



THE UNIVERSITY
OF BIRMINGHAM

Health and Safety Guidance

General Guidance

GUIDANCE/9/HSGG/02

This general guide to health and safety does not cover every contingency. More specific guidance can be found on the University's Health and Safety web pages at <http://www.hsu.bham.ac.uk/>

The work supervisor or budget centre Health and Safety Co-ordinator should always be contacted first for advice on the health and safety aspects of a work activity.

For further advice on safety issues that cannot be dealt with locally enquiries can be made to the University Health and Safety Help Line on extension 47564 or by emailing healthandsafety@bham.ac.uk. Details of contacts for specific advice may be found at <http://www.hsu.bham.ac.uk/unit/advice.htm>

CONTENTS

	PAGE
Responsibilities of Individuals	1
EMERGENCIES	1
ACCIDENTS, INCIDENTS, NEAR MISSES AND HEALTH PROBLEMS	1
GENERAL	2
MACHINERY	2
HAZARDOUS SUBSTANCES	3
RADIATION AND RADIOACTIVE SUBSTANCES	3
BIOLOGICAL MATERIALS	4
WORK OUTSIDE NORMAL HOURS	4
FIELD WORK	4
HAZARDOUS AREAS	4
FIRE	5
ELECTRICITY	5
WORKSTATIONS	6
MANUAL HANDLING	6
WASTE	7
USEFUL INFORMATION	7

General Guidance

GUIDANCE/9/HSGG/02

This is a general guide to health and safety and does not cover every contingency. More specific guidance can be found on the University's Health and Safety web pages.

Advice on health and safety aspects of your work should initially come from your supervisor or Budget Centre Health and Safety Co-ordinator.

If you need further advice you can contact the University Health and Safety Unit help line on extension 47564 or go to <http://www.hsu.bham.ac.uk/unit/advice.htm>

RESPONSIBILITIES OF INDIVIDUALS

Individuals have at all times a duty to:

- conduct themselves and do their work in a safe manner so as not to endanger themselves and others around them;
- co-operate with the University on health and safety matters.

EMERGENCIES

DO

- ✓ make sure you know the local emergency procedures, e.g. fire, accident, spillage etc. and the location of your nearest first aiders;
- ✓ make sure you know the local emergency procedures, e.g. fire, accident, spillage etc. and the location of your nearest first aiders;
- ✓ follow instructions.

DO NOT

- ✗ interfere with or miss-use any items or materials provided for dealing with emergencies;
- ✗ interfere with or miss-use any items or materials provided for dealing with emergencies;
- ✗ attempt to deal with a fire before sounding the alarm;
- ✗ put yourself at risk.

EMERGENCY TELEPHONE NUMBER ON MAIN CAMPUS 44444

EMERGENCY TELEPHONE NUMBER OFF CAMPUS 999

ACCIDENTS, INCIDENTS, NEAR MISSES AND HEALTH PROBLEMS

DO

- ✓ report all accidents, incidents and near misses to your supervisor;
- ✓ contact the nearest first aider if necessary;
- ✓ make your supervisor aware of any medical condition that may put your health and safety at risk or which might necessitate specialised first aid/medical treatment.



GENERAL

Most accidents and ill health from work are avoidable! Usually they are caused by a combination of events. Many accidents are caused because a person did the wrong thing or failed to do the right thing.

Your carelessness could cause you serious injury and/or may also endanger other people and could cause serious damage to equipment and buildings.

DO

- ✓ make sure you follow instructions. ASK if you don't understand;
- ✓ work tidily;
- ✓ wash your hands before leaving laboratories and workshops;
- ✓ ensure cuts and other wounds are adequately covered;
- ✓ turn off gas, water and electricity after use;
- ✓ wear the correct personal protective equipment, e.g. laboratory coats, gloves, hairnets, eye protectors, ear defenders etc.;
- ✓ remove laboratory coats before leaving laboratories.

DO NOT

- ✗ take short cuts;
 - ✗ carry out hazardous work alone;
 - ✗ eat, drink, smoke, apply cosmetics or lick labels in laboratories or workshops;
 - ✗ interfere with apparatus and equipment that you are not directly concerned with.
-



MACHINERY

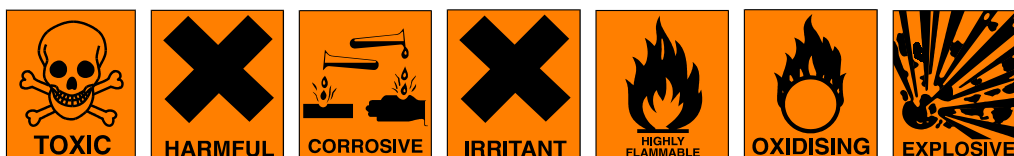
DO

- ✓ observe proper procedures and precautions;
- ✓ ensure guards are in place;
- ✓ make sure your hair and clothing does not get caught in moving parts.

DO NOT

- ✗ use machinery unless supervised or trained;
 - ✗ remove guards;
 - ✗ clean or adjust moving parts.
-

HAZARDOUS SUBSTANCES



Many products e.g. glues, paints, solvents and pure chemicals are labelled with these signs to indicate that they can be dangerous particularly if mishandled. Danger, including the risk of fire or explosion, can also arise from mixing certain substances. Risks to health can arise from skin contact and from breathing air contaminated by these substances. Some substances can be hazardous because they are used or stored at very low temperatures.

DO

- ✓ follow instructions;
- ✓ observe all hazard warnings on containers;
- ✓ use the specified controls, e.g. fume cupboards, safety cabinets, dust extractors etc.;
- ✓ avoid contact with substances.

DO NOT

- ✗ put anything in your mouth;
- ✗ remove substances from the workplace;
- ✗ mix substances unless you are following instructions and are certain it is safe to do so.

RADIATION AND RADIOACTIVE SUBSTANCES



IONISING



NON-IONISING RADIATION

Radioactive substances, lasers, ultra violet, radio frequency and microwave sources emit potentially harmful radiation.

DO

- ✓ keep exposure to radiation to a minimum;
- ✓ consult your supervisor or school radiation protection supervisor, (for lasers your school laser supervisor);
- ✓ make sure you understand the necessary precautions;
- ✓ make sure you are aware of the local rules;
- ✓ follow instructions.

DO NOT

- ✗ enter radiation areas designated as 'controlled' or 'supervised' unless authorised to do so;
- ✗ move, remove or dispose of radioactive materials unless authorised to do so.



BIOLOGICAL MATERIALS

Biological materials include micro-organisms, animals, tissues, plant materials and organisms that have been genetically modified. There may be a risk of infection or toxic effects and some have the potential to cause allergic reactions and other diseases. The University has strict approval procedures that must be gone through before new work with such materials is started.

DO

- ✓ follow the laid down disinfection procedures;
- ✓ report any illness that you think may be related to the materials you are working with.

DO NOT

- ✗ handle clinical materials unless you have been appropriately immunised.
-

WORK OUTSIDE NORMAL HOURS

Additional risks arise when working outside normal hours, e.g. the reduced availability of first aiders and other assistance. It is necessary to know who is in a building so that they can be accounted for in the event of a need to evacuate the building. Equipment left running unattended could pose a risk.

- students who wish to work outside normal hours must have express permission from their supervisor and be in possession of an out of hours pass;
 - members of staff who wish to work outside normal hours do not need permission or a pass to work in their own Budget Centre but will require one to work in another Budget Centre.
-

FIELD WORK

DO

- ✓ follow advice and guidance from leaders;
- ✓ ensure you have the correct clothing and footwear;
- ✓ be aware of potential hazards.

DO NOT

- ✗ engage in horse play.
-

HAZARDOUS AREAS



LASER



RADIOACTIVITY



TOXIC



ELECTRICITY



BIOHAZARD



FIRE

If you see these signs it means that the depicted hazard may be present in an area, room or cupboard.

DO

- ✓ follow instructions.

DO NOT

- ✗ enter/open unless you have been instructed/authorised to do so.
-



FIRE

DO

- ✓ store highly flammable solvents in the correct enclosures when not in use;
- ✓ keep combustible materials well away from exposed flames and very hot equipment.

DO NOT

- ✗ allow rubbish to build up;
 - ✗ use highly flammable solvent near naked flames and other sources of ignition.
-



ELECTRICITY

Electric shock can burn and kill and faulty electrical equipment can cause fires.

DO

- ✓ unplug equipment from the supply socket before altering or modifying connections or apparatus;
- ✓ keep electrical equipment away from water;
- ✓ report damage to wires or equipment immediately;
- ✓ ensure sound connections and leads of adequate current rating;
- ✓ switch off and unplug all electrical equipment when it is not in use.

DO NOT

- ✗ work with wet hands or stand on damp surfaces when using electrical equipment;
- ✗ let flexible leads come in contact with hot surfaces, moving machinery or anything else that may cause damage;
- ✗ remove earth connections, protective screens or covers from apparatus;
- ✗ interfere with electrical services to buildings;
- ✗ overload supply sockets;
- ✗ carry out modifications or alterations other than in accordance with instructions as part of an

approved experiment;

- ✗ use equipment that has not got a current inspection/test label.
-

WORKSTATIONS

A workstation is a place where people sit or stand to work. Working at a poorly designed or set out workstation will lead to discomfort and may result in long term or even permanent damage to health.

DO

- ✓ adjust your workstation, including chair, computer equipment etc. to suit you before use;
 - ✓ avoid excessive bending, stretching etc.;
 - ✓ vary your work pattern so that you have regular breaks away from your workstation;
 - ✓ report problems early to your supervisor so that arrangements for a detailed assessment can be made.
-

MANUAL HANDLING

Manual handling includes lifting, carrying and putting down, pushing and pulling. Accidents due to poor manual handling are one of the main causes of injury at the University.

DO

- ✓ try to minimise the amount of manual handling you do;
- ✓ check the load before handling;
- ✓ check the suitability of the route and the place you are going to deposit the load;
- ✓ ask for help if necessary;
- ✓ use equipment provided to assist manual handling, e.g. trolleys, hoists etc.;
- ✓ hold the load at waist height, close to the body;
- ✓ avoid twisting-turn your feet instead;
- ✓ bend your knees to lift or lower a load;
- ✓ ask for training;
- ✓ make sure you are in charge of the load, not the load in charge of you!

DO NOT

- ✗ try to lift loads that are too heavy or awkward;
 - ✗ hold loads at arms length;
 - ✗ bend your spine.
-

WASTE

The University's arrangements for waste disposal are designed for the protection of the environment and to comply with the law. There are special requirements for hazardous substances including radio active materials, clinical waste and organic solvents.

DO

- ✓ ensure that you are aware of the correct procedure before disposing of waste.

DO NOT

- ✗ dispose of hazardous waste down the sink;
- ✗ put hazardous waste in ordinary rubbish bins.

USEFUL INFORMATION

Local Health and Safety Co-ordinator		
Local Chemical Safety Adviser (if applicable)		
Nearest first aiders		
Radiation Protection Supervisor (if applicable);		
Laser Supervisor (if applicable);		
Biological Safety Officer (if applicable)		
Health and Safety Unit	healthandsafety@bham.ac.uk	45251 or 47564

g:\laww7text\guidance\9hsgg.doc
6.3.2003