

IMS Health, Safety and Wellbeing Newsletter

May 2024

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NEW SYSTEM FOR REPORTING ACCIDENTS AND NEAR MISSES!

The University is starting to move over to a new system for the reporting of accidents and near misses. This has been successfully trialed in other areas of the University and it is now being rolled out across our School.

Please start to use this new system now – it can be accessed at <https://abdn.awaken-be.com> and will require your staff login. Further information is available at <https://www.abdn.ac.uk/staffnet/working-here/health-and-safety-308.php#faq1>

The old system is still currently available and working, links are available via <https://www.abdn.ac.uk/ims/safety/index.php> and the weblink above.

If you encounter any issues, please contact a member of the Technical Resource Management Team.

Do you know where your nearest fire exit is?

If the fire alarm sounds you should leave the building via your nearest fire exit. This may not be the same route you use to usually enter or leave a building!

Why not take a moment wherever you are reading this to make sure you are aware of the closest fire exit!

Laboratory Health and Safety training – are your records up to date?

A Training and Competency Record form must be completed for every new member of a lab, regardless of how long they will be part of a research group and should be completed by an experienced member of the lab or PI. H&S training is considered an on-going process and training records should be retained in the lab for inspections and updated regularly.

The form template is available to download at

<https://www.abdn.ac.uk/ims/documents/HS-training-and-competency-form%202022.docx>

Contact Information

Safety information and forms can be found online at <http://www.abdn.ac.uk/ims/safety/index.php>

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Eye protection in laboratories – Safety goggles/glasses are free, and a range is in stock in IMS stores

Safety goggles must always be worn in laboratory environments unless a risk assessment has been performed to determine they are unnecessary. Safety goggles can be collected from IMS stores free-of-charge. **If the ones you currently have are not suitable, they can be exchanged for another pair from the selection available.**



Safe disposal and recycling of non-hazardous paper and cardboard waste

Paper and cardboard waste can be a serious fire hazard and it is important it does not accumulate in offices, corridors, or labs, and is disposed of in a timely manner. Paper and cardboard collected *via* the waste routes below are all recycled (confidential waste is first shredded then recycled).

Cardboard boxes should be flattened and placed in the appropriate waste metal cages located on level 1 IMS building outside stores.

Non-confidential paper can be placed in green mixed recycling bins.

Confidential paper waste can be disposed of in the grey confidential waste consoles located around buildings at Foresterhill. For disposal of larger amounts of confidential papers please contact estates@abdn.ac.uk for white disposal bags. Once filled, let estates know and they will arrange uplift – please do not leave filled bags in corridors, they should be stored in offices/write-up rooms until collected.

Please contact a member of the Technical Resource Management team if you have any questions.

Reminder – no-smoking policy at Foresterhill campus

In accordance with University policy, IMS offices and laboratories are 'No Smoking' areas. No smoking is permitted at any time within University buildings, or outside their entrances or doorways. By law (Scottish Government Directive 31st March 2015) no smoking is permitted anywhere on NHS grounds. This includes either tobacco products or their electronic alternatives.

Key Links section of IMS Health and Safety webpage

The most recent documents from the IMS Health and Safety Committee are available at <https://www.abdn.ac.uk/ims/safety/index.php> (or scan QR code below)

Please take a moment to read them!

