

Micro Autonomous Systems Testing (MAST) Laboratory

System Build Area

Room 814

James Watt South building

CODE OF PRACTICE

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

1. No work may be carried out in the MAST laboratory, Room 814, James Watt South building without the prior permission of Dr David Anderson.
2. No work may be carried out until all necessary safety documentation has been read, understood and the **safety book signed**. New staff and students should also make themselves aware of the positions of safety equipment in the lab.

These are:

Emergency telephone number: **4444**

First Aid kit (JWS Level 2: Workshop, Level 3: Janitors box, Level 4: Tuck lab)

Emergency exit (either through main or side entrance and then through James Watt North or Wind tunnel lane)

3. Work out with the 9am to 5pm working day requires the permission of Dr. Anderson. If permitted, the "Late working book" located in the foyer of the JWS building must be signed.

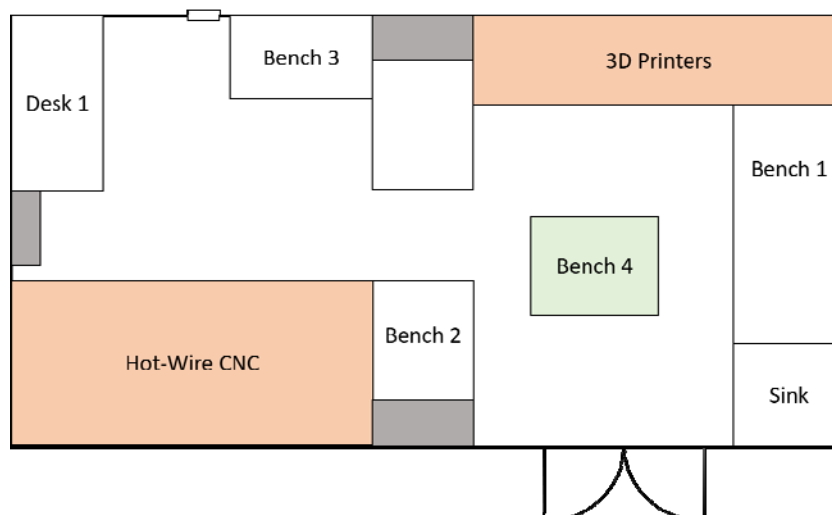


Figure 1: MAST-Lab floorplan

A. Use of lab equipment

1. Operation of the 3D printers is ONLY for teaching/research activities sanctioned by Dr. Anderson
2. Before initiating a 3D printer job,
 - a. Check there is sufficient filament
 - b. Run the printer built-in-test routine to calibrate the machine.
 - c. Check the dimensions of the part you wish to print as it appears in the printer software.
 - d. Monitor the initial progress of the print job.
3. Workbench areas must be kept clear at all times.
4. Tools – All tools are to be returned to the appropriate storage area once finished. Under no circumstances are any tools to be removed from the Lab.
5. To prevent the creation of an unpleasant working environment, the doors to the lab must remain open if any soldering of electrical component takes place.

B. General lab points

1. If coats or bags etc are brought into the lab they should be stored under the workbench.
2. Food and drink are not permitted in the lab.
3. Laboratory doors should remain locked at all times to ensure security (exception of point A-5).
4. If equipment is required to leave the lab, permission is required from Dr. Anderson and if necessary seek assistance.
5. If equipment breaks down or is not working, report the fault to Dr. Anderson immediately.

C. 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 Energy 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 (Insert link)
- 2) Physical distancing within the MAST Lab means a maximum capacity of (3) persons working in the lab at any one time, occupying bench 1, bench 2 and either bench 3 or desk 1.
- 3) Demand to use the lab will be managed by the Lab Guardian in collaboration with the Safety Coordinator. Collaboration will be required between lab users, supervisors, PIs and the lab guardian to establish a rota where necessary. Impact on the overall capacity of the James Watt South building will be reviewed by the Technical Services Manager.

- 4) Lab users must wash their hands regularly and wipe workstation surfaces, materials, and equipment at the start of their work and before leaving.
- 5) Emergency support (First Aiders and Fire Area Officer) might be constrained due to Covid-19 restriction on building capacity. Task risk assessments need to be reviewed to include the above measures and to review with personnel through the risk assessment, which work can be safely undertaken with reduced access to emergency support. A Covid-19 risk assessment template can be found here (https://www.gla.ac.uk/media/Media_723618_smxx.docx).