



## Safety Policy Statement

The Health and Safety at Work Act 1974 along with other regulations and approved Codes of Practice secure the health, safety and wellbeing of not only employees of the Institute of Molecular, Cell and Systems Biology and the wider University community, but also students and visitors and other Institutions furth of Glasgow. It is recognised that this Research Institute is located in a number of buildings namely, Davidson, Joseph Black, Bower, and the Sir Graeme Davies Building (Glasgow Biological Research Centre). This policy and subsequent health, safety and wellbeing systems have been put in place to take account of the geography and other occupants of these places of work.

The Institute of Molecular, Cell and Systems Biology, in conjunction with the University's Health, Safety and Wellbeing policy (copies of which are available on the University Web Site) is committed to the provision of a safe and healthy workplace and environment. In addition to meeting statutory requirements this Institute will strive to continually improve on standards of health, safety and wellbeing and as such this document enhances the University's policy by describing the organisational structure in place for safety in the Institute and indicating potential hazards and the precautions required to prevent accidents and ill health.

The successful management of health and safety at work requires active participation of every member of staff within the Institute. Although the Director of Institute has delegated responsibility through the Head of College and ultimately the University Court for the establishment of suitable and sufficient arrangements for health, safety and wellbeing for every one working or visiting within Institute property, all staff, students and registered visitors have a duty to ensure that they behave in a manner that will not affect the welfare of colleagues.

Every level of management within the Institute is accountable to their line manager and at the same time responsible for the health, safety and wellbeing of those reporting to them. Supervisors should lead, motivate and encourage their staff to report on hazards and to discuss all matters relating to health and safety.

The Safety Policy is made and safety performance monitored by the Director of the Institute under the guidance and advice of the Institute Safety Committee comprising staff representatives from various locations, plus interested and associated groups.

The Institute recognises that safety requirements enacted by law set only a minimum standard. It is also recognised that safety standards are dynamic in nature and the Institute underlines the importance of its commitment by constantly reviewing its own safety standards. As far as conditions and resources permit, the Institute is committed to continual and progressive improvement in standards of safety.

All staff, students and registered visitors are required to observe the health and safety rules and standards and adhere to the Institute Health and Safety Policy Statement. Deliberate deviation from the established rules and standards may result in disciplinary action.

This policy statement will be reviewed by the Safety Committee of the Institute of Molecular, Cell and Systems Biology at least annually.



To implement this policy, the Institute of Molecular, Cell and Systems Biology is committed to maintaining and enhancing the Health Safety and Wellbeing of all staff, students and registered visitors. This will be achieved by: -

1. Maintaining an appropriate framework for the consultation on effective measures for continual development and the promotion of health, safety and wellbeing.
2. Continuing to develop and implement procedures and codes of safe working practice.
3. Ensuring effective management of risks by assessment, implementation of systems and review.
4. Providing training in safe working methods with the opportunity for all to participate.
5. Forming a health, safety and wellbeing committee with participation at all levels.
6. Developing Institute guideline to ensure adherence to statutory regulations and University of Glasgow policies.

Should any member of staff or student have any suggestion or comments regarding the above Policy Statement please contact Paul Paterson (Chair of the Health and Safety Committee).

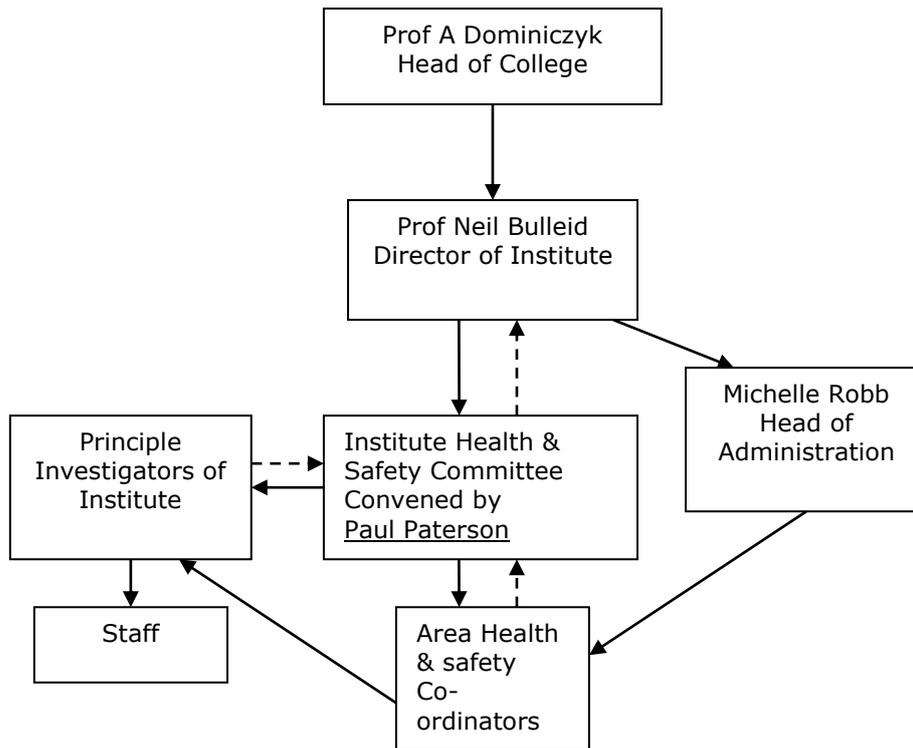
See website for members of the Safety Committee of the Institute of Molecular, Cell and Systems Biology.

To support the implementation of the above policy, the following guidelines are available on the Institute's safety web page:

- Accident/dangerous occurrence reporting
- Biology safety
- COSHH, risk assessment and chemical safety
- Dealing with sharps
- E-induction
- Electrical safety
- First aid
- Handling liquid nitrogen
- General safety regulations and information
- GM safety
- New/expectant mother risk assessment
- Radioisotopes local rules
- Use of equipment
- Safe use of Ultraviolet light
- Use of pressurised gases
- Waste
- Working with human material
- General Laboratory Risk Assessment
- Occupational Health



**Hierarchy of the Management of Safety in the  
Institute of Molecular, Cell and Systems Biology**



Safety issues should be reported to the Convenor, Paul Paterson, or in his absence, Area Safety co-ordinators. However, Principal Investigators have responsibility to ensure that all staff and students working with them are aware of their safety responsibilities within any laboratory in which they work, and ensure that they do not put themselves, other colleagues and other authorised individuals working in the vicinity at risk.



**HEALTH AND SAFETY POLICY**

I have received, read and understood a copy of the above safety policy.

Note: This safety policy supersedes all previous Institute regulations regarding Health and Safety.

Signed:	Dated:
Print Name:	Building location:
Supervisor:	Nature of role:
Start date:	

Please return the signed statement to Claire Osborne, Room 449 Wolfson Link Building



## SAFETY INSTRUCTION CERTIFICATE

To be signed on completion by the **SUPERVISOR**

Please provide your new starter with access to the SEPS website, Institute Safety Handbook, COSHH assessments and draw their attention specifically to the following points (where applicable):

Topic	Tick
Personal responsibility for safe working practices	
Liquid nitrogen handling	
SEPS E-information: <a href="http://www.gla.ac.uk/services/health/e-inductionoverview/">http://www.gla.ac.uk/services/health/e-inductionoverview/</a>	
Other sources of safety advice and information, i.e. SEPS, safety noticeboard	
Ultra violet light safety procedures	
Fire safety	
Evacuation procedure	
Personal protective equipment (PPE)	
Storage of flammables and other hazardous chemicals	
Good microbiological practice	
Genetically modification safety policies	
Handling of pathogens and potentially infective tissues	
COSHH, biological & chemical risk assessments	
Handling human material and hepatitis B immunisation	
Disposal procedures for hazardous waste, & SEPS waste policy	
Safe use and disposal of sharps	
First aid	
Electric safety	
Building security & lone working policy	
Reporting of accidents/dangerous occurrences	
Emergency procedures	
General Laboratory risk assessment	
Occupational health	

Signed:

Dated:

Print name:

Supervisor (print):