

# HEALTH AND SAFETY POLICY AT IEC

## Staff Safety Guide for Employees

### Introduction

IEC is committed to ensure the health and safety of staff, students, visitors and contractors by taking all necessary steps to provide and maintain safe working conditions, equipments and systems of work. As a member of staff of IEC, you have a crucial and legal role to play in health and safety. This booklet explains some of the laws on health and safety, and gives a statement of the policy at IEC. It dilates your responsibilities as a member of staff and those of other post holders. It describes how health and safety is managed in IEC and gives advice and information on how to deal with a range of hazards.

Please study the booklet and apply the contents to your workplace. By doing so you will enhance the health and safety of both yourself and your colleagues and students at IEC.

These notes on Health and Safety are prepared for the benefit of new staff. Staff should read these notes as soon as possible after appointment and retain them for future reference.

All staff members are required to adhere to the IEC Health and Safety Procedures.

If Should you have any queries relating to these procedures in particular, please contact IEC's Health and Safety Team. Queries on Health and Safety matters which occur in your normal course of work should be referred to your immediate supervisor in the first instance. Where the problem cannot be resolved through the Service managerial structure, advice can be sought from the Health and Safety Team of IEC.

### The Health and Safety Team

The Health & Safety Team provides a service to all Schools/Services within IEC.

### The main functions of the Health & Safety Team are:

- To provide competent guidance, information, training and advice on all aspects of health, safety and welfare as it affects the University staff, students, visitors and contractors in order to ensure that standards of health, safety and welfare within IEC comply with the requirements of all relevant legislation, codes of practice, guidance notes, etc and the IEC Health and Safety Policy and Procedures.
- Creation, development and review of IEC fire precautions and procedures in accordance with relevant legislation. Overall monitoring of fire precautions and procedures throughout IEC.
- Monitoring of the implementation and management of health, safety and workplace policies and procedures throughout IEC.

### Health and Safety Responsibilities

All responsibility and authority for the management of health and safety is vested in IEC.

A functional responsibility for safety management is delegated to staff members throughout IEC to ensure a high standard of health and safety in each area of operation.

All employees and students have the responsibility to work safely, report hazards and co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

### **Statement of General Health and Safety Policy**

In discharging its responsibility, IEC will in particular ensure that all steps within its power are taken, in so far as is reasonably practicable, in respect of:-

- a) the provision and maintenance of place and systems of work that are safe and without risks to health;
- b) arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transportation of articles and substances;
- c) the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of staff and students of IEC at work;
- d) the maintenance of any place of work in IEC, in a condition that is safe and without risk to health and the provision and maintenance of means of access and egress from it that are safe and without 2 such risks;
- e) the provision and maintenance of a working environment for staff and students that is safe, without risk to health, and adequate as regards facilities and arrangements for their welfare at work.

IEC accepts its responsibility to protect employees and persons other than IEC employees against risk to health or safety arising out of, or in connection with, the activities of its staff.

All employees and students of IEC, have the responsibility to work safely, report accidents and hazards, co-operate with management to achieve a healthy and safe workplace, and to take reasonable care of themselves and others.

### **Management of Health & Safety at IEC**

The management of Health and Safety at IEC is based on a strategy which includes:

- Identifying hazards and carrying out risk assessments for each work area and introducing necessary control measures as required.
- Providing information and training to staff and students to ensure safe working and the development of a safety culture in IEC.
- Having effective emergency procedures to protect staff, students, visitors and contractors from serious or imminent danger
- Through safety inspections and audits, monitoring the effectiveness of our Health and Safety Policy and systems and regularly reviewing them.

## **Your Responsibilities for Health & Safety**

It is important that all staff members make every effort to avoid risks to themselves and to others by acting in a safe and responsible manner.

In particular you must:

- Follow the IEC's Health and Safety Procedures, systems of work and management instructions.
- Instruct students, if appropriate, in safe working practices and provide effective supervision to ensure the health and safety of students.
- Follow instructions/guidance with regards to wearing personal protective equipments, manual handling, use of chemicals and operating electrical equipments.
- Know and carry out procedures relating to the emergency evacuation of the IEC Campus, safe working and first aid.
- Participate in health and safety training.

## **What To Do In The Event Of A Fire Or Emergency at IEC**

You must familiarize yourself with the fire action instructions.

### **If you discover a fire:**

- Operate the nearest alarm call point
- Leave the building by the nearest exit
- Attack fire if possible with appliances provided but without taking personal risk and only if you have been trained

### **On hearing the alarm:**

- Leave the building by the nearest exit closing doors behind you
- Do not stop to collect belongings
- DO NOT use lifts
- Go to nearest assembly point
- Do not re-enter the building until informed by the University Senior Fire Co-ordinator / Fire Officer
- Visitors with mobility difficulties should NOT use staircases but should proceed to the nearest place of safety and report their whereabouts Security Services.



## Personal Protective Equipment at IEC

### Protective Clothing and Equipment at IEC

At IEC you may come into contact with some form of substances – liquid, solid or gas – which can cause injury if protective clothing or equipment is not worn.

If so, always use the protective clothing and equipments that are supplied for performing your work and make sure that it is the correct type of protection for the job. If in doubt, get advice from your administrative staff or lab instructors.

You should at all times take good care of clothing and equipment provided for your safety, otherwise it may become a danger to yourself or others. If after use you find that clothing or equipment is contaminated, make sure that it is cleaned at once.

If your work is concerned with hazardous chemical gases, dust or vapours, make sure you use the appropriate safety clothing and equipment and learn what action to take in an emergency, especially in laboratories.

Personal Protective Equipment should only be worn in the work area which requires it.

You may require extra personal protective equipments if you have any skin complaint which could be irritated by chemicals/substances. Please inform these problems to administrative staff.

**\*Dress Code for Technicians in labs and for electricians and janitorial staff\*\***



**Protective gloves**

**must be worn**

## Eye Protection – workshops / labs etc.

Your eyes are undoubtedly the most vulnerable part of your body and the simplest of

injuries to them can have drastic consequences.

You must always wear suitable and sufficient eye protection (goggles or eye shields) when provided to protect your eyes from dusts, flying particles, molten materials, liquids, fumes or harmful light and heat.

Make sure you have the correct protection for the work you are doing and wear it properly.

Never watch welding or brazing work without wearing the correct type of goggles. Whenever possible, welders must screen their work to protect others from the harmful rays of the welding arc.

Whenever you are doing work involving chipping, grinding or sanding, remember the passer by and wherever possible erect a screen.



**\*\* You can lose your sight only once –so protect your eyes!\*\***

### Noise

Excessive noise at the workplace can have a serious effect on your hearing. It creates stress which can affect your physical and mental well being. Accidents can result from where you cannot hear instruction or warnings.

IEC will make all efforts to reduce noise levels to comply with statutory regulations and codes of practice. Where noise levels are at or above those outlined in such statutory regulations or codes of practice, the areas will be clearly marked and staff and students obliged to use the hearing protection supplied by IEC.

**\*\*Like eyesight, your hearing is priceless\*\*  
wear the protection provided!**



## **Electricity At work**

One of the main potential sources of accidents, indeed fatal accidents, in the workplace is the use of electricity. You should take great care and never interfere with any electrical apparatus or equipment.

### **The following Do's Don't are essential for safe working with electricity:**

#### **Do's**

- Report to administrative staff about equipment, leads, plug tops that are damaged or overheating.
- Report to your administrative staff about equipment that is in an unsafe condition or situation.



#### **Don'ts**

Don't swap leads between machines as the fuse ratings may vary.

- Don't use power leads that are damaged or frayed.
- Don't use equipment if the plug is damaged.
- Don't use leads that are not correctly clamped at the plug or socket.
- Don't use a damaged socket.
- Don't place, papers, cups or plants on equipment.

Severe injuries and even death can result from ELECTRIC SHOCK. If someone suffers from electric shock:

- Switch off the current and pull out the plug before touching the casualty
- If this is not possible, use something dry and wooden, such as a broom handle or a wooden chair, to move the casualty away from the power source.
- Check the casualty's breathing and pulse. If unconscious.
- Send for first aid/medical help immediately.

#### **Never**

- Touch the casualty until the power source has been turned off.
- Never apply water to a burn from an electric shock while the casualty is still attached to the electricity source.

## **Control of Substances Hazardous to Health (COSHH) at IEC**

- The Control of Substances Hazardous to Health Regulations require IEC to identify all substances used or generated in IEC which are hazardous to health. These substances may be in the form of dusts, mists, gases, vapours, solids or liquids. An assessment of health risks created by work involving these substances is then made and measures instituted to control the risk involved.



### **Staff Duties Under COSHH are to:**

- Take part in School/Service safety training programmes.
- Read container labels (telling you about health risks and precautions to take).
- Use personal protective equipment properly and at all times when required.
- Follow laid down safe systems of work, Codes of Practice and experimental procedures
- Use COSHH control measures.
- Co-operate with monitoring and health surveillance.
- Label and dispose of waste chemical material according to Service rules at IEC.

Remember container labels provide important information including the identity of the substance, possible hazards, safety precautions, emergency action in case of spills, fire or ingestion.

### **Staff can do much to help themselves**

You should make full use of the adjustment facilities for your Computer System and work environment to get the best from them and avoid potential health problems. If the Regulations apply to you, your employer must cover these things in training. If the Regulations don't apply to you, using these facilities is still important. Here are some specific tips:

- Adjust your chair and Computer System to find the most comfortable position for your work. As a broad guide, your arms should be approximately horizontal and your eyes at the same height as the top of the Computer System casing.
- Make sure there is enough space underneath your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure on the backs your legs and knees. A footrest, particularly for smaller users, may be helpful.
- Arrange your desk and screen so that bright lights are not reflected in the screen. You shouldn't be directly facing windows or bright lights.
- Adjust curtains and blinds to prevent unwanted light.



## **Housekeeping at IEC**

### **Advantages of Good Housekeeping**

- Less clutter and rubbish (these are the most common causes of fire and accidental injury).
- You can find what you are looking for quicker (improved efficiency and production and less frustration).
- Neat work area (more enjoyable and comfortable to work in).

### **Key Steps to Good Housekeeping**

- Machines (keep clean and follow maintenance routines, check machine guards, power cables and switches – report any defects immediately).
- Tools (clean off dirt and oil, store in appropriate area, repair or report defects).
- Storage (materials, substances must be clearly labeled, store in designated areas, keep containers secure).
- Floors/Aisles/Access areas (keep clear of debris and rubbish, do not store materials, etc where they could create a hazard).
- Personal Protective Equipment (keep clean and store correctly).

**\*\*Housekeeping is everyone's responsibility\*\*  
That includes YOU!**



## **Manual Handling**

Every year, many thousands are injured in the handling and carrying of goods. Do not attempt to lift a load which is excessively heavy or bulky. Unless the load is well within your personal capability, mechanical lifting equipment should be used.

In manual handling, it is the leg muscles that should be used and NEVER the back. Do not twist the body in picking or setting down a load, and it is important not to overreach. Face the load squarely and lift so as to ensure an even distribution on the feet.

## **Other Do's and DON'Ts of Lifting and Carrying**

DO size up the job first and if it is too big to carry alone, get help from a colleague or lifting equipment. DO use mechanical devices such as hoists, cranes or forklift trucks wherever possible.

DO wear protective clothing if necessary. Protective gloves will prevent cuts and abrasions while protective footwear can prevent a crushed foot (although in a situation where protective footwear might be necessary, consideration must be given to mechanical assistance).

DON'T carry so much that you cannot see where you are going. This is particularly important in carrying

large empty containers or stationery

DON'T jerk at a heavy load. This is more likely to strain an arm, shoulder or back than shift the load!

DON'T keep trying to lift a load which you know is too heavy for you.

DON'T change grip while carrying. Rest the load on a firm support then change.

Manual Handling training should be attended by staff who carry out any type of Manual Handling.

These courses are open to anyone and are free of charge to all staff.

Manual Handling training is for everyone, not just those who lift heavy loads. Whether standing, lecturing, sitting at a desk, using a computer, filling, cooking, pushing a trolley or just picking a pencil off the floor, we are probably moving our body in an awkward way. This may result in the all too familiar aches and pains and even long term problems. Some of us suffer from repetitive strain injury from using a computer keyboard for example or from domestic work or from sports activities to name but a few.

Manual Handling training looks at how we can reduce the risk of injury to ourselves and others by addressing issues such as how to look after our back, muscles and joints, how to make our home and workplace safer and how to solve handling and moving problems in the home and workplace.

## **WasteDisposal**

Under current Environmental legislation, IEC has a duty of care with regard to disposal of controlled waste. In particular the University must know what it is disposing of at any time, that potentially hazardous substances have been disposed of properly within these Regulations and COSHH controls, that waste is kept safe while it is with the University and only handed on to authorized persons with whom we have agreed transfer procedures.

### **Staff must:**

- Ensure that waste for disposal is collected and stored safely.
- Ensure that containers for waste will not allow spillage or piercing or endanger staff carrying the container.
- Label the waste which could present a risk.
- Ensure that Cleaners, Porters and Waste Disposal Contractors who have to handle and transport waste in and from the University are not exposed to any risk.



## **Authorisation for Unattended Running of Experimental Apparatus Outside**

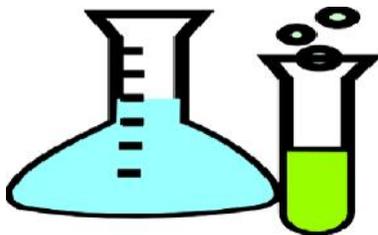
**Normal Working Time**

The unattended operation of experimental apparatus outside normal access hours in educational establishments poses a potential health and safety risk to security staff, cleaners, other users of the building or laboratory and members of the emergency services who may attend an incident.

IEC and Safety Committee, recognizing this potential risk, has approved the introduction of a safe system of work, i.e. the overnight running authorisation system to counteract it. A suitable and sufficient risk assessment must be carried out for all experiments.

The guidance applies to:-

- Apparatus and rigs but not proprietary such as refrigerators, drying ovens, spectrometers, etc.
- Use of apparatus outside normal working hours including overnight, weekends and holidays.
- Those wishing to leave apparatus unattended, including research students, their supervisors, academics, technicians, etc.
- The appropriate Authorisation for Unattended Running of Experimental Apparatus form should be used.



## Events

All events require to be risk assessed and all necessary precautions must be taken to reduce the risk to the lowest reasonably practicable level. All fire escapes and exit routes are to be kept clear and maintained at all time. Any modifications to the building systems must not interfere with fire and health and safety systems (e.g. lighting, escape routes, doors, etc.).

Access and egress routes must be risk assessed where catering during events requires food to be moved from area to area.

Deliveries must be risk assessed where significant risks are identified. Access/egress, loading

and unloading areas, as well as storage areas must be addressed prior to the delivery taking place.

An Unusual Events form must be completed and signed off by relevant IEC administration personnel prior to any events taking place.

## **General Health and Safety Information for Employees of IEC Additional Computer Based Health & Safety Training**

### ***Health & Safety Essentials***

Health & Safety Essentials introduces staff to basic health and safety concepts and creates awareness of hazards, etc.

The package includes animations, interactive sequences and quizzes. **The training modules include:-**

- Introduction
- slips, trips and falls
- hazardous substances
- evacuation procedures
- noise
- electricity
- work equipment
- work vehicles
- health and hygiene
- Ergonomics
- health and safety policy
- multiple choice test