



Centre for Medical & Industrial Ultrasonics (C-MIU) Laboratory 2 Room 463, James Watt South Building

CODE OF PRACTICE

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

Note: No latex products are to be brought into the laboratory

1. No work may be carried out in C-MIU Laboratory 2, Room 463, James Watt South building without the prior permission of an academic staff member in C-MIU, i.e. Professor Margaret Lucas, Professor Sandy Cochran, Professor Patrick Harkness, Dr Paul Prentice, Prof Hadi Heidari, Dr Martin Lavery, Dr Andrew Feeney, Dr Kevin Worrall or Dr Steven Neale and Dr Kwok Ho Lam (**Lab Guardian**).
2. Online risk assessments must be completed for specific tasks, or use of specific items, and approved by your supervisor, and the appropriate responsible person for the lab **BEFORE ANY WORK COMMENCES**. For C-MIU Laboratory 463, the responsible people are **Dr Dr Kwok Ho Lam and Prof. Sandy Cochran**. Such work may involve high voltage, test / use of electronics, use of transducer fabrication equipment, use of chemical and / or biological cells/material. <https://risks.eng.gla.ac.uk>
 - i. It should be noted that the lab contains some higher risk pieces of equipment which should not be used without detailed training from a competent person and these are identified as;
 - i. Electrical polling set-up
 - ii. Dicing saw
 - iii. Lapping machines
3. New staff and students should make themselves aware of the safety procedures and the location of safety equipment in the lab.

These are:

Emergency telephone number: **4444**

Fire Extinguisher (On corridor wall opposite lab door)

First Aid kit (On the corridor wall to the right of the lab door)

Ear protection (Available on request in the lab)

Safety glasses (In store in the lab to the left of the lab door)

Emergency exit (Along corridors to the left and right from lab door)

Hand washing facilities (At the back of the lab)

4. Work outwith standard office hours and weekend working requires the permission of your supervisor. If permitted, the out-of-hours working book located in the foyer of the JWS building must be signed (on arrival and departure). It is recommended to download the [Safety Zone App](#).

SafeZone
A FREE SAFETY APP

**SAFEZONE IS GDPR COMPLIANT
AND YOUR PRIVACY IS RESPECTED
AT ALL TIMES**

**IF THERE IS AN INCIDENT,
BE THE FIRST TO KNOW**

**FOR LONE WORKING,
SHARE YOUR POSITION
WITH SECURITY PERSONNEL**

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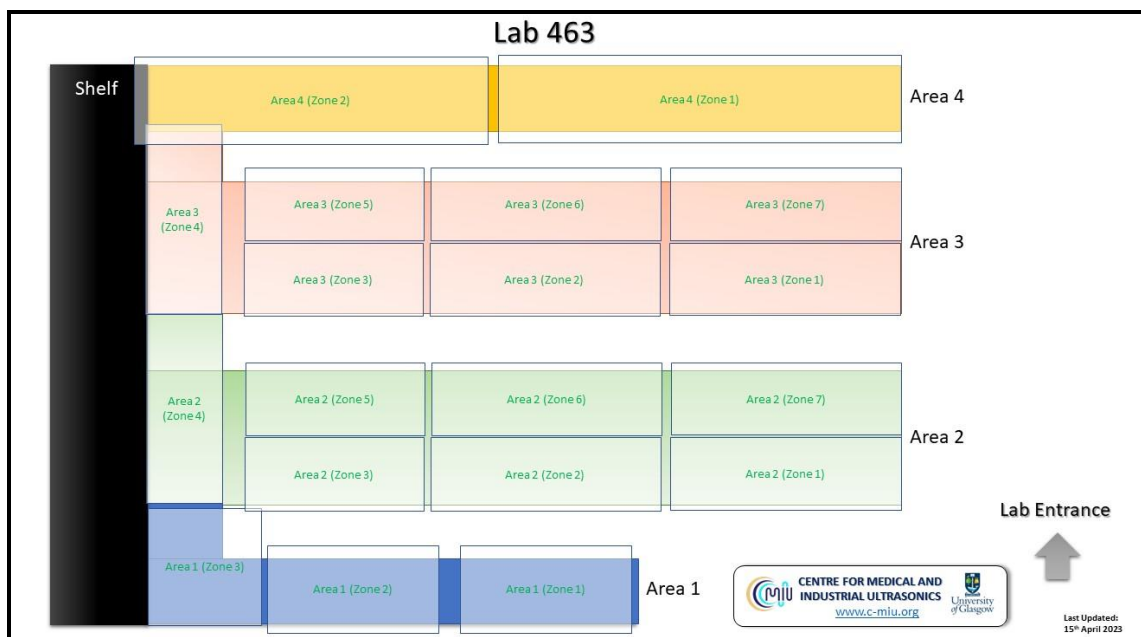
The graphic features a hand holding a smartphone displaying the app interface, a QR code, and icons representing a person, a speech bubble, and a location pin.

The SafeZone App is very useful for every member of staff and student at the UofG as it is monitored 24 hours a day by the Campus Security team, safeguarding the safety and security of our staff and students throughout their time at UofG. Please either [click here](#) to download it on your phone or QR code shared in image above.

5. Ear protection, safety glasses, temperature resistant gloves and dust masks must always be used when appropriate.



James Watt South Level 4: Floor plan



Area management floorplan

GENERAL LAB PRACTICE

1. To minimise trip hazards, extension cables should be plugged into the closest available socket.
 - i. Once equipment is not in use, it should be turned off and any extension cables used should be tidied to a suitable location.
 - ii. Leads and plugs should ONLY be used on the allocated item of equipment and should NOT be switched between equipment.



- iii. The gain on signal generators, DC power supplies and other equipment producing electrical signals should be set to zero when not in use.
2. Electrical connectors between different devices or equipment should be safe. If in doubt speak with technicians in the Electrical Workshop (JWS Room 619).
3. If you are unsure how to use an item of equipment correctly, seek assistance from an appropriate responsible person(s) (see list below under item 27).
4. Food and drink are not permitted in the lab.
5. Once experimental work has been completed, and the experimental setup is no longer required, the experimental area should be cleared in preparation for another researcher/experiment. The following practices should be followed, after the completion of experimental work;
 - i. Equipment should be placed in an appropriate location safeguarding its safety, minimising potential damage and allowing other researchers access to it.
 - ii. The experimental area, if required, should be wiped or cleaned. This is NOT the responsibility of the cleaner.
6. If equipment is required to leave the lab, permission is required from your supervisor and, if necessary, seek assistance. Its details must also be entered in the logging sheet provided.
7. If equipment breaks down or is not working, report the fault to your supervisor and the responsible person (see list below) immediately.
8. A fault with the fabric of the room, such as a lighting failure, should be reported through Maintenance Request found on the Estates and Buildings webpage, <http://www.gla.ac.uk/services/estates/>.
9. All non-contaminated broken glassware, slides and coverslips must be disposed of in a sharps bin.

Biological / tissue work

10. If you are doing experiments in microbiology-related areas, then you will need to have appropriate training before starting this work.
11. All waste products must be placed in Biological Waste containers which are taken to Life Sciences periodically for safe destruction.

Responsible persons for specific named items

12. The following people are responsible for specific equipment/areas in the lab. Work should only be undertaken within these areas after training and approval have been obtained from the relevant person(s).
 - i. Lapping Machines and ancillaries
Kwok Ho (Koko) Lam kwokho.lam@glasgow.ac.uk
 - ii. Disco Dicing Saw and ancillaries

	Kwok Ho (Koko) Lam	kwokho.lam@glasgow.ac.uk
iii.	HV DC Poling Jig	
	Sandy Cochran	sandy.cochran@glasgow.ac.uk
iv.	Chemical and polymeric benchmark	
	Roghaieh Parvizi	Roghaieh.Parvizi@glasgow.ac.uk
v.	Electronic instrumentation	
	Roghaieh Parvizi	Roghaieh.Parvizi@glasgow.ac.uk
vi.	Microscopy and inspection equipment	
	Roghaieh Parvizi	Roghaieh.Parvizi@glasgow.ac.uk
vii.	Lulzbot 3D printer	
	Talha Karimi	m.kirimi.1@research.gla.ac.uk
viii.	Thorlabs OET system	
	Steven Neale	Steven.neale@glasgow.ac.uk

Clustermarket- Lab Booking System

Access to setups within C-MIU labs are strictly regulated via membership of our equipment booking system on Clustermarket. Therefore, after gaining approval from your supervisor, please submit your membership request to C-MIU Centre manager Manish Jain (manish.jain@glasgow.ac.uk). In order to gain access to C-MIU forum for discussion on different setups (some with video tutorials), please again reach out to the centre manager.