

Student And Staff Guidelines

Introduction

During the busy period of preparation for the Graduate Exhibition on the Campus, there is an increased risk of hazards. A hazard is anything that could cause harm to you or another person.

Common hazards that may be encountered during the exhibition installation period include, but are not limited to: working at height, slips, trips and falls on site, hazards and risk of injury from manually operated power tools, construction dust, lifting and manual handling of heavy materials and objects, stepladders, knives and sharp objects, and working in a confined space

Contractor Activity

External Contractors (Builders) will be working to construct the temporary works for the exhibition. During the Contractors' work, conditions are different from those normally encountered, and new hazards may be introduced. It is essential that everyone concerned is aware of the hazards and the correct precautions are adopted.

Keep away from Contractors' vehicles, unloading and moving of materials and contractors' work. Do not enter exclusion zones.

Student Activity

You and other students will be working installing your exhibitions.

Registered students only are to work on the exhibition installation.

No unauthorized visitors are allowed to enter, especially children, and no pets.

These Guideline are to be read in conjunction with the current NCAD Safety Statement. They are not intended to replace or amend the current Safety Statement.

Students must:

Comply with the requirements of the Safety, Health and Welfare at Work Act 2005 and all associated legislation.

In particular a student will:

- Take reasonable care for his/her own safety and the safety of anyone affected by his/her actions.
- Co-operate with staff to ensure that the NCAD Campus complies with the Safety, Health and Welfare at Work Act 2005 and associated regulations.
- Provide and use personal protective equipment (PPE), during the exhibition installation period where required, in such a manner as to provide the protection intended.

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Health & Safety

- Report to the responsible staff member any defects in place, plant or procedure that might endanger safety.
- Report to the responsible staff member all accidents, dangerous occurrences, fires and near miss events.
- Not misuse any equipment provided for securing safety.
- Not access or use laboratory or workshop facilities and equipment without the permission of the staff member in charge of these facilities.

Clothing

- Tie back long hair, roll up long sleeves and avoid loose fitting clothes.
- Remove rings and any dangling jewelry that can be caught in moving parts.
- Wear practical footwear.
- Wear Personal Protective Equipment (PPE) where and when required.

General Safety

Please ensure that:

- Access routes and work areas are kept clean and clear of materials, obstructions and trip hazards
- Exposed nails are removed from timber
- Persons are protected from falling materials
- Working in confined spaces is avoided where possible
- Hearing protection is provided and worn where necessary especially when working with or working close to noisy equipment
- Hands are washed before eating and drinking.

Electrical Precautions

Power sockets are not overloaded.

Power supply is turned off when carrying out any maintenance

Electrical cable reels are uncoiled during prolonged use and when using high power items.

Power Hand Tools eg sanders, drill, jigsaw, nailgun

Power hand tools are to be used and maintained in accordance with the manufacturer's manual and all recommended safety guards are in place.

Ensure:

Tool is disconnected from its power supply before cleaning, clearing blockages or other maintenance/repair work starts.

Tool adjustments are not made while moving parts are in motion

Ensure there is adequate lighting and ventilation.

Turn machine off if it produces an unfamiliar vibration or noise.

Equipment is checked before use, defects are reported and unsafe equipment is taken out of use.

Ensure sufficient clear workspace and use clamps to secure work pieces where

necessary.

Dust levels are kept as low as possible and Respiratory Protective Equipment is worn

Eye/face and hearing protection is worn.

Circular Saws

In addition to Power Hand Tools above:

Material being cut is adequately supported and care is taken so that hand/ body parts and electrical cords are kept clear of the moving blade at all times.

Saw is disconnected from power source before changing the blade or carrying out maintenance work.

Manually operated hand tools

In addition to above:

Hand tools are checked before use, reported defects are dealt with and unsafe equipment is taken out of use.

Step Ladders

Work should only be carried out from a ladder where the job is of short duration and low risk.

The work must be light and should not take longer than 30 minutes.

Ensure that the ladder is suitable for the work to be carried out and that stepladders are used as per the manufacturer's instructions.

Stepladders should be checked before use and any defects reported. Unsafe equipment should be taken out of use.

Stepladders should be set up on a firm level base facing the work activity.

Stepladders should never be straddled and the top three steps should not be used for standing.

Keep other pedestrians away from step ladders when in use.

Ensure three points of contact are maintained at all times when using a stepladder- e.g. two hands and a foot or two feet and a hand.

Tools or equipment should not be carried when going up or down a stepladder. Use a tool belt.

Working at height

Work at height is to be avoided where possible.

Appropriate barriers or equipment is used to prevent falls where work at height cannot be avoided.

Materials are to be prevented from falling.

Roofs/ surfaces

If walking on an unfamiliar part of the building, assess the structure and strength before proceeding.

Unprotected openings and edges

Suitable measures and a safe system of work are to be put in place to prevent persons or materials falling before work starts.

Edge/ fall protection is to be inspected by a competent person before use.

Materials or equipment are not thrown or dropped from any work area.

Knives and Sharp Objects

Use of knives or sharp objects is minimized and that they are stored safely with blade retracted.

Knives or sharp objects used are suitable for the job.

Set Design and Build

Set is designed and constructed so that it is fit for purpose, stable and can be safely assembled, used and dismantled.

Set designers and builders take account of the nature of the production, the purpose and specifications of the set and any known risks.

Suitable materials and equipment are used for set construction and build

All escape routes are kept clear at all times.

Lighting

Lighting equipment is installed, used and maintained in accordance with the manufacturer's instructions.

Lighting equipment is stable to avoid falling, tipping over or collapse.

Power to lighting is disconnected and equipment allowed to cool before any maintenance work is carried out.

Lights are installed so that they do not heat materials that may catch fire.

Lighting is installed out of reach unless specifically designed for use at low level.

Lighting equipment that gets hot is allowed to cool before adjustments are made.

Paints

All paints are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations.

Adequate ventilation is maintained.

Eye, skin and respiratory protection is worn where appropriate and in accordance with the Safety Data sheet.

Please do not paint over emergency break glass, emergency or other signage, sockets, switches or locks.

Removal of work

Students must remove all work from the Campus on the designated day after the Exhibition closes. Removal of work is to be planned and carried out in an organized way. Equipment is dismantled in accordance with manufacturer's instructions. Electrical equipment is disconnected before dismantling.