DOC Health And Safety

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Imperial College

Thanks to Margaret Cunningham and Geoff Bruce

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Imperial College
Health and Safety

- College Health and Safety Policy
- Dept. Health and Safety Arrangements
- Your Responsibilities
- Accidents and First Aid
- Fire
- Visual Display Units
- Personal Safety
Health & Safety is an important aspect of our lives and one for which we are all responsible.
It is perhaps particularly important in a specialised environment like Imperial College.
Our record is excellent.
SAFETY AT IMPERIAL COLLEGE

- University Is A Workplace
- Some Hazards
  - Biological and chemical agents
  - High pressure and temperature reactors
  - Radioactive materials
  - Heavy machinery
  - Metal and Woodworking equipment
  - Lasers
Dept. Health and Safety Arrangements

Safety Officer
Steve Ingram  room 574  ☎ 48283

First Aid Coordinator
John Charnley  room WP300  ☎ 48399

Display Screen Equipment (DSE) Assessor
Geoff Bruce  room 225  ☎ 48383

Electrical Safety Testing / Manual Handling
Danny Sharpe  room 225  ☎ 48325
Dept. Health and Safety Arrangements

CSG Help Desk
Room 225
Tel 46664
Email: help@doc.ic.ac.uk

Emergency Numbers
4444 from a College phone
020 7589 1000 from a mobile
YOUR RESPONSIBILITIES

Staff and Students

Must take every reasonable care of their own and others’ health and safety by safe working practices and by making proper use of the facilities provided.
YOUR RESPONSIBILITIES

You Must Comply:

With College Health and Safety Policies

- Codes of Practice
- Procedures
- Departmental Rules
- And co-operate with College Staff holding safety responsibilities
ACCIDENT - TO CALL HELP/AMBULANCE

Call College Security
- internal phone 4444
- mobile 020 7589 1000

Security
- have first aiders (24/7)
- can call and direct ambulance if needed
Each department has at least two qualified First Aiders

Notices in Huxley – by lifts / on web:
- Departmental First Aiders (name, tel., location)
- The nearest First Aider
- First-aid boxes

Safety Notice Boards in Room 219 (lab) & level 4 corridor.
ACCIDENTS

FURTHER TREATMENT OR PROFESSIONAL HELP

- If possible, take the person to the College Health Centre
  http://www.imperialcollegehealthcentre.co.uk/
- If closed, an A&E Department:
  - Chelsea and Westminster, Fulham Road
    (near Evelyn Gardens)
  - St. Mary’s Hospital, Paddington
    (across Hyde Park, next to Paddington Rail, near Wilson House)
ACCIDENTS REPORTING

If an accident or dangerous incident occurs you must report it

- College premises or normal College activities
  - Report to the Departmental Safety Officer
  - Complete an accident/near-miss report form
- Elsewhere, report it to the responsible person:
  - Hall manager or Warden, Manager Students Union, Facilities site manager at the Sports Centre, grounds or other sporting facilities
Out-of-hours emergencies

- Each Hall of Residence has a first aid box available at all times
  - At least one person trained in emergency lifesaving techniques available at nights and weekends

In the event of injury or sudden illness

- Call the nearest First Aider
  - He/She will assess the situation and provide first aid treatment
In the event of an emergency an alarm will sound accompanied by vocal instructions. You are ALWAYS required to follow the instructions given.
May occur due to a number of things:
- Fire
- Gas leak
- Chemical spillage
- Flood
- Fire Drill
- etc.
Make yourself familiar with fire escape routes and evacuation procedures

- In your Department
- In your Residential accommodation

Notices displayed in all college buildings

- You must follow any instructions given to you by Emergency wardens, DSOs, Security, Emergency Services
FIRE EVACUATIONS

- Do not use lifts
- Do not re-enter building until permission is given by
  - Emergency Services
  - Security
  - DSO
- If you evacuate via Queens Gate turn right and move to the area clear of any windows directly above your head
Please be aware of anyone in your working area or corridor who might need help

- Anyone with a long-term disability
- Individuals who might not hear an alarm
- People with impaired eye sight
- People with a short-term disability (e.g., leg in plaster)
Immediately raise the alarm
- Follow the instructions at the nearest fire point
- Warn people in the immediate vicinity

If the fire is small and without personal risk
- Disconnect the electricity supply (if appropriate)
- Attempt to extinguish it with an appropriate extinguisher
- Leave the area
- Close all doors behind you
Fire alarm call points
  - red break-glass units in corridors
Evacuation routes
  - follow green signs to nearest emergency exit:
    - level 3 to walkway
    - level 3 to Physics
    - level 2 (street) Queensgate
    - level 1 to rear of building
Fire Extinguishers - in corridors
Fire prevention is common sense

- All staff and students have an active duty to report any defect or situation on College premises with the potential to cause or spread fire, or one which would impede evacuation.
- If practicable, you should take immediate action to remedy the situation yourself, such as disconnecting equipment which has overheated.
- Report any used or damaged fire extinguisher.
Fire doors must never be wedged open
  ○ They help prevent the spread of fire
  ○ They restrict the propagation of smoke

If you see a fire door wedged open
  ○ Remove the wedges and CLOSE IT

This action may save your life or the lives of others
Accidentally activating a fire alarm
  ○ Don’t panic (it can and does happen)
  ○ Check that it was you?
    ■ Did you break a “break glass” fire point?
    ■ Did you get smoke into a smoke detector?
  ○ If so go to the nearest security point and tell them
  ○ If not then follow the normal evacuation procedure
● Never tamper with fire extinguishers!

● If you have used one then report it
  ○ If you know of one that has been used, report it to safety or security staff (anonymously if you wish)
SAFE LIFTING

- Lifting and carrying is a common cause of injury at work. Good manual handling techniques can significantly reduce the risk of injury.
- Almost all staff and students at some time get involved in manual handling in College: whether it’s carrying a pile of books, shifting a computer or moving equipment in an office or laboratory.
- We have people who can help
  - [http://www.imperial.ac.uk/occhealth/guidanceandadvice/manualhandling](http://www.imperial.ac.uk/occhealth/guidanceandadvice/manualhandling)
Computers can damage your health

Every year there have been several cases of Cumulative Trauma Disorder (CTD) - formerly Repetition Strain Injury (RSI) - in staff and students and the problem is becoming more common

Imperial College Occupational Health Department
Organise your work-station
Organise your time spent using a computer both at college and at home
Take Breaks
Breaks

- five minute break every hour
- intersperse computer time with other things
  - writing/reading, proof-reading, photocopying, talking, phone calls, coffee breaks ...
- Avoid whole day on computer-based activities
- Using the internet or playing computer games do not count as a break
Keep your desk tidy

- Avoid cluttering it up with books, papers etc.
- Enough clear space to use your mouse easily
- Enough clear space to access your keyboard with room to rest your hands when not typing
- Keep most frequently used items close to hand to avoid stretching
Adjust your work-station to suit you

- Adjust your seat so your arms are horizontal and avoid flexing/extending wrists.
- Adjust your chair to provide back support.
- Your feet should rest on the floor - use a foot-rest if necessary.
- Set your screen to a comfortable height, usually with the top just below eye level, so you do not have to stretch your neck.
Adjust your work-station to suit you

- Position your screen to avoid reflections from ambient light.
- Avoid twisting your spine, sit face-on to the screen.
- If using a laptop, work with it on a table, never on your lap.
Avoid Long Hours

- Mental or physical fatigue causes
  - Loss of concentration
  - Drowsiness
  - You to be more prone to mistakes
  - You to be more prone to accidents
- Do not become a liability to yourself or others

TAKE REGULAR BREAKS
Eye tests for computer users

- Under the college DSE policy
  - All staff and students working with computers may have a free screening test
- Contact the Occupational Health Department to make an appointment
ELECTRICAL SAFETY

- All electrical equipment brought into the workplace must be tested before use
  - Check with the DSO or Electrical Safety Test Engineer as what needs to be done
- Faulty College electrical equipment must be reported to CSG Help Desk
  - Never tamper with faulty equipment
    - Never attempt to upgrade/change boards etc. in PCs without supervision
PERSONAL SAFETY

Never attempt to tackle an intruder

- They may be armed
  - Look, observe and make notes
- Call security on 4444 or 0207 594 1000 when safe to do so
- Your safety is more important than any computer or personal possessions
WHERE TO FIND OUT MORE

- Health and Safety
  - http://www.imperial.ac.uk/safety
  - http://www.imperial.ac.uk/occhealth

- Avoiding Cumulative Trauma Disorder (CTD) and arrangements for Eye Tests
  - http://www.imperial.ac.uk/occhealth/guidanceandadvice/computerhealth
Don’t ruin your work by poor practice

- Be organised
- Be sensible with your work-time
- And be successful *without* damaging your health
- See the Health and Safety link on the Internal part of the Dept website.

Departmental Safety Officers

- Steve Ingram     Huxley room 574     ☎ 48283
- John Charnley    William Penney room 300 ☎ 48399