



**Medical & Industrial Ultrasonics (MIU) Laboratory, Room 463  
James Watt South building**

**CODE OF PRACTICE**

The adoption and practice of good safety procedures are of paramount importance both for the health and safety of fellow workers and for the integrity of the fabric of the MIU laboratory.

***Note: No latex products are to be brought into the laboratory***

1. No work may be carried out in the MIU laboratory, Room 463, James Watt South building without the prior permission of an academic staff member in C-MIU, i.e. Professor Margaret Lucas, Professor Sandy Cochran, Dr Patrick Harkness, Dr Steven Neale (Lab Guardian), Dr Paul Prentice, Dr Hadi Heidari, Dr Martin Lavery or Dr Shufan Yang.
2. Online risk assessments must be completed for specific tasks, or use of specific items, and approved by your supervisor, and the appropriate responsible person for the lab **BEFORE ANY WORK COMMENCES**. For MIU Laboratory 463, the responsible people are **Dr Steven Neale and Prof. Sandy Cochran**. Such work may involve high voltage, test / use of electronics, use of transducer fabrication equipment, use of chemical and / or biological cells/material.  
<https://webapps.eng.gla.ac.uk/tools/risk/>
3. New staff and students should make themselves aware of the safety procedures and of the location of safety equipment in the lab.

These are:

- Emergency telephone number: **4444**
- Fire Extinguisher (On corridor wall opposite lab door)
- First Aid kit (On corridor wall to right of lab door)
- Ear protection (Available on request in lab)
- Safety glasses (In store in lab to left of lab door)
- Emergency exit (Along corridors to left and right from lab door)
- Hand washing facilities (At the back of the lab)

4. Work outwith standard office hours and weekend working requires the permission of your supervisor. If permitted, the out-of-hours working book located in the foyer of the JWS building must be signed and the time recorded on arrival and the time recorded on departure.
5. Ear protection, safety glasses, temperature resistant gloves and dust masks must always be used when appropriate.



**James Watt South Level 4: Floor plan**

#### COVID-19 measures

1) Guidance from the HSE, UK Government and Scottish Government to manage the risk related to Covid-19 pandemic must be applied to the C-MIU Lab. These include physical distancing, frequent hand washing and hygiene measures, cough etiquettes and face covering in enclosed public space. Considerations for codes of practice and risk assessment for the James Watt School of Engineering can be found here: (<https://www.gla.ac.uk/schools/engineering/informationforstaff/safety/>)

2) Physical distancing within the C-MIU Lab 463 means a **maximum capacity of 3 researchers**: 1 working in each area 1,2,3 (see lab-area schematic, below) no work should take part in the section labelled access. Please only work within your bay and communicate with other users to ensure you stay 2m apart.

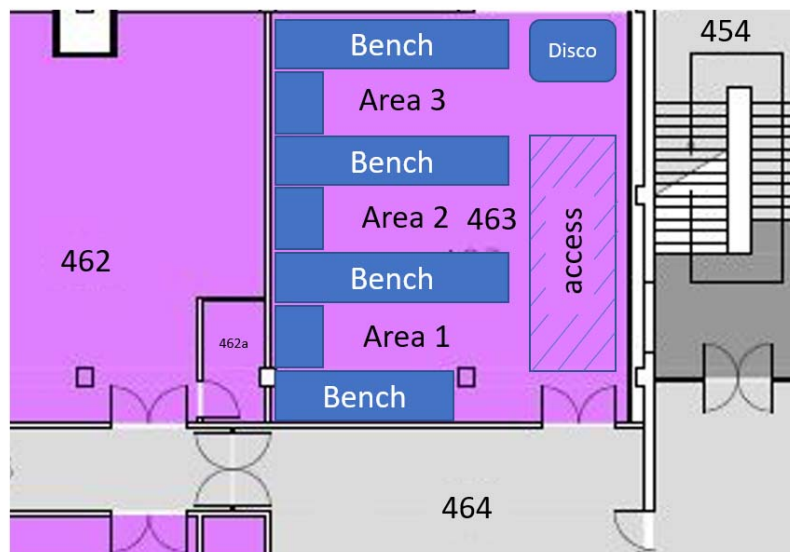
3) Demand to use the lab will be managed by the PIs, the Lab Guardian (Steven Neale) and C-MIU manager (Dr Richard Mosses), in collaboration with the Safety Coordinator, according to a pre-arranged rota. Please consult with your supervisor to coordinate with the rota. Impact on the overall capacity of the James Watt building will be reviewed by the Technical Services Manager.

4) Only enter the lab if it is your allotted time on the rota and check by looking through the window that there is space for you in the lab before entering.

5) Hands should be washed frequently and surfaces and equipment wiped down with alcohol wipes.

6) Emergency support (First Aiders and Fire Area Officer) might be reduced due to Covid-19 restriction on building capacity. Task risk assessments need to be reviewed to include the above measures, to allow assessment of which work can be safely undertaken with reduced access to emergency support.

A Covid-19 risk assessment template can be found here (subject to updates): ([https://www.gla.ac.uk/media/Media\\_723618\\_smxx.docx](https://www.gla.ac.uk/media/Media_723618_smxx.docx)).



**Area management diagram**

### **General lab practice**

1. To minimise trip hazards, extension cables should be plugged into the closest available socket.
  - i. Once equipment is not in use, it should be turned off and any extension cables used should be tidied to a suitable location.
  - ii. Leads and plugs should ONLY be used on the allocated item of equipment and should NOT be switched between equipment
  - iii. The gain on signal generators, DC power supplies and other equipment producing electrical signals should be set to zero when not in use.
2. Electrical connectors between different devices or equipment should be safe. If in doubt speak with technicians in the Electrical Workshop (JWS Room 619).
3. If you are unsure how to correctly use an item of equipment, seek assistance from an appropriate responsible person(s) (see list below under item 27).
4. Food and drink are not permitted in the lab.
5. Once experimental work has been completed and the experimental setup is no longer required, the experimental area should be cleared in preparation for another researcher/experiment. The following practices should be followed, after the completion of experimental work;
  - i. Equipment should be placed in an appropriate location safeguarding its safety, minimising potential damage and allowing other researchers access to it.
  - ii. The experimental area, if required, should be wiped or cleaned. This is NOT the responsibility of the cleaner.
6. If equipment is required to leave the lab, permission is required from your supervisor and, if necessary, seek assistance. Its details must also be entered in the logging sheet provided.

7. If equipment breaks down or is not working, report the fault to your supervisor and the responsible person (see list below) immediately.
8. A fault with the fabric of the room, such as a lighting failure, should be reported through Maintenance Request found on the Estates and Buildings webpage, <http://www.gla.ac.uk/services/estates/>.
9. All non-contaminated broken glassware, slides and coverslips must be disposed of in a sharps bin.

### **Biological / tissue work**

10. If you are doing experiments in microbiology related areas then you will need to have appropriate training before starting this work.
11. All waste products must be placed in Biological Waste containers which are taken to Life Sciences periodically for safe destruction.

### **Responsible persons for specific named items**

12. The following people are responsible for specific equipment/areas in the lab. No work should be undertaken within these areas before training and approval has been obtained from the relevant person(s).

i.	Lapping Machines and ancillaries	
	Arjin Boonruang	<a href="mailto:2411978B@student.gla.ac.uk">2411978B@student.gla.ac.uk</a>
ii.	Disco Dicing Saw and ancillaries	
	Arjin Boonruang	<a href="mailto:2411978B@student.gla.ac.uk">2411978B@student.gla.ac.uk</a>
iii.	HV DC Poling Jig	
	Nicola Fenu	<a href="mailto:n.fenu.1@research.gla.ac.uk">n.fenu.1@research.gla.ac.uk</a>
iv.	Fume hood and polymeric benchmark	
	Rupam Das	<a href="mailto:Rupam.Das@glasgow.ac.uk">Rupam.Das@glasgow.ac.uk</a>
v.	Electronic instrumentation	
	Rupam Das	<a href="mailto:Rupam.Das@glasgow.ac.uk">Rupam.Das@glasgow.ac.uk</a>
vi.	Microscopy and inspection equipment	
	Rupam Das	<a href="mailto:Rupam.Das@glasgow.ac.uk">Rupam.Das@glasgow.ac.uk</a>
vii.	3D printer	
	Finlay Walton	<a href="mailto:Finlay.walton@glasgow.ac.uk">Finlay.walton@glasgow.ac.uk</a>
viii.	Thorlabs OET system	
	Finlay Walton	<a href="mailto:Finlay.walton@glasgow.ac.uk">Finlay.walton@glasgow.ac.uk</a>