

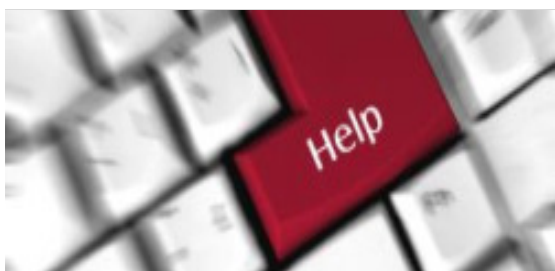
Health & Safety Bulletin



Issue 10

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Accident and Incident reporting system update - AIR project



The project to design and build a new accident and incident reporting system is now coming to a close. The new system will be launched in the very near future, with a presentation session for all School Safety Advisers held in the Informatics Forum on Tuesday 13th May.

Some new features include EASE authentication of staff or students who report an incident or are themselves involved in the incident, automatic email notification of incidents to all injured persons and their School Safety Adviser, increased resilience and support from Information Services.

School Safety Advisers will also be able to log into the system to manage their incidents with the ability to add tasks and comments to the incidents themselves.

Full guidance on how to use the system is available on the AIR wiki at:

www.wiki.ed.ac.uk/display/AIS/Home/

Health and Safety Law poster – deadline to replace by April 2014 passed

The HSE issued the latest revision of the Health and Safety Law poster on 6th April 2009. There was a five year transitional period and any previous versions of the poster should have been replaced by the new version by 5 April 2014.

The University is required to display copies of the revised statutory Health and Safety Law poster at prominent locations throughout the University's buildings, or provide employees with a Health and Safety Law leaflet produced by the HSE.



The purchase of a copy of the poster for each and every University building is not a cost-effective approach. However, in order to comply with this legal requirement the Health and Safety Department have purchased a number of posters and these are displayed in suitably prominent locations, which are accessible to University employees.

Please remove any old style Health and Safety Law posters from your premises.

For more information follow the link below.

www.ed.ac.uk/schools-departments/health-safety/guidance/workplaces-general/health-and-safety-poster

Free online ergonomics course for students



'Healthy Working MOVE' is a free ergonomics e-learning course from Cardinus Risk Management that will engage students and inform them of the risks.

There has been a significant increase in the number of students showing signs of musculoskeletal disorder, with many requiring NHS treatment and taking medication. Almost all of these problems can be attributed to the dramatic rise

in the use of computers, smartphones, games consoles and iPad-style tablet devices.

Poor posture when working and relaxing with technology is also a major contributing factor and the need to carry heavy book bags also plays its part. Students are particularly at risk because many have been using electronic devices for several years without guidance.

MOVE gives practical, real-world advice about how to avoid stress, strain and pain resulting from the careless use of technology. It can be found in the Training section of our website, at this link.

www.ed.ac.uk/schools-departments/health-safety/training/e-learning/cardinus/student-ergonomics

Physiotherapy

As part of our approach and encouragement toward proactive health interventions, the Occupational Health Unit (OHU) has recently set up a physiotherapy referral scheme, utilising the services of FASIC, whereby staff may be referred to the services of a Physiotherapist.

Access to the service will only occur where an Occupational Health Unit Adviser has assessed that the member of staff meets certain criteria and may benefit from early and pro-active intervention from physiotherapy treatment.

Previously staff who had injuries or musculoskeletal issues which were causing them problems at work, or perhaps meant that they were off sick, may have had to wait many weeks or months for this type of intervention available on the NHS.

There is a protocol and checklist for the criteria to enter the scheme and this includes a requirement for referral and assessment by the OHU staff. However where the criteria is met, this can significantly speed up access to Physiotherapy services, hopefully intervening in and alleviating the potential for prolonged symptoms and helping to get the individual concerned coping with their work requirements or indeed back into the workplace.

www.ed.ac.uk/schools-departments/health-safety/occupational-health/managers/physiotherapy-for-managers



New University Radiation Safety Codes of Practice

The Radiation Protection Unit has published three new Codes of Practice, RP/CoP007, RP/CoP008 and RP/CoP019. These are intended to complete the removal of detailed written radiation-safety management arrangements from the University Health and Safety Policy, Part 7:1. As such, they do not contain any new arrangements, but rather they clarify and formalise existing.

CoP007 covers the arrangements in place at the University for authorising work with radiation sources and hazardous lasers.

CoP008 outlines the arrangements in place at the University for the information, instruction and training of persons who will be working unsupervised with radiation sources and hazardous lasers.

CoP019 explains the arrangements for the production of suitable and sufficient radiation and hazardous-laser risk assessments, and outlines the purpose of the Proposed Scheme of Work forms.

All three CoPs can be found on the Radiation Protection Unit website at: www.ed.ac.uk/schools-departments/health-safety/radiation-protection/policy-guidance/codes-of-practice

Health and Safety Conference 2014 feedback



The recent Health and Safety Conference, which focussed on occupational health within the University, was well attended with 53 staff from a wide variety of schools and departments and representatives from the Health and Safety Department.

The morning consisted of a series of short presentations on 'Occupational health and wellbeing at work', 'Some facts and figures from the Occupational Health Unit',

'Working in partnership with Occupational Health', 'Occupational Health - a School perspective', 'Health surveillance and immunisation' and the 'DSE online training package'. There were speakers from the Occupational Health Unit, Human Resources, School of Engineering and the Health and Safety Department.

There were also a selection of stands, giving further information on the Occupational Health Unit and its partners or related services. This was followed by a lunch with the opportunity to visit these stands, to network and to enter a prize draw. The £40 gift card was won by Suzanne Lowrie from National CJD Research & Surveillance Unit.

Feedback was requested electronically via MyEd with 25 returns. The vast majority of the feedback agreed that the conference was informative, helped staff to understand what services the Occupational Health Unit can provide, how occupational health is managed in the University and how occupational health interacts with other areas of the University.

All of the presentations can be found on our website at:

www.ed.ac.uk/schools-departments/health-safety/safety-roles/safety-conference-2014

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Forthcoming Training Courses

- Basic Course in Radiation Protection in Teaching and Research - 4th and 11th June 2014
- Laser Safety - 13th June 2014 www.ed.ac.uk/schools-departments/health-safety/radiation-protection/training/timetable
- BTI Biosafety Practitioner Level 1 (Foundation) - Hybrid course 22nd-24th September 2014 www.bti.ed.ac.uk/courses/

For more information on H&S training courses go to www.ed.ac.uk/schools-departments/health-safety/training