

DEPARTMENT OF ELECTRONIC AND ELECTRICAL ENGINEERING

DEPARTMENT SAFETY OBJECTIVES 2023/24

This document contains the department safety objectives for the 2023/24 academic year. These objectives are to ensure that the department is constantly improving the health and safety systems as well as ensuring all staff are protected in their working environment. The health and safety objectives for EEE are agreed annually by the Health and Safety Committee.

| Objectives | Details | Person (s) responsible |
|---|--|---------------------------------|
| <i>Achieve T100 level 1 during 23/24 academic year.</i> | Submit evidence required to achieve T100 level 1 by October 2023 | DP, SB |
| <i>Lab risk assessments</i> | All laboratories in the department to have risk assessment covering high risk activities by October 2023 | DP, SB, Lab safety coordinators |
| <i>Laser safety awareness training</i> | All labs using Class 3R, 3B, or 4 lasers to have a documented plan in place for safe use of lasers and to create/review their laser risk assessments using the new template by December 2023 | SB, DP, Lab safety coordinators |
| <i>Safety Training compliance</i> | To increase all mandatory training and DSE compliance to 75% by December 2023 and to increase uptake of local fire and health and safety training by September 2024 | DP, SB, PIs |
| <i>Red lab safety folders</i> | All labs to have a red safety folder with required safety documentations by October 2023 | Lab safety coordinators, DP |
| <i>Increase visibility of physical and mental safety within the department</i> | DSO to work with communication manager and wellbeing champion to increase visibility in the department | DP, wellbeing champion |

These safety objectives will be reviewed termly after each DSC by the DSO and adapted if necessary.