

Occupational Health & Safety Induction procedure for new employees, post-graduate students and existing staff.

New University employees and postgraduates (research), (hereafter referred to as new staff), are required to undergo Occupational Health & Safety induction training. Existing staff should also undertake Part 1 of this course if you have not had an induction in the last **5** years. As a result the [Department of Physics](#) has put together a package that these categories of staff should undertake. Please use the hyperlinks to access the documentation. This document describes what should be done and the order it should be carried out.

PART 1

1. Familiarise yourself with the contents of the documents available at the following links:

[Health and Safety Induction PowerPoint Presentation](#)

[Summary of Health and Safety Policy](#)

[Health and Safety Law Summary Leaflet](#)

[Safety Services Staff Contact List](#)

[A Basic Guide to Fire Precautions in the Workplace](#)

[Occupational Health Service Leaflet](#)

2. View the [Safety Services Health and Safety Induction Video](#)
3. Print and complete the *questionnaire* at the end of this document relating to the above Safety Induction Video.
4. Return the completed *questionnaire* **and** [S17 Record of Safety Training form](#) to the mail box of [Ron Weston](#) (mail room).
5. Your *questionnaire* **may** be returned to your mail box with an *answer-sheet*. Please note any errors/ misunderstanding you have from the answers provided. If you have any questions please contact [Ron Weston](#)
6. Return corrected *questionnaire* and *answer-sheet* to mail box of [Ron Weston](#)

PART 2

1. Print a copy of the [S27 Form](#) and take to your supervisor / line manager and have them indicate, on Table 2, any further training requirements needed for your work activity. These courses may be booked online through the [Development and Training Gateway](#)
2. Familiarise yourself with the 'Area Safety Regulations and Guidance' available on log-on from [SHAREPOINT](#) ; Department of Physics >> safety
3. Contact [Ron Weston](#) (X 3052) to receive local Departmental Physics Safety Induction. Note: bring your S17 and S27 forms when you attend.
4. Return the completed S27 form and S17 Record of Safety Training form to the mail box of [Ron Weston](#) (mail room).
5. Laser safety awareness (if applicable – see your supervisor or line manager): Go to [online course](#) and follow instructions. Send an email that you enrolled to the dept. laser safety officer, thorsten.ackemann@strath.ac.uk. If you don't have a University of Strathclyde, ds account, contact him directly.

Safety Services – Questionnaire for Use in Conjunction with Health and Safety Induction On-line Video

Name & (Academic, Research, Postgrad.)	
Department:	
Departmental Safety Convener:	
Date of viewing:	

Question		Tick appropriate answer – one or more may apply	
1.	Which document outlines the University's commitment to managing occupational safety and health?	<input type="checkbox"/>	Health and Safety at Work etc. Act 1974
		<input type="checkbox"/>	Health and Safety Policy
		<input type="checkbox"/>	Management of Health and Safety at Work Regulations 1999
2.	What is the purpose of the University's Local Rules and Guidance Notes?	<input type="checkbox"/>	To help departments manage particular health and safety issues in accordance with relevant legislation
		<input type="checkbox"/>	To set a standard for managing health and safety issues
3.	Under the Health and Safety at Work etc. Act 1974, what is the general duty of employers (and therefore departments) towards their employees?	<input type="checkbox"/>	To ensure so far as reasonably practicable the health, safety and welfare at work of all employees
		<input type="checkbox"/>	To challenge employees to work according to principles of common sense
		<input type="checkbox"/>	To provide secure employment
4.	The general duty referred to in the last question, extends to which of the following?	<input type="checkbox"/>	The provision of work equipment
		<input type="checkbox"/>	The provision of systems of work
		<input type="checkbox"/>	Security Control
		<input type="checkbox"/>	Arrangements for the safe use, handling, storage and transport of articles and substances
5.	Departments are required to make an assessment of the risks to the health and safety of employees, to which they are exposed whilst they are at work?	<input type="checkbox"/>	True
		<input type="checkbox"/>	False
6.	Under the Health and Safety at Work etc. Act 1974, what are the general duties of employees to employers?	<input type="checkbox"/>	To take reasonable care for their own health and safety and that of others who may be affected
		<input type="checkbox"/>	To co-operate with their employer on health and safety matters
		<input type="checkbox"/>	To correctly use work items provided
		<input type="checkbox"/>	Not to interfere with or misuse anything provided for health and safety welfare
7.	Co-operating with your department, would include, which of the following	<input type="checkbox"/>	Attending necessary training
		<input type="checkbox"/>	Taking precautions as indicated by specific risk assessments
		<input type="checkbox"/>	Covering up accidents
8.	Who is responsible for day to day management of health and safety within a department?	<input type="checkbox"/>	Departmental Safety Convener
		<input type="checkbox"/>	University Court
		<input type="checkbox"/>	Head or Director of Department
		<input type="checkbox"/>	Departmental Safety Committee

9.	Which of the following are Safety Services responsible for?		Reviewing Health and Safety Policy
			Monitoring adherence to Health and Safety Policy
			Undertaking all risk assessments
			Providing health and safety advice
10.	Part of the role of the Departmental Safety Convener includes the following:		Actioning health and safety related issues
			Closing all fire doors
			Development, review and dissemination of Departmental Safety Regulations
11.	Why is it important to keep fire doors closed?		
12.	Why should escape routes be kept free from obstruction?		
13.	Name 3 aspects of fire safety that individuals should know about within their own work areas?		
14.	The role of a department's Fire Safety Co-ordinator includes:-		Being familiar with the department's fire risk assessment, fire action plan and specific evacuation arrangements
			Reporting defects in fire safety measures
15.	Asbestos Containing Materials (ACM's) do not present a health hazard providing they remain in a good state of repair.		True
			False
16.	To which Helpdesk should defects in property or services be reported?		Residence and Catering
			Grounds and Gardens
			Estates Management
17.	To whom should accidents and incidents in a department be reported without delay?		Security Control
			Head of Department
			Departmental Safety Convener
18.	What is the internal telephone number for summoning first aid?		Extension:
19.	Who is responsible for the initial investigation and corrective actions following an accident or incident in a department?		Safety Services
			Head of Department
			Security Control
			Departmental Safety Convener
20.	Which of the following occupational ill health conditions can be present within a University?		Dermatitis
			Decompression sickness
			Altitude sickness
			Noise-induced hearing loss
21.	The role of the Occupational Health Service includes the following:-		To provide advice to retired staff
			To help prevent ill health being caused by work
			To ensure satisfactory overseas holidays
			To provide occupational health surveillance
Please return the completed Questionnaire to mail box of Ron Weston (mail room).			
The above responses have been checked and any misunderstandings corrected. Signature of DSC/DSA:			