



# Departmental Health and Safety Bulletin



## SWR Staff Updates

A near miss event occurred in the Livingstone Tower when wall- mounted shelving gave way and damaged furniture within an office. The fixings which secured the shelving brackets to the walls gave way while under load from books and other materials.

It is believed that the wall fixings were inappropriate for the shelving in this room and that there may have been excessive loading on the shelving.

The storage of materials should be risk assessed and minimising the volume and weight of materials on shelving can reduce both the likelihood and impact of an incident. Storing materials at low- level can also reduce the impact of an incident.

Departments are asked to raise awareness of the risks from storing materials within their areas of responsibility and consider this during department inspections.

Estates are conducting a survey of wall-mounted shelving across the Livingstone Tower.

Contact details: Departmental Safety Convenor – Mr J. Gillan (Technical Support & Safety Manager – JA600)

✉: [safety@phys.strath.ac.uk](mailto:safety@phys.strath.ac.uk)



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## Automated External Defibrillators (Defibs)

Departments are reminded to familiarise themselves with and communicate the locations of the AEDs that are around campus. The map of AED locations can be found on the [SWR Sharepoint Site](#), along with the [OHS First Aid Standard](#). Please ensure that your area First Aid Needs Assessment is reviewed annually.

No formal training is required to use the AEDs, they can be used by anyone through simple audio instructions delivered by the device. The British Heart Foundation does however provide a free, interactive, online CPR training course. Please visit the [BHF webpages](#) for further information.

## Seizure Kits

The University has a number of seizure kits located around the John Anderson Campus. In the event of someone experiencing a seizure please call for a local first aider if available and / or Security on Ext 2222.

Please notify your department / area first aiders of the following locations where a seizure bag can be collected:

Law Clinic Level 8 Graham Hills, Diane Inglis [diane.inglis@strath.ac.uk](mailto:diane.inglis@strath.ac.uk)

Livingstone Tower LT508, Evelyn Johnston [evelyn.johnston@strath.ac.uk](mailto:evelyn.johnston@strath.ac.uk)

Psychological Sciences and Health GH676, Evelyn Johnston [evelyn.johnston@strath.ac.uk](mailto:evelyn.johnston@strath.ac.uk)

Lord Hope Level 3 Reception, Lisa Neilson [lisa.neilson@strath.ac.uk](mailto:lisa.neilson@strath.ac.uk)

Campus Support Officers (Security responders) can bring a seizure bag during a response, please state the nature of the first aid requirement when you call.

Where a kit has been used it **must** be returned to the location it was retrieved from and the person above notified of any items that have been used.

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## Physiotherapy Clinic

The Physiotherapy Clinic is available to staff. Information can be found at [Physiotherapy clinic | University of Strathclyde](#)

## Occupational Health Referral – New Process

We have a new referral form and process for occupational health referrals. Please see [OH referral process](#) and submission instructions below:

1. **Once complete save and password protect the file.**

**Please see below links with instructions for password protecting a document:**

**Protect a document with a password - Microsoft Support**

**Securing PDFs with passwords, Adobe Acrobat**

2. **Email protected file to the OH department:**

**occupationalhealth@strath.ac.uk**

3. **A second email should be sent with the password to:**

**occupationalhealth@strath.ac.uk**

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## Chemical Spring Clean

- Departments are encouraged to carry out a **Chemical Spring Clean** and should consider:
- checking chemical inventories are up to date
- checking all chemical stocks and condition of containers and labels
- checking expiry dates of chemicals
- appropriately disposing of chemicals that are no longer used, fit for purpose or past their expiry date
- only replace stock if needed
- only order appropriate quantities of chemicals
- substituting hazardous chemicals for less hazardous (when possible)

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## Safe Use of Sharps – Chemical Laboratory

- All activities using glassware, sharps and needles should be risk assessed and the appropriate training should be given to all users (staff and students). Correct PPE, as identified by the risk assessment, should be provided where required. Consideration should be given to the following:
- Before use - check all glassware is in good condition. Any cracked chipped or broken glassware should not be used and disposed of appropriately.
- Before use - check integrity of all pipette bulbs and fillers. Those that are damaged or have become brittle should not be used and disposed of appropriately.
- Before use - check expiry date on all disposable needles as sheaths may be brittle. Those that have passed the expiry date should not be used and disposed of appropriately. Never re- sheath a needle.
- All users should be made aware of the emergency procedures within their working environment, location of the first aid box, location of eye wash station and contact details of Departmental First Aiders or know to phone (ext. 2222 on John Anderson campus) in case of a medical emergency.
- Further information can be found in [Safe Use of Sharps Information Sheet - Chemical Laboratory](#)

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## OHS Standard – Personal Protective Equipment

The PPE Local Rule has been reviewed and updated, and can now be viewed as the OHS PPE Standard on the SWR Sharepoint site.

The Standard sees the replacement of lengthy information on specific types of PPE with a link to the comprehensive guidance in the HSE publication 'Personal Protective Equipment at Work: Guidance to the Regulations'. Along with updated references to current legislation, we have included a useful Information Sheet on the Selection of PPE.



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