

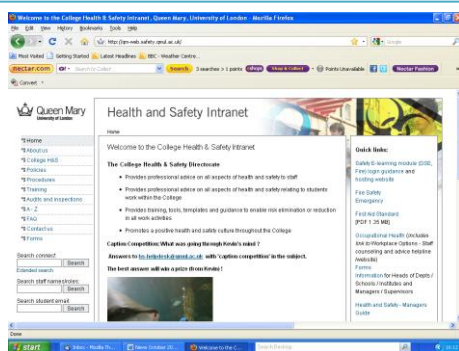
E-Safe Occupational Health & Safety Newsletter

Edition 2

October 2011

Welcome

- Merger of Occupational Health & Safety Directorate
- Intranet Site
- Caption Competition
- Departmental Safety Co-ordinators (DSC's)
- Poster Campaign
- FREE Corporate Eye-care Scheme
- First Aid Arrangements
- Hazardous Waste
- Purchasing Hazardous Materials
- Fire Safety Team Message
- Health & Safety Training
- IOSH Training



The 'interim' Health and Safety Intranet Site, has been launched, and is now in operation within the College. This new site is more user-friendly than the last incarnation but is only temporary, as a new dynamic, interactive site, with video clips, images etc. is currently being designed and built to incorporate both Occupational Health and Safety information.

Health & Safety Helpdesk

Email: hs-helpdesk@qmul.ac.uk



Dr Kevin Thurlow

Occupational Health & Safety Director

Welcome to the 2nd Edition of e-Safe, the Occupational Health and Safety Newsletter for the College. The main story in this edition is the announcement of the merger of the College Occupational Health Team with the Health and Safety Team to form the new College Occupational Health and Safety Directorate. This merger will enable the Directorate to provide a more cohesive approach to health and safety priorities across the College with the aim of improving upon current services and facilities available as well as bringing in additional new services for the benefit of College Schools and Departments.

Along with this merger, I am pleased to announce the appointment of a new Occupational Health Manager, Mrs Melanie Phillips. As well as being a highly qualified and experienced occupational health specialist, Melanie also has a very strong Health and Safety background, holding Chartered status of IOSH as well as being an ex HSE specialist inspector. These attributes will be a strong addition to the new Directorate

As well as announcing the formation of the new Directorate, I would also like to make you aware of a number of key projects that we will be working on over the current academic year. These include: a review of the training and implementation of compulsory health and safety training; the development of on-line college health and safety systems; the development of an occupational health and safety strategic plan for the next 4-5 years; the establishment of a well-being steering group; new induction procedures for students and an improved staff focused occupational health service

Any questions over the College Occupational Health function should be addressed in the first instance to Melanie Phillips (OH Manager) on ext: 8701



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School/Institute/Depart. Safety Co-ordinators (SSC/ISC/DSC's)

SSC/ISC/DSC's have been formally appointed in writing by the Head of Schools/Institutes/Departments.

SSC/ISC/DSC's are the main contact link between Occupational Health and Safety and their Schools/Institutes/Departments liaising health and safety issues, please make sure you are aware of your local safety coordinator and that all Health and Safety issues are raised with them in the first instance



Caption Competition: what was going through Kevin's Mind?

Answers to hs-helpdesk@qmul.ac.uk with 'Caption Competition' in the Subject
The best answer will win a prize from Kevin



A series of thematic **posters** (DSE, fire safety, electrical safety etc.) are being produced and will be placed around the College on various notice boards, as well as being available for Schools, Institutes and Departments to obtain for local display.

First Aid Arrangements



New arrangements for the provision of first aid across the College are currently being put together, until they are finalised existing procedures in place across the College remain in force.
Please contact emergency number '3333'



**Free
Corporate
Eye-care**

For more details on who qualifies for a free sight test and safety glasses please refer to:

<http://qm-web.safety.qmul.ac.uk/whatsnew>

Please do not forget to complete the College e-learning module (hosted by Safety Media) & self-assessment for Display Screen Equipment safety **before you apply for your free eye care voucher**

<http://qm-web.safety.qmul.ac.uk/training/index.html>

Purchasing Hazardous Materials and Hazardous Waste



In order to prevent unauthorised purchasing of hazardous materials (materials that require statutory notification such as radioactive materials, toxins and certain pathogens), the Occupational Health and Safety Directorate are now working with the Agresso team to investigate ways in which purchasing system can be adapted to flag up certain items and request additional authorisation without delaying the ordering process in any way.

The Occupational Health and Safety Directorate will be paying for the disposal of chemical, radioactive and clinical waste across the college, it is envisaged that there will be only few, if any changes to the way in which schools/departments deal with their waste at this stage.



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The Fire Safety Team

A new system of mandatory fire induction training across all areas of the College has been developed by the fire team of the Directorate and has been approved by QMSE. Implementation of the new system is currently being scheduled and all schools, Institutes and departments will be receiving full information and guidance in the very near future. Now would be a good time to ensure that your team members have completed the online Fire e-Learning module ☺

<http://qm-web.safety.qmul.ac.uk/training/49460.pdf>

Get Trained



Upcoming Health and Safety Training Courses

<http://qm-web.safety.qmul.ac.uk/training/index.html>

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|---|--|
| Working safely with Biohazards and Genetically Modified Agents | 19th October 2011 10:00 - 13:00 |
| Containment Level 3 - Principles and Practices | 10th November 2011 10:00 – 16:00 |
| Selection of laboratory personal protective equipment (PPE) | 29th November 2011 14:00 – 16:00 |
| Safe management of laboratory hazardous waste | 6th December 2011 14:00 – 16:00 |
| Fire Marshalls | 10th November 2011 10:00 – 14:00 |

Please book your place via the Learning Institute booking system

www.learninginstitute.qmul.ac.uk/booking

Accredited Health and Safety Training - IOSH Managing/Working Safely

The College is licensed to deliver the Institution of Occupational Safety and Health (IOSH) Managing Safely and Working Safely courses. The courses are designed to deliver health and safety training in an easy-to-understand, interactive style and are jargon free with the emphasis on the practical demands of day to day working and management of health and safety rather than legal detail. The courses are validated by IOSH and successful delegates receive an accredited certificate.

Further information can be obtained from the Estates, Residences and Offices Section, John Kelleher ext 8970 or Lee Ryan ext 3983.

New and Revised Guidance (on Health & Safety website)

- New Permit to work Form
- New and Expectant Mothers risk Assessment Form and Guidance

