

May 2019

# IMS Health, Safety and Wellbeing Newsletter

## Focus on recent incidents - unauthorised access to research laboratories

A couple of recent incidents in the IMS building highlight the need for greater awareness of security and to remind everyone of the rules regarding entry to University buildings, including laboratories. One incident involved unauthorised access to a research laboratory.

You are reminded that you **should display or have your University of Aberdeen ID badge available at all times.**

You MUST ask any individual not displaying the University of Aberdeen ID badge the following questions:-

*Who are you? - Ask to see ID  
Who are you here to visit?*

***Access to research laboratories and facilities requires approval from the PI responsible for that laboratory or a member of the Technical Resource Management Team. Visitors need to be made aware of risks and hazards before entering laboratories.***

### Reminder of Good Laboratory Practice – use of Headphones and mobile phones/tablets

The wearing of personal headphones in laboratory areas and corridors is prohibited (their use is permitted in offices).

Should hand-held phones/tablets be used for laboratory work (such as photography) they should be protected from contamination and not kept in lab coat pockets. They must not be used for making personal calls/texts in the laboratory.

The full list of good laboratory practice is available in the full safety manual; [https://www.abdn.ac.uk/ims/documents/IMS\\_Safety\\_Handbook.pdf](https://www.abdn.ac.uk/ims/documents/IMS_Safety_Handbook.pdf).

#### Inside this issue:

- Focus on recent incidents – unauthorised access to laboratories
- Reminder on use of Headphones and Mobiles/Tablets in labs.
- Safety goggles – who to contact
- Staff and PGR wellbeing co-ordinators

#### Contact Information

Safety information and forms can be found online at <http://www.abdn.ac.uk/ims/safety/index.php>

**Lead Safety Coordinator**  
Charlie Harrington Tel. 8563  
(c.harrington@abdn.ac.uk)

**Deputy Lead Safety Coordinators**  
Sam Miller - Tel. 7484  
(sam.miller@abdn.ac.uk)

Guy Bewick - Tel. 7398  
(g.s.bewick@abdn.ac.uk)

**Technical Resource Manager**  
David Mckenzie -Tel. 7467  
(d.mckenzie@abdn.ac.uk)

**Emergency Contact No.**  
**Security -3939**

## Need Safety Goggles? – who to contact

Safety goggles must be worn at all times in laboratory environments unless a risk assessment has been performed to determine that they are unnecessary. Safety goggles can be collected from IMS stores free-of-charge. Any queries please contact Denise Tosh ([d.tosh@abdn.ac.uk](mailto:d.tosh@abdn.ac.uk)).

## PGR and Staff Wellbeing co-ordinators

The Staff Wellbeing Coordinator Service aims to provide support to staff who would like to chat through wellbeing concerns. This could be in relation to bullying/harassment, stress, work relationships, work/life balance or mental health issues. The Coordinators are a listening ear. Sometimes it just helps to share an issue and discuss it. The Coordinators can also signpost you to other sources of support which you may not have considered previously.

If you would like to contact a Staff Wellbeing Coordinator, you can find information and the list of Coordinators at <https://www.abdn.ac.uk/staffnet/working-here/wellbeing-coordinators-6727.php>. **This service is also available to PGR students.** You may wish to meet with a Coordinator who works outwith your area of work. You can contact any of the Coordinators and request to meet with them. The discussion will take place in a location that you are fully comfortable with.

Your Staff Wellbeing Coordinator will listen to your concerns and will be guided by your preferences regarding how you wish to proceed. The Coordinator may provide you with alternative sources of support. Together you will decide what your next steps could be and your Coordinator will provide information on the routes open to you.

The Staff Wellbeing Coordinators have received training, but they are not counsellors, mediators or mental health experts. They will, however, be able to provide advice on the University providers of these services.

The conversations will, unless there are very exceptional circumstances be kept in the strictest confidence. For further information about the Service, contact Janine Chalmers, Equality and Diversity Adviser;

Tel: [+44 \(0\) 1224 273883](tel:+441224273883)

Email: [janine.chalmers@abdn.ac.uk](mailto:janine.chalmers@abdn.ac.uk)