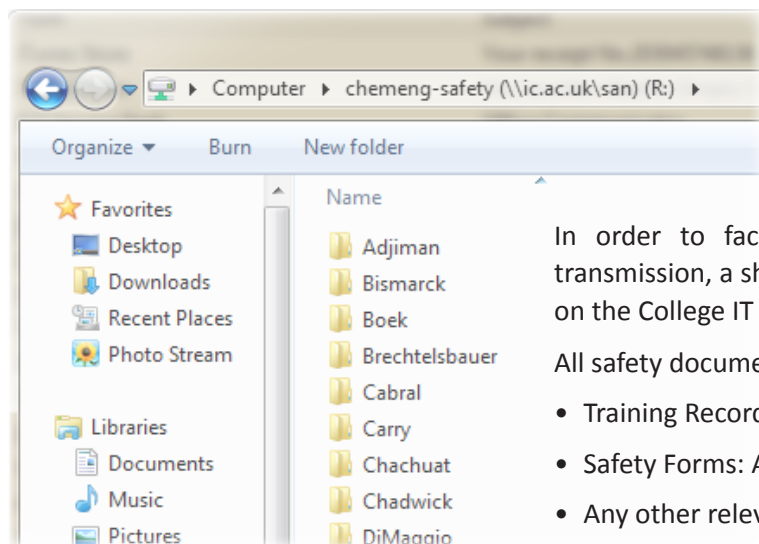


Departmental Safety Drive (DSD) Code of Practice



In order to facilitate record keeping, checking and document transmission, a shared **Departmental Safety Drive (DSD)**, is available on the College IT network.

All safety documents must be loaded onto the DSD. These include:

- Training Records
- Safety Forms: Asset Registration, Activity Risk Assessment, etc...
- Any other relevant documentation

Further details about this are given in following sections.

More practical details about access to the DSD are available in later sections.






The DSD is accessible from the following links:

 Windows Users: <\\ic.ac.uk\san\chemeng-safety>

 Mac and  Linux Users: <smb://icfs28.cc.ic.ac.uk/chemeng-safety>

Note: Unfortunately, the links to the DSD do not seem to work if you open this pdf in Adobe Reader. All other links do work and everything seems to work in other pdf viewers.

A quick solution to this is: Copy the relevant link above,...

-  Windows users: Press **Windows**  + **R**, this opens the "Run" window, paste the link in the "Open" field and click on "Ok"
-  Mac Users: Press **Apple Command**  + **K**, this opens the "Connect to Server" window, paste the link in the "Server Address" field and click on "Connect"
-  Linux Users: Press **Alt + F2**, this opens the "Run Application" window, paste the link in the "cogwheels" field and click on "Run"

1. Access and Permissions on the DSD

- The DSD is owned and managed by Graham Stuart (g.stuart@imperial.ac.uk) and the Safety Team, Pim Amrit and Severine Toson (ce-safety-team@imperial.ac.uk).
- Any member of the Department should be able to open the DSD and see its primary folders (see image above).
- The DSD contains a folder for each research group/service, named after the Academic Supervisor (AS)/Head of Service (HoS), as illustrated above.
- A given Group/Service Folder is accessible to the members of the relevant group/service only.
- Authorised users are free to create their own folders within the Group/Service Folder.
- In order to obtain access to their group/service folders, with the consent of their supervisor/manager, users should email their **College USERNAME** to Graham Stuart or to the Safety Team.
- If you need a group/service folder created, please email Graham Stuart or the Safety Team.

2. Management of Group/Service Folders

- All AS/HoS are by default Managers of their Group/Service Folder. They are thus responsible for ensuring that their folders are kept in good order.
- Group/Service Folders carry the last name of the AS/HoS responsible.
- The AS/HoS can nominate one or several Folder Managers within the group/service.
- Folder Managers should maintain the Group/Service Folder and can be allowed to grant access to new users.
- Maintenance means:
 - Ensuring that all forms, records and documents are up to date and available
 - Avoiding clutter in the folder by archiving deprecated documents or folders
 - Ensuring that all users abide by the Folder Organisation Rules described in the following sections.

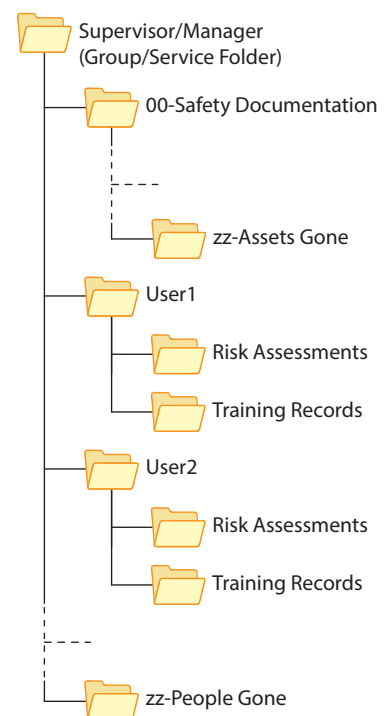
3. Folder Organisation

In order to ensure consistency, please follow the **structure and folder/file naming conventions** described below, in the organisation of your Group/Service Folder.

Basic folders, as well as a template folder are already set up for you.

These are listed in the folder tree depicted on the right and will be explained and detailed in the next few sections:

- 00-Safety Documentation
 - zz-Assets Gone
- User Folders
 - Training Records
 - Risk Assessments
- zz-People Gone



3.1. The 00-Safety Documentation Folder

The **00-Safety Documentation** folder should contain a folder for each Asset used or Activity carried out in the group/ service. This is illustrated in the folder tree represented below.

Folder names should be a short description of the Assets/Activities. The Asset/Activity Manager name can be included if this is useful.

A given **Asset/Activity** folder should contain:

- All relevant safety forms
- A Standard Operating Procedure (SOP) document (with a diagram of the Asset)
- Maintenance and Testing Records in a dedicated folder (where relevant)
- User Manuals provided by manufacturers if they are available in a dedicated folder
- Any other relevant documentation

Note: In this context, an **SOP** is a detailed generic description of the way the Asset is run or the Activity is carried out, without taking into account specific chemicals, gases, operating conditions. This is similar to a training manual. When carrying out risk assessments, an **OPERATING PROCEDURE (OP)** is used, which takes into account specific chemicals, gases, operating conditions.

For a given Asset/Activity files and folders should be named as follows:

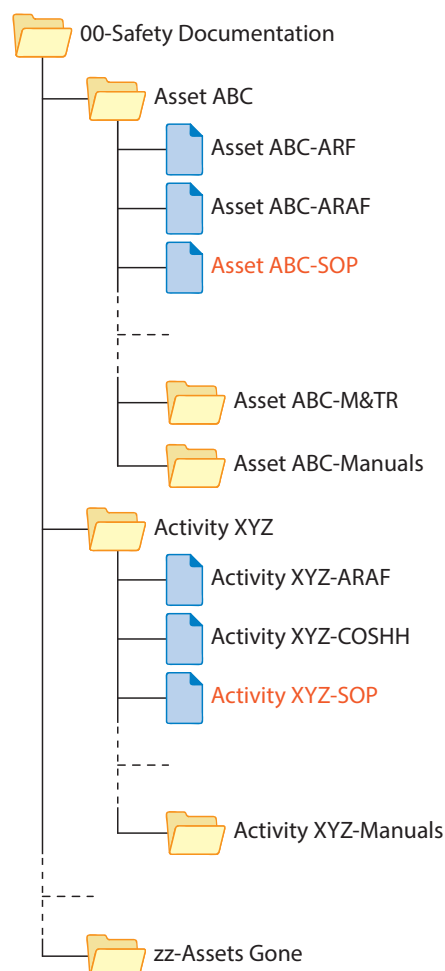
Asset-Type of Document(s)

Activity-Type of Document(s)

Example: Batch Bioreactor-M&TR, Mercury Porosimeter-ARF

The Type of Document is given by an abbreviation. In order to keep file names short, we have set up a list of abbreviations for the most common types of documents. These are listed in the table below:

Type of Document	Abbreviation
Asset Registration form	ARF
Activity Risk Assessment form	ARAF
COSHH form	COSHH
Compressed Gases and Cryogenics risk assessment	CG
Biological risk assessment	BIO
Laser Registration form	LASER
Radiological/Ionising Radiation Risk Assessment	RAD
Maintenance and Testing Records	M&TR
User Manual	Manual
Standard Operating Procedure	SOP
Operating Procedure	OP



If you have a type of document not listed here, please contact Severine Toson and we will update the list.

Note: Please ensure that you use the **SAME ASSET/ACTIVITY NAME in ALL DOCUMENTS**

3.1.1. Asset Maintenance and Testing Records

For a given Asset, Maintenance and Testing Records should be kept in the corresponding **Asset-M&TR** folder. For consistency and clarity, files should be named as follows:

Date-Description of Maintenance

Date-Description of Testing

The **DATE** should be written in the Gregorian big-endian format, i.e., **YEAR-MONTH-DAY**.

Example: 07 February 2013, should be written [2013-02-07](#)

The reason for this is that files will be ordered by date automatically, thus making everyone's life easier.

Obtaining Maintenance and Testing Records

Maintenance and Testing Records can be obtained as follows:

- Competent Contractor/Manufacturer of equipment provides a certificate ⇒ [scan to pdf](#)
- Asset Manager carries out maintenance or testing and produces a certificate ⇒ [see guidance below](#)
⇒ [scan to pdf](#)

Note: Only a **COMPETENT** person should carry out maintenance and testing on a given Asset.

A Maintenance and Testing Record is a document which gives the following information:

- The date on which maintenance/testing was carried out
- The person who carried out the maintenance/testing
- The procedure followed (generally an SOP) for the maintenance/testing
- For a testing procedure, test conditions must be detailed
- Any non-conformities observed during maintenance or the result of the test
- The maintenance/testing record must be signed by the person carrying out the maintenance/testing and by a witness.

Further guidance and a template for Maintenance and Testing Records are available from the DSO.

3.1.2. The zz-Assets Gone Folder

In the interest of clarity, and in order to avoid clutter, only Assets present in the Department or Activities still being carried out should have a (visible) folder in the **00-Safety Documentation** folder.

The **zz-Assets Gone** folder is used as an "archive" folder where the folders of any Assets discarded or removed from the Department or Activities abandoned should be placed and stored. This way, no information is lost in case the group/service decide to use a similar Asset or carry out a similar Activity in the future.

3.2. The User Folders

EACH member of the group/service should have their own folder, as illustrated in the folder tree represented on the next page. Folder names should be written as follows:

Last Name First Name-Position

Example: Danielson James-PhD

We ask you to indicate each group/service member's **Position** in order to be able to get an idea of their level of experience and of the duration of their stay in the College.

A person's position corresponds to that of their main activity in the College. A specific case is that of PhD students

who have a Marie Curie fellowship. Although they have a dual status in the College, their position here is that of a PhD student.

Exceptions: For obvious reasons, permanent members of staff need not indicate their position.

In order to keep file names short, we have set up a list of abbreviations for the most common positions. These are listed in the table on the next page.

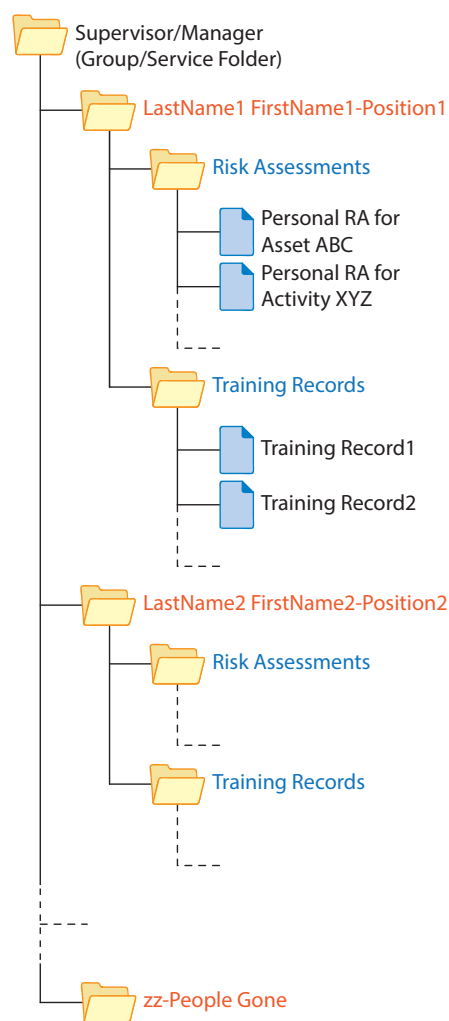
If a group/service member falls between two positions, the two corresponding abbreviations can be combined.

Example: For a visiting PhD student, -PhDV can be used.

Each User Folder must contain the following basic folders:

- Risk Assessments
- Training Records

Description of Position	Abbreviation
PhD Student	PhD
MSc Student	MSc
Undergraduate Student	UG
Exchange Student	Exch
UROP Student	UROP
Post Doc, Research Assistant, ...	RA
Visitor	V
Head of Service	HoS
Technician	Tech



3.2.1. The Risk Assessments Folder

The **Risk Assessments** folder for a given group/service member should contain risk assessments for the **SPECIFIC** activities carried out by the group/service member. These consist of one or more of the following:

- The risk assessment for an Asset or Activity, adjusted to included the user's specific chemicals, gases, operating conditions. This is the risk assessment based on the OP specific to the user rather than on the SOP, which is generic, as explained in section 3.1 on page 3.
- The risk assessment for an Activity combining several Assets or Activities
- Any other relevant risk assessment

Files should be named as follows:

Asset-Type of Document(s)-LastName FirstName

Activity-Type of Document(s)-LastName FirstName

Note: Please ensure that you use the **SAME ASSET/ACTIVITY NAME** in **ALL DOCUMENTS**

Types of Documents are described in section 3.1.

3.2.2. The Training Records Folder

Each **User** folder should contain all their training records/certificates. These include:

- Safety Inductions

Example: Day One induction, group lab induction, ...

- General Departmental Training

Example: Risk Assessment Foundation Training (RAFT), Safety Handbook Acknowledgement of Receipt,...

- Specific Training in a type of work
 - Courses provided by the College: <http://www3.imperial.ac.uk/staffdevelopment/safety>
 - Courses provided by an external contractor, if not available in the College

Example: Gas Safety, Biological Safety, Laser Safety, H&S for Academic Supervisors, Safe Use of Centrifuges,...

- Training on Assets belonging to their group/service or to other groups/services in the Department

File names should be written as follows:

Last Name First Name-Training Course

Last Name First Name-Asset Name

Last Name First Name-Activity Name

Note: Please ensure that you use the **SAME ASSET/ACTIVITY NAME** in **ALL DOCUMENTS**

The Training Course can be an abbreviation of the course name. In order to keep file names short, we have set up a list of abbreviations for the most common training course names/certificates. These are listed in the tables below:

Description of Course/Certificate	Abbreviation
Day One Induction	DOI
Acknowledgement of Receipt of the Departmental Safety Handbook	SHDBK
Risk Assessment Foundation Training (RAFT)	RAFT
Principles of Radiation Protection	RADP
Radiation Protection Supervisors	RPS
Radiation Protection - X-Ray Safety Awareness Training	XRAY
Introduction to Laser Safety	LASER
Ensuring Laser Safety (for Supervisors)	LASERSUP
Biological Safety - Foundation Training	BIOS
Laboratory Gases & Decanting Liquid Nitrogen	LG&DLN
Connecting Regulators & Manual Handling of Cylinders	CGR&MHC
Pressure Fittings, Tubes, Valves and Regulators	PFTVR
Health and Safety Responsibilities for Academic Supervisors	H&SRFS
Fire Safety (this is not compulsory)	FIRE
First Aid at Work (this is not compulsory)	FAW

On the next pages are shown examples of training certificates for the most common training courses attended by members of the Department. Recommended methods for conversion to electronic format are given in green.

Basic Departmental Training

Day One Induction



⇒ scan to pdf

Acknowledgement of Receipt of the Departmental Safety Handbook

1. Acknowledgement of Receipt

All staff and postgraduate students are required to read the Departmental Safety Handbook. Departmental members will be informed of any updates brought to the document and are required to familiarise themselves with these promptly.

In the event of a dispute involving safety matters, ignorance of the regulations will not be considered a valid defence.

Once you have properly read the Departmental Safety Handbook, please print out this page, fill it in, sign it and return it to the Departmental Safety Officer.

You can leave it in the "Terms Revisited" tray by Office ACEX 205.

To: Head of Department
Departmental Safety Officer

First Name: _____

Last Name: _____

Position (PhD, MSc, Staff): _____

Supervisor: _____

CD Number: _____

I confirm that:

- I have received a copy of the Departmental Safety Handbook.
- I have read and understood the rules, procedures and regulations contained in the Departmental Safety Handbook.
- I agree to abide by the rules, procedures and regulations laid out in the Departmental Safety Handbook.
- I agree to remain up to date with the content of the Safety Handbook.

Signature: _____

Date: _____

⇒ fill in electronically or scan to pdf

Risk Assessment Foundation Training (RAFT)

Review Test Submission: RAFT Test - attempt 1

User:	UNKNOWN 11 CE LO Test access
Course:	CEX 10 Risk Assessment Foundation Training - Chemical Engineering
Test:	RAFT Test - attempt 1
Score:	0/60 (0%)
Submitted:	04/03/13 15:18
Status:	Completed
Score:	285 out of 300 points
Time Spent:	8 minutes
Instructions:	

Monday, 4 February 2013 15:18:24 (UTC+0 GMT)

⇒ print to pdf from web browser

Note: As we rolled out a new Safety Management System in 2011, we do not have all the records for some training courses:

- At present, Day One Induction records are only available from 2011.
- The RAFT certificate can only be obtained from Blackboard Learn, which has been in use since October 2012. Anyone who has passed the RAFT before October 2012 can obtain their RAFT certificate from the DSO.

College Safety Courses given by Safety Department Staff

Principles of Radiation Protection



⇒ pdf sent by email by safetytraining (no need to do anything)

Introduction to Laser Safety



⇒ print email to pdf

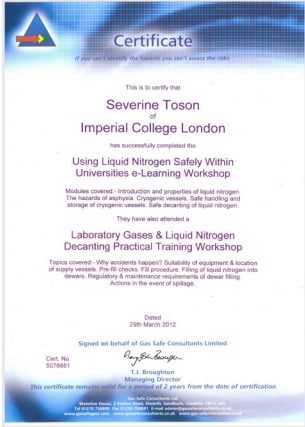
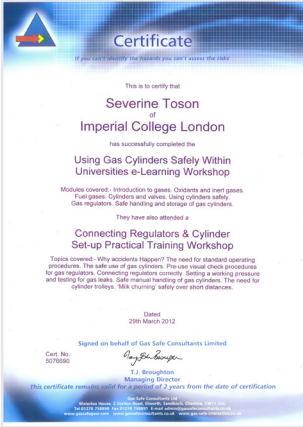

Biological Safety - Foundation Training

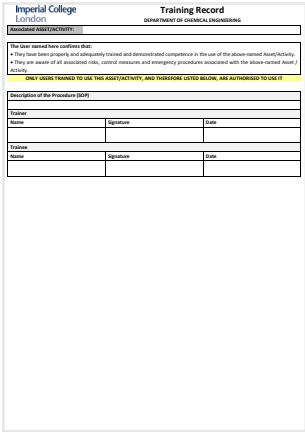
No certificate available.
Records of attendance are kept by the College Safety Training team and can be obtained through the DSO, Severine Toson.

Other courses in this category include:

- Ensuring Laser Safety (for Supervisors)

- Radiation Protection Supervisors
- Radiation Protection - X-Ray Safety Awareness Training
- Health and Safety Responsibilities for Academic Supervisors
- Fire Safety (this is not compulsory)
- First Aid at Work (this is not compulsory)

College Safety Courses Given by External Providers		
<p style="text-align: center;">Laboratory Gases & Decanting Liquid Nitrogen</p>  <p style="text-align: center;">Paper Certificate collected and distributed by DSO ⇒ scan to pdf</p>	<p style="text-align: center;">Connecting Regulators & Manual Handling of Cylinders</p>  <p style="text-align: center;">Paper Certificate collected and distributed by DSO ⇒ scan to pdf</p>	<p style="text-align: center;">Pressure Fittings, Tubes, Valves and Regulators</p>  <p style="text-align: center;">Paper Certificate collected and distributed by DSO ⇒ scan to pdf</p>

Training Records for Assets and Activities	
<p style="text-align: center;">Departmental Training Record Template</p>  <p style="text-align: center;">⇒ Fill in, sign, scan to pdf</p>	<p>Please produce individual records for each user trained to use an Asset or to carry out an Activity.</p> <p>A Training Record Template is available from the DSO.</p> <p>A Training Record should contain the following information:</p> <ul style="list-style-type: none"> • Trainer Name • Trainee Name • Date of Training • Name of Asset or Activity and description of the associated procedure - this should be the SOP for the Asset or Activity. The SOP can be pasted in the template or a brief description included and the SOP attached to the training record. • Signatures of the Trainer and Trainee

3.2.3. The "zz-People Gone" Folder

In the interest of clarity, and in order to avoid clutter, only active members of the group/service should have a (visible) folder in the Training Records folder. If any member of the group/service leaves, their folder should be moved to the **zz-People Gone** folder. This folder acts as an "archive folder" where training records can be stored and retrieved if a former member rejoins the Department.

3.3. Final Word on Folder Organisation

In order to illustrate the previous rules, the complete expected DSD folder tree is given on the next page.

4. Accessing the DSD in Practice

You can simply click on the links provided for the DSD to open it, or paste the link in the "Run/Connect to Server" command.

However, If you need to access the DSD regularly, it would be a good idea to map it as a network drive. This way, it will appear indefinitely in your list of computer drives.

-  How to do this in Windows 7: <http://windows.microsoft.com/is-IS/windows7/Create-a-shortcut-to-map-a-network-drive>

You will need to use the following link for the drive: <\\ic.ac.uk\san\chemeng-safety>

-  How to do this on a Mac: <http://superuser.com/questions/130787/permanently-map-a-network-drive-on-mac-os-x-leopard>

You will need to use the following link for the drive: <smb://icfs28.cc.ic.ac.uk/chemeng-safety>

-  How to do this on Linux (Ubuntu): <http://www.youtube.com/watch?v=VB3kAdBkUTg>

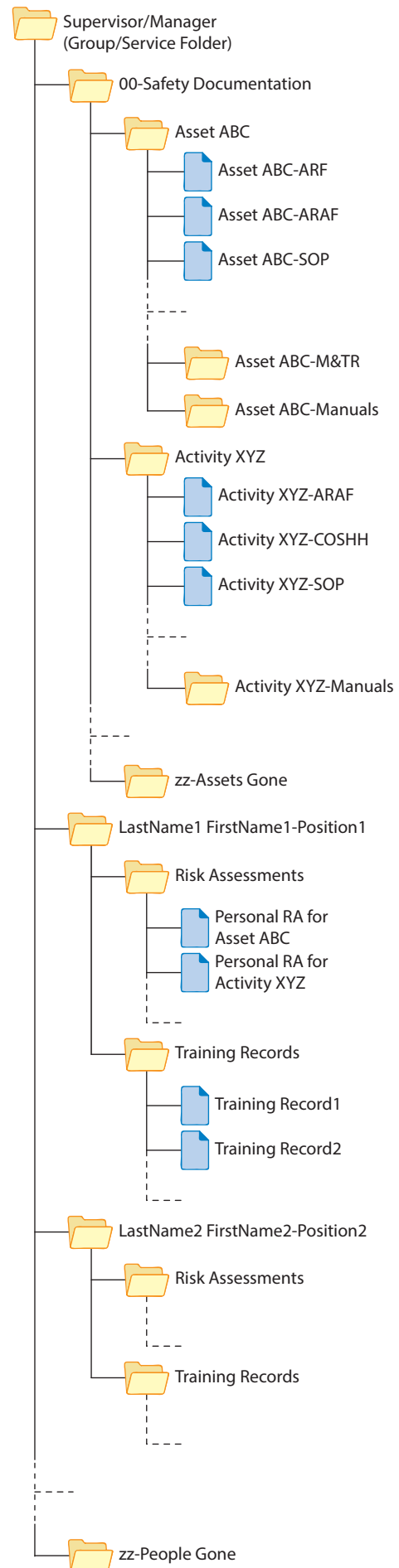
You will need to use the following \\server name\Share: <\\icfs28.cc.ic.ac.uk\chemeng-safety>

If you have installed and configured samba, use: <smb://icfs28.cc.ic.ac.uk/chemeng-safety>

Note: If you need help with this, please contact Graham Stuart.

5. Use of The DSD in Practice

- Academic Supervisors and Heads of Services are responsible for ensuring that all relevant documentation is uploaded to the DSD.
- Individual users must request access to the DSD. It is their responsibility to transfer all relevant safety files to the DSD. This will not be done for them.
- Safety forms sent by email will no longer be accepted. Please put them on the DSD and notify the Safety Team.
- Academic Supervisors and Heads of Services are responsible for approving safety forms.
- The Safety Team will check and register forms on the DSD regularly.
- Users do not need their forms to be registered to carry out work, as long as their Supervisor/Manager has approved them.
- However, if the Safety Team find that risk assessments are inadequate or that required documentation is missing, work will be stopped immediately.
- The Safety Team are available to provide advice and guidance on risk assessments. Feel free to contact them (ce-safety-team@imperial.ac.uk).



Complete DSD Folder Tree