohazard containers and bags and proper disposal of sharps in puncture-resistant containers.

Chemical Safety

Many chemical substances can be harmful, but they can be used safely if proper precautions are followed. Always consult the Safety Data Sheet (SDS) before using any chemical for information on composition, required PPE, first aid, and firefighting measures. SDSs are available from supervisors or departmental technical staff.

Risk Assessment

Before working with chemicals, a risk assessment must be completed. This should identify hazardous substances and properties (flammable, toxic, corrosive, carcinogenic), assess exposure routes (inhalation, ingestion, skin contact), determine who may be at risk and specify control measures to reduce the risk.

Laboratory Requirements

All individuals handling chemicals must:

- Wear a lab coat and safety glasses/goggles (minimum PPE)
- Follow SDS guidance for any additional PPE.

Emergency Procedures

Facilities may include eyewash stations and safety showers, chemical fire extinguishers, first aid kits and spill kits. All incidents, spills, exposures, or near misses must be reported and investigated promptly.

Training

All staff and students must be trained in chemical hazards and labelling, safe handling, storage, and disposal and emergency procedures

Waste Management

Chemical waste must be segregated and disposed of safely using separate waste streams (solvents, acids, heavy metals), clearly labelled containers and disposed of via approved contractors only. Never pour chemicals into sinks or place in general waste unless permitted.

DO:

- ☑ Read and label all chemical containers
- ☑ Wear required PPE when handling chemicals or working on contaminated systems
- ☑ Ensure equipment is safe before use
- ☑ Follow procedures carefully when transferring chemicals
- ☑ Use bonding and earthing leads when transferring flammable liquids
- ☑ Use proper carriers for transporting chemicals
- ☑ Keep toxic materials sealed, labelled, and handled per instructions.

DO NOT:

- ☒ Do not approach leaks before moving to safety
- ☒ Do not taste chemicals or allow skin contact; smell only with caution
- ☒ Do not misuse any chemical or hazardous substance.

Electrical Safety

Misuse of electricity can result in fire, explosion, personal injury and even death. If for any reason there is an electrical fault, either partial or total, the Estates Office should be immediately contacted to attend to and remedy the matter.

DO:

- Report broken, ineffective or damaged electrical equipment such as loose connections and frayed cables to the Estates Office.
- Ensure that no one can come into contact with such equipment until it is repaired.
- Ensure that there is clear access to distribution boards and similar installations in case isolation is required in an emergency.
- Assume all electrical circuits are live.
- Keep scaffolding poles, cranes, vehicles and ladders well away from overhead wires.
- Switch off at the socket before removing the plug.
- Learn what to do in case of electric shock.
- Switch off equipment when you have finished with it.

DO NOT:

- Attempt unauthorised use, repair or maintenance.
- Overload extension leads or electrical sockets.
- Interfere with a junction box. (e.g., jam wires in sockets with matchsticks or nails).
- Run power tools from lamp sockets so they cannot be earthed.
- Force a plug into the wrong fuse for the current that the equipment is carrying.
- Hang cables on nails or leave them lying around where they can get damaged or wet.
- Use equipment with the earth wire pulled out of its terminal.
- Misuse an earthing clamp on welding sets.

Gas Cylinders

Special care is required in the storage and use of gas cylinders. Their contents may be at high pressure, flammable or potentially harmful.

DO:

- Store cylinders correctly in a well-ventilated area.
- Store in an upright position and secure to prevent falling.
- Store full cylinders separate from empty cylinders.
- Clearly label and segregate full and empty cylinders.
- Check the contents of the cylinder. Don’t rely totally on the colour-coding.
- Always open the cylinder valve slowly; close the cylinder valve only sufficiently enough to shut off the gas. Do not use excessive force.
- Report leaking cylinders immediately.
- Keep cylinders and valves clean.

Work Safely

DO NOT:

- Drop cylinders or allow them to strike each other violently.
- Allow oil or grease to contaminate a cylinder and its fittings.
- Use cylinders as rollers or work supports.
- Keep cylinders on wet surfaces or soft earth - it will accelerate corrosion.
- Open a high-pressure hydrogen cylinder directly to the atmosphere - it may ignite.
- Mix gases in a cylinder.
- Test for leaks with a flame - always use soapy water.
- Use cylinders with leaking or damaged connections.
- Tamper with safety devices on valves or cylinders.

Gas Leak

If you suspect a gas leak, notify the Estates Office immediately:

Estates Office Waterford: 051-302678, 302859, 302748

Estates Office Carlow/Wexford:

If you are unable to contact a member of staff from the Estates Office or alternatively if it is outside normal working hours, contact Bord Gáis and report the suspected leak:

Bord Gáis Emergency No.: 1850 20 50 50

Remember:

Do not smoke, light matches or turn electrical switches on/off.

Open doors and windows to ventilate the area.

If you smell gas report it, don't assume someone else has

Housekeeping

Good housekeeping is the first and the most important (fundamental) level of preventing falls due to slips and trips.

DO:

- Keep your workplace tidy. If you do spill anything clean it up immediately.
- Use proper routes and walkways.
- Avoid shortcuts and make full use of handrails.
- Wear appropriate footwear.
- Report damage or obstruction to the Estates Office e.g.; handrails, fencing, and poorly lit areas. A prompt report can prevent a fall.
- Make sure that any temporary openings in walkways are securely fenced off.

DO NOT:

- Leave obstructions in walkways.
- Allow the leads of portable tools and lights to trail where someone may trip over them.
- Walk blind, make sure that you can see around or over anything you are carrying.

Machinery Safety

Plant and Machinery pose serious risks in the workplace e.g., entanglement, crushing, cutting or severing, burns, electric shock etc.

How can I protect myself?

- ☑ Prior to commencing the job assess the risk. Ensure that you are fully aware of all the hazards associated with the equipment that you are about to use.
- ☑ Be familiar with electrical, hydraulic or pneumatic power supplies to the equipment.
- ☑ Always ensure that the correct guards are fitted to the equipment e.g., fixed guards.
- ☑ Become familiar with the emergency stop buttons and check that they are operational.
- ☑ Always ensure you have adequate training for the equipment you are about to use.

- ☒ Never use any equipment that the guards have been removed from and always report any faults to your manager/supervisor.
- ☒ Never by-pass guards on equipment.

Manual Handling

Manual Handling refers to activities including lifting, lowering, pushing, pulling, carrying, moving, holding or restraining an object, animal or person. It also covers activities that require the use of force or effort such as pulling an object or operating tools.

Manual handling injuries mostly affect the back, but can also cause severe problems to the limbs, muscles, tendons. In order to protect your back, limbs etc. during manual handling activities, the following **correct manual handling techniques** should be adhered to:

1. Assess the task i.e., L.I.T.E - Load, Individual, Task, Environment.
2. Ensure you have a broad stable base (foot placement is important).
3. Bend your knees.
4. Keep your back straight (though not necessarily vertical!).
5. Take a firm grip.
6. Keep your arms in line with the body.
7. Lift with your legs and keep the weight close to the centre of gravity.
8. Turn feet in the direction of movement.

Manual handling training is available from the Health and Safety Office.

Noise

Noise is measured in decibels dB(A). The noise level (the loudness) is measured on a scale from a silent 0dB(A) to 140 dB(A) in the noisiest situations. Risk from noise such as noise induced hearing loss depends not only on the noise levels but also on the length of time you have been exposed to the noise. The amount of noise exposure over the whole working day is called the daily personal noise exposure (LEP,d).

Loud noise can cause irreversible hearing damage, which accelerates the normal hearing loss that occurs as we grow older. Exposure to loud noise can also cause tinnitus, interference with communications and stress.

How do I know if I am exposed to excessive noise?

Basically, if you cannot hear clearly what someone is saying when they are 2 metres away, the level of noise is likely to be around 85 dB(A).

If you cannot hear someone clearly when you are about 1 metre away, the level is likely to be around 90 dB(A) or higher.

If your concerned about noise in your work area contact your manager or the Health and Safety Officer.

Office Safety

Ensure your safety in the office by adhering to the following:

- Be sure the pathway is clear before you walk.
- Close drawers completely after every use.
- Avoid excessive bending, twisting, and leaning backward while seated.
- Secure electrical cords and wires away from walkways.
- Always use a step-stool/stepladder for overhead reaching, never stand on chairs.
- Clean up spills immediately.
- Report loose carpeting or damaged flooring to the Estates Office.
- Store heavy objects on lower shelves.
- Try to store materials inside cabinets, files, and lockers.

- Never obstruct aisles, corners, or passageways.
- Never obstruct fire equipment, extinguishers, exits or doors.
- Never carry anything that obscures your vision.
- Never stack material in such a way that it will fall over.

Personal Protective Equipment

Personal Protective Equipment (PPE) refers to all equipment designed to be worn or held by an employee, student, visitor or contractor for protection against hazards likely to endanger the individual's health and safety at work and includes any addition or accessory designed to meet this objective.

DO

- Use the protective clothing and equipment provided and for the intention that it was provided.
- Make sure it offers adequate protection for the job.
- Follow any instructions for its use.
- Take good care of it and report any defects to your supervisor.
- Make sure you know the location of emergency equipment.
- Get advice from your manager/supervisor and ACT on it.

DO NOT:

- Use damaged/defective or contaminated equipment.
- Return defective equipment.

Portable Ladders

When using portable ladders, the following suggestions for controlling risks should be considered:

DO

- Use the correct ladder for the job.
- Ensure ladders are adequately supported at the base.
- Set the ladder at a slope of 1 to 4 - ladders must be angled one out and four up.
- Ensure the ladder is at least one metre above the access level.
- Ensure the ladder is firmly secured, tied off or held firmly by another person. (The ties should be attached to the stiles of the ladder and not the rungs).
- Only one person may be on a ladder at a time, with three body limbs on the ladder at all times.
- Climb and descend facing the ladder.
- Only work on a job within easy arm's reach from the ladder.
- Wear slips resistant footwear when using ladders.
- Clean off footwear and ladder rungs before using the ladder.
- Ensure stepladders are only used in the fully open position.

DO NOT:

- Do not use domestic ladders.
- Do not climb higher than the third rung from the top of the ladder.
- Do not use defective or damaged ladders.
- Do not carry anything in your hands when climbing or descending.
- Do not place ladders in vehicle or pedestrian traffic areas.
- Do not use metal ladders or wire reinforced ladders where electrical hazards exist.

Portable Tools/Equipment

When using portable tools or equipment follow the guidance below.

DO

- Use the correct tool for the job.
- Use spanners that fit the nut or bolt head properly.
- Keep your hands behind the cutting edge when using cutting tools.
- Keep unsheathed knives, chisels and other sharp tools in a safe place - not in your pocket.
- Keep your tools clean and in good condition. Protect the edges of sharp tools when carried and also when stored.
- Ensure that all electrical equipment is properly grounded and subject to periodic inspection.
- Inspect cords of electrical equipment regularly.
- Wear suitable ear/eye protection when using power tools.
- Store tools, hand lamps, cables and hoses in a safe and tidy fashion.

DO NOT:

- Lift or drag power tools by their cables.
- Allow cables to run across floors and/or access routes causing a trip hazard.
- Attempt to change or dress an abrasive wheel unless you are authorised and competent to do so.
- Force a portable grinder against the work, as dangerous flat spots on the wheel may develop.
- Take your eyes off the job - pay attention to what you are doing.
- Use equipment with the earth wire pulled out of its terminal.
- Alter, adapt or interfere with the design function of the tool.
- Return defective or contaminated equipment.

Section 4

Individual

Pregnant and Nursing Individuals

The University is committed to providing a safe and supportive working environment for individuals who are pregnant, have recently given birth, or are breastfeeding.

This applies if you are:

- Pregnant
- Have given birth within the previous 14 weeks
- Breastfeeding (for 2 years after birth)

We recognise that pregnancy and early motherhood may require temporary adjustments to ensure your health, safety, and wellbeing. This is done through a risk assessment which will assess general hazards, hazards specific to pregnancy and hazards specific to breastfeeding as well as reviewing your work or study environment and any necessary accommodations that you may need.

For expectant mothers we encourage you to let us know as soon as possible as the earliest stages of pregnancy are the most critical ones for the developing child. Please contact the HR Office, the Health and Safety Office or your Line Manager to arrange a risk assessment.

Personal Emergency Egress Plans (PEEPs)

A person who may have difficulty evacuating a building in an emergency can do so safely.

A PEEP may be required by anyone who could need additional support during an emergency evacuation, including individuals who:

- Have mobility impairments (temporary or permanent)
- Use wheelchairs, crutches, or other mobility aids
- Have sensory impairments (e.g., vision or hearing loss)
- Have medical conditions that may affect safe evacuation
- Experience anxiety or other conditions that may impact emergency response
- Are recovering from injury or surgery
- Are pregnant and have mobility restrictions

PEEPs are not limited to permanent disabilities. They may be temporary and reviewed as circumstances change.

Your Safety Matters

Emergencies are unpredictable — preparation is not. A PEEP helps ensure that everyone can work and study safely, confidently, and with dignity. If you think you may need support during an evacuation, please contact the Health and Safety Office as soon as possible.

Display Screen Equipment Assessment

Ergonomics is the science of designing work to fit the person — not forcing the person to fit the work. Many roles within the University involve regular use of computers, laptops, and other display screen equipment (DSE).

DSE includes desktop computers, laptops, tablets (where used for prolonged periods), monitors and screens, keyboards, mice, and other input devices, workstations, desks, and chairs.

Why Ergonomics Matters

Poor ergonomic setup may contribute to:

- Back, neck, and shoulder pain
- Wrist and hand discomfort (e.g., repetitive strain injuries)
- Eye strain and headaches
- Fatigue and reduced concentration

Good ergonomic practice improves comfort, productivity, and wellbeing.

DSE Risk Assessments

If you use DSE for more than one hour continuously or as a significant part of your normal work, you are considered a DSE user and the University is required to risk assess DSE workstations to identify and reduce risks.

Hybrid Working

Hybrid Working refers to a blend of working remotely and in the office, based on your role and team needs.

The hazards associated with hybrid working include:

- Home-based Workstation/ Display Screen Equipment (DSE)/Laptop/Mobile Phone/Other Devices
- Electrical items
- Manual handling
- Slips, trips and falls
- Lone working
- Stress and welfare

If you work from home, you are responsible for setting up a safe workstation. The University provides guidance, assessment tools, and support. Staff are responsible for completing Home Working Risk Assessment, following ergonomic guidance, and reporting issues promptly.

Stress

Work-related stress occurs when the demands of the job exceed a person's ability to cope. While some pressure can be motivating, excessive or prolonged pressure can negatively affect health and performance.

Stress is not a weakness and can affect anyone at any level within the organisation.

Workplace stress may arise from:

- Excessive workload or unrealistic deadlines
- Lack of clarity about roles or expectations
- Poor communication
- Organisational change
- Lack of control over work activities
- Workplace conflict or difficult relationships
- Exposure to challenging behaviour
- Poor work-life balance

Often, stress results from a combination of factors.

Signs of work-related stress may include:

Physical symptoms

- Headaches or fatigue
- Sleep disturbance
- Muscle tension
- Increased susceptibility to illness

Emotional or psychological symptoms

- Anxiety or irritability
- Low mood
- Difficulty concentrating
- Feeling overwhelmed

Behavioural changes

- Reduced performance
- Withdrawal from colleagues
- Increased absenteeism

Early recognition is important to prevent more serious health issues.

The University is committed to promoting a healthy working environment that supports both physical and psychological wellbeing. Work-related stress is a health and safety issue and should be managed in the same way as any other workplace risk. If you are experiencing work-related stress, you are encouraged to:

- Speak with your manager
- Contact Human Resources Office
- Contact the Health and Safety Office

If you feel overwhelmed or unwell, seek support promptly.

Section 5

Consultation

Consultation

The University is committed to fostering a positive safety culture built on open communication, cooperation and shared responsibility. Consultation is a key part of effective health and safety management.

Health and safety consultation is a process of:

- Sharing information about workplace risks.
- Giving staff and students the opportunity to express views.
- Involving staff and students in decisions that may affect their health and safety.
- Considering feedback before implementing changes.

Consultation is about meaningful engagement — not simply informing the community after decisions have been made. By working together, sharing knowledge, and listening to one another, we create a safer and healthier University for all.

If you have a health and safety concern, you can:

- Speak to your manager or supervisor
- Contact your local Safety Representative
- Raise the matter with the Health and Safety Office or any of the Health and Safety Committee Members.

Safety Representatives

Safety Representatives (Safety Reps) are staff members elected or selected by their peers and are a vital link between staff and management facilitating communication on safety issues and representing staff views and concerns. They act as a point of contact for safety matters and work collaboratively with the Health and Safety Office, SETU Management and the Staff that they represent to promote best practice in health and safety.

The overall function of a Safety Rep is that they may consult with, and make representations to, the university on safety, health and welfare matters relating to the employees in the place of work. The university must consider these representations, and act on them if necessary.

Safety Representatives play a vital role in promoting a positive safety culture, supporting colleagues, and helping to identify and address workplace risks. A full listing of the university's safety representatives is on the **Health and Safety website** *https://www.setu.ie/staff/health-and-safety*.

Get in Touch

If you have any questions, concerns, or suggestions regarding health and safety, we encourage you to get in touch.

The Health and Safety Office can be contacted as follows:

Waterford Office: *safety.wd@setu.ie*

Carlow/Wexford Office: *safety.cw@setu.ie*

We welcome feedback on how we can improve our safety arrangements and support the University community. Whether you are reporting a hazard, seeking clarification, or looking for assistance, please do not hesitate to contact us — early communication helps us maintain a safe and healthy environment for everyone.

SETU

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South East Technological University