



**Athlone Institute of Technology**  
**Estates Office**  
**Contractor Campus Induction Booklet**

Revision 4.0



## Revision History

<b>Date of this revision:</b> 22/10/18	<b>Date of next review:</b> May 2019
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<b>Version Number/Revision Number</b>	<b>Revision Date</b>	<b>Summary of Changes</b>
Version 1.0	June 2015	Initial Document Version
Revision 2.0	Sept 2016	New staff details
Revision 2.1	Nov 2016	Staff contact details updated
Revision 2.2	Nov 2016	Staff contact details updated
Revision 3.0	Dec 2017	New staff details
Revision 4.0	Oct 2018	Staff contact details updated. Doc. re-formatted

## Introduction

This document outlines the basic procedures required to work on the AIT Campus. It is a description of AIT and the requirements that must be adhered to when carrying out and works, services, delivery of products, surveys etc. within the AIT Campus.

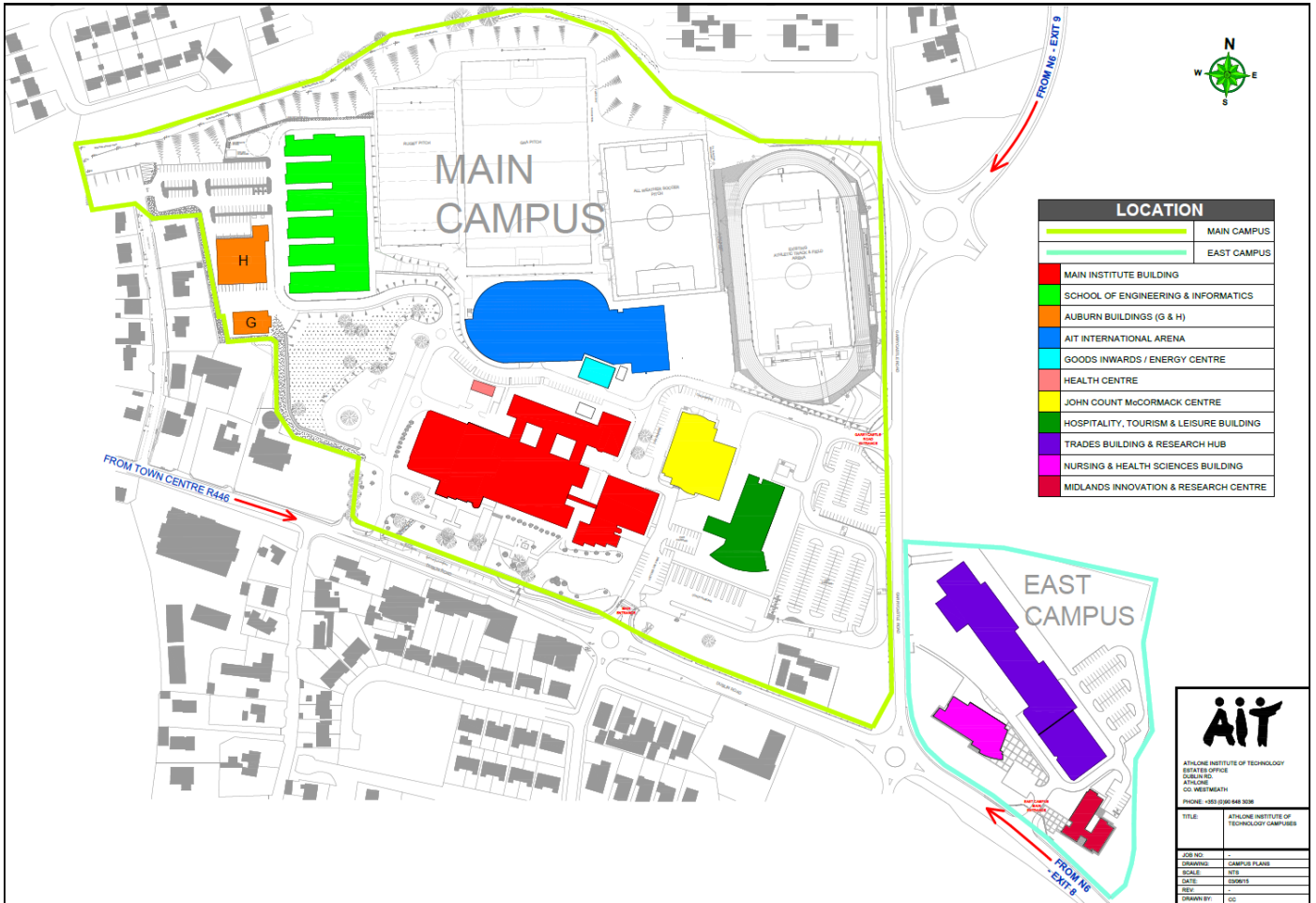
The term Contractor refers to any Employer or self-employed person who are going to carry out work for Athlone Institute of Technology. The term Works refers to any works, services, surveys, inspection, testing, trade, delivery, installations to be carried out for Athlone Institute of Technology. Work will be carried out in a live, third-level education campus environment where there are approximately 5000 students, 800 staff members, visitors, members of the public and children present. The Health, Safety and Welfare of all campus occupants, and those persons carrying out work is of the highest importance to AIT

Athlone Institute of Technology (AIT) is a higher education institution located in the centre of Ireland on a 50 acre landscaped campus, which is situated off the Dublin Road. Established in 1970, it has expanded in size, scope and influence over the period. To facilitate this growth the original building has been extended on several occasions and number of new building has been added. Since 2010 the campus has grown by 27,000 sq.m. with the addition of the new School of Engineering & Informatics and the new AIT International Arena.

There are two campuses – the Main Campus and East Campus which are home to 12 buildings which makes up over 64,000sq.m. of floor space consisting of teaching spaces, office accommodation, laboratory and research facilities, workshops, lecture theatres, catering facilities and sports facilities.

<b>Campus</b>	<b>Area</b>
Main Campus	42.75 acres
East Campus	7.66 acres
<b>Building Name</b>	<b>Area sq.m.</b>
Main Institute of Building (MIB)	18260
Hospitality, Tourism & Leisure Building (HTL)	3600
John McCormack Centre	3235
Auburn Buildings (G&H)	1635
Engineering & Informatics Building	12790
Trades Building & Post-Graduate Research Hub	6065
Nursing & Health Sciences Building	2375
Midland Innovation and Research Centre (MIRC)	1255
AIT International Arena	14650
Goods Inwards & Energy Centre	340
Main Substation	65
<b>Total</b>	<b>64270</b>

## Campus Map



## Campus Open Hours

The following are the opening hours of the campus. Opening and closing times for the campus buildings vary depending on activity.

Day	Open	Close
Monday	07.00	00.00
Tuesday	07.00	00.00
Wednesday	07.00	00.00
Thursday	07.00	00.00
Friday	07.00	00.00
Saturday	08.00	21.00
Sunday	08.00	18.00
Public Holidays	Closed	

To arrange access outside of these times, contact the Estates Office.

## The Estates Office

The Estates Office is responsible for managing the built environment in AIT including campus buildings, infrastructure, mechanical and electrical installations, construction works and for providing

a variety of services to the Institute, including maintenance of premises and grounds, security, cleaning and caretaking. Estates Office contacts:

<b>Role</b>	<b>Name</b>	<b>Phone No.</b>	<b>Email</b>
Administration	Ann Murray	090 6483036	amurray@ait.ie
Estates Manager	Cormac Cloonan	090 6483077	ccloonan@ait.ie
Clerk of Works/Caretaker Supervisor	Gerry Duane	087 9095116	gduane@ait.ie
Cleaning Supervisor	Marie Tyrell	086 0296021	mtyrell@ait.ie
Electrician Supervisor	Michael Connon	087 2772658	mconnon@ait.ie
Electrician	Colm Farrell	087 1679058	cfarrell@ait.ie
Contract Maintenance Plumber	Eamon Craughwell	087 2251915	ecraughwell@ait.ie
Carpenter	Richie Murray	086 1435990	rmurray@ait.ie
Grounds Keeper	Paschal McGovern	087 2201745	pmcgovern@ait.ie
Caretaker Office	Caretaker	090 6468120	-
Caretaker Mobile 1	Caretaker	087 2201746	-
Caretaker Mobile 2	Caretaker	087 9083903	-
Caretaker Mobile 3	Caretaker	087 9982114	-
<b>Emergency Contact No.</b>	<b>Caretaker</b>	<b>087 1114444</b>	<b>-</b>

## Contractor Health, Safety and Welfare Form

Before a Contractor is permitted to commence work on campus, a completed Contractor Health, Safety and Welfare Form must be submitted to the Estates Office along with any supplementary documentation requested and the appropriate Permits.

To source a blank form, contact the Estates Office.

## Contractor Induction Briefing

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

- Working in the Campus Environment
- Fire Safety
- Emergency Evacuation
- Hazardous Areas
- Log Book Procedure
- Permits to Work
- Electrical Safety \*
- Personal Protective Equipment
- Hi-Viz Vest/Coat
- Welfare Facilities available
- Traffic Safety and Parking Rules & Regulations
- Accessibility to Campuses and Buildings

\* **Contractors working on electrical systems must undergo a separate Electrical Works Induction**

## Contractor Log Book

All contractors personnel must sign the Contractor Log Book on entry to the Campus and when exiting the campus for any purpose. The Log Book is located in the Estates Office in the Main Institute Building (MIB)

## Permits to Work



Prior to carrying out any works on the AIT campus the Contractor must obtain, complete, maintain and return post completion a Permit to Work for the particular type of Work from the Estates Office. The Estates Manager, Clerk of Works or other nominee must sign the submitted Permit. The Permit to Work System is a formal written procedure used to control the activities of all Contractors who are engaged by AIT. It is also applicable to AIT employees, who may be involved in hazardous projects. Note that other than in exceptional circumstances or in the case of an emergency, 48 hours' notice is required to provide blank forms and permits. The completed and signed (by both Contractor and AIT Estates nominee) hardcopy must be retained by the Contractor for the duration of the Works. Post completion of the Works, the Permit must be returned to the Estates Office and signed.

The following Permits are available:

1. General Permit to Work
2. Roof Access Permit
3. Work at Height Permit
4. Electrical Work Permit
5. Hot Works Permit
6. Smoke Detector Isolation Permit
7. Confined Space Works Permit
8. Excavation Permit
9. Line Break Permit
10. Contractor Parking Permit

To source a blank permit, contact the Estates Office.

## Hazardous Areas



The following areas contain flammable or toxic chemicals, medical gases, compressed gases or other particularly hazardous materials or equipment:

Location(s)	Facility containing Hazard
Main Campus/East Campus	Main Substation/Medical Gas Bottle Compound/Chemical Storage
All Buildings	Natural Gas Boilers/Roof Areas/Electrical Distribution Installations

Main Institute Building/School of Engineering/Postgraduate Research Hub/Midland Innovation & Research Centre	Laboratories
Trades Building/Auburn H Building/School of Engineering	Workshops
Main Institute Building/Hospitality, Tourism & Leisure Building	Kitchens
Main Substation/Main Institute Building/School of Engineering/Trades Building/AIT International Arena	Electrical Transformers
Trades Building	Asbestos roof

## Fire Safety



The consequences of a fire event can be severe. AIT is committed to taking all measures to ensure the risk of fire is reduced as much as practical if not eliminated completely. Contractors must familiarise themselves with the Emergency Evacuation Maps and procedures thereon. The Maps are posted throughout the buildings on campus.

### On Discovering a Fire

- Activate the nearest red break glass unit – this will set off the alarm
- Only if you have been trained to operate a Fire Extinguisher, and you feel confident you can extinguish the fire without putting yourself or others at risk, should you attempt to fight the fire.
- Call the Fire Brigade on 112
- Proceed calmly but quickly to an external Assembly Point
- Do not stop to gather personal items, tools/materials/equipment etc.
- Co-operate with Emergency Evacuation Marshals and Fire Wardens
- Remain at the Assembly Point until advised it is safe to re-enter the building by an AIT Fire Warden

To source a copy of the AIT Fire Safety Management Policy, contact the Estates Office.

## Emergency Evacuation



- A fire alarm, or emergency evacuation warning is given by a continuous sounding bell tone

- If the Fire Alarm activates in the building; the Contractors personnel must:
  - Turn off your work tools or equipment
  - Proceed to the nearest, safest emergency exit
  - Evacuate the building quickly and calmly
  - Close all doors behind you
  - Report to an Assembly Point
- Do not take unnecessary risks
- Do not stop to collect personal belongings including work tool(s) or equipment
- Do not run, walk calmly and quietly
- Do not use the lifts, use the stairs
- Do not re-enter the building until advised to do so by a Fire Warden

## Medical Emergencies



Medical First Aid Boxes are located throughout the buildings across the Campus. Automated External Defibrillators (AEDs) are located in select locations on campus. The locations of the First Aid Boxes and AEDs are shown on the Emergency Evacuation Maps which are posted throughout the buildings on campus.

The AIT Medical Centre is located on the Main Campus (see Campus Map). Doctors may be present during term time. The AIT Nurse will also be present during normal working hours.

In the event of a medical emergency, follow the procedure below:

- **To call an Ambulance - Dial 112**
- To contact the AIT Nurse – Dial 087 9977437
- To contact the AIT Medical Centre – Dial 090 6488063
- If you are a trained First Aider, please assist the injured person at your discretion.
- For further assistance, contact AIT Emergency No. – Dial (087) 111 4444

## Slips, Trips & Falls - Housekeeping



Slips, Trips and Falls (STF) cause the second highest amount of workplace injuries. The AIT Campus contains the additional risk of STF to students and staff, and to a vast number of visitors including children. Items associated with slips, trips and falls include food, stone(s)/ rock(s)/ rubble, cables/ wires, uneven/ rough surfaces, pallets, boxes, potholes etc.



The area of works must:

- be safe and without risk of injury with safe access and egress
- should be kept clean and accumulations removed as frequently as necessary
- Housekeeping is vital - especially when busy
- Don't leave tidy up until the end of the work
- Keep floors & access routes clear
- Keep particularly messy operations away from pedestrian routes
- areas where there is a risk of colliding with obstacles or of falling shall be permanently marked with a safety colour or with signboards (or both).

Good Housekeeping is essential if working inside a site boundary, and is critical when working outside a defined site boundary within the AIT Campus. The area of work must be kept clean and tidy. When work is completed – the areas must be left completely clean and tidy on departure. The following is a broad list (non-exhaustive) of good Housekeeping practice:

- Follow safe work procedures, requirements and best practice under Health, Safety and Welfare
- Keep work areas clean
- Keep aisles clear
- Keep exits and entrances clear
- Keep floors clean, dry and in good condition
- Vacuum or wet sweep dusty areas frequently
- Stack and store items safely
- Store all work materials (for example, paper products, flammable liquids, etc.) in approved, clearly labelled containers in designated storage areas only
- Use proper waste receptacles
- Keep emergency exit routes & doors, and fire extinguishers clear of obstructions
- Clean up spills and leaks of any type quickly and properly
- Clean and store tools, items and equipment properly
- Fix or replace broken or damaged tools, equipment, etc.
- Keep lighting sources clean and clear
- Follow maintenance requirements

## Welfare Facilities



Contractors have specific obligations to provide welfare facilities for their employees. These broadly include:

- accommodation for taking shelter and drying wet clothes
- accommodation for taking meals
- facilities for boiling water and heating food
- adequate supply of drinking water
- appropriate changing rooms and lockers
- washing facilities (specific requirements exist for work involving dangerous substances)
- shower facilities
- toilet facilities
- practicable arrangements for welfare facilities

Contractors should ideally provide their own welfare facilities for their employees. However, it is recognised that many Contractors will not be working inside a designated site boundary, that minor works will often be carried out within a small site area, and that often Contractors may only have a small number of personnel on Campus for short time periods.

To assist Contractors and their employees, and under practicable arrangements, AIT may make available the welfare facilities within the Campus and buildings to Contractors. All buildings on campus contain toilet facilities. Canteens are available in the Main Institute Building, the School of Engineering and the Nursing & Health Sciences Building. Wash-up/Shower facilities are limited but are available on Campus – these are available on request (contact the Estates Office).

Contractors using Campus welfare facilities must ensure that they are treated with respect. Care is required with footwear in particular - please ensure boots etc. are cleaned off before entering the buildings to use facilities.

Should Contractors wish to avail of the AIT welfare facilities, they must request approval from the Estates Office.

## Traffic Safety & Parking



The Campus speed limit 15km/h. Contractors driving their vehicles must drive within this speed limit. There are extensive roadways and walkways throughout across the Campus grounds, with various junctions and intersections. There is an extensive amount of activity on the Campus, up to 5000 students, 800 staff, and a vast amount of visitors including children – therefore Contractors must obey the standard rules of the road and any specific Campus rules e.g. speed limit. Particular care is required if driving large and other vehicles – vans, articulated lorries, earth moving machinery, forklifts, mobile elevated working platforms, tractors, road-sweepers etc.

Parking space on campus is limited, particularly during term time. It is recognised that certain Contractors working on Campus may need to park in areas that are not designated parking areas. Parking is not permitted on the Institute's roadways or pedestrian walkways. Contractors who need access to the pedestrian walkways and other restricted areas must apply to the Estates Office for a Contractor Parking Permit. The permit will be signed by an authorised person from the Estates Office and will display the times and dates for which the permit is valid. The Contractor must complete the form and include a contact mobile number(s). The following rules and regulations must be followed at all times:

- The Contractor Parking Permit must be displayed clearly and be visible
- Do not block emergency exits
- Do not block pedestrian or vehicle access routes
- Do not park in a manner which creates a health and safety hazard to campus occupants
- Do not leave the Campus by other means if you are the driver of the vehicle

A copy of the AIT Parking Rules and Regulations is available on request from the Estates Office.

## AIT Health & Safety Department

The AIT Health & Safety Department is a separate functional area, which operates independently of the AIT Estates Office.

The parent AIT Health, Safety and Welfare Document informs all other health, safety and welfare policies, plans, procedures and systems in AIT, including the Estates Office Health, Safety and Welfare systems.

Contact details:

Role	Name	Phone No.	Email
Director of Environment, Health & Safety	Fergal Sweeney	090 644 2559	fsweeney@ait.ie