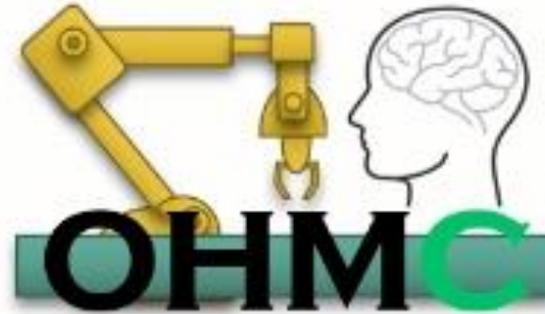




UNIVERSITY OF
CAMBRIDGE
Department of Engineering



Observatory for Human Machine Collaboration

OHMC Safety Induction



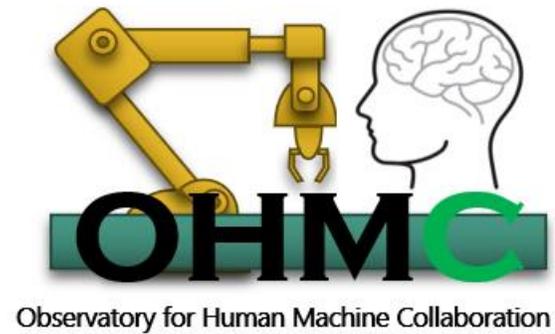
Narges Khadem Hosseini

Safety Induction

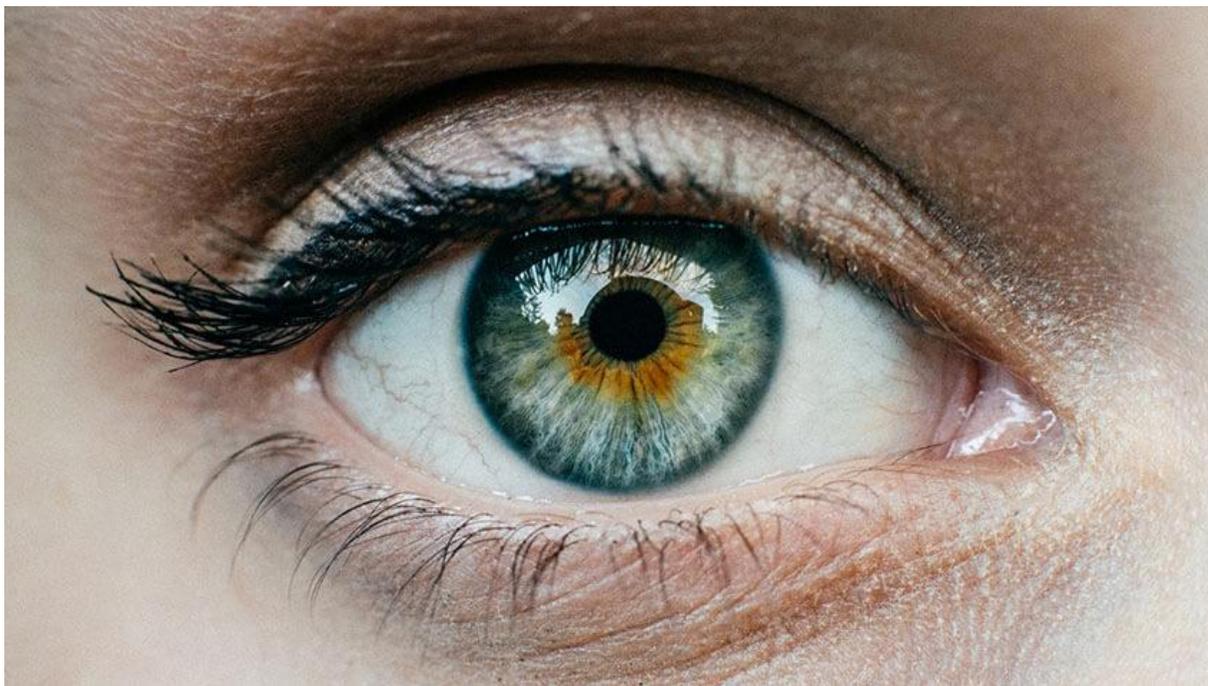


- ▶ Who to see about safety matters
- ▶ What we expect from you and you from us
- ▶ What to do in an emergency
- ▶ Where to find out more information

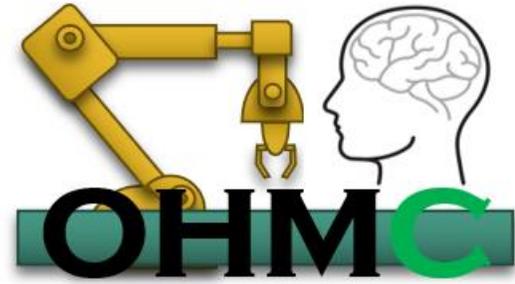
Who is responsible of Health and Safety



► EVERYBODY



Duty of Care

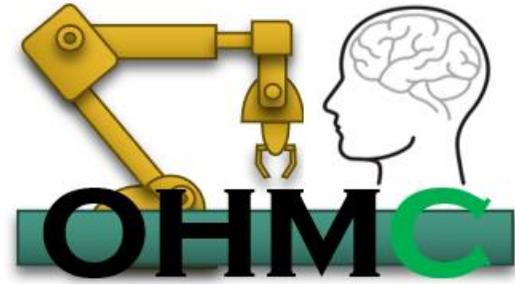


Observatory for Human Machine Collaboration

OHMC has a 'duty of care' to all staff, students, visitors and others who may be affected by our activities. This includes:

- ▶ providing a safe place of work, including safe access and egress
- ▶ providing safe systems for doing our work
- ▶ supplying safe and appropriate work equipment and plant
- ▶ providing appropriate supervision, information, instruction and training
- ▶ having competent and safety aware staff to provide this

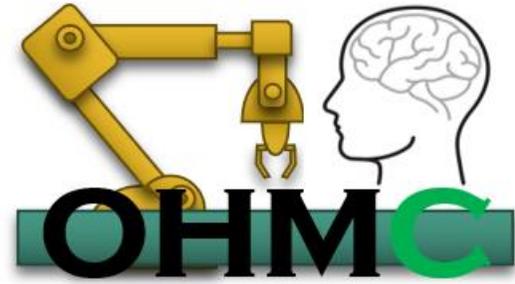
OHMC Expectations



Observatory for Human Machine Collaboration

- ▶ take reasonable care for their own safety and that of others
- ▶ use equipment, chemicals and protective devices safely
- ▶ be aware of and follow all legal requirements and Departmental procedures relevant to their work
- ▶ co-operate with their supervisors to ensure a healthy and safe workplace

OHMC Opening Hours



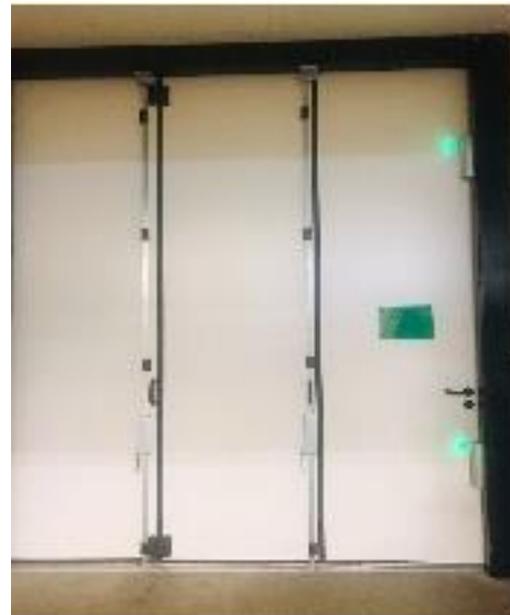
Observatory for Human Machine Collaboration

- ▶ The Opening hours if from is from 7:30 to 19:00. If you choose to remain on site after 19:00 Mon-Fri and anytime at weekends, you need to inform your supervisor and OHMC technician via ohmc-enquiries@eng.com.ac.uk

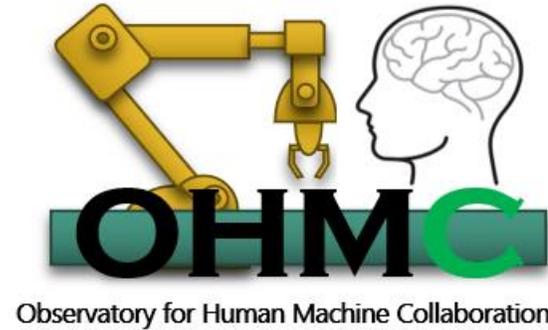
Fire Action Plan



- ▶ Shout '**FIRE FIRE FIRE**' & operate nearest fire call point
- ▶ Leave building by the nearest exit



First Aid



- ▶ In a first aid emergency telephone 01223 (3) **32766**
- ▶ If no response telephone reception 01223 (3) **32600**
- ▶ After 5:00pm, and at weekends, advice on whether medical attention should be sought can be obtained by phoning the NHS helpline on 111. If in doubt, or the injury is obviously serious, call 999/112 for an ambulance. If you do call
- ▶ for an ambulance you should give your location as:
- ▶ Department of Engineering, Trumpington Street, Cambridge, CB2 1PZ
- ▶ You should also notify Security on (01223 3) 31818 if an ambulance is called to make sure someone is available to give access to the paramedics when they arrive. Only leave the casualty if there is nobody else to let them in.

+ **First aid notice**

To contact a first aider please call

32766 from an internal phone
or
01223 332766 from a mobile

We recommend you save this number
to your mobile phone

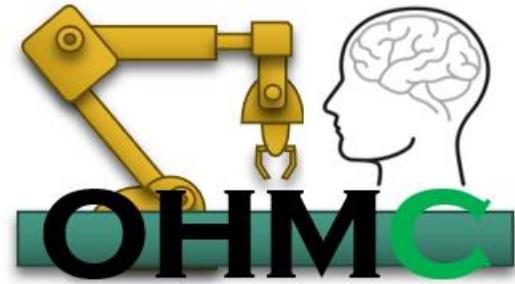
In an emergency if you cannot get hold of a First Aider, or it is out of normal working hours, contact Security: 101 from an internal phone or 01223 767444 from a mobile

To phone an ambulance dial 9-9-9 giving your location as: Department of Engineering, Trumpington Street, Cambridge, CB2 1PZ. You should notify Security on 01223 3) 31818 if an ambulance is called.

If the information in this document is incorrect please e-mail safetyoffice@eng.cam.ac.uk

This information was last updated on 02/06/2010

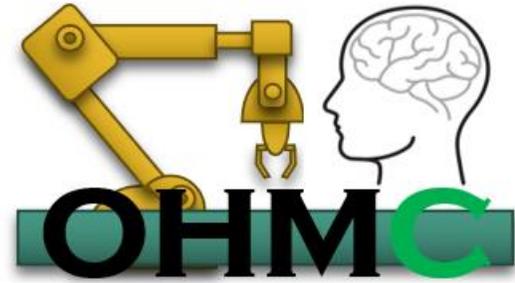
Reporting incidents



Observatory for Human Machine Collaboration

A screenshot of the University of Cambridge Safety Office website. The top navigation bar includes the University of Cambridge logo and links for 'Study at Cambridge', 'About the University', and 'Research at Cambridge'. A search bar and 'Quick links' dropdown are also present. The main header is teal with the text 'Safety Office'. Below this is a secondary navigation menu with links for 'Home', 'Policy & Guidance', 'Subjects', 'Training', 'Risk Assessment', 'Audits', 'Other H&S Areas', 'Latest Information', and 'Contact us'. The main content area features a large photograph of the Safety Office building at Greenwich House, a two-story brick building with a prominent glass facade. A caption below the photo reads 'Safety Office at Greenwich House' and '1 of 2'. To the right of the photo is a 'Quick Links' sidebar with a list of links: 'Health and Safety Policy', 'Graduate Safety Training', 'Accidents & Incidents NEW', 'Biologicals', 'Buildings and Construction', 'Chemicals', 'Colleges', 'Committee Minutes', 'Travel Safety', and 'Fire'. Navigation arrows are visible at the bottom of the photo area.

Risk Assessment



Observatory for Human Machine Collaboration

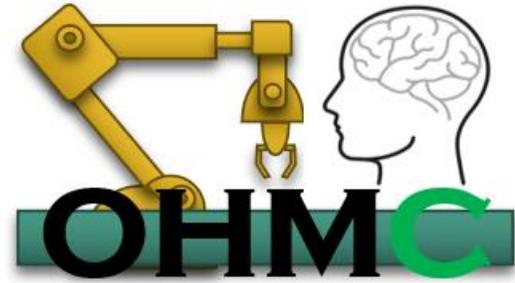
- ▶ Risks to the health and safety of staff, students, visitors and others who may be affected by the activities of the Department, must be assessed and the measures required to eliminate or minimise those risks identified
- ▶ Particular attention given to the risks associated with chemical, biological and physical hazards, lasers, electrical safety, work equipment, pressurised vessels, fire & emergencies, waste disposal, manual handling, display screen equipment, contractors & visitors and lone working
- ▶ Chemicals and biological agents are subject to additional assessment to comply with the Control of Substances Hazardous to Health Regulations (COSHH)
- ▶ Further assessments will be undertaken for those at enhanced risk e.g. young people, new and expectant mothers, etc. where necessary

Who is responsible for assessing the risks?



- ▶ The principle to remember is **“those who create risks must manage them”**. The responsibility for health and safety rests with the ‘employer’, i.e. University of Cambridge/the department, and is delegated to the Head of Department or unit.
- ▶ In practice this means whoever is responsible for the work/project/premises, must ensure risk assessments are done by someone who understands it and has enough competence in assessing risks.
- ▶ Risk assessment **must always be done when you are planning** an activity or use of new premises, **and before** the proposed work is carried out or the premises are occupied.

Risk Assessment process



Observatory for Human Machine Collaboration

- ▶ The risk assessment is produced by the person(s) carrying out, demonstrating or teaching the process or procedure (“the assessor”) and approved by their line manager or supervisor

Identify the hazards



Consider who might be harmed and how



Evaluate risks and choose control measures

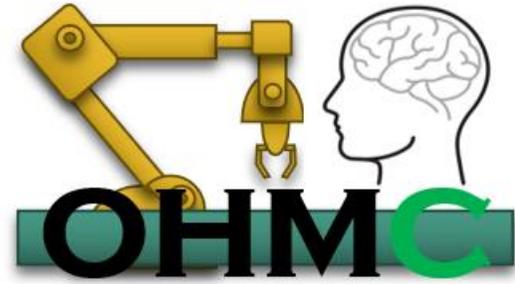


Record significant findings and tell others



Review/revise your risk assessment

Risk Assessment process

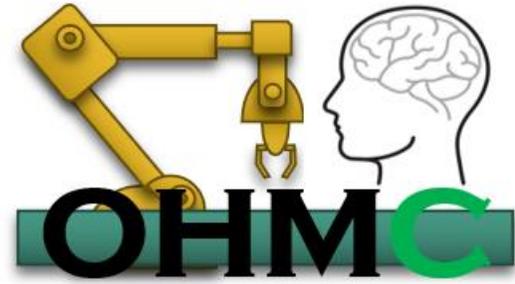


Observatory for Human Machine Collaboration

Risk Matrix

		Potential SEVERITY of Harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
LIKELIHOOD of Harm Occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

Risk Assessment process

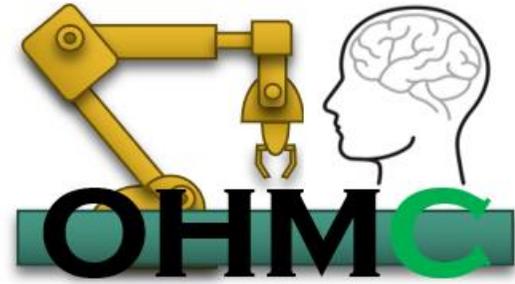


Observatory for Human Machine Collaboration

- ▶ Once you have determined the level of risk, you need to **take appropriate action**:

Risk Level	Action (use hierarchy of risk control measures)
High (Intolerable or Substantial)	DO NOT START WORK without good control measures reducing risk level
Medium (Moderate)	Reduce risks further (consider costs)
Low (Tolerable or Trivial)	Do something if there is little or no cost

Personal Protective Equipment (PPE)



Observatory for Human Machine Collaboration

- ▶ Personal Protective Equipment (PPE) should be fit for purpose and worn properly



Relevant Links

- ▶ [OHMC Project Risk assessment repository](#)
- ▶ [COSH Risk Assessment Database](#)
- ▶ [Equipment Risk Assessment](#)



Contact us

- ▶ [OHMC Website](#)
- ▶ ohmc-enquiries@eng.cam.ac.uk
- ▶ OHMC Technician Email : nk616@cam.ac.uk
- ▶ OHMC Office Number: 01223748509
- ▶ OHMC Tech Phone Number : 07936749180

