

Codes of Practice

Communication, Sensing and Imaging (CSI) Research Group Laboratory

Room 365, James Watt (South) building,
James Watt School of Engineering,
University of Glasgow

The adoption and practice of good safety procedures is of paramount importance for both the health and safety of fellow workers, and for the integrity of the structure of the CSI Laboratory.

Lab Safety Management Responsibilities

Everyone has a role in protecting the health and safety of both other lab users and themselves, and thus should be familiar with the **School's Safety Manual**.

Academic Supervisors take full responsibility for the health and safety of their own group's research activities, and consequently must ensure their staff and students are familiar with both the content of this Code of Practice and the School's Safety Manual and apply its requirements.

- No research activities shall be carried out in the **CSI Lab, Room 365**, James Watt South Building, without the prior permission from **Prof. Muhammad Imran**.
- Food and drink should **NOT** be brought into the laboratory.
- Visitors must get prior permission from Lab in-charge of the CSI group (see list at the end).
- **Risk assessment forms** must be completed for all activities not covered in this code of practice, where there is the potential for a hazardous occurrence (this involves you thinking about the conceivable ways in which something might go wrong).
- Report any faults, breakage in electric socket, damage in lines, equipment etc. to respective **lab in-charges** of the CSI group immediately.
- All fire doors should be kept shut.
- The main door and the doors within the laboratory should be kept shut, when not in use.
- Be careful while handling all electric equipment for the potential risk of shock.
- Walk/move inside the laboratory with caution in order to not disturb others or damage the shelves, structures, and equipment. Careless actions may lead to fatal accidents.
- Be careful when handling glassware. Dispose broken glassware immediately. Never use half broken or cracked glassware.
- In case of fire alarms, exit the lab without any delay/effort to collect personal belongings.

- Please leave all equipment/infrastructure in the same or better condition as it was found.
- Please get trained before using equipment instead of figuring it out on your own.
- Do not try to tamper with equipment or the access system.
- Avoid any activities that may disturb others and may affect the safety of yours or others.
- Please check the surrounding areas of the equipment before starting a new experiment to ensure everything is normal. If you see anything unusual, please inform to the instrument in-charge* before starting the experiment.
- Malfunctioning of any equipment should be reported to the concerned lab in-charge. Troubleshooting should be carried out along the equipment in-charge*. Do not attempt to fix the equipment without consultation.
- Please do not hesitate to report any breakdown while you are using the equipment. Reporting immediately to the equipment in-charge* will help to solve the problem in a better possible way.
- If you displace any equipment from the respective location, please restore it immediately after the work. Tools must be placed back to the tool chest.
- Always maintain cleanliness in the laboratory
- Please leave a note if you find any equipment that is not working.
- All equipment must be labelled appropriately while storing them in the lab.
- Storage of personal belongings in the lab is not allowed.
- Do not disturb the equipment of other group members, if found unattended or loaded in equipment.
- Place a note on the bench if you are leaving a sample loaded into equipment/instrument or leave a simulation is running on a lab computer.
- Do not take any lab items outside the laboratory without prior permission.
- Missing items or theft report/ inquire to lab members and group leader* before taking to security.
- Don't share the lab computer passwords and lab door keys to outsiders.
- Please keep your office seating space clean and organized.
- In general, three important aspects are well functioning equipment, lab safety, and cleanliness

Covid-19 measures

- 1) Guidance from the HSE, UK Government and Scottish Government to manage the risk related to Covid-19 pandemic apply to the CSI research group's Lab. These include physical distancing (*at least 2 metres apart*), 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/media/Media_724009_smxx.pdf)
- 2) Physical distancing within the CSI lab means a maximum capacity of 2 individuals working in lab (Room 365).
- 3) Demand to use the lab will be managed by the lab guardian (Dr Yusuf Sambo) 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, use PPEs, wipes and disinfect workstation surfaces, materials, and equipment at the start of their work and before leaving.

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_smx.docx).

Checklist for the last person to leave for the day:

- Key cupboard (must be locked)
- Instruments power supply.
- Lights off.
- Door and windows closed

*** People with responsibilities for co-ordinating various things and maintaining good order in the different working areas.**

Group leader: Prof. Muhammad Imran (Muhammad.Imran@glasgow.ac.uk), extension- 3170

Lab Guardian: Dr. Yusuf Sambo (Yusuf.Sambo@glasgow.ac.uk)

Safety: Dr. Shuja Ansari (Shuja.Ansari@glasgow.ac.uk)