

WHRI Local H&S Induction

Steven R. Coppen, PhD



Introduction

- Health & Safety Perceptions
- Safety structure
 - People and contacts
- General procedures
 - Fire, First aid, other emergencies
 - Risk assessment
- Laboratory based
 - PPE, COSHH, risk assessment, waste, specific procedures, lone working

Perceptions of H & S

- Boring/waste of time
 - it is a dry subject but we now have fewer accidents - improved safety culture

Perceptions of H & S

- Stop you doing what you want to do
- Not true, we want to enable you to do your work in a safe manner



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Perceptions of H & S

- Just to cover against litigation
 - If we reduce the likelihood of accidents occurring then there is less reason for litigation.
- It is just common sense
 - Yes but everyone has different perceptions of risk/danger.



Health, Safety & Welfare

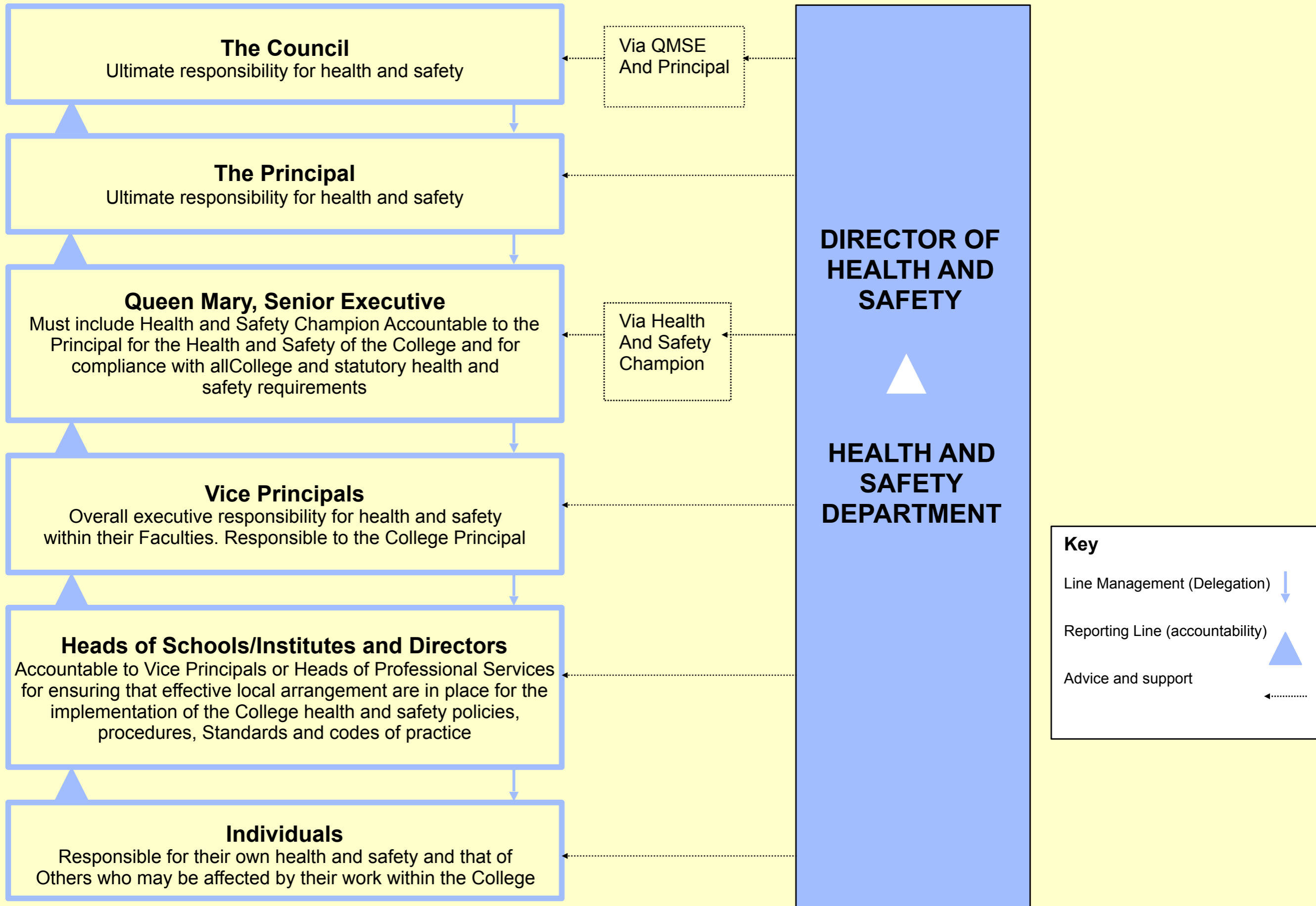
In broad terms **everyone in the College community is responsible for her/his own health and safety and, to varying extents, for the health and safety of colleagues and fellow employees.**

Persons having senior posts with more managerial responsibility clearly will also have more responsibility for ensuring that safe systems of work are in place and that these are both understood and implemented by persons in their department, institute or unit.

H & S Law Posters on display in the entrances



QMUL Health & Safety Structure



QMUL Health & Safety Directorate

Health & Safety Managers & Advisers

Zarah Laing

Director of H&S Directorate (ext 8967)

School of Medicine & Dentistry.

Dr Mark Ariyanayagam (ext 8378, 2079)
H&S Manager (Biological Safety Adviser)

Mrs Suzanne Mason (ext 6948)
H&S Adviser (Clinical waste lead)

hs-helpdesk@qmul.ac.uk

Professional Services

Rebecca Jones (ext 6405)
H&S Manager (Training Lead)

Science & Engineering

Steven Carter (ext 3369)
H&S Manager (Radiation Safety)

Humanities & Social Sciences

Ross Baker (ext 6935)
H&S Manager (Audit Lead)

Fire Safety Section

Mr Keith Vagg (ext 8384)
H&S Manager - Fire Safety

Richard Wheatley (Ext 7197)
H&S Adviser - Fire Safety

Full list on handout

Health, Safety & Welfare

QMUL Website (Under central services on Connect – intranet)

www.hsd.qmul.ac.uk

- QMUL Policy
- Procedures
 - From Construction to Working at height
- Forms
- Training courses available
 - Staff can book through MyHR
 - Students/Visitors book through capd

General Procedures

First Aid



- Call 3333
 - State your name, location and nature of injury
- Get help from a Local First Aider
 - Listed at first aid points
- If College exchange not working call 9-999
 - Or 999 from mobile/public phone
 - (112 is the new alternative to 999)

Fire Safety



Barts and The London
School of Medicine and Dentistry

Basics of Fire and Fire Safety

The Fire Triangle



Fire Safety

Prevention: Risk assessment, remove fuel, heat

Fire safety procedures: Risk assessment, detection & early warning, evacuation procedures, refuge points

General Procedures

Fire Detection

Smoke detectors are fitted throughout and directly linked to the alarm.



General Procedures

Fire

Alarm in the John Vane Science Centre is a continuous siren.

Testing is carried out every Friday morning between 8am and 9am.

The alarm will sound in a series of short bursts. If the alarm becomes continuous – leave the building.

General Procedures

Fire Alarm

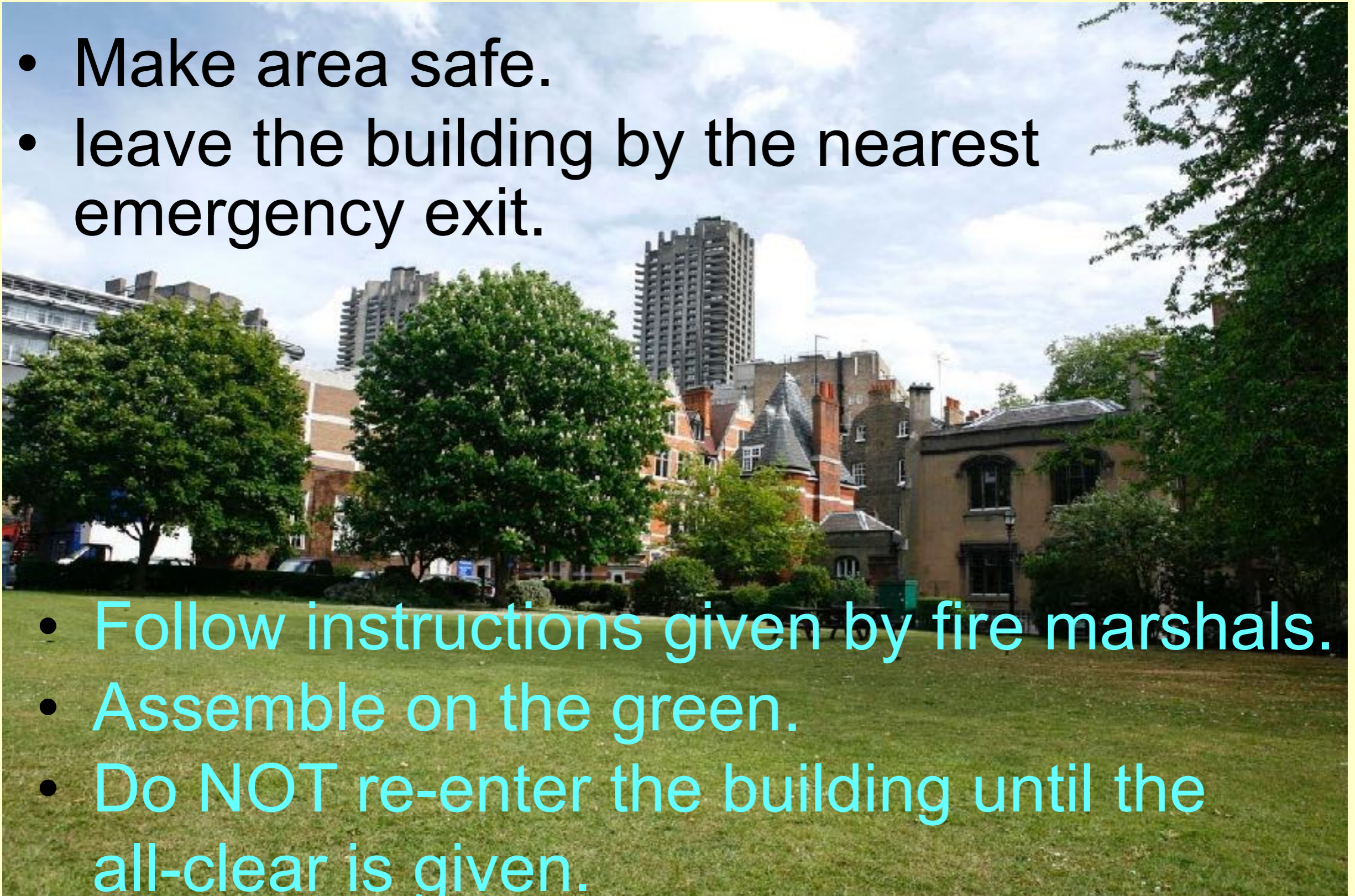
All security doors will release on alarm activation. If not then use the override release.

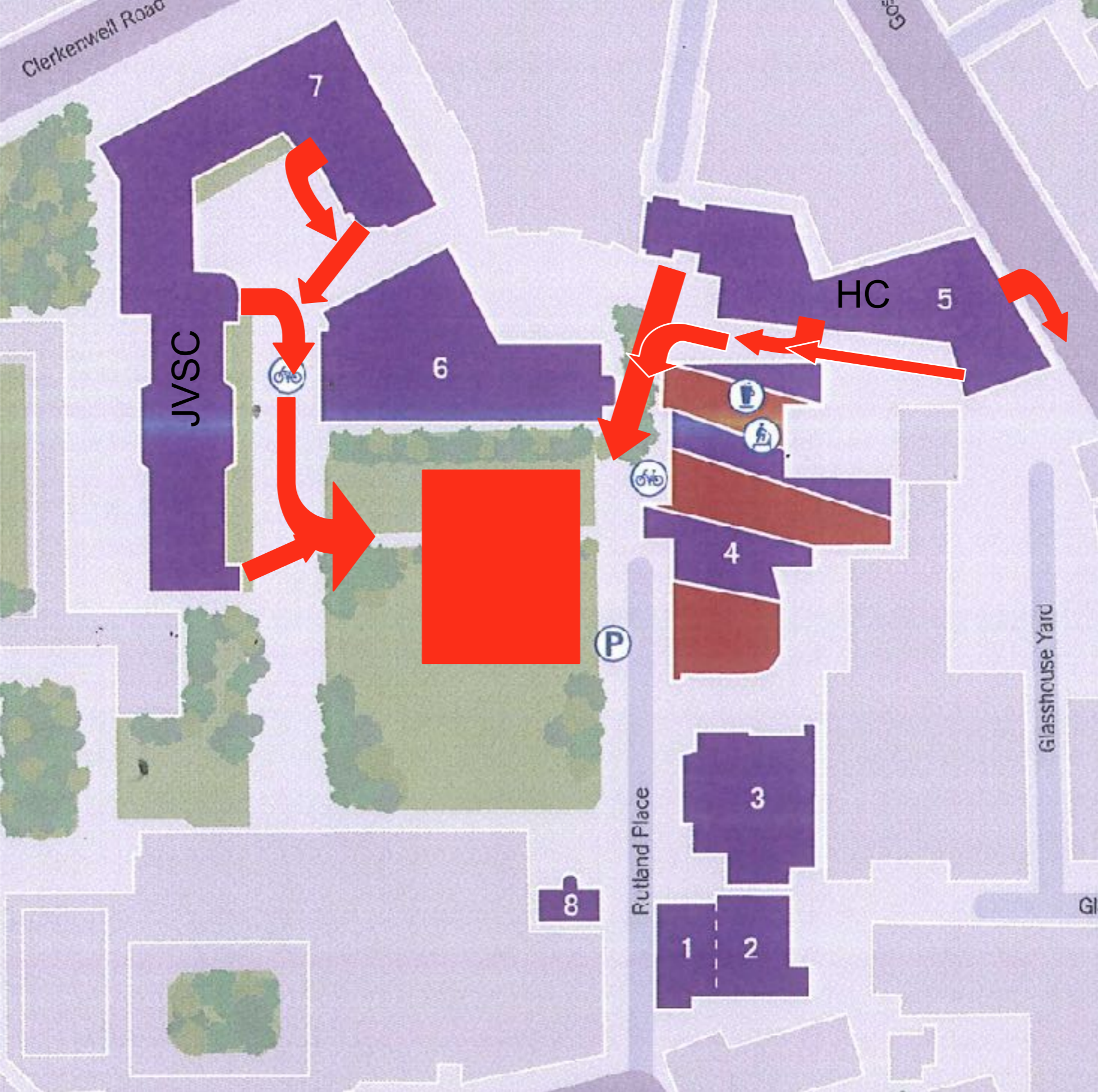


On hearing the alarm:

- Make area safe.
- leave the building by the nearest emergency exit.

- Follow instructions given by fire marshals.
- Assemble on the green.
- Do NOT re-enter the building until the all-clear is given.





Relative Safety



Refuge Points

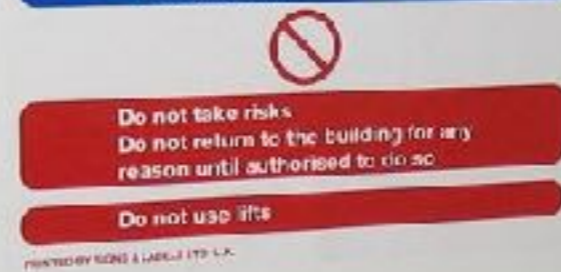


On Discovering a Fire

Raise the alarm



Fire action
Any person discovering a fire
1 Sound the alarm
2 **3333** to call the fire brigade
3 Attack the fire if possible using the appliances provided.
4 Leave building by **NEAREST Exit** route
5 Close all doors behind you
6 Report to assembly point
CENTRAL GREEN



Do not take risks
Do not return to the building for any reason until authorised to do so
Do not use lifts

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Leave the building via the nearest safe exit.

**From a place of safety
Call 3333 & give details as required**





Only use if trained. Use the correct type.
Only use if another person is also present.
Only use on very small fires. Keep the exit behind you.

Fire Prevention & Safety

Do not block fire escape routes (corridors, doors etc). e.g. Shell

Do not let rubbish build up.

Do not prop open fire doors (especially with fire extinguishers).



Keep flammables in flammables cabinets



False Alarms, Arson



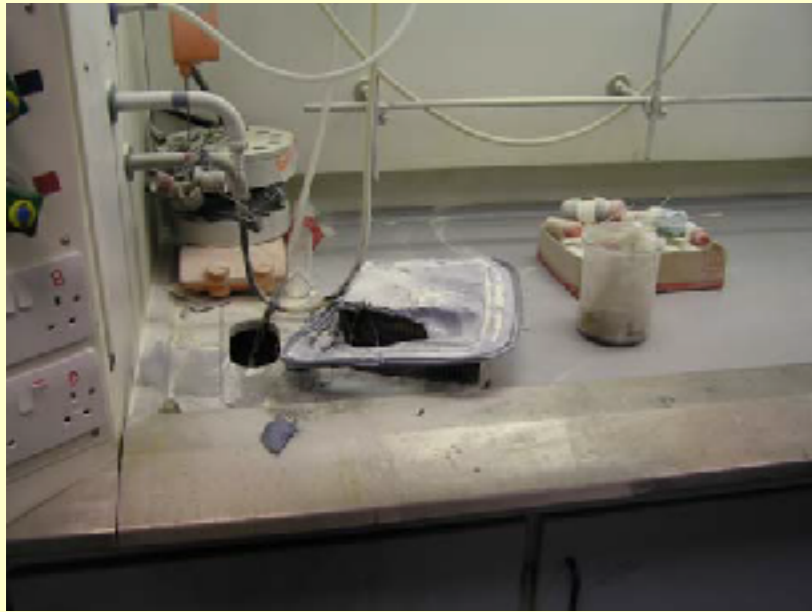
An online e-learning (QMPlus) module for fire safety must be completed by all staff. Details in hand-out.

Please complete Familiarisation form

**Fire Risk Assessments for JVSC & HC
available on request**

It Will Never Happen - Will it?

Southampton. 2005. Two minor lab fires.



One major fire. Computer Research Centre. 100 fire fighters, 10 hours. £50 million.



It Will Never Happen - Will it?

Westminster 2007.

York Chemistry 2012.



Westminster 2013, 50 fire fighters. 360 people evacuated, 2 suffered smoke inhalation..

Alarms

- Instrument alarms
- Warning devices
 - Oxygen depletion monitors
 - CO2 Alarms
 - Know what they sound like
 - do not ignore!



General Procedures

- Accident Reporting

All accidents (including dangerous occurrences) must be reported to the Health and Safety Office. Legal requirement.

7 days off work (includes weekends)

Online reporting system. Link from H&S webpage.

Reports to be completed as soon as possible.

**The purpose is to find out how/why something happened and to find a way to prevent further similar incidents occurring.
It is NOT to assign blame.**

General Procedures

- Security

Entry to campus, buildings and areas by ID card.

Do not prop open security doors.

Do not let people into the buildings if they do not have a badge.

Thefts do happen on campus.

Do not lend your security card.



General Procedures

- Signage



Signage



General Procedures

- Electrical Safety
 - All portable appliances (office & lab) need to be tested regularly – PAT
 - Check for PAT sticker
 - General check before using
 - Plug, lead, casing etc
 - If a fault is found, report it (Lab helpdesk)



General Procedures

Risk Assessment

Not as bad as it sounds.

We all risk assess all the time (crossing the road for example).

Five Steps to Risk Assessment

Identify the hazards (chemicals, equipment, process etc)

Extent of possible harm (Who and how)

Controls (What mechanisms are in place to prevent the harm occurring)

Record findings

Review

Not necessary for trivial procedures – as long as it has been thought about beforehand

Many assessments are already in place – but you must be familiar with them.

Most risk assessments will cover the chemicals used and hence comply with the Control of Substances Hazardous to Health (COSHH) Regulations.

– Elimination, Substitution (GelRed for EtBr), Reduction etc

Working in the Laboratory

- **No Eating or Drinking in the lab.**
- **Appropriate clothing**
 - no open footwear
- **Personal Protective Equipment (PPE)**
 - Laboratory coats must be worn at all times.
 - Safety glasses must be worn unless the risk assessment states they are not necessary
 - Appropriate gloves should be worn (avoid latex – must be stated in risk assessment if used).
 - Other PPE as required (thermal gloves, full face shield, hearing defenders etc)



More about gloves

- Nitrile gloves only offer a certain amount of protection for the user.
- Breakthrough times
 - Acetic acid, Acetone, Methanol, Xylene <3 minutes
 - Ethanol 6 minutes
 - Acetonitrile, chloroform, DMSO, Sulphuric acid <15 minutes
 - Ethidium bromide, Glutaraldehyde, 10% hydrochloric acid, Hydrogen peroxide, Nitric acid, 50% sodium hydroxide >240 minutes
- Viruses? – look at the box for EN374-2 (level 3 minimum). AQL 0.65
- Remove gloves before leaving lab.

Latex Allergy



D@nderm

Working in the Laboratory



Working in the Laboratory

- Sharps
 - dispose straight after use. Do not re-sheath.
- Chemical Waste.
 - Do not assume that all liquid waste can go down the sink.
 - Think about disposal before starting the work.
 - Solvents, toxic chemicals etc need to be collected and stored for disposal by specialist contractors (Store at rear of JVSC - consult you lab manager for details).

Waste Disposal

At the rear of the John Vane Science Centre



Clinical Waste Bins
(Emptied Tue & Fri)



Compactor for domestic waste



Solvent/Chemical
Waste store



Recycling Crates



Recycling

- Empty Tip racks/boxes
 - Starlab (crate), Anachem
- Bottles
 - Separate crates for VWR and Fisher
- Cardboard
 - Flatten, collected by cleaners (council collection)
- Glass/plastic (domestic)
 - council collection



Specific Procedures

- **Genetic Manipulation**
 - Risk assessments (form on website) must be approved by the GMSC before work can start.
 - Depending on class – specified areas
 - Biological Hazards course must be attended.
- **Radiation work**
 - Project approval required.
 - Specified areas
 - Radiation safety course must be attended
- **Working in the BSU**
 - Must complete Health surveillance (Occ.Health)

Working with Blood

- Need to complete a BioCOSHH assessment.
- Unscreened blood is classed as Hazard Group 2 – therefore should be handled at containment level 2.
- Must be familiar with the Needle stick injury procedure.
- Biological Hazards Course should be attended

Working in the Office

Desk set up (DSE – Display Screen Equipment)

To avoid undue stress and fatigue all DSE users should be aware of the proper conditions for positioning and operating display screen equipment.

Basically, most people will be classed as DSE users.

An online e-learning module must be completed by all staff. Details in hand-out.

A system for free eye tests is in place for DSE users. Vouchers will be issued once e-learning module completed. Voucher for Prescription safety glasses also available. Specsavers. Vouchers from me.

Lone Working

Definition: persons who have neither visual nor audible communication with someone who can summon assistance in the event of an accident or illness is considered to be a lone worker

i.e., working out of hours
8am – 6pm Monday to Friday

Lone working must not be undertaken where there is a reasonably foreseeable risk that the work might result in an accident which would be sufficiently serious to require a second person to be available to summon help.

This can be determined from the risk assessments

**All people working on site out of hours must sign in and out
In the out of hours folders at the reception desks**

Competence



Buddy system

Take Home Messages

- Be Familiar with emergency procedures
- Know your Risk Assessments
- Attend appropriate training courses
- Comply with all safety policies/procedures



If in Doubt

ASK

Lab Managers
Team Leaders
Members of the Health & Safety Office
&
Me







Enjoy Working at the WHRI Safely

