INTRODUCTION

The School of Life Sciences contains many hazards.

We have to provide a safe working environment so our staff and students can work without injuring themselves, visitors or the environment.

SCHOOL SAFETY HANDBOOK

Available as pdf from school safety website:

http://www.sussex.ac.uk/lifesci/internal/servicesandsupport/healthandsafety

Everyone working in Life-Sciences must abide by this handbook.

EMERGENCY

Emergency, incident or accident

Emergency hotline 3333
From a mobile or external line call (01273) 873333 Do NOT dial 999

OUTSIDE emergency telephones have a blue flashing light and connect you direct with security.

FIRST AID

For minor first aid assistance please contact any member of staff who will contact a trained first aider.

First aid stations are in all buildings, please make yourself aware of your nearest first aid station.

(Tell staff if you use anything from a box)

IF YOU DISCOVER A FIRE

Operate the nearest emergency call point then call the Emergency Hotline on extension 3333 from a place of safety.

ONLY use fire extinguishers if you have been trained. Never put yourself at risk:

ON HEARING ALARM

Make your work area safe (close windows and doors)
Leave the building by the nearest exit, and go to your local building control point.
Do not stop to collect personal belongings.
Do not use lifts.
NEVER go back into the building…
until the Fire Brigade, or a member of Security, or the Emergency Team say it is safe to do so.

IF YOU ACCIDENTALLY SET THE FIRE ALARM OFF:

Call 3333 IMMEDIATELY
By acting quickly you can prevent the fire brigade being called out unnecessarily and perhaps save someone else’s life.

Why is Health and Safety Important?

2005/6: 212 people lost their lives at work (in UK)

Financial Reasons – accidents, retrospective H&S… are costly
15/9/02, University of Manchester – Pressure vessel over-pressurised during leak testing. Sight glass failed, no-one injured.

Legal Reasons: Prosecution brought by HSE: Fined £18,500, Costs >£5000

HASAWA 1974
S2 Duties of Employers to Employees

2(1) “It shall be the duty of every Employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his Employees”
2(2)a Provision/maintenance of safe plant and systems of work
2(2)b Use, handling, storage and transport of articles/substances
2(2)c Provision of information, instruction, training & supervision
2(2)d Safe place of work – access/egress
2(2)e Safe working environment with adequate welfare facilities
2(3) Written H&S policy

SAFETY SIGNS

BLUE = COMPULSORY
Failure to comply not only puts you at risk, but means you’ve broken the law

YELLOW = WARNING
Failure to take notice could put you at risk
SAFETY SIGNS (2)

GREEN = Safety Guidance
First Aid, Emergency Exits…

RED = Prohibitive or Fire

RISK ASSESSMENT

Every project should be risk assessed. Make sure that prior to starting any project work you have discussed, fully understood and signed the risk assessment forms in your laboratory.

In laboratory classes make sure that you pay attention to safety information given by staff.

Arrive in good time as this is given at the start of the session.

RISK ASSESSMENT – TERMINOLOGY

“A planned process during which hazards are identified and the extent of the risks involved are evaluated, taking into account existing precautions and their effectiveness”.

“Hazard” – something with the potential to cause harm

“Risk” – a combination of the likelihood and potential severity of harm from a hazard being realised

RISK ASSESSMENT – ALL WORK

1. Define Scope – Task, Project
2. Identify Hazards
3. Identify Persons who may be Affected
4. Evaluate Risk (Likelihood x Severity)
5. Select & Implement Appropriate Control Measures to Remove/Minimise Risk

Your supervisor should carry out this process before you start work

SPECIAL CONSIDERATIONS

Lone-working
Fieldwork
Out of Hours Working
Working with pathogens
Roadside Working
Working Near Water
Pregnancy
Disabilities

SELECTION OF CONTROL MEASURES

ELIMINATE HAZARD
Substitute for less hazardous alternative
Isolate
Engineering Controls (eg fume hood)
Reduce Exposure – number of people, time, distance
PPE (PERSONAL PROTECTIVE EQUIPMENT)
Signage

Note: Always try to combat the risk at source – slippery floors replaced rather than warning signs.
Personal Protective Equipment

Selection of: “suitable” – appropriate for risks and conditions
- ergonomic requirements
- personal fit/comfort
- doesn’t increase overall risk
- legally compliant

As a minimum labcoat, safety glasses and fully covered shoes (not sandals) should be worn at all times in our laboratories.

For specific advice consult your supervisor

Labcoats can avoid arm/body injuries

Safety specs can help stop eye injuries.

Report all accidents (even minor ones) to lab supervisors

Ultraviolet Radiation (UV)

- Normal safety glasses offer NO protection.
- Wear suitable protection (UV full face shield conforming to EN 170:2002 standard)
- Cover all exposed skin with gloves/labcoat etc

PRACTICAL CLASSES

Arrive in good time but do not enter laboratory until invited by a member of staff. Safety information is given at the start of the session.

CONTAMINATION AND SPILLAGE: protect yourself.
- Wear labcoat and fully covered shoes (NOT sandals etc).
- ALSO gloves, safety glasses etc. as indicated by supervisors or any instructions.
- Do not eat or drink in laboratories or sit on benches.

Never remove any materials from the laboratory

Wash your hands before leaving the laboratory.
Manual Handling (LIFTING THINGS)

After sports injuries most accidents on campus result from manual handling operations

Always assess the task before you move anything;
Use lifting equipment provided (cylinder and sack trolleys, etc.);
Get help if needed

Control of Substances Hazardous to Health

COSHH 2002

- Identify substances that can be a risk to health

Look for warning signs on bottles and discuss the use and disposal of these with your supervisor as part of your work risk assessment.

“HAZARDOUS SUBSTANCE”

1. Listed in part 1 of Approved Supply List (CHIP) as dangerous for supply – very toxic, toxic, harmful, corrosive, irritant
2. Maximum Exposure Limit or Occupational Exposure Standard
3. Biological Agent
4. Dust at a concentration of 10mg/m³ TWA (time weighted average) 8 hr inhalable,
   4mg/m³ TWA 8hr respirable
5. A substance which because of its chemical/toxicological properties and the way it’s used/present in the workplace is a risk to health

LABORATORY SAFETY - General

Risk Assessments – review regularly
COSHH Assessments – review regularly
Wear appropriate PPE – always wear a lab coat in the laboratory
Always label substances clearly – correct hazard warnings
Store substances safely – in a flammables cabinet
No mouth Pipetting, smoking, food storage, eating or drinking in the laboratory
Wash hands before leaving the laboratory
Dispose of waste materials properly. Make sure everything is stable before you leave the laboratory.
Familiarise yourself with safety equipment and spill kits.

LONE AND OUT OF HOURS WORKING

Normal working hours: 0900-1730 hours, weekdays only (does not include bank holidays, minimum service days or weekends)

Categories of Work
All lone or out of hours working must be subjected to a risk assessment by the line Manager/Supervisor and categorised

- Low Risk Activities
- Medium Risk Activities
- High Risk Activities

Lone and out of hours working Low Risk Activities:

Can only be undertaken by persons authorised to do so by the line manager/supervisor. Verbal authorisation is required

Examples:

Office Based-Lone working

Data Collection/Routine procedure in Laboratory
Lone working and out of hours working: Medium Risk

Medium risk activities include normal working within Workshop/ Laboratory

Can only be undertaken if there is at least one other person who is competent to make safe any work being undertaken and is also familiar with any emergency procedures, either in the same room or in an adjoining room.

Written authorisation is required from Supervisor

Lone and out of hours working: High Risk Activities

eg. Work within specialised Unit Containment Level 3 / High Toxicity, High Voltage

Can only be undertaken if there is at least one other person competent to make safe any work being undertaken and is also with any emergency procedures in the same suite. Workers must authorised, in writing, by the Head of School after consultation with the safety advisor.

Suitable additional emergency arrangements, such as the provision of adequate first aid or fire safety measures must be in place.

Visitors and Children

Visitors - we are responsible. Do not allow visitors access to labs or other hazardous areas unless authorised by your supervisor/head of department.

Children under 16 years of age are not allowed in science buildings except the JMS café by the back entrance. They must be supervised at all times.

USE OF HUMAN TISSUE

It is a compulsory requirement that anyone wishing to work with and store human tissue first contact the appropriate manager of human tissue in your department (George Giamas)

The receipt, storage, use and disposal human tissue must follow the School standard operating procedures (SOPS).

Further information regarding use of Human Tissue can be found on http://www.sussex.ac.uk/lifesci/internal/servicesandsupport/healthandsafety/humantissue

WASTE

Waste should be separated and disposed of via the appropriate waste stream.

i) “OFFICE” waste (please note, all paper and cardboard should be recycled) – should NOT include any laboratory waste such as gloves, pipette tips, waste chemicals etc.

ii) NON-HAZARDOUS LAB WASTE -should be put in black bags and tagged (green numbered tags) and disposed of via the general waste contractor

iii) HAZARDOUS/POTENTIALLY HAZARDOUS WASTE (for autoclaving and/or disposal via a hazardous waste contractor includes clinical waste, chemicals, VDU screens, etc). These have specialist disposal routes

If in doubt consult your supervisor/technical support person

WASTE MANAGEMENT

1. REDUCE
2. RE-USE
3. RECYCLE
INFORMATION and ADVICE

School Health, Safety and Environment Handbook
School Safety Advisor – Dr Steve Pearce JMS 4D7 X8872 (01273678872 from outside campus)
University Safety Office (www. http://www.sussex.ac.uk/hsso/)
Life sciences safety website
http://www.sussex.ac.uk/lifsci/internal/servicesandsupport/healthandsafety
Safety Notice Boards
YOUR SUPERVISOR / LINE MANAGER

PLEASE SIGN the attendance sheets before leaving